

**Application to make**

**Alterations to a Castlehill Property**

**Details**

|  |  |
| --- | --- |
| Name | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Telephone number | Click or tap here to enter text. |

**All alterations must be carried out by skilled tradespersons.**

**Any alterations to Gas systems must be carried out by Gas Safe engineer and in accordance with current Gas Regulations at the time.**

**Any alterations to the electric or wiring must be carried out by NICIEC or SELECT registered tradespersons and the appropriate certificates supplied on completion of the work.**

**To ensure that this application is promptly dealt with please give the fullest of details, any plans. Specifications or estimates if you have these available.**

**Details of proposed Alterations**

|  |
| --- |
| Click or tap here to enter text. |

**Planning applied for?**

|  |  |
| --- | --- |
| Is planning permission or a building warrant required for the proposed works? | Yes  No  not sure |
| If ‘yes’ have you applied for the relevant permission? | Yes  No |
| Has permission been granted? | Yes  No  waiting to hear |

If you have relevant approvals, please enclose copies to back up your application.

**Please do not commence any work until you receive confirmation from the Association that permission has been granted. Our Property Service staff may be in touch to seek further information.**

**Signature**

|  |  |
| --- | --- |
| Name | Click or tap here to enter text. |
| Date: | Choose an item. |

Please return marked for attention of Craig Fleming, Senior Property Services Officer. [info@castlehillha.co.uk](mailto:info@castlehillha.co.uk)