

Application for permission to carry out work to a Cannock Chase Council property



Please complete this form if you intend to make any improvements or alterations to your home including fitting a satellite dish, building a shed, garage or conservatory, or constructing a footpath crossing or hard standing. Please attach **detailed plans and specifications** (fully describing the nature and scope of the work required) of the improvements you intend to make, and copies of any survey reports and permissions. Before you start any work, you must get our written agreement first. We will only say no if there is a good reason- for instance if the proposed work would affect your neighbours or be unsafe. **The maintenance of improvements remains your responsibility.**

Your name	<input type="text"/>
Address & Postcode	<input type="text"/>
Phone number & email address	<input type="text"/>
Where is the Improvement you want to make?	<input type="text"/>
Description of the work you want to do. Please say if your works affects any gas electricity or water installations. Please advise us of your Neighbouring properties.	<input type="text"/>

Have you got all the necessary permissions? (for example Planning/Building regulations or Highways approval) **Yes** **No** **N/A**
If you are unsure that you need planning permission call 01543 462621 and ask to speak to the Planning or Building Control Departments or The Highways Department on 01785 354029.

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

When do you expect to finish the work? (we may want to see what you have done)

Cannock Chase District Council reserves the right to correct any problems that are caused during or after your work has been done. You may have to pay Cannock Chase District Council for this.

I understand that I may have to pay to correct any problems caused by my work

(signature) Date

SEND THIS FORM TO HOUSING PROPERTY SERVICES, CIVIC CENTRE, P O BOX 28, BEECROFT ROAD, CANNOCK, WS11 1BG

How we use your personal information

Cannock Chase District Council, who are the data controller, take your privacy seriously and will only use your personal information for purposes required or allowed by law. We will only share your information, when necessary, with other Council departments to assist with the operation of the service or where the law requires or allows us to. For further information, please see www.cannockchasedc.gov.uk/PrivacyNotice

OFFICE USE ONLY

Date received Housing Property Services/ Gas Contractor check

Quality Maintenance Officer Check Date approved/rejected (delete as appropriate)