



## Home improvement request form

<b>Your name:</b>	
<b>Your address:</b>	
<b>Email address:</b>	
<b>Telephone number:</b>	

### **What is the proposed improvement or alteration?**

*Please give a description of the work you would like to carry out. Please provide as much information as possible and include details of materials to be used. Please provide a sketch plan of the improvement. Continue on a separate sheet of paper if necessary.*

### **Who will carry out the work?**

*Give the name & address of the person who will carry out the work. Please note that if you intend to make any alterations to gas or electric fittings the work will need to be carried out by a registered contractor. (For gas they should be Gas Safe registered and electrical work NICEIC/ECA). Appropriate certificates must be received within 10 working days of completion.*

	Yes	No
Does the work require planning permission?		
Does the work conform to building regulations?		

*Please note that where necessary you should enclose copies of confirmation of planning permission and building regulations.*

### **Asbestos**

Properties built before 2000 may contain asbestos which is safe if undamaged, however DIY and property improvements may damage the asbestos which make them dangerous. Colne have a register of asbestos surveys on properties and upon request will provide this information to you ahead of any works starting. Major refurbishment works will require a refurbishment and demolition survey to be completed which must be received by Colne before work starting.

Colne will reply within 10 working days to advise if permission has been granted or if further investigations are required.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

COLNE USE ONLY:

	Yes	No
Does the work require planning permission?		
Does the work conform to building regulations?		
Are there ACM at the property?		
Is a refurbishment and demolition survey required before approval?		
Further information required?		
Does the property have the RTB/RTA?		
<b>Approved?</b>		

Comments

Date received: \_\_\_\_\_

Date of response to resident: \_\_\_\_\_

Signed: \_\_\_\_\_  
Housing Manager

Date: \_\_\_\_\_

Signed: \_\_\_\_\_  
Property Services Manager

Date: \_\_\_\_\_

Improvement signed off: \_\_\_\_\_

Date: \_\_\_\_\_