



Customer Property Permission Request Form

Before starting any work, customers must obtain written permission from bpha. Please complete all sections of this form to request permission, providing as much information as possible to assist bpha in assessing your permission request.

Please be aware that:

- We cannot begin reviewing your request until all required information has been provided
- If you are sending documents separately, please write the exact file name(s) in the space provided.

If further details are required, bpha will contact you and ask for additional information. You are required to submit this within 10 working days for your case to remain active. If you think this will take longer than 10 days, please let us know in writing so we can extend the time for considering your permission request.

Once all required information has been received, we aim to provide a decision within 20 working days. Please be aware that requests for additional information may extend this timescale.

Q1. Customer details

Name(s)

Address

Tenancy Type:

- Rental customer
 Shared Owner / Leaseholder

Q2. Reason for permission request and context

Please explain why you are seeking permission, including any relevant background to support your request, such as home improvement, safety, functionality, required for household needs.

Q3. Previous Permission Requests

Have you requested permission for this work, or similar work, before?

- Yes
 No

If yes, please provide the case reference number(s):



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Q4. Proposed installation / alteration

Describe your request, including but not limited to:

- Proposed start and completion dates
- Full scope of works
- Dimensions and measurements
- Photographs, drawings, or sketches (attach where applicable).

File name(s) for documents provided:

Q5. Location of works

Provide clear details of where the work will take place in the home or garden.

Attach any relevant plans, photos, or sketches showing the exact location.

Q6. Contractor details & qualifications

Provide the following contractor information:

- Business name
- Contact details
- Relevant qualifications or trade memberships.

For gas and electrical work, you must also provide:

- Gas Safe registration (gas work)
- NICEIC/NAPIT certification (electrical work).



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Q7. Health and Safety

Please provide a copy of the contractor's risk assessment and method statement (RAMS) for the works, COSHH information for materials being proposed to be used, and applicable licenses. Please list in the box provided the documents you are supplying with this permission request for this section:

Q8. Insurance

Please provide a copy of the contractor's insurance certificates (public liability, employers liability, professional indemnity). Please list in the box provided the documents you are supplying with this permission request for this section:

Q9. Additional Information

Provide any other information that supports your request, list in the box provided the documents you are supplying with this permission request for this section. These may include but are not limited to:

- Structural calculations
- Schedule of materials
- Manufacturer specifications
- Technical drawings.

Q10. Statutory Consents Required

Please confirm whether your proposed works require any statutory consent:

- Planning Permission: required not required
- Building Control Approval: required not required
- Other statutory consent: