

Horizon Housing is a registered Scottish Charity

Alteration/Improvements Application Form

This leaflet is available in other languages,
audio or other electronic forms

房屋協會是一個已登記的蘇格蘭慈善組織
房屋改裝/改良的申請表格

如果你在填寫這申請表時需要幫助，請聯絡你的房屋組職員或維修部職員
這單張有不同語言的版本，也有錄音或其他電子傳送方式提供

L'association d'habitation Horizon est une œuvre de charité écossaise enregistrée
FORMULAIRE DE DEMANDE DE MODIFICATIONS ET/OU DE RÉNOVATIONS

Si vous avez besoin d'assistance afin de compléter ce formulaire, SVP contactez votre fonctionnaire au
logement ou votre concierge

Cette brochure d'information est disponible dans d'autres langues, en format audio ou dans
d'autres formats électroniques.

ਹੁਰਾਇਜ਼ਨ ਹਾਉਸਿੰਗ ਇਕ ਰਜਿਸਟਰਡ ਸਕਾਟਿਸ਼ ਚੈਰਿਟੀ ਹੈ
ਤਬਦੀਲੀਆਂ/ਸੁਧਾਰਾਂ ਲਈ ਅਰਜ਼ੀ ਦਾ ਫਾਰਮ

ਜੇ ਤੁਹਾਨੂੰ ਇਹ ਫਾਰਮ ਭਰਨ ਵਿਚ ਸਹਾਇਤਾ ਚਾਹੀਦੀ ਹੈ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਆਪਣੇ ਹਾਉਸਿੰਗ ਅਫਸਰ ਜਾਂ ਮੈਟਿਨੈਂਸ ਅਫਸਰ ਨਾਲ ਸੰਪਰਕ ਕਰੋ।
ਇਹ ਲੀਫਲੈਟ ਹੋਰ ਭਾਸ਼ਾਵਾਂ, ਆਡੀਓ ਜਾਂ ਹੋਰ ਇਲੈਕਟ੍ਰਾਨਿਕ ਰੂਪਾਂ ਵਿਚ ਉਪਲਬਧ ਹੈ

Leving House
Fairbairn Place
LIVINGSTON
EH54 6TN

Tel: 0845 600 8648
E-mail: email@horizonhousing.org
Website: www.horizonhousing.org

Regulated by Financial Services Authority No 1827R(s)
Horizon Housing is a Registered Scottish Charity

Inclusive, sustainable communities where people's particular needs are met

Date received: _____

PRE-INSTALLATION

TO BE COMPLETED BY MAINTENANCE OFFICER OR HOUSING
SERVICES ASSISTANT

- Do you wish to make prior inspection? Yes No
- Do you agree that work should proceed? Yes No
- Further comments?

- Date of Inspection _____
- Approval Yes No
- More information required? Yes No

Signature of Officer _____

Date _____

POST INSTALLATION

TO BE COMPLETED BY MAINTENANCE OFFICER OR HOUSING
SERVICES ASSISTANT

- Work completed on _____
- Is work satisfactory standard Yes No
- Is work a qualifying improvement for compensation Yes No

Signature of Maintenance Officer: _____

Date: _____

Regulated by Financial Services Authority No: 1827R(s)
Communities Scotland Registered No: HEP128



1. Address of property to be altered or improved

2. Contact Phone No: _____

Email address: _____

3. Full Name(s) of Tenant(s)

Details of Alterations

(Please feel free to use more paper to provide us with more information)

If your alteration will involve changing or taking out existing fittings, please give a brief description of these fittings.

Will the work affect any of your neighbours/occupants? **Yes** **No**

If yes please obtain authorisation in writing from those affected, and attach a copy with this application.

Declaration

I/We the undersigned, understand and agree to abide by the conditions attached to this application. This application does not immediately provide authorisation for me to proceed until Horizon Housing Association permit me to do so specifically in writing.

Signature: _____ Signature: _____

Date: _____ Date: _____

PLEASE RETURN TO:

HORIZON HOUSING ASSOCIATION LTD
LEIVING HOUSE, FAIRBAIRN PLACE, LIVINGSTON, EH54 6TN

Prior to posting your application back to us please follow this simple checklist. This will assist us in processing your application.

Checklist:

I/We have:

- provided full name and address, with contact details provided
- sought neighbour's consent (copies enclosed)
- enclosed a sketch/drawing with a description
- enclosed building warrant and/or planning permission documents (when applicable)
- read and understood conditions
- signed and dated the application

You will receive a response no later than 28 days. Any failure on our part not to return will be taken as permission granted. Please ensure you can provide proof of posting.

Remember this is only permission by your landlord. You need to satisfy your local authority of the need for a building warrant and/or planning permission.