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**Application for Property Alteration Consent**

Please ensure you provide all of the information requested on the application form. Failure to do so may result in your decision being delayed or denied.

**Consent Information**

|  |  |  |
| --- | --- | --- |
| Full name |  | |
| Address |  | |
| Telephone number |  | |
| Mobile number |  | |
| Email address |  | |
| Are you:  (please tick) | Tenant: |  |
| Owner: |  |
| Leaseholder: |  |
| Property type  e.g. two bedroom house, one bedroom flat |  | |
| Description of the consent proposal. Please provide as much information as you can |  | |
| What will be the impact on neighbouring property or residents? |  | |
| Will the proposed works involve any **Electrical** work?  (please tick) | Yes: |  |
| No: |  |
| Not sure: |  |
| Will the proposed works involve any **Gas** work?  (please tick) | Yes: |  |
| No: |  |
| Not sure: |  |
| Do you have a copy of the most recent **Asbestos** **survey** for your home?  (please tick) | Yes: |  |
| No: |  |
| Will the proposed works impact any potential **Asbestos** in your home?  (please tick) | Yes: |  |
| No: |  |
| Not sure: |  |
| Have you applied to your Local Authority for any required Planning Permission where required?  If you have, please provide a copy of the approval or the application with this Consent Application  (please tick) | Yes: |  |
| No: |  |
| Not applicable: |  |
| Name of Contractor |  | |
| Registered Address |  | |
| Registered Telephone number |  | |
| Email address |  | |
| If you have a Contractor arranged to undertake the works, please can you provide a copy of their Public Liability Insurance.  For any electrical work, contractors need to be registered with NICEIC.  Any works on Gas, need to be undertaken by Gas Safe registered.  Evidence of the above will be required prior to any Consent being considered | | |

**Sketch Plan**

If you feel it may help describe your planned work, you should sketch a plan which will help to show what you propose to do and may help in us providing you with a quicker decision.

|  |  |
| --- | --- |
| What are the proposed dimensions? |  |
| What materials will be used? |  |

**Application Terms**

* Separate application forms must be completed for each type of work you wish to carry out
* This application form can be completed by any tenant of Curo or those who own an ex-local authority/Curo property who wish to carry out any external or internal work to the property. All works are to be carried out at the applicants own expense.
* It remains the responsibility of the applicant to obtain separate consent from the local authority where necessary, this must be done before work commences.
* The relevant sections of the form should be completed and if necessary a sketch showing the proposed works should be indicated in the space provided on the final sheet.
* The completed form should be returned to the Consents Team, Asset Management, Curo, The Maltings, River Place, Lower Bristol Road, Bath, BA2 1EP or to [Consents@curo-group.co.uk](mailto:Consents@curo-group.co.uk)
* Please note that your property has not been inspected. If necessary Curo will arrange for an inspection of the proposed works. It is advisable that you supply us with enough information to avoid this happening as this can affect the time it takes for Curo to process your application.
* Receipt of this form does not grant you permission to carry out the works, your proposal will be considered and you will be sent a letter advising you of the outcome. If permission has been granted there will be a list of conditions of which you must adhere to; if it has been refused you will be provided with a full explanation for the reason for refusal.
* Irrespective of the result of this application form, you may also need to seek Planning Permission and/or approval under Building Regulations Legislation. You are therefore advised to notify your local authority Building Control Service of your proposal.
* Landlord’s Consent is necessary should you wish to make any alterations to your home as stated in the terms and conditions of your Tenancy Agreement. Failure to inform Curo of any alterations could lead to a breach of your Tenancy Agreement.