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| |  |  | | --- | --- | | **Alterations and Improvements Form** |  | |  |
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| 1. Address of property to be altered/improved: | |
|  | |
| 2. Email Address: | |
| 3. Full Name(s) of Tenant/Sharing Owner: | |
|  | |
| 4. Details of proposed alteration/improvements: | |
| Please provide full details. Include plans, specification, estimates, etc. Continue on separate page if necessary and attach relevant documents to this form.) | |
| 5. Is Planning Permission or a Building Warrant required? Yes No | |
| **If yes, please attach or enclose copies of the approval.** | |
| 6. Signature(s): | |
| 7. Date: | |
| *Please return this form to the Property Services Officer. Email* [*enquiries@rsha.org.uk*](mailto:enquiries@rsha.org.uk) *or post to RSHA, Stirling Road, Doune, FK16 6AA.*  **You should not proceed with the alteration until you have received permission from RSHA to do so.** | |
| **For office use only** | |
| Post Inspection carried out: ……………………………………………….    Is work to a satisfactory Standard: Yes ….. No …..  Signature of Property Services Officer: ……….……………………… | |