

Permissions Request Application Form

Application form to request permission from East Devon District Council to undertake works to an East Devon District Council owned property.

Section 1 – Applicant details

Tenant Name	
Property Address	
Tenancy Number	
Are you a named tenant on the tenancy? If you are not name on the tenancy, you cannot request permission.	

Section 2 – Details

What are you seeking permission for? Please give as much detail as possible.	
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Where on the property on the property would this be taking place?	
Sizes of proposal (Area, dimensions, etc are applicable).	
Have you consulted with East Devon District Councils Planning team for advice if applicable or an applicable professional? If not, it is advisable that you do this.	
Have you consulted with East Devon District Councils Building Control team for advice if applicable or an applicable professional? If not, it is advisable that you do this.	
Are you using a professional and competent person to undertake the works? Any works must be undertaken by a professional and competent person.	

Section 3 – Application Attachment Checklist

Information Required	Tick Box
Location Mark Up	
Sketch or Proposals of Works (Plans, drawings, specification, etc).	
Proposed Materials	
Any previous correspondence from East Devon District Council on this matter.	

Section 4 – Declaration

I can confirm that the above information is true and correct for what I am applying for permission for.

If any details are to change any point during the application or works period, I shall contact the council immediately and advise of these changes. East Devon District Council will then have the right to reconsider the application and any works must stop immediately during this time.

Should my application not include all details requested by East Devon District Council, I understand that my application will not be processed.

Name	Date

Disclaimers;

- If you start any works before permission is granted, the application will be declined.
- If permission is granted, this does not include planning and building control permission should these be applicable to the works. You must also ensure any statutory applications are applied for and granted and any conditions of those applications followed.
- Any fault or defects with any works following permission being granted will not be a reasonability of East Devon District Council. Should East Devon District Council need to intervene with accountable action taken, East Devon District Council reserves the right to recharge this cost to the tenant under the application.