

APPLICATION FORM

NAME **TELEPHONE NUMBERS:**

ADDRESS **HOME**

..... **WORK**

..... **MOBILE**.....

E-MAIL

APPLICATION DETAILS

1. Type of alteration or improvement to be made

.....

.....

.....

Please provide where appropriate:

- A full specification – to include dimensions and type of materials to be used.
- Scale drawings – the manufacturer/supplier or installer normally provides these
- A plan to indicate the proposed position of a conservatory in relation to plot boundary

2 You may require planning permission and/or building regulations and/or NICEIC and/or GasSafe certificates for the proposed alteration / improvements.
Your local Council will be able to advise you further

- Do you require Planning Permission/Building Regulations Approval? YES / NO
- If you answered yes please enclose a copy of the approval confirmation letter from the Local Planning Authority – Guinness will not process your application until proof of the necessary permissions are provided

4. Do you intend to carry out the work yourself? YES / NO
If no, please provide estimates for the work from two reputable contractors, and indicate which of these you recommend.

CONTRACTOR NAME.....

ADDRESS.....

TELEPHONE..... **FAX**.....

CONTRACTOR NAME.....

ADDRESS.....

TELEPHONE..... **FAX**.....

- Recommended contractor.....

- 5. Do you intend to claim compensation for an improvement? YES / NO
- 6. Consent will be required from your neighbour if access is needed to their property for the purposes of carrying out the work or if a party wall is to be used for the purposes of the improvement or alteration.
 - Have you enclosed written consent? YES / NO
- 7. Is this application for retrospective permission? YES / NO

Signed:..... PRINT NAME.....

Joint Tenant(s)

Signed:..... PRINT NAME:.....

Signed:..... PRINT NAME:.....

Dated:.....

You can submit this information to us electronically using the ["Customer Alteration Request Form"](#) available on our website.

If printing and returning this form by post, please return to:

**Facilities Admin
Bower House
1 Stable Street
Hollinwood
Oldham
OL9 7LH**