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6. In carrying out the works, you will be required to ensure:
- a) That if there are common parts to the building, they must be protected and clear of obstruction. After the works have been completed, common parts should be cleaned and free from dust.
  - b) That any damage caused during the works are notified and put right at your expense. You will be liable for any claims of damage from a third party.
  - c) You should notify all neighbours likely to be affected by the works and take all possible steps to minimise inconvenience, noise and nuisance to them. In particular no work should be undertaken during the hours of 10pm and 8 a.m. Noisy operations which may disturb others should only be undertaken between the hours of 9am – 5 pm Monday to Friday and Saturday mornings.
  - d) Where works necessitate the interruption of services to neighbours, i.e. temporary disconnection of gas, water and electricity, mutually satisfactory arrangements must be made with them beforehand and notified to us in writing.
  - e) Access is available for us to inspect works. **To encourage applications, no fee is payable for any inspections or re-inspections.** Should conditions not be met and/or the works are not progressing in a satisfactory manner, we reserve the right to order the works be stopped.
7. In making any application to carry out an alteration, you are required to sign or acknowledge the copy of these conditions and return it to us.
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### UNDERTAKING

I have read your resident alterations policy. I fully understand the policy. I will abide by the conditions stated above and the terms and conditions in my tenancy or lease agreement.

Signed .....

Date .....

Name of Resident (s) .....

*A signed or approved copy of these Standard Conditions for Residents' Alterations must be returned to us together with a completed copy of the Application Form.*

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Application form – 2 pages  
Standard Conditions – 2 pages