



Application to make your own improvement or alteration

You cannot fill this form in online. 460 Palatine Rd, Northenden, Manchester, M22 4DJ. If you would like more information please ring 0300 111 0000.

We welcome people making their own improvements, but you must get our written agreement first. We will only say 'no' if there is a good reason - if the work would affect your neighbours, or be unsafe for example.

Your name

Address

..... Postcode

Phone number (daytime)

Where is the improvement you want to make?

Outside Inside Inside and outside

If inside, which room(s) will be affected?

.....

Brief description of the work you want to do.

.....

.....

.....

Have you got all the necessary permissions (planning/building regulations)?

Yes No

If we give permission, when will you start the work?

When do you expect to finish the work?

How much do you expect the work to cost?

If you carry out this work you must agree to pay for Parkway Green to put right any problems that are caused during the work or after the work has been done.

I agree (signature)

Please attach a plan of the improvement you want, and copies of any survey reports and permissions.

Send this form to 460 Palatine Rd, Northenden, Manchester, M22 4DJ. If you would like more information please ring 0300 111 0000.

OFFICE USE ONLY

Check works completed (date)

Work satisfactory? Yes No

Actual cost

Receipts received (date)

Parkway Green to maintain? Yes No

Rent increase? Yes No

Rent file updated? Yes No

If Yes, when was it updated (date)

Housing Officer

Date

Signature