**ALTERATION TO A PROPERTY REQUEST FORM**

**SECTION A**

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| **Name** |  |
| **Address** |  |
| **Contact Telephone No.** |  |

**SECTION B**

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| **Briefly describe the work that you would undertake (remember to include details such as location in property etc). Use section E of this form for any sketches.** |
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**SECTION C**

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| **Describe who will be undertaking the works (ie company name, trade or profession)** |
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**SECTION D**

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| **Please give an idea of what you have budgeted for to undertake this work and how you will fund the improvement.** |
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**SECTION E**

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| **Draw sketches to help us review the work (use additional sheets if required).** |
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