**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/NoName of CompanyIts AddressIts Telephone Number |

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

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

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| --- | --- | --- |
| **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)*  |  |  |