



# Application to make your own improvement or alteration

You cannot fill this form in online. Please print it out and send it to: City South Manchester Housing Trust, Turing House, Archway 5, Hulme, M15 5RL.

**We welcome people making their own improvements, but you must get our written agreement first. We will only say 'no' if there is a good reason - if the work would affect your neighbours, or be unsafe for example.**

Your name .....

Address .....

..... Postcode .....

Phone number (daytime) .....

Where is the improvement you want to make?

Outside  Inside  Inside and outside

If inside, which room(s) will be affected?

.....

Brief description of the work you want to do.

.....

.....

.....

Have you got all the necessary permissions (planning/building regulations)?

Yes  No

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

When do you expect to finish the work? .....

How much do you expect the work to cost? .....

**If you carry out this work you must agree to pay for City South to put right any problems that are caused during the work or after the work has been done.**

I agree (signature) .....

Please attach a plan of the improvement you want, and copies of any survey reports and permissions.

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**OFFICE USE ONLY**

Check works completed (date) .....

Work satisfactory? Yes  No  Actual cost .....

Receipts received (date) .....

City South to maintain? Yes  No

Rent increase? Yes  No

Rent file updated? Yes  No  If Yes, when was it updated (date) .....

Housing Officer .....

Date .....

Signature .....