



Ramsey Town Commissioners

Housing Alteration Request Form

Please complete this form prior to carrying out any alteration or minor work within your home or garden. Permission must be granted from Ramsey Town Commissioners prior to any work commencing and no cost must fall upon the Commission for any work carried out by a Tenant.

Permission will not unreasonably be refused unless the alteration is deemed to be unsafe, may adversely affect your neighbour, reduce the value of the property or there may be a cost for the Commission to maintain it. You will also need to comply with planning requirements and building regulations if applicable.

Examples of an alteration include:

- Creating openings or blocking up openings to structural and partition walls
- Changes to the existing fixture and fittings within the property i.e. kitchen, bathroom
- Anything affecting the central heating system
- Anything that may affect the main services including water, electricity, gas
- Installation of an aerial or satellite dish
- Changes affecting the windows and doors
- Changes to the layout of the gardens including hard standings
- Changes to boundary structures such as walls and fences
- Erection of any structure within the gardens including sheds and greenhouses.

Name of Tenant (s)

Tenancy Address

Telephone Number

Email Address

Description of alteration (Example: if erecting a shed, give approximate sizes)

Would the proposed alteration require the provision of a new or amended supply of water, electricity or gas?

Yes No

If you answered yes please give details

Name and address of company/person that will be carrying out the work.

***REQUIRED FIELD**

Ramsey Town Commissioners will use the information provided in accordance with the Data Protection Act 2002 for the purpose of housing management. On occasions, the information may also be shared between different Departments of the Commissioners and with third parties such as contractors working on the Commissions behalf and the Department of Infrastructure. In such instances the Commissioners will ensure that your personal data is processed in accordance with the Data Protection Act 2002.

I agree to carry out the work to the satisfaction of the Commission and in accordance with any terms and conditions as specified by the Commission.

No work may commence until written permission has been granted by the Commission.

Please remember! Bad workmanship can be dangerous and can cause unforeseen costs.

Sign

Date

Office Use Only

Permission Granted	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date	<input style="width: 100px; height: 20px;" type="text"/>
Post Alteration Inspection	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date	<input style="width: 100px; height: 20px;" type="text"/>