

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

Please complete this form if you intend to fit a satellite dish, create a footpath crossing, hard standing or carry out any major improvements or structural works 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.

Your lease will require you 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.

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 your Neighbouring properties.

Continue on another sheet if you need to.

Have you got all the necessary permissions?

Yes

No

(for example Planning/Building regulations or Highways approval)

If you are unsure that you need planning permission call 01785 619000 and ask to speak to the Planning or Building Control Departments or The Highways Department on 01785 354029.

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)

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 (signature)

SEND THIS FORM TO Asset Management, Stafford & Rural Homes, The Rurals, 1Parker Court, Dyson Way, Staffordshire Technology Park, Beaconside, Stafford, ST18 0WP.

OFFICE USE ONLY

Date received

Technical Officer

Leasehold Officer
Check

Date approved/rejected
(delete as appropriate)