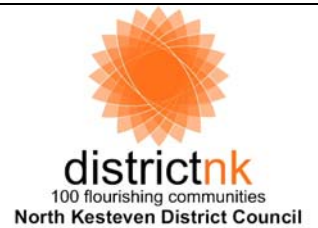


# PROPERTY SERVICES

## Request to Carry Out Works



**1. Name and Address**

<b>Name of Tenant</b>			
<b>Name of Joint Tenant</b>			
<b>Address</b>			
<b>Postcode</b>		<b>Telephone No:</b>	

**2. Proposed Works**

Full details of the proposed works including any appliances and the total cost. If there is not enough room please attach a separate sheet but make sure it is signed and dated.

	<b>£</b>
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**3. Name and Address of Workman/Contractor**

<b>Name</b>			
<b>Address</b>			
<b>Postcode</b>		<b>Telephone No:</b>	

**4. How are the works to be paid for?**

Please give details of any financing, as this may effect the conditions of any consent that may be given by the Council. Eg. your own resources, bank loan or hire purchase agreement

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**5. Is a guarantee to be given in respect of any goods and/or works to be supplied or carried out? If so, please give details.**

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**6. Please provide any other information relevant to your request.**

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I understand that I must not carry out, or give any instructions to carry out, any of the works proposed unless I receive written permission from Housing and property Services or any other appropriate department at the Council. I also understand that I must then comply with any specification and/or conditions in respect of the permission.

<b>Dated</b>		<b>Signature</b>		<b>Print Name</b>	
<b>Dated</b>		<b>Signature</b>		<b>Print Name</b>	