

Alterations Authorisation Request

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	
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Signed: Date:

Please return to your local office:

<u>Head Office</u> Unit 287, Block G Blanchardstown Corporate Park 2, Dublin 15	<u>Kells Estate Office</u> Blackthorn Grove Kells Co. Meath	<u>Dundalk Estate House</u> An Chearnog Toberona Dundalk, Co Louth	<u>Rush Estate Office</u> 23 Golden Ridge Mews Rush Co. Dublin
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Response - (to be completed by North & East Housing Officer in consultation with Technical Manager. All conditions must be clearly stated and conveyed to the tenant)

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. North & East 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. North & East will not maintain any fixture or fitting installed by the tenant
7. The tenant must notify North & East when works commence and are complete
8. Works will be subject to inspection by North & East staff
9. If, following inspection, the work is deemed a health and safety risk, the tenant will be required to rectify this.

Extra conditions

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):

Signed: Date:
Housing Officer