



**CERNACH HOUSING ASSOCIATION LIMITED  
ALTERATIONS APPLICATION FORM**

1 Address of property to be altered.

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2 Full name(s) of tenant(s)

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3 Details of proposed alterations  
Please provide fullest details including plans, specifications, estimates etc.

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4 Is planning permission or a building warrant required for the work?

Please circle      Yes      No

If yes, provide copies of the approval.

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5 Signature(s) \_\_\_\_\_

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Date \_\_\_\_\_

**OFFICE USE**

**ALTERATIONS**

**Pre Installation Inspection**

1 Is prior inspection necessary? Yes / No

2 Can work proceed? Yes / No

3 Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4 Date tenant notified of outcome \_\_\_\_\_

Maintenance Officer's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Post Installation Inspection**

1 Work completion date \_\_\_\_\_

2 Is work carried out to a satisfactory standard Yes / No

3 Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Maintenance Officer's Signature \_\_\_\_\_

Date \_\_\_\_\_