

## Property Alteration Form

Please fill out this form and return to:

Housing Estates Management, Dartford Borough Council,  
Home Gardens, Dartford, DA1 1DR.

*For help completing the form, please look at the guidance note enclosed  
'Completing the Property Alteration Form'*

<b>Address:</b>	
<b>Tenants Name:</b>	
<b>Contact telephone number:</b>	
<b>1. When do you want to start the work?</b>	
<b>2. When do you expect to finish the work?</b>	
<b>3. How much do you plan to spend on the works?</b>	
<b>4. Give details of who will be carrying out the work?</b> (name of person (s) or company and relevant experience)	
<b>5. Have you considered whether planning consent and/or building control consent for the works is required?</b> If yes, please photocopy the consent letter. If no please provide reasons.	
<b>6. What work do you wish to carry out and where?</b>	
<b>7. What materials do you plan to use?</b>	
<b>8. Are you aware of any Asbestos materials in the property?</b>	

**9. Please use this space to draw a sketch of the works. Please also attach any formal drawings and specification. If you need more room, please use another sheet of paper.**



## **Guidance**

# **Completing the Property Alteration Form**

- 1. Please give physical start date, when you plan to start the works on site.**
- 2. Please give your planned completion date, when you plan to finish works on the site.**
- 3. Please tell us how much you will spend on the project, including any cost of labour, materials, skips etc.**
- 4. If it is a company carrying out the work, please tell us their name, where they are based and what experience they have. If you are carrying out the works please tell us your own experience and skills.**
- 5. Please tell us whether or not you require formal planning consent for the works.**  
To find out if you need planning or building control consent you can either check online at [www.planningportal.gov.uk/uploads/hhg/houseguide.html](http://www.planningportal.gov.uk/uploads/hhg/houseguide.html) or ring Dartford Borough Council on 01322 343434.
- 6. Please tell us what work you are doing and where you are doing the work.**
- 7. Please tell us the materials which you plan to use.**
- 8. Do you know if the Council has carried out an asbestos survey? If the Council hasn't you can contact the repairs team to arrange a survey (01322 343800).**
- 9. Please provide a sketch of the works you wish to carry out and label your drawing. Please include measurements and highlight gas and water pipes.**

***If you still require help completing the form or would like to speak to an advisor, please phone your Housing Officer on 01322 343133.***

**DATA PROTECTION** - We will use the information you give us to administer our housing (landlord & tenant) services.

Our **lawful bases** for processing your personal information are:

- our legal obligation(s) under the Anti-Social Behaviour Act 2003
- our legal obligation(s) under the Local Government Act 1974
- our legal obligation(s) under the Children Act 2004
- our legal obligation(s) under the Care Act 2014
- our legal obligation(s) under the Anti-Social Behaviour, Crime & Policing Act 2014
- our legal obligation(s) under the Prevention of Social Housing Fraud (Power to Require Information)(England) Regulations 2014
- **consent for our marketing activities**
- necessary for the performance of a task in the public interest or in the exercise of official authority vested in us in accordance with the legislation referred to above, and the:
  - o Commonhold and Leasehold Reform Act 2002
  - o Housing Act 1985
  - o Housing Act 1996
  - o Land Compensation Act 1973
  - o Leasehold Reform, Housing and Urban Development Act 1993
  - o Refuse Disposal (Amenity) Act 1978
  - o Secure Tenants of Local Housing Authorities (Right to Repair) Regulations 1994

Some of the information we collect is classified as **special category personal data** or personal data consisting of **criminal convictions and offences (including alleged offences)**. This is processed for reasons of substantial public interest as set out in the legislation referred to above. To process this type of information, we must have a relevant policy document that sets out how this information will be handled

Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent DA1 1DR is the Data Controller [dataprotection@dartford.gov.uk](mailto:dataprotection@dartford.gov.uk)

Please refer to our Corporate Privacy Notice and the Privacy Notice for Housing Services Landlord & Tenant at [www.dartford.gov.uk](http://www.dartford.gov.uk) for further details of how we process your personal information and your rights.