

NORTH VIEW Housing Association

North View is a registered Scottish charity – charity registration number SC032963

APPLICATION TO ALTER A PROPERTY

- 1 Address of property to be altered _____
- 2 Name of tenant(s) making application _____
- 3 Contact telephone number _____
- 4 Description of proposed alteration
(please continue on a separate sheet if required)

- 5 Name and trade of the person(s)/firm(s)
that will carry out this work.
*NOTE:- The person carrying out the work must be suitably
qualified to do so e.g. a qualified electrician to alter
electrics, a qualified plumber to alter pipes etc.*

- 6 If the alterations involve replacing or
removing existing fittings, please give
a brief description of these fittings.

- 7 If the alteration requires Planning Permission and/or Building Warrant, please enclose copies
of the approval notice together with approved drawings/specifications etc.

continued over

In signing below, I/we confirm that:-

- the information contained within this application is a fair and true description of the alteration that I/we wish to carry out.
- I will not/we shall not commence work until I/we receive written approval to do so from North View Housing Association.

signature of tenant _____

signature of joint tenant (if applicable) _____

date _____

Once you have completed the form, please return it to our Office at 29A Stravanan Road.

North View Housing Association will respond to you within one month, from the date we receive all the information that we require to assess your application, to notify you of our decision.