

Office Use Only:
Application No: _____
User Ref: _____



EASTBOURNE HOMES LIMITED

Application for Permission to Carry out Alterations/Improvements

TENURE TYPE: LEASEHOLD

Complete this form in duplicate and return one copy with any plans to:

Asset & Capital Works Team (Leasehold Management)

Eastbourne Homes Limited
1 Grove Road
Eastbourne
East Sussex
BN21 4TW

NAME : _____

LEASEHOLD ADDRESS : _____

TEL NO : _____

E-MAIL : _____

DETAILS OF PROPOSED ALTERATIONS : *(Including any Measurements, Plans, Systems, Materials etc.)*

PROPOSED CONTRACTOR :

NAME : _____

ADDRESS : _____

If consent for the proposed works is given, it will be subject to the Pre-Conditions set out overleaf. Please read these carefully.

Number of enclosures : _____



CONDITIONS

1. All works to be carried out in a competent manner by the person(s) Stated on the Application Form and properly maintained.
2. The works must be done to the satisfaction of Eastbourne Homes Limited in accordance with current good practice and comply with any regulations laid down.
3. Installers of gas appliances and gas carcassing must be Gas Safe Registered and a copy of their registration must accompany this application.
4. Approval under Building Regulations (and Planning Permission where applicable) must be obtained from Eastbourne Borough Council at 1 Grove Road, Eastbourne, BN21 4TW and a copy of this must be enclosed with this Application.
5. Eastbourne Homes will not be responsible for any expense whatsoever as a result of the work and any damage to the property must be made good. Should it be necessary for Eastbourne Homes to undertake this work then all costs will be re-charged to the leaseholder.
6. It may be necessary, dependant on your application, that a Surveyor from Eastbourne Homes is required to inspect works carried out. **(Please refer to section on 'Charges')*.
7. The Leaseholder is responsible for the maintenance and upkeep of any alterations/improvements.

CHARGES

There will be a charge if an inspection is required from a Surveyor from Eastbourne Homes Limited. This will be confirmed in writing.

For more details contact Eastbourne Homes Limited on 01323 436436.

I have read the above Conditions and agree to comply with them.

SIGNED : _____

DATED : _____



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