**Application for Alterations**

Please complete the form below and return it to us at [admin@tuntum.co.uk](mailto:admin@tuntum.co.uk), or by post to 90 Beech Avenue, Nottingham NG7 7LW.

**Additional information required to support your application**

Please supply copies of:

* Scale drawings and plans where appropriate
* Specifications, together with quotations for the works
* Details of the contractor carrying out the works. We will undertake a check to ensure any contractor used is registered with the relevant regulatory authority e.g. Fensa, Gas Safe and NICEIC
* Structural engineer’s report
* Planning permission/building regulations approval (where necessary)
* Neighbour’s and/or developer’s permission (where necessary)

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| **Your name(s)** | |
| **Your address** | |
| **Your telephone number:**  **Mobile number:** | |
| **Email address:** | |
| **Property type:** | House / Flat / Bungalow / Other (please state) |
| **Is the proposed work inside or outside the property?** | Inside / Outside |
| **Will a fence or party wall which is shared with a neighbour be affected by your proposals?** *You will need to get your neighbour’s written permission for works which affect them and include a copy with this application form.* | |
| **Please detail the proposed works** (please provide full details including sketches or plans, specifications, estimates etc) | |

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| **Please tell us the date you want to start the alterations** |  |
| **Are the works subject to either**   1. Planning consent 2. Building regulations | Yes / No  Yes / No |
| **Is the property less than one year old?** | Yes / No |
| **Is the property less than 5 years old?**  *If less than 5 years old and the works are of a structural nature, please obtain consent from the developer and provide a copy.* | Yes / No |
| **Are there any Artex or textured coatings in the area you wish to improve which may be disturbed?** | Yes / No |
| **Do the alterations involve work directly or indirectly to any of the electrical circuits in the property?** | Yes / No |
| **Are you installing or removing a gas or electrical appliance or fitting?** *(Excluding freestanding gas or electric cookers provided by you)* | Yes / No |
| **Please confirm whether you wish to remove any appliance that you are installing when you terminate your tenancy.** *Please be aware that in submitting and signing this form you agree to make good any damage arising and reinstate to its original condition.*  I do / do not wish to remove my appliance/fitting at the end of my tenancy. | |
| **I understand that upon termination of my tenancy, I may be asked to reinstate the property to its original condition.**  **Signed…………………………………………………………………………….. Date…………………………….** | |