



Application to make your own improvement or alteration

You cannot fill this form in online. Please print it out and send it to: Southway Housing Trust, Aspen House, 825 Wilmslow Road, Didsbury, M20 2SN

We welcome people making their own improvements, but you must get our written agreement first. We will only say 'no' if there is a good reason - if the work would affect your neighbours, or be unsafe for example.

Your name

Address

..... Postcode

Phone number (daytime)

Where is the improvement you want to make?

Outside Inside Inside and outside

If inside, which room(s) will be affected?

.....

Brief description of the work you want to do.

.....

.....

.....

Have you got all the necessary permissions (planning/building regulations)?

Yes No

If we give permission, when will you start the work?

When do you expect to finish the work?

How much do you expect the work to cost?

If you carry out this work you must agree to pay for Southway to put right any problems that are caused during the work or after the work has been done.

I agree (signature)

Please attach a plan of the improvement you want, and copies of any survey reports and permissions.

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Check works completed (date)

Work satisfactory? Yes No Actual cost

Receipts received (date)

Southway to maintain? Yes No

Rent increase? Yes No

Rent file updated? Yes No If Yes, when was it updated (date)

Housing Officer

Date

Signature