

**Office Use Only:**

Application No: \_\_\_\_\_



**Lewes District Council**



**Application to carry out alterations (Leasehold)**

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

Property and Development  
Home Ownership Department  
Town Hall  
Grove Road  
Eastbourne  
BN21 4UH

**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 :** \_\_\_\_\_

**Lewes District Council**

6 High Street  
Lewes  
East Sussex  
BN7 2AD

**Eastbourne Borough Council**

Town Hall  
Grove Road  
Eastbourne  
BN21 4UG

**Office Use Only:**

**Application No:** \_\_\_\_\_

**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 Borough Council 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 the local authority and a copy must be enclosed with this application.
5. Eastbourne and Lewes Council 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 and Lewes Council to undertake this work then all costs will be re-charged to you.
6. It may be necessary, dependant on your application, that a surveyor is required to inspect the works carried out. *\*(Please refer to section on 'Charges')\**.
7. The leaseholder is responsible for the maintenance and upkeep of any alterations/improvements.
8. All works to be carried out between the hours of 8am – 6pm Monday to Friday, 8.30am – 1pm Saturday and no work to be carried out on a Sunday.

**CHARGES**

A fixed fee of £80.00 including VAT is payable per application. An invoice will follow under separate cover.

There will also be additional charges if an inspection is required from our surveyor. This will be confirmed in writing.

For more details please contact Home Ownership on 01323 410000 or [leasehold@lewes-eastbourne.org.uk](mailto:leasehold@lewes-eastbourne.org.uk)

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

**SIGNED:** \_\_\_\_\_

**DATED:** \_\_\_\_\_

**YOUR COPY**

## **CONDITIONS**

### **\*\*PLEASE RETAIN FOR YOUR INFORMATION\*\***

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**SIGNED:** \_\_\_\_\_ **DATED:** \_\_\_\_\_

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Lewes  
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