



## COMMERCIAL ALTERATIONS REQUEST FORM

Please complete the sections below, providing as much detail as possible.

### Property Details:

Customer Reference Number:	
Property Address:	
Current Use of Property:	

### Leaseholder Contact Information:

Name:	
Email Address:	
Contact Telephone Number:	
Correspondence Address (if different to property address):	

### Solicitors' details (if applicable):

Please provide the name and contact details of any solicitor acting for you in connection with the proposed alterations.

Firm Name:	
Solicitor Acting:	
Email Address:	
Contact Telephone Number:	
Address:	

### Surveyors' details (if applicable):

Please provide the name and contact details of any surveyor acting for you in connection with the proposed alterations.

Firm Name:	
Surveyor Acting:	
Email Address:	
Contact Telephone Number:	
Address:	

### Managing Agent (if applicable):

Please provide the name and contact details for the managing agent to whom you pay service charges (if applicable).

Managing Agent Name:	
Email Address:	
Contact Telephone Number:	
Address:	

### Information about your proposed alterations:

Please provide a detailed summary report below of the alterations you propose to make at the property. These details should include:

- Whether the works are structural in nature;
- Whether the works will require alterations being made outside of the demised premises;
- All plans/drawings, photographs and supporting documents (such as method statement and surveyor's reports);
- Access (for example over any communal areas) and any scaffolding requirements;
- Existing layout plan and a copy of the proposed layout plan as altered by the proposed works.

