

Customer Home Improvement Request Form

Request for permission to carry out alterations to your home

Your details

Your name		Date
Your address		
Your phone number	Landline	Mobile
Your email address		

Please tell us what you would like to do, and why.

- ✓ Please give us as much detail as possible, including details of the materials you want to use.
- ✓ Please give us a sketch plan of the work you want to do.
- ✓ Does what you want to do affect any of your neighbours?
- ✓ Does the work include any changes to the gas, heating, electrical or water systems?
- ✓ Does it involve removing any walls, closets or doorways?
- ✓ Please tell us the name and address of the contractor who will be carrying out the work. We will need to be sure that they are competent and that they tell the Council or other relevant agencies what they are doing.

- ✓ **Please tell us what you want to do using the space below (continue on a separate sheet if necessary).**

When you have completed this form you can:

- **Post or deliver it to: EPIC Housing, 131-141 Ubberley Road, Bentilee, Stoke-on-Trent ST2 0EF**
- **Email it to: mailbox@epichousing.co.uk**

Continuation sheet

Your name		Date
Your address		