



Application for Permission to make Alterations/Improvements

Tenant(s) Name: _____

Address: _____

What alteration/improvement do you wish to make?

Please provide full details of the work to be undertaken, including the specification of any materials to be used:

(please attach any relevant plans/drawings)

Name of Contractor/Company who will carry out the work (if applicable):

Signature:

Date:

OFFICE USE ONLY:

Checklist

1. Considering the application:

- " Sufficient information provided
- " Eligibility for compensation

2. Advising tenant of outcome:

- " Letter issued to tenant advising of Co-operatives decision
- " Right to Compensation for Improvements Policy enclosed with letter (if applicable)
- " Internal Appeals Process leaflet enclosed with letter

Permission granted: YES/NO

Date letter issued to tenant: _____

Signature: _____ Position: _____

Date: _____