

Application for Housing Alterations

This form must be completed and permission granted prior to work commencing.
No cost must fall upon Douglas City Council for any alterations carried out by the Tenant.

You must not make any alterations (including improvements) to your home without first obtaining permission from the Housing Office. Permission will not be unreasonably withheld, unless the alteration will make your home less safe, cost Douglas City Council to maintain, or reduce the value of the property. You will also need to comply with planning requirements and building regulations if applicable.

What is counted as an alteration?

Examples include:

- CCTV and Smart Doorbells
- Changes to your kitchen or bathroom fixtures & fittings;
- Knocking down any walls either inside your home or in your garden;
- Changing fixtures & fittings that relate to water, gas or electricity;
- Installing or moving an oil tank;
- Installing central heating or changing a central heating boiler (not normally permitted as the Council now installs and maintains central heating systems);
- Changing windows and external doors;
- Erecting sheds or greenhouses or other structure in your garden;
- Constructing a dropped kerb and hardstanding for vehicles;
- Putting up any external aerials (e.g. CB, TV or satellite);
- Fitting additional locks;
- Erecting conservatories or porches.

Name of Tenant(s):

Tenancy Address:

Postcode

Telephone Number Home Mobile

Type of Alteration
(Please state clearly what it is you intend to do)

Reason for Alteration
(Give brief details)

Would the proposed work involve the alteration to a pedestrian footpath for vehicular access? *(please tick)*

 Yes No

Would the proposed alteration require the provision of a new or amended supply?

 Water Gas Electricity

If so, please give details:

External buildings
(Please tick)

 Shed Garage Other

(Please tick)

 Purpose built Standard Commercial

If Other, please state:

Give approximate sizes:

Height

Width

Length

Name and address of tradesperson / organisation / other who will carry out the work

***REQUIRED FIELD**

I agree to carry out the works to the satisfaction of Douglas City Council.

**Please remember! Bad workmanship can cost money and can also be a danger to yourself and others.
No work may commence until written permission has been granted.**

Douglas City Council collects and processes personal data in accordance with the relevant data protection legislation and its Privacy Policy. This includes collecting and processing personal data for the purpose of carrying out checks for the purposes of administration, assessment, analysis, and also for assessing tenant (and prospective tenant) suitability for housing and/or general housing management. Personal data collected may include details of any criminal convictions, on-going investigations, health data, family background data and to make any necessary enquiries to check that information contained in the Tenancy Agreement/Housing Application Form is correct and for the purposes described above.

Douglas City Council may, in accordance with the relevant data protection legislation and its Privacy Policy, share this personal information with law enforcement, government agencies, government departments, local authorities, contracted third-party service providers, financial companies and/or financial organisations.

Should you wish to learn more about this please read our Privacy Policy which clearly sets out in full what personal information is collected, why, who it may be shared with, for how long it is retained and also what rights you have under the data protection legislation and how to exercise them. The Privacy Policy can be located at www.douglas.gov.im/dataprotection, and can also be requested in person at Douglas City Hall. Further, should you have any specific questions please do not hesitate to contact our Data Protection Officer at dataprotection@douglas.gov.im or phone 01624 696410.

When you provide us with information about another person in your Housing application/change Form our lawful basis for processing this personal information is that it is necessary for compliance with a contract and/or legal obligation, that it is necessary for the performance of a task carried out in the public interest and/or necessary in the exercise of official authority vested in Douglas City Council.

Sign

Date

/ /

**Please return your completed form to Douglas City Council, Housing Office, City Hall,
Ridgeway Street, Douglas, IM99 1AD.**