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|  | **Alterations Application**  ***For alterations and home improvements***  [barcode] | **ALT1L** |

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| **New application** |  |
| **Retrospective applicant** |  |
|  |  |
| **Service Charge No** |  |
| **Name** |  |
| **Leased**  **Address** |  |
| **Correspondence Address** *– If applicable* |  |
| **Telephone** |  |
| **Mobile** |  |
| **Email** |  |

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| **Description of alteration**  (please include location e.g. kitchen, hall) | **Type of alteration**  e.g. structural, external, internal to the flat. | **Plans/drawings attached (Y)** | **Plans/drawings attached (N)** |
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| **Name** | **Contact details** | **Employed as e.g. architect, builder and plumber (include Gas Safe and NICEIC registration numbers, where appropriate).** |
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Please continue on a separate sheet if necessary.

**Important information**

If you carry out works that require the landlord’s consent without obtaining written consent from us, you will be in breach of your lease agreement. We may act against you to remedy the breach. It will cause you difficulties when you try to sell your home.

If you, or a previous owner, carried out any works without written consent, you can put this right by applying for retrospective consent.

For further enquiries on applying for consent or retrospective consent, please contact Leasehold Services on 020 7364 5015 or email [alterations@thh.org.uk](mailto:alterations@thh.org.uk).

I agree to my details being passed to appointed surveyors, for them to contact me directly to arrange the post inspection.

Please note that there is an additional charge of £180 for the Post Inspection (for minor alterations). For major structural alterations the fee will be £600.

**New floor Plan from £450 (if applicable)**

* Re-inspection of remedial works £90 (minor alterations)
* Re-inspection of remedial works £180 (major alterations)

**Before submitting this application, please ensure you have attached the following documents.**

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|  | **Yes** | **No** | **Not Applicable** |
| **Plans/drawings – existing and proposed** |  |  |  |
| **Planning Permission** |  |  |  |
| **Building Control Notice** |  |  |  |
| **Structural Engineers Report** |  |  |  |
| **Contractors Liability Insurance** |  |  |  |
| **If you are using a Competent Persons Scheme approved contractor please provide evidence of this.** |  |  |  |
| **If you are using a Trustmark registered contractor, please provide evidence of this.** |  |  |  |
| **Fee** |  |  |  |

|  |  |
| --- | --- |
| **Your Signature** |  |
| **Date** |  |