

REQUEST TO MAKE ALTERATIONS FORM

SBC Centre: _____ Unit number: _____

Date of commencement of works: _____

Building control required: **Yes/No** Building control approved: **Yes/No**

Planning permission required: **Yes/No** Planning permission approved: **Yes/No**

Contractor approved: **Yes/No** Contractor Insurance & PI approved: **Yes/No**

Any structural works to your unit require formal approval from a Director of **Space Business Centres** along with either **planning permission and/or building regulation and control approval**. This is to make sure that the integrity of the structure is not affected by the works in addition to confirming that the works undertaken meet all the relevant guidelines and are safe, which will include looking at items such as fire resistance, fire and smoke detection and means of escape. This is for the safety of all those that work in the unit and is also a requirement of our insurers. Please outline your works below and provide relevant plans, photos, calculations and details of the materials to be used:

SBC Director: _____ Your company: _____

Signature: _____ Name: _____

Date: _____ Signature: _____

Additional comments:

Please be aware that Space Business Centres does not warranty any work and that it is the occupier's responsibility to obtain all necessary statutory approval required to make the unit safe and legal to work within. By undertaking any work such as increasing mezzanine floors, creating a double unit or improving the specification for example, inserting fixed air conditioning units within, you may be liable for additional rates payable for which you are fully aware of.