

## Alteration Application form

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS

### Part A – Freehold property

(1) Freehold property address: \_\_\_\_\_

(2) Floor Level (Ground, 1<sup>st</sup>, 2<sup>nd</sup>) \_\_\_\_\_

(3) Type of property (semi/detached) \_\_\_\_\_

### Part B – Freeholder's details

(4) Name(s) of freeholder(s): \_\_\_\_\_  
\_\_\_\_\_

(5) Correspondence address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(6) Contact numbers & email Home: \_\_\_\_\_ or \_\_\_\_\_

Work: \_\_\_\_\_ or \_\_\_\_\_

Mobile: \_\_\_\_\_ or \_\_\_\_\_

Email \_\_\_\_\_  
\_\_\_\_\_

### Part C – Alteration Details

(7) Please provide a brief description of your proposed alteration:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(8) Supporting documentation enclosed (if applicable):

Current Plans of property  Proposed Plans of property  Structural Engineers report   
Planning permission  Building Control

**Part D – Declaration**

I / we have sort permission from our mortgage lender to carry out alterations

I / we do not need permission from our mortgage lender to carry out alterations

I / we do not have a mortgage

I / we understand that The Hyde Group may wish to inspect the property before, during and after the proposed alterations

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_