

<b>Office Use Only:</b> Application No: _____
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**Application to carry out alterations (Leasehold)**

Please complete this form and return with any plans to:

**Homes First – Property Services**

Leasehold Management, Town Hall, Grove Road, Eastbourne BN21 4UG  
 Or email Leasehold@lewes-eastbourne.gov.uk

<b>NAME:</b>	
<b>LEASEHOLD ADDRESS:</b>	
<b>CORRESPONDENCE ADDRESS (if applicable)</b>	
<b>TEL NO:</b>	
<b>E-MAIL:</b>	

**DETAILS OF PROPOSED ALTERATIONS:**

*(Including any measurements, plans, systems, materials etc.)*

**PROPOSED CONTRACTOR(S):**

<b>NAME:</b>	
<b>ADDRESS:</b>	
<b>TEL NO:</b>	

**Number of enclosures :**

All consents will be subject to pre-conditions set out in a subsequent permission letter.

**Lewes District Council**  
 Southover House  
 Southover Road  
 Lewes  
 East Sussex  
 BN7 1AB

**Eastbourne Borough Council**  
 Town Hall  
 Grove Road  
 Eastbourne  
 BN21 4UG

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