

**ALMOND HOUSING ASSOCIATION**

**APPLICATION TO CARRY OUT AN ALTERATION**

Your Name, Address & Phone No.

Please give full details of the work you wish to carry out, and attach plans, drawings if required:

Who will be carrying out the work? If you have not chosen a particular firm yet, state whether you will be using a contractor, or doing the work yourself etc.

What are the estimated costs of the proposed work? £

When do you plan to carry out the work?

Will the work require Planning Consent from West Lothian Council? **YES/NO\***  
If yes, have you applied? **YES/NO\*** If yes, have you received approval? **YES/NO\***  
*circle whichever applies*

Will the work require a Building Warrant? **YES/NO\***  
If yes, have you applied? **YES/NO\*** If yes, have you received approval? **YES/NO\***  
*\*circle whichever applies*

**UNDERTAKING [Please read this carefully before signing]**

**I agree that if my proposal is approved, I will ensure that the work is carried out:**

- **by competent, professionally qualified tradesmen where required, and will check that they are properly registered if there is work on gas pipework or electrical systems;**
- **to all current national standards, safety requirements, statutory regulations and codes of practice that may apply;**
- **to any specification, other standards and the quality that Almond HA requires.**

**I agree that before any work starts I will obtain and pass to Almond HA any Planning Consent and/or Building Warrant required.**

**I agree to ensure that the work is carried out within any time limits set by Almond HA and that I will advise Almond HA when the work is finished so that they may inspect it if necessary.**

**I agree that I will obtain and pass to Almond HA all building, gas and/or electrical safety certificates required following the completion of work.**

**I agree that if the completed work does not meet the required standards I will arrange for remedial work to be carried out at my expense.**

**I agree that if Almond HA has to undertake any remedial work as a result of the work carried out by others either not being finished, or being below the standards required (including the quality of the work) then I will reimburse Almond HA for the cost of their work. I agree that if any damage is caused to other parts of the property as a result of work on my alteration, Almond HA will arrange for the necessary repairs and that I will pay the costs of these repairs.**

**I accept that at the end of my tenancy Almond HA may require me to reinstate the property to its original condition, and I agree to do so at my expense.**

Signed \_\_\_\_\_  
(Where there are Joint Tenants, both must sign)

Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Reference number: \_\_\_\_\_ Date received: \_\_\_\_\_

Acknowledgement sent: \_\_\_\_\_ Details added to spreadsheet on: \_\_\_\_\_

Passed to Repairs Manager on: \_\_\_\_\_ 28 days target date: \_\_\_\_\_

Final reply sent on: \_\_\_\_\_ This is an alteration / improvement\* [\*delete one]