

Application for permission to carry out work to a property owned by Stafford and Rural Homes

You will need to fill out this form if you intend to fit a satellite dish, build a shed, footpath crossing, hard standing or to carry out any other improvement, alteration or addition to your home. Please attach **detailed plans and specifications** (fully describing the nature and scope of the work required) of the improvements you intend to make, and copies of any survey reports and permissions. Before any improvement, alteration or addition can be carried out to your home you will need to have Stafford and Rural Homes written agreement. We will only refuse to grant permission if there is a good reason- for instance if the proposed work would affect your neighbours, be unsafe or if you have rent arrears.

Your name

Address

Postcode

Phone number

Where is the improvement you want to make?

Description of the work you want to do. Please say if your works affects any gas electricity or water installations.

Please advise us of adjacent Neighbouring property no's.

Continue on another sheet if you need to.

Have you got all the necessary permissions?
(for example planning/building regulations)

Yes

No

If you are unsure that you need planning permission call 01785 619000

If we give permission, when will you start the work?

When do you expect to finish the work?

(we may want to see what you have done)

Use of my Personal Information

I am content for Stafford and Rural Homes to:

- Store my personal information on its systems and use it to deliver any services to me; and
- Disclose relevant parts of my personal information to those organisations it works with, only where it is necessary for the services I need or want, or where required to disclose by law.

Signed:

Print Name:

Stafford and Rural Homes reserves the right to correct any problems that are caused during or after your work has been done. You may have to pay Stafford and Rural Homes for this.

I understand that I may have to pay to correct any problems caused by my work.

OFFICE USE ONLY:

Date Received

Technical Officer

Housing Officer Check

Date Approved/ Rejected (delete as appropriate)

Building Control

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Approved YES/NO

Date Officer

Planning Officer

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Approved YES/NO

Date Officer

Highways

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Approved YES/NO

Date Officer