# Tenant and Leaseholder Service

# Application for alterations

Name:

Property address:

Please specify floor level:

Day time telephone number:

Mobile number:

Email address:

Alternative mailing address if appropriate:

**Details of proposed contractors, architects**

|  |  |  |
| --- | --- | --- |
| Name | Contact Number | Employed as: (builder, plumber, electrician) |
|  |  |  |
|  |  |  |
|  |  |  |

**Important information:**

The Tenant and Leaseholder Service are your Landlord and **not** in their role as a planning or regulatory authority. It is your responsibility to ensure that you obtain any relevant permissions from the planning departments at the Council.

It is the leaseholder’s responsibility to ensure that they are compliant with all the building and planning regulations when undertaking works.

If you live in a listed building you will need to contact the planning department to get their approval.

If you are carrying out any works that affect the external part of the building you may need to obtain planning permission as this is a block of flats.

|  |
| --- |
| Enter description of the works here: |

For all works please provide the following:

1. A layout plan of the whole property as it is now prior to the works including all rooms (even those unaffected by the works)
2. A layout plan of the whole property as it will be after the works including all rooms (even those unaffected by the works)
3. On the plans clearly show both the existing and proposed routes of plumbing if they are being altered
4. For showers and wet rooms please include full details of how walls and floors shall be made waterproof
5. For bathrooms, shower rooms and kitchens include details for mechanical air extraction systems showing how and where they will exit the property
6. For central heating systems include details of the existing and proposed location of the boiler, and how and where flue and pressure relief pipes will exit the building
7. If you are removing any whole or part of a load bearing wall please provide a supporting structural engineer’s report (this is compulsory)

Tenant/ Leaseholder Name: Date:

Tenant/Leaseholder Signature:

**Application form for Alterations can be returned to:**

Tenant and Leaseholder Service

Thanet District Council

PO Box 9, Cecil Street

Margate Kent CT9 1XZ

Web: [www.thanet.gov.uk](http://www.thanet.gov.uk/myhome)