

## Application for Housing Alterations

This form must be completed and permission granted prior to work commencing.  
No cost must fall upon Douglas Borough 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 Borough 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:

- 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;
- 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**

Douglas Borough Council will use the information you provide in accordance with the Data Protection Act 2002 for the purpose of housing management. On occasions, the information may also be shared between different Departments of the Council and with third parties such as contractors working on the Council's behalf for this purpose. In such instances the Council will ensure that your personal data is processed in accordance with the Data Protection Act 2002.

I agree to carry out the works to the satisfaction of Douglas Borough 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.**

Sign

Date

Please return your completed form to Douglas Borough Council, Housing & Property Department, Town hall, Ridgeway Street, Douglas, IM99 1AD.