**Application for landlord’s permission for tenants’ alterations in communal areas**

To be completed by applicant

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| **Name (resident responsible for making application):** |
| **Address:** |
| **Tel:** | **Email:** |
| **Details of proposed alteration** (please give description and exact location):  |
| **Details of consultation with affected parties (e.g. neighbours) and their responses:** |
| **Name and address of person/s or company carrying out the work?** |
| **Cost of project and if applicable, amount of grant being applied for** (please provide an estimate if actual cost is not available): |

Please enclose a sketch plan showing proposed layout of communal facility

To be completed by Senior Housing Officer / ACF

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| **Decision:** |
| **Reason for decision:** |
| **Decision taken by:** | **Date:** |