



82-84 Glasgow Street
Ardrossan
KA22 8EH
Tel: 01294 468360
Fax: 012894 604144

2 Campbeltown Drive
Kilmarnock
KA3 1JX
Tel. 01294 607550

NOTIFICATION OF PROPOSED ALTERATIONS/IMPROVEMENTS

NAME:

ADDRESS:

TEL NO:

Proposed Alteration/Improvement (Please tick as appropriate)

- | | | | | |
|--------------------|-------------|--------------------------|------------------------|--------------------------|
| (1) Room Affected: | Kitchen | <input type="checkbox"/> | Bedroom 1 | <input type="checkbox"/> |
| | Bathroom | <input type="checkbox"/> | Bedroom 2 | <input type="checkbox"/> |
| | Living Room | <input type="checkbox"/> | Bedroom 3 | <input type="checkbox"/> |
| | Hall | <input type="checkbox"/> | Bedroom 4 | <input type="checkbox"/> |
| (2) Trade: | Electrician | <input type="checkbox"/> | Other (Please Specify) | |
| | Joiner | <input type="checkbox"/> | | |
| | Plumber | <input type="checkbox"/> | | |
| | Builder | <input type="checkbox"/> | | |

(3) Description of Work (Include Plans, Specification, Estimates etc)

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(4) Is Planning Permission or a Building Warrant required for the work?

YES NO

(if yes, please supply copies of the approval)



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FOR OFFICE USE ONLY

Pre-Inspection Date: By:

Comments:
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Agreed/Refused: Letter Issued:

Date Work Completed:

Post Inspection Date: By:

Comments:
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Maintenance Officer: Date:

PROPOSED ALTERATIONS/IMPROVEMENTS

GENERAL CONDITIONS

The detailed conditions will vary with the type of works being completed. However, the following general conditions will apply:

1. That the works will comply with the relevant building and Planning Regulations together with any requirements contained in the IEE Regulations or Water Bye-laws.
2. That all works of an electrical, plumbing, gas fitting nature shall be carried out by a qualified tradesman.
3. That care should be taken at all times during the course of the works to protect the fabric and finishes within the tenant's flat, neighbouring properties and common areas (as required under the terms of the Tenancy Agreement.)
4. That the recommendations of the Association Maintenance Officer with regard to method of installation, specification etc. will be noted and carried out.
5. That the tenant shall be held responsible for any consequential damage resulting from the installation and the ongoing maintenance of appliances/installations fitted by them.
6. that the tenant agrees and accepts that should the tenancy be transferred or given up they will undertake to:
 - 6.1 reinstate that which was altered back to it's original condition at their own cost
 - or
 - 6.2 leave such installations fitted by them (provided they meet the Association standards of quality)

It should be noted that in some instances compensation may be payable when leaving such installations.