

Return to:
 Asset Management
 The Rurals
 1 Parker Court
 Staffordshire Technology Park
 Beaconside
 Stafford ST18 0WP

Contact: 0800 111 4554
www.sarh.co.uk
 Email: csc@sarh.co.uk

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

OFFICE USE ONLY

NSO Checked
Approved
Date

Y	N

Rent Checked
Approved
Date

Y	N

Technical Officer
Approved
Date

Y	N

Date Stamp

Entered by

Date

Please complete this form if you intend to carry out any improvement, alteration or addition to your home. You must 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 you start any work, you **MUST** have Stafford and Rural Homes written agreement. We reserve the right to refuse permission. **PLEASE NOTE:** If there is rent arrears on your account or you have not provided all information requested, permission will be denied.

PLEASE COMPLETE ALL SECTIONS

YOUR NAME

ADDRESS

POSTCODE

TELEPHONE

Location within property where improvement will be made

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

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 Stafford Borough Council on **01785 619000** and ask to speak to the Planning or Building Control Departments or Staffordshire County Council Highways Department on **01785 354029**.

CONTRACTOR DETAILS:

Company Name/Address/Telephone No.

ELECTRICAL/GAS ENGINEER DETAILS: (Please note the Engineer should supply this to you)

Name:	
Company Name:	
Telephone No.	
Scheme:	
Membership No:	

If we give permission, when will the work start

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)

We aim to reply to your request within 4 weeks - Please do not start any works until you have our decision in writing.