

# NORTH VIEW Housing Association

North View is a registered Scottish charity – charity registration number SC032963

## APPLICATION TO ALTER A PROPERTY

- 1 Address of property to be altered \_\_\_\_\_
- 2 Name of tenant(s) making application \_\_\_\_\_
- 3 Contact telephone number \_\_\_\_\_
- 4 Description of proposed alteration  
(please continue on a separate sheet if required)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 5 Name and trade of the person(s)/firm(s)  
that will carry out this work.  
*NOTE:- The person carrying out the work must be suitably  
qualified to do so e.g. a qualified electrician to alter  
electrics, a qualified plumber to alter pipes etc.*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 6 If the alterations involve replacing or  
removing existing fittings, please give  
a brief description of these fittings.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 7 If the alteration requires Planning Permission and/or Building Warrant, please enclose copies  
of the approval notice together with approved drawings/specifications etc.

*continued over*

### NORTH VIEW HOUSING ASSOCIATION LIMITED

29A Stravanan Road, Castlemilk, GLASGOW G45 9LY

Tel:- 0141 634 0555 Fax:- 0141 631 3231 Email:- enquiries@nvha.org.uk

www.nvha.org.uk

In signing below, I/we confirm that:-

- the information contained within this application is a fair and true description of the alteration that I/we wish to carry out.
- I will not/we shall not commence work until I/we receive written approval to do so from North View Housing Association.

*signature of tenant*

\_\_\_\_\_

*signature of joint tenant (if applicable)*

\_\_\_\_\_

*date*

\_\_\_\_\_

Once you have completed the form, please return it to our Office at 29A Stravanan Road.

***North View Housing Association will respond to you within one month, from the date we receive all the information that we require to assess your application, to notify you of our decision.***

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