

**MANOR ESTATES HOUSING ASSOCIATION**  
**ALTERATIONS/IMPROVEMENTS APPLICATION FORM**



**1. Address of Property to be Altered/Improved**

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**2. Full names of Tenants(s) or Owner (s)**

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**3. When do you want to start work?\_\_\_\_\_**

In order to ensure this application is promptly dealt with please give the fullest of details  
See note below as a general guide.

**Notes:**

1. Outbuildings - include plans and give size and details of materials to be used in the construction.
2. Conversions - include plans, give accommodation both prior to and after conversion. Give details of materials to be used.
3. Central Heating - include plans and give details of manufacture and type of all components and number and position of radiators
4. Others - include plans and give as full details as possible.

4. Details of Alteration (Use space below to provide further details or draw plan if necessary)

5. If your alterations will involve changing or taking out existing fittings please give a brief description of these fittings

6. When Building Warrant is obtained (and planning permission where necessary) enclose a service copy, together with a copy of approved plans, with this application.

7. Tenant (s) or Owner(s) Signature .....

Date .....

**FOR OFFICE USE ONLY**

**Signature & Designation**

**Date Received**

\_\_\_\_\_

\_\_\_\_\_

**Date acknowledged**

\_\_\_\_\_

\_\_\_\_\_

**PRE INSTALLATION**

1. Is inspection required?

YES

NO

\_\_\_\_\_

2. If yes by whom?

TECH

HOUSING

\_\_\_\_\_

3. Date requested

\_\_\_\_\_

\_\_\_\_\_

4. Date inspected

\_\_\_\_\_

\_\_\_\_\_

5. Approval recommended

YES

NO

\_\_\_\_\_

6. Further comment

7. Recommendation approved

YES

NO

8. Tenant/Owner advised

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**POST INSTALLATION**

9. Work was completed on

\_\_\_\_\_

\_\_\_\_\_

10. Is work to a satisfactory standard

YES

NO

\_\_\_\_\_

11. Comments

12. Is alteration reimbursable

YES

NO

\_\_\_\_\_

13. Receipts have been examined and

YES

NO

\_\_\_\_\_

recorded

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