**Alteration & Improvement Application**

If you need any assistance completing this form, please contact Bron Afon on 0800 111 42 42.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Tenant details:** | | | | | | | |
| **Name – Tenant 1:** | | | | | | | |
| **Name – Tenant 2** *(if applicable)***:** | | | | | | | |
| **Address:** | | | | | | | |
| **Date of birth – Tenant 1:** | | **Date of birth – Tenant 2** *(if applicable)***:** | | | | | |
| **Telephone number:** | | | | | | | |
| **Email address:** | | | | | | | |
| **Contact preferences:**  Phone Email Letter Face to face | | | | | | | |
| **Please state your tenancy status:**      Assured Assured Shorthold Demoted Equitable | | | | | | | |
|  | | | | | | | |
| **Household members:** | | | | | | | |
| **Please give details about your household members:** | | | | | | | |
| **Full Name** | **DOB** | | **Gender** | | **NI Number**  *(if applicable)* | **Relationship**  *(to current tenant)* | |
|  |  | | M / F | |  |  | |
|  |  | | M / F | |  |  | |
|  |  | | M / F | |  |  | |
|  |  | | M / F | |  |  | |
|  |  | | M / F | |  |  | |
|  |  | | M / F | |  |  | |
|  | | | | | | | |
| **Property details:** | | | | | | | |
| **What type of property do you live in?**  House Flat/Bedsit Bungalow Maisonette | | | | | | | |
| **How many bedrooms do you have?** | | | |  | | | |
|  | | | | | | | |
| **Proposed Alteration** | | | | | | | |
| *Please include as much information as possible in relation to the work that you wish to complete. Please include sizes, materials to be used and estimated costs as well as expected start and end date of works. Please continue on separate paper is you require more space.* ***…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………*** | | | | | | | |
| **Does the proposed works involve gas or electrical alterations?** | | | | | | | Yes / No |
| **Have you obtained all other relevant permissions e.g. Planning Permission?** | | | | | | | Yes / No |
| **Will the work require the use of heavy or noisy machinery?** | | | | | | | Yes / No |
| **Further information:**  *Please list here any further information that you wish to be consider as part of your application:* | | | | | | | |

|  |  |
| --- | --- |
| **Declaration** | |
| By signing this application, I confirm:   * The details provided on this application are true. * I will consult Bron Afon regarding any changes required to the planned works. * I accept full responsibility for the works; including the cost of ongoing maintenance relating to the works and the cost of any rectify work required as a consequence of the works being completed. * I will use properly registered persons for any gas or electrical works required and I will obtain certificates for any gas or electrical works completed. * Should I later vacate the property, I will be responsible for returning the property to its original condition, should Bron Afon request this. I accept to pay the cost of Bron Afon doing this should I fail to. * I am responsible for ensuring I obtain any other relevant permissions from Torfaen County Borough Council where permission from them is required.   ***Use of person information:***  I agree for Bron Afon Community Housing to store and share the information I have provided with any relevant partners as part of the assessment process. | |
|  | |
| **Tenant 1 Signature**: | **Date**: |
| **Tenant 2 Signature** *(If applicable)***:** | **Date:** |