REGENCY
LIVING

WORKS TO PLOT FORM

This form is for the application for approval to make any addition, alteration or replacement to the home or to carry out any works to the plot.

Approval for the works detailed herein must be obtained from Regency Living prior to their commencement.

Please complete sections A to D and return the application form to the Regency Living Site Office. A decision on the proposals will be made as soon as possible, and the completed form returned to you. A copy of the application will be held by the Site Office for reference.

SECTION A (TO BE COMPLETED BY THE APPLICANT)

Name	
Address	
Telephone Number	
Email Address	
Make of Home	
Model of Home	
Serial Number	
Date of Occupancy	
Description of the proposed works to be carried out – please include sizes, specifications, colours, materials and proposed start and completion dates. Note: If required, it may be necessary to provide samples of materials for approval.	

SECTION B (TO BE COMPLETED BY THE APPLICANT)

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

Regency Living requires your builder/contractor to complete a warranty in the form of Section C of this application. The applicant must satisfy his/herself that the information provided is accurate to the best of his/her knowledge and belief.

SECTION C (TO BE COMPLETED BY THE APPLICANTS' BUILDER/CONTRACTOR)

Company Name	
Company Address	
Company Contact Number	
Residents Address	

A) Please confirm you have experience in the manufacture and repair of Mobile Homes? – Yes or No	
B) Please confirm that you are in possession of a copy of British Standard 3632, and that the proposed works will be carried out to meet the requirements of the standard? – Yes or No	

C) Please confirm that 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 or No	
Note: We are advised by the British Holiday and Home Park Associations solicitors that: ‘New roofs in all probability render a home not a caravan, and 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 the ‘Gold Shield’ specification? Yes or No	
Please confirm any skirt surround to the home will be constructed to the ‘Gold Shield’ specification? Yes or No	
What length of guarantee are you offering?	
What is the anticipated length of contract?	
Do you agree to work between the hours of 8am and 6pm Monday to Friday only?	
Do you have contractor’s third-party insurance cover? *PLEASE ATTACH A COPY WITH THIS APPLICATION*	
I/We confirm acceptance of the above conditions and that I/we agree to abide by them. I/we also confirm that this application only covers works detailed in sections A and B and should any additional works be required then they shall be the subject of a further structural works application.	

I agree to indemnify AR LIMITED against all liability, actions and expenses, however arising as a result of any failure to comply with the conditions of this consent, or the execution of any works or the use of any machinery on the pitch.	
If in the opinion of a surveyor/valuer, or AR LIMITED, the works outlined in the application are not executed, in accordance with the stated details that I/we will ensure that they are returned to their original state or rectified upon agreement with the company, at no expense to AR LIMITED. If in the opinion of AR LIMITED the works outlined in this application require planning permission, I/we agree to pay all associated costs.	

Name and Position:	
Signed:	
Date:	

REGENCY LIVING APPROVAL - PRE WORKS

- Area Manager, Park Manager and Health & Safety Manager (if applicable)

* Photographs required

Park Manager Name:	
Signed:	
Date:	

Area Manager Name:	
Signed:	
Date:	

Health & Safety Manager Name: (If applicable)	
Signed:	
Date:	



REGENCY LIVING - COMPLETION OF WORKS - Final Sign Off -

Area Manager or Park Manager

Name & Job Title:	
Signed:	
Date:	

- On completion, all Documentation and Photographs to be uploaded to EP.