**PAISLEY SOUTH PROPERTY SERVICES**

**ALTERATION/PERMISSION**

**APPLICATION FORM**

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| **Name:** |

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| --- |
| **Address: Flat position:**  **Postcode:**  **Telephone Number:**  **E-mail:** |

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| --- |
| **Give full details of WHAT you want to change or add and WHERE in your building or garden you plan to do the work**  I would like a Technical Officer to visit me to discuss my plans Yes/No |

**You have to speak to the Council and check if planning permission or building consent is needed. If so, you need to get this in advance.**

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| I/We have investigated if planning permission or building consent is  needed.  Yes- it is No- it is not needed Don’t know  If YES-send us a copy of the approval from the Council. |

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| Tell us WHO is going to carry out the work  Yourself Yes/No Tradesman Yes/No  Name of Company  Its Address  Its Telephone Number |

Signed .......................................................Owner Date..................

Signed.......................................................Joint Owner Date.................

|  |  |  |
| --- | --- | --- |
| **OFFICE USE** | Date | Actioned/Initials |
| Application Sent |  |  |
| Application Received |  |  |
| Application Checked |  |  |
| Additional information required? |  |  |
| Additional information received? |  |  |
| Visit Required? |  |  |
|  |  |  |
| Post Inspection. |  |  |
| Owner advised of outcome of Post Inspection |  |  |
| Closure Letter |  |  |
| Attributes updated, pack scanned |  |  |
| Comments *(if any)* |  |  |