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| **Alterations and Improvements Form** |  |

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| 1. Address of property to be altered/improved: |
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| 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* *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: ……….………………………  |