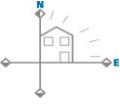


Request for authorisation to carry out alterations/additional works



Please complete the following at return it to your housing officer at the address below

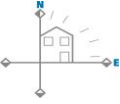
To <i>(Housing Officer)</i>	
From: <i>(Tenant Name & Address)</i>	
Contact Tel No	

Please give details of the work you plan to carry out including dimensions – where applicable, please provide a copy of drawings/plans

Does this work require planning permission? <i>If so, please provide a copy of permission</i>			Yes	No
Do you intend to carry out the work yourself			Yes	No
If not, please provide details of the contractor				

Signed: Date:

Please return form to your local office		
287 Block G Blanchardstown Corporate Park 2 D15P229	An Chearnóg Toberona Dundalk	Estate Office Blackthorne Grove Kells



Response *(to be completed by NEHA Housing Officer)*

Following your request for authorisation to carry out works to your home as described in the attached form;

Authorisation has been granted

Authorisation is granted for you to complete the works as outlined in your request with the following conditions:-

1. All works must be carried out by suitably a qualified tradesperson
2. All electrical work must be certified by the electrician
3. NEHA cannot compensate you for work carried out now or in the future
4. Should you vacate the property in the future, alterations carried out must either remain in the property or the property restored to its original condition
5. Any damage resulting from the completion of this work must be rectified by the tenant
6. NEHA will not maintain any fixture or fitting installed by the Tenant
7. The Tenant must notify NEHA when works commence and are complete
8. Works will be subject to inspection by NEHA staff
9. If, following inspection, the work is deemed to be a health and safety risk, the Tenant will be required to rectify this.

Authorisation has been denied

Unfortunately, we are unable to authorise you to complete the works as outlined in your request for the following reason(s):-

- 1.

Signed: Date:
Housing Officer