

Consents Request Form

COMPLETE AND RETURN TO:

Saltaire Facilities Management Ltd
hlh@Victoriamills.co.uk

1. CONSENT or RETROSPECTIVE CONSENT (please circle as appropriate)

2. LEASEHOLDER NAME:

3. ADDRESS OF PROPERTY:

5. EMAIL ADDRESS:

6. CORRESPONDENCE ADDRESS:

7. Please provide the following:

a) A written description of the proposed alterations or additions, or of the work carried out already - *Please continue on a separate sheet if required*

b) Any relevant drawings or plans including “before” and “after” plans

c) Photographs

d) Any building regulation consents or planning approvals obtained from the local authority if required

Upon receipt of the above, we shall advise you of our initial fee. The more information you are able to provide at this stage, the less time it will take us to advise you of your landlords’ requirements.

In addition to the above, your landlord’s insurers will require the following information:

1. Value of the works:

2. Duration of the works (if not carried out already)

3. Contractors’ name and confirmation they have public liability cover in place (not applicable if seeking retrospective consent)

4. the works whilst works are being carried out (not applicable if seeking retrospective consent)

Signed:

Date: