

## Application form Home improvements or alterations - Tenant

Full name(s):

Tenant(s)

Address of home where the improvements are to be carried out:

Daytime phone number:

Email address (optional):

**Please don't complete this form if you don't intend to start work within three months, if permission is granted after check it'll expire after three months. Please tick this box to confirm:** ☐

Please give details of the type of improvements or alterations you're requesting permission for. Remember to include all supporting information, the more detail you provide up front will reduce queries to allow this to be processed, failure to provide all relevant information may delay the processing of your application.

The following is a guide of what to include (not exclusive to).

- Location
- Measurements and dimensions
- Image(s) of proposed work
- Plans, design and / or drawings
- Materials

## Improvements or alterations - Declaration

Please be aware you must not carry out any work until permission is granted.

I declare the information given is a true representation of the improvements or alterations I wish to carry out and agree that i'll adhere to any conditions related to the granting of permission.

I agree to inform Vico Homes if the information given in the application changes.

Tenant(s) signature(s):

Print name(s):

Date signed:

**If plans or drawings haven't been provided, use this section to sketch your proposal with approximate measurements and dimensions, remember to include any additional information.**

[illegible]

**Please return to:**

**Email: [hsgassetssurveying@vicohomes.co.uk](mailto:hsgassetssurveying@vicohomes.co.uk) or by post to:**

Vico Homes, Survey Team, Merefield House, Whistler Drive, Castleford, WF10 5HX If you've any questions or queries, please contact us on 0345 8 507 507