



Property Alteration Form

Please fill out this form and return to:

Leasehold Services, 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'***

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

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 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 telephone our Housing Officers on 01322 343061/ 343363 if you live in East Dartford, or 01322 343574/343380 if you live in West Dartford.