



Date of application: _____

Tenancy Ref. no. _____

Tenant Works Approval Form

This form must be completed and returned to your Neighbourhood Officer, together with all relevant documentation as referred to.

It is a requirement under the terms of your tenancy agreement to obtain landlords consent for alterations before commencement of any works. Not doing so will mean you are in breach of your tenancy agreement, which can have serious consequences.

APPLICANTS AND PROPERTY DETAILS

NAME OF TENANT(S)	1)	
	2)	

ADDRESS	
	Postcode

CONTACT PERSON FOR PROPOSED WORK?	
WHAT IS THEIR RELATIONSHIP TO THE TENANT?	
DAYTIME TELEPHONE NUMBER	
EVENING TELEPHONE NUMBER	
MOBILE TELEPHONE NUMBER	
EMAIL ADDRESS	



ALTERATIONS

Full description of works *(Please continue on separate sheet if necessary)*

Make sure you tell us in as much detail as possible with supporting drawings:

- What work are you planning to do?
- Which rooms will be affected?
- How long do you expect the work to take?
- What impact do you think the work may have on your Neighbours?

- 1. Have the works started?** YES NO
If your answer is "NO" then go to question 3.
If your answer is "YES" then please give the start date of the works
- 2. Have the works been Completed?** YES NO
If your answer is "YES" then please give the completion date of the works
- 3. Will the work affect any area outside your property?** YES NO
- 4. Will the work affect any communal areas or other residents' facilities?** YES NO
- 5. Is Planning Permission required?** YES NO
- 6. If yes, have you applied for Planning Permission?** YES NO
If "yes", then please give planning reference no.:
- 7. Is Buildings Control approval required?** YES NO
- 8. If yes, have you applied for Building Control Full Plans approval?** YES NO
If "yes", then please give Building Control reference no.:
- 9. Have you discussed your plans with other occupants of the building?** YES NO



WHO WILL BE DOING THE WORK?

NAME OF MAIN CONTRACTOR	
ADDRESS	Postcode
DAYTIME TELEPHONE NUMBER	
EMERGENCY TELEPHONE NUMBER	
MOBILE TELEPHONE NUMBER	
EMAIL ADDRESS	

The following documents can help support your application. Please tick which ones you are providing with this request:

Communications with other residents in the block about the work (both those from you and response from the other residents)

Plans showing the work needing approval

Photographs of the area being altered

Planning permission including all preliminary documents and conditions required before commencement of the works (must be provided if you ticked 'Yes' to Q.5)

Building Control Full Plans approval including all preliminary documents and conditions required before commencement of the works (must be provided if you ticked 'Yes' to Q.7)

Party Wall Notice, awards and schedule of conditions (You need this where work will affect any internal or external shared walls or boundaries)

Insurance documents for your contractor

Provision of all risk assessments/method statements

Confirmation that the works are being carrying out by a competent person who is properly qualified. (Must be provided for any Gas or Electrical Work)

Confirmation where applicable that the CDM Regulations apply

Please note that depending on the nature of the work, more documents may be requested to help assess your application.