**RETROSPECTIVE 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 have done (remember to include details such as location in the property etc). Use section F of this form for any sketches.** |
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**SECTION C**

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| **Describe who did the work (i.e. company name, trade or profession)** |
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**SECTION D**

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| **Please give an idea of what you have spent to complete this work and how you have funded the improvement.** |
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**SECTION E**

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| **Please give dates that works were completed.** |
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**SECTION F**

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