

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

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

<b><u>Name/s:</u></b>	<b><u>Date:</u></b>
<b><u>Property reference number:</u></b>	<b><u>Email:</u></b>
<b><u>Address:</u></b>	<b><u>Postcode:</u></b>

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:

Please continue overleaf if needed

<b>Works completion date:</b>	
-------------------------------	--

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