

**APPLICATION TO FREEHOLDER FOR RETROSPECTIVE / PROPOSED* CONSENT
TO BUILDING ALTERATIONS**

Please complete & return this form to: Consent Dept, Simarc Property Management Limited, Building 4, Imperial Place, Elstree Way, Borehamwood, WD6 1JN. Alternatively please email the completed form to consents@simarc.co.uk.

<u>Name/s:</u>	<u>Date:</u>
<u>Property reference number:</u> (this can be found on your ground rent demand)	<u>Email:</u>
<u>Address:</u>	<u>Postcode:</u>

Please complete this form if you or any previous leaseholder has made / wishes to make* any alterations, extensions, additions or any building works to the property (i.e. conservatory, porch, garage, shed etc.)

Please provide full details of **all** the completed / proposed* works, enclosing copies of existing & proposed plans, elevations and specifications detailing the works completed / to be completed* together with a photograph of the same and a copy of planning permission from the council. If there are no plans, please state the reason(s) why:

Works completion date:	
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Has Local Authority Planning Permission been granted? YES NO
 If yes, please enclose a copy of the same. If no please state the reason(s) why below:

Is this consent required as part of a property sale? YES NO

If yes, please give an approximate completion date of sale.....

*** Delete as appropriate**