



# LANARKSHIRE HOUSING ASSOCIATION

## APPLICATION FOR ALTERATIONS

191 Brandon Street, Motherwell ML1 1RS ☎ 01698 269119

### PART A - APPLICATION

1. Tenants Surname

3. Address

2. Other Names

4. Daytime Tel. No.

5. Description of the proposed work. Please state clearly what you wish permission for; eg. Erection of a garage, installation of central heating - please provide fullest details, including plans, specifications, estimates etc.

Is planning permission or a building warrant required for the work ?

YES

NO  If yes, please provide copies of the approval

6. Who will carry out the work ? (state name and address of company if applicable)

7. What part of the house/grounds will be affected ?

8. Additional information to this application \*

## PART B - CONSULTATION WITH NEIGHBOURS

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Do you have any objections to this application ?

(if yes, give details) \*

### OFFICIAL USE

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Do you have any objections to this application ?

(if yes, give details) \*

### OFFICIAL USE

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Do you have any objections to this application ?

(if yes, give details) \*

## ADDITIONAL INFORMATION

## PART C - DECLARATION

I declare that the information given on this form is correct and that, if approved this application, together with the letter of approval will constitute a formal consent to carry out the work detailed.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## RIGHT TO COMPENSATION FOR IMPROVEMENTS INFORMATION

- You may be eligible for compensation for certain improvements made to your home when your tenancy comes to an end.
- To qualify you must claim between 28 days before and 21 days after your tenancy comes to an end. Early notification is advisable. You may also apply if your accommodation is being transferred to a new landlord.
- You will be required to provide the following information :
  - ◆ Details of the improvement for which you are claiming
  - ◆ Date started
  - ◆ Date completed
  - ◆ Cost \*

\* you must provide the relevant invoices if applicable. Otherwise you must provide an estimated breakdown of the costs.

If you wish any further information regarding this scheme, contact your local area office.

## OFFICIAL USE ONLY

Maintenance Officer/Housing Officer's report

Pre installation inspection (if applicable)

Comments :

Is this alteration eligible for compensation YES/NO

If yes, request made for copy of receipts YES/NO

Receipts requested \_\_\_\_\_ Date \_\_\_\_\_

Recommendation

Post inspection of work (where applicable)

Comments :

Signature \_\_\_\_\_ Date \_\_\_\_\_

Housing manager's decision

Signature \_\_\_\_\_ Date \_\_\_\_\_

Notification to applicant

By \_\_\_\_\_ Date \_\_\_\_\_

## NOTES

## **DATA PROTECTION**

Lanarkshire Housing Association Limited processes personal data to assist in its legitimate aims and those of certain third parties. The Association's principal aims are to provide, manage and maintain social housing and low cost home ownership. Secondary aims will include property management services for owner occupiers and commercial leaseholders, and associated functions will include administering enquiries and complaints, the prevention and detection of fraud or other criminal acts and the recovery of debts.

This information may be disclosed to other bodies in certain circumstances. For example, there may be disclosures to contractors (to attend a property), to the police (to assist in their investigations), to the Local Authority (to assist them in the administration of housing benefit/council tax) or to Communities Scotland (for the purposes of inspection and regulation). Further details can be found by consulting the Information Commissioner's website ([www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)).

By providing us with this information you automatically give your consent for the purposes specified.