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**APPLICATION TO CARRY OUT ALTERATIONS OR IMPROVEMENTS**

Please complete and return this application form to: [assetmanagement@linthouseha.com](mailto:assetmanagement@linthouseha.com) or post to Linthouse Housing Association, 1 Cressy Street, Glasgow, 5G1 4RB

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| **Please provide all of the information we have asked for – if you don’t, this will delay approval of your application. Remember to sign and date the form. If there are joint tenants, they must also sign the form.**  **We have provided answers to some common questions at the end of the form. If you need any help with completing the form, please let us know and we will be happy to help. Remember that you should NOT start any work until you have received our permission.** | | |
| **1.** | **Address of the house** | Postcode: |
| **2.** | **Full name(s) of the tenant(s)** | Remember to include any joint tenants. |
| **3.** | **Daytime telephone number** |  |
| **4.** | **Please describe the work to your house you wish to carry out.** | Please provide as much information as you can. Enclose any information you have about the work (for example, any drawings, specifications, or cost estimates you have obtained) |
| **5.** | **Will the work involve changing or taking out existing fittings supplied by the Association?** | Yes  No  If yes, please give a brief description |
| **6.** | **Does the work need planning permission or a building warrant from Glasgow City Council?** | Yes  No  If yes, please provide copies of the approvals you have received from the Council, or give the date of your application(s) to the Council. If you are not sure whether you need these permissions, you should contact Glasgow City Council Development Control, 229 George Street, Glasgow G1 1QU (Telephone 0141 287 8555). |
| **7.** | **Will the work you want to carry out have any effect on your neighbours?** | Yes  No  If yes, please say what this will be. If we think the work will affect your neighbours, we may contact them for their views. |
| **8.** | **Will you be carrying out the work yourself, or will you employ a contractor to do it for you?** | Self  Contractor  If the work involves changes to the electrical wiring or gas installations in your house, you will need to show that you will be using a competent and qualified tradesperson. |
| **9.** | **When do you want to start the work?** |  |
| I declare that all of the information provided in this form is true and accurate to the best of my belief.  **Signature** …………………………………………………………………………………………..  **(PRINT NAME)** …………………………………………………………………………………..  **Date**  ………………………………………………………………………………………….. | | |
| Joint tenant(s) signature, if applicable  **Signature** …………………………………………………………………………………………..  **(PRINT NAME)** …………………………………………………………………………………..  **Date**  …………………………………………………………………………………………..  **Signature** …………………………………………………………………………………………..  **(PRINT NAME)** …………………………………………………………………………………..  **Date**  ………………………………………………………………………………………….. | | |