



# APPLICATION TO MAKE CHANGES TO YOUR HOME

## Your Details

Your Name:

Your Address:

Phone Number:

Email Address:

## Changes you want to make

Please describe the change or changes you would like to make to your home. You can include drawings or maps on a separate sheet if you need them to explain the changes.

## Planning and Costs

Cost of works: £

Do you need planning permission or building control approval: Y/N

If Yes, have you obtained the permission you need? Y/N

## Contractors details

Please provide details of the contractor who will be carrying out the work. When choosing a contractor you should make sure that they are properly qualified for the job, are a member of a professional trade organisation, have 'Public Liability' insurance, give you a guarantee for the work they have done and provide the appropriate certificates such as Gas Safe, NICEIC or FENSA.

Contractor Name:

Contractor Address:

Are you going to get a guarantee for the work from the contractor? Y/N

## Declaration

I confirm that the information I have provided is correct. The work will be carried out in a professional and workmanlike manner and as stated in the information provided to Elim. All necessary health and safety considerations and manufacturers' recommendations will be followed during the work. Finally, that I will allow access for Elim's surveyor to visit while the work is being done and/or after it is finished and that I will be recharged Elim's costs for this visit.

Signed:

Date:

This form should be completed and returned to Elim Housing Association. You can do this by posting it, or emailing a scanned signed copy to [info@elimhousing.co.uk](mailto:info@elimhousing.co.uk)

You must not make any changes to your home before receiving our written consent