



ALTERATIONS / IMPROVEMENTS APPLICATION FORM

1. ADDRESS OF PROPERTY TO BE ALTERED / IMPROVED

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2. FULL NAME(S) OF CURRENT TENANT(S)

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3. TELEPHONE CONTACT NUMBER

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4. DATE WHEN INTENDING TO START WORK

5. **FULL DETAILS OF PROPOSED ALTERATION WORKS - PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE (WITH SKETCHES) OF THE PROPOSED SCOPE OF THE WORKS, INCLUDING MATERIALS USED, THE IMPACT OF THE WORKS ON EXISTING FITTINGS, RELEVANT SIZES, DIMENSIONS AND LOCATION IN RELATION TO THE PROPERTY AND THE NAME(S) OF CONTRACTOR(S) CARRYING OUT THE WORKS. WHERE A BUILDING WARRANT AND/OR PLANNING PERMISSION IS REQUIRED, PLEASE ENCLOSE A COPY, TOGETHER WITH A COPY OF THE APPROVED PLANS ALONG WITH THIS APPLICATION.**

TENANT(S) SIGNATUREDATE