

What work are you planning to do? Tick all that apply

New Kitchen or bathroom

New Internal doors

New external door (leading to a shared communal hallway)

New external door (leading to the street)

Boiler or gas related work

Plumbing

Electrical work such as lighting and socket outlets

Windows

Other: Describe the work you are planning to do below

Does this work involve "hot work"?

Yes

No

If yes enter details and provide confirmation that the contractor has a hot work permit

Are any permissions needed from the Council for this work (i.e. planning or Building consent)?

Yes

No

If yes enter details

Is your property in a conservation area or in a listed building?

Yes

No

If yes enter details

Provide full details of the contractor you intend to use

Name

Company Name

Address

VAT registration number

Please enclose a copy of the contractor's public liability insurance

Is the contractor registered with FENSA, CORGI or any other regulator?

Yes

No

If no please say why they are not registered, if yes provide registration number

Is the contractor fully qualified to carry out this work?

Yes

No

Please provide evidence of qualifications

If applicable, please attach any plans or drawings that will help us make a decision. Please include as much information as possible to help us make a decision and also ensure you have read our Guide to Making Improvements or Alterations

By making this application you are confirming that you understand and accept that

- It is your responsibility to ensure that you have read and understood the terms of your lease in order to ensure that you do not breach the lease.
- You are also responsible for checking any permissions that may be required such as building consent, planning or conservation requirements.
- You are responsible to ensure you obtain any consents required from the bank or building society
- You have informed your insurance company
- If permission is granted you must not cause damage to the structure of the building, or depreciation in the value of the property or building or hinder the management or maintenance of the building.
- The work must be carried out by competent qualified and, where required, registered tradesperson.
- The work must be of acceptable standard that meets building and health and safety regulations (or for windows, comply with the FENSA standard).
- If the work you are doing will require the erection of scaffolding or access to communal spaces or any areas that are owned by us, you will ensure that you make good any damage done as a result of this work.
- You will ensure that your contractors work in a respectful and courteous way, no work is carried out before 8am or after 8pm, any rubbish or waste including chemical or controlled waste is disposed of safely and in line with current legislation or guidance.
- You must not start or instruct any work until you have our written permission to proceed
- If permission is granted you must confirm that the work has been done and provide all necessary certificates and documentation within 3 months of being asked otherwise you will have to reapply for permission
- All fees are non-refundable.
- Additional fees will apply if you do not provide the information we require to ensure that work has been carried out to legislative standards.
- Carrying out work that is not permitted under the lease could lead to legal action being taken against you.

Please send your completed and signed application to info@s4bmanchester.co.uk

Signed

Signed

Dated