

Alterations and Improvements to Council Properties – Application Form

Address:	Tenant / Leaseholder Name:	Contact Number:
		Email Address:
<p>Please provide details of the alterations you wish to make (or have made). Provide as much information as you can in order for the council to assess your application and attach any scale drawings, specifications or quotations. Please tick here if you are requesting retrospective permission. <input type="checkbox"/></p>		
<p>Have you checked with the Council's Planning Department if the alterations or improvements require Planning or Building Regulations approval?</p> <p>If yes, have you submitted an application for Planning or Building Regulations approval or Party wall notice?</p> <p>Please note it is your responsibility to carry out these checks and get appropriate permission. We cannot consider your application until this has been done. There will be additional restrictions / conditions for homes located in the Estate Management Area and Conservation Area of Welwyn Garden City. (Please attach any permissions that have already been given)</p>		<p>Yes / No N/A</p> <p>Yes / No</p>
<p>Please give the name and address of all contractors who will be carrying out the work for you (or used if retrospective permission).</p>		
<p>Does the alteration involve any gas or electrical work?</p>		Yes / No
<p>If yes, you will need to enter the Gas Safe / N.I.C.E.I.C/NAPIT registration number of the engineer(s) below before permission to proceed can be given (or approved in the case of retrospective).</p>		
Gas Safe Registration Number(s)		Electrical / N.I.C.E.I.C / NAPIT Registration Number(s)
<p>If you are planning to carry out any external works, such as replacing fencing, erecting sheds, have you consulted with your neighbours and included their written permission for fencing in this application? (Or did you seek this for retrospective permission).</p>		Yes / No / N/A

Additional information on alterations requested for permission.

Customers Signature:

Date:

The information collected on this form is necessary to administer your application for improvements and will not be used for any other purposes.

Welwyn Hatfield Borough Council is committed to protecting your privacy when you use our services. Please see our privacy notice which is on the Councils' website

Please return this form and any paperwork to:

or email:

Welwyn Hatfield Borough Council, Council Offices,
The Campus, Welwyn Garden City, AL8 6AE

housingmaintenance@welhat.gov.uk