



Works to Plot/Home Application

This form is to be completed and submitted to your Area Manager or Park Office should you wish to complete any works, additions, alterations or replacements to your home or plot.

Approval for the works detailed within this application must be obtained from Turners Parks Group prior to their commencement.

Please complete sections A to D and return the application form to your Area Manager. A decision on the proposed works will be made within 10 working days, and the completed form returned to you. A copy of this application will be held on your resident file for reference.

Section A (to be completed by the applicant)

Name: _____ Date: _____

Address: _____

Tel: _____

Manufacturer of Home: _____ Model: _____

Size of Home: _____ Year of Manufacture: _____

Description of the proposed works

Please give as much detail as possible regarding your proposed works, include sizes, specifications, colours, materials (for fire purposes). It may be necessary to provide samples of materials for approval.

Does the proposed works constitute a fire hazard of any kind?

☐

Yes

☐

No

Estimated start and completion date.

Start date:

Completion date:

Section B (to be completed by the applicant)

Please provide a detailed scale drawing of the proposed works – include distances from adjacent homes, location of footpaths, drives, sheds, porches, gas cylinders, trees, fences etc.

Section C (to be completed by the person or company undertaking the proposed works)

Address of Proposed Works:

Contractor/Company Name:

Contractor/Company Address:

Contact Name:

Tel:

Please detail the relevant experience you have in the manufacture and repair of Park Homes:

Please confirm you are in possession of a copy of British Standard 3632,
and the proposed works will be carried out in accordance with this standard.

☐ Yes ☐ No

Please confirm you are familiar with the definition of a 'caravan' as defined in the two documents
'Caravan Sites Act 1968' and 'Caravan Sites and Control of Development Act 1960', and that upon
completion of the works, the structure will continue to comply with the definition.

☐ Yes ☐ No

Note: We are advised by the British Holiday and Home Park Associations 'new roofs in all probability render a home not a caravan, this also applies to porches where added to a twin unit. A caravan must be of two parts only, and any roof assembled on site is almost certain to constitute a third section even if the tiling is reassembled'.

Please confirm:

- Any skirt surround to the home will be constructed to Gold Shield Warranty specification: ☐
- You agree to work between the hours of 8am and 6pm Monday to Friday only: ☐
- You have contractor's third party insurance (copy to be attached with this application): ☐
- Length of guarantee offered on all works completed:

- Anticipated length of contracted works:

I/we confirm acceptance of the above conditions and I/we agree to abide by them. I/we confirm this application covers only the works detailed in sections A and B, should any additional works be required these shall be the subject of a separate Works to Plot/Home Application.

Signed:

Print Name:

Date:

Section D (to be completed by the applicant)

Turners Parks Group require your appointed contractor to complete a warranty in the form of Section C of this application. You must be satisfied the information the contractor has provided is accurate to the best of your knowledge.

Declaration:

I agree to indemnify Turners Parks Group against:

- All liability, actions and expenses arising as a result of any failure to comply with the conditions of this consent, execution of any works, use of any machinery on the pitch.
- If in the opinion of a surveyor, valuer or Turners Parks Group, the works outlined in this application are not executed in accordance with the stated details that I/we will ensure the plot/home is returned to it's original state or rectified upon agreement with the contractor, at no expense to Turners Parks Group. If in the opinion of Turners Parks Group, the works outlined in this application require planning permission I/we agree to pay all associated costs.

Signed:

Print Name:

Date:

Section E (to be completed by Turners Parks Group)

We hereby:

☐ **Approve the works as detailed in this application**

We hereby approve the proposed works to be carried out in strict compliance with this application. It is the occupiers responsibility to ensure the contractor complies with the terms of this application and all details in Section C are satisfactory.

The approval of this application by Turners Parks Group should not be construed as implying the safety or legality of any works carried out.

In particular we wish you to make you aware of the advice recieved from our legal team which is that of re-roofing the park home is likely to take the home outside the statutory definition of a 'mobile home' for the purposes of the relevant legislation. The consequence would be to jeopardise the security of tenure and to expose yourself and this company to the risk of enforcement action by the local planning authority.

☐ **Approve the works subject to the amendments noted below, please note all conditions detailed in the section above are applicable**

Amendments:

☐ **Refuse this application:**

Reason for refusal:

All works are to be completed within _____ months of the date of this approval.

Signed:

Print Name:

Date:
