



CLARION
HOUSING



LATIMER
by Clarion Housing Group

HOME IMPROVEMENTS PERMISSION REQUEST

Offline form

The detail required to request permission to carry out home improvements and alterations in your home will take you some time to gather. Please **SAVE** this offline form and collate that information before continuing with your online submission.

We'll ask you to confirm your contact details and general information when you come to upload this information through the online form. A link is available at the end of this document.

Please read our alterations [FAQs](#) and [checklist](#) to help you determine if you consider your works to be Minor or Major. You'll be asked to confirm this on the online form:

- Minor (such as bathroom or windows replacement) or;
- Major (such as a new extension, removal of walls and configuration of rooms).

Contractor information

The work you're proposing may require the services of one or more of the following:

- Architect
- Consultant
- Builder
- Solicitor

- Other
Please provide details of your contractor type if it's not listed above. Thank you.

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LATIMER DELIVERS MORE.

Latimer by Clarion Housing Group is the development arm of Clarion Housing Association Limited and Latimer Developments Limited. Latimer Developments Limited is a company registered in England and Wales (05452017). VAT no 675646394. Latimer's registered office is at Level 6, 6 More London Place, Tooley Street, London SE1 2DA. Clarion Housing Association Limited is registered with Regulator of Social Housing (4865); and is a charitable Community Benefit Society under the Co-operative and Community Benefit Societies Act 2014 (7686) VAT no 675646394. Clarion Housing Association Limited's registered office is at Level 6, 6 More London Place, Tooley Street, London SE1 2DA.

044.02.20.3

For **EACH contractor** your project requires, provide the following detail in the box below.

- Their trading name
- What they're employed as
- A contact name and number
- A company/contact email address
- Confirmation that the business is registered with a competent person scheme/trade body

If you run out of room, please supply details in a separate document (Word doc or PDF).

You'll need the following documentation, relevant to your project, to upload to the online form. Make sure you have files ready to upload in a suitable format (Word document, PDF or JPEG) of each document that applies:

A plan showing the current layout of the full property (mandatory)

A plan showing the new proposed plans. Ensure this shows pipe runs and services that will be changing, or will be added as part as your proposal.

Risk assessment/method statement from the contractor(s) due to carry out the works.

Building control approval letter.

Local authority planning permission (if applicable).

Evidence your contractors are registered with a 'competent person scheme/trade body'.

Insurance documents (professional indemnity/employer and/or public liability).

Contact details for all relevant contractors (Word or PDF format only).

PLEASE SAVE THIS FORM. RETURN TO OUR APPLICATION PAGE TO UPLOAD IT.

<https://www.latimerhomes.com/my-home/home-improvements-and-alterations/home-improvements-application>

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