**Uniting Housing Modification Request /Permit Application**

# When to use this form

# Complete this form to obtain approval for modifications to Uniting Housing Property.

# How to apply

You need written approval from Uniting Housing because the proposed change to your property must meet the standards.

If you wish to install an **external** item, such as a garage or pergola, you will also need to contact your local council. Your council will inform you of the specific building requirements you must meet. You may also be required to pay for a building permit.

# Where to return this form

Complete this form and return it to the Uniting Housing Tenancy team – contact details below. If appropriate, include building permits, plans and other documentation from your local council.

If you need more information or assistance to complete this form, contact the UNITING HOUSING tenancy team [tenancy.team@vt.uniting.org](mailto:tenancy.team@vt.uniting.org) or 9051 3000.

# Application details

**Renter details**

|  |  |  |
| --- | --- | --- |
| **First Name:** | | **Last Name:** |
| **Property address** |  | |
| **Date of application** |  | |

**Builder details – if needed**

If a qualified builder is to install the item, please give details of the builder.

|  |  |
| --- | --- |
| **Name of builder** |  |
| **Address** |  |
| **Registration number** |  |
| **Telephone** |  |
| **Current Insurance Details** | Evidence to be supplied |
| **Current Public Liability Insurance** | Evidence to be supplied |

**Installation company details - if needed**

If an installation company is to fit the item, please give details of the company:

|  |  |
| --- | --- |
| **Name of company** |  |
| **Address** |  |
| **Telephone** |  |
|  |  |
| **Current Insurance Details** | Evidence to be supplied |
| **Current Public Liability** | Evidence to be supplied |

|  |  |
| --- | --- |
| **Insurance** |  |

# Proposed change

**Please note:**

* external window-mounted air conditioners in multi-storey properties are not permitted.
* swimming pools and spas are not permitted.

**Please attach** any extra details or information to this application:

* plans or drawings are required showing site location, measurements, and so on
* a copy of the building permit may be required.
* any other information that may be needed.

# 

# External works

Select the appropriate item to be included in your property and give details as needed:

|  |  |  |
| --- | --- | --- |
| **External work item** | **Item to be included?**  Mark with an X and add any details | |
| Garage |  |  |
| Bungalow or sleep out |  |  |
| Carport |  |  |
| Enclosed rear or front porch |  |  |
| Pergola |  |  |
| External awnings |  |  |
| Pergola |  |  |
| External awnings |  |  |
| Garden shed |  |  |
| Communication equipment |  |  |
| PV or Solar equipment |  |  |
| TV antennas, satellite dishes, cable TV connections |  |  |
| Other |  |  |

# Internal works

Select the appropriate item to be included in your property and give details as needed:

|  |  |  |
| --- | --- | --- |
| **Internal work item** | **Item to be included?**  **Mark with an X** | **Details** |
| **Appliances** (such as air conditioners, dishwashers, rangehoods or heaters) |  | Specify appliance and location: |
| **Floor coverings** (such as carpets, sheet vinyl or ceramic tiles) |  | Specify type and location: |
| **Internal painting** (light or pastel colours only) |  | Specify location: |
| **Built-in robes** |  | Specify location: |
| **Electrical** (such as power points or light fittings) |  | Specify details and location: |
| **Other** |  | Specify details: |

**Council permit**

|  |  |
| --- | --- |
| **Is a council building permit required for this work?** | Yes  No |
| **Has the council permit been issued?** | Yes  No |

If council permit has been issued, **attach a copy of the permit to this application**.

# Internal/external modification works permit conditions.

1. Uniting Housing and their representatives are not involved in any expense for the inclusion of the item or items listed in this application form. The renter must not commence the works before Uniting Housing has approved the works in writing.
2. The work is to be carried out by a qualified tradesperson, or in a trade-like manner, without damage to the property. If the property is damaged, the renter will be responsible for the cost of repairs.
3. If a permit is required for the works from the local council, the renter must get that approval at their own expense. The works must not commence before the permit is given. The works will be subject to inspection by the local office. The renter is to contact Uniting Housing when the works are finished. If the council has issued a permit for the works, the renter must get a final inspection notice and give that to the local office.
4. The item/s listed in this application form is/are to be maintained at the renter’s expense and insured by the renter.
5. The work carried out must comply with all laws and be relevant to Australian standards and industry standards.
6. Prior to the renter vacating the premises, an inspection of the property is carried out by Uniting Housing to determine one or more of the following:
   1. The item/s listed in this permit application form will become the property of the Uniting Housing without reimbursement to the renter should the renter vacate without removing the item/s listed in this permit,
   2. The renter will meet the cost of restoring the property to its original condition in the event of vacating the property and removing the item/s. This may include any redecorating that may take place,
   3. The renter will meet the cost of restoring the property to its original condition by Uniting Housing and his/her representatives in the event that the renter vacates the property and leaves the item/s at the property, and Uniting Housing takes action to remove the item/s. This includes any redecorating that may take place. If the renter does not remove the item/s and refuses to pay for restoration works deemed necessary Uniting Housing may make an application to the Victorian Civil and Administrative Tribunal to seek compensation for costs associated with the restoration works.
7. Any item in the property that is replaced such as gas stove and heater, must be delivered to the address instructed by Uniting Housing and must not be traded in.
8. TV antennas can only be fixed to brick and concrete chimneys with approved brackets to the manufacturer’s specifications.
9. Uniting application will be assessed on its own merit and without bias. However, Uniting Housing reserves the right to refuse any application deemed to be inappropriate.

**Declaration to be signed by all renters.**

I/we have read and agree to the permit conditions on this application.

I/we declare that all the information requested in this application for an internal/external works permit has been provided and is true and correct.

**Declared by**

|  |  |
| --- | --- |
| **Full name of renter** |  |
| **Signature** |  |

**Witnessed before.**

|  |  |
| --- | --- |
| **Full name of witness** |  |
| **Signature** |  |
| **Date** |  |

**Declared by**

|  |  |
| --- | --- |
| **Full name of renter** |  |
| **Signature** |  |

**Witnessed before.**

|  |  |
| --- | --- |
| **Full name of witness** |  |
| **Signature** |  |
| **Date** |  |

**OFFICE USE ONLY**

**Permit endorsed by Uniting Housing**

|  |  |
| --- | --- |
| **Signature** |  |
| **Date** |  |

**Council permit**

|  |  |
| --- | --- |
| **Status** | **Mark with an x** |
| **Attached** |  |
| **Not attached** |  |
| **Not applicable** |  |

**Application**

|  |  |
| --- | --- |
| **Status** | **Mark with an x** |
| **Approved** |  |
| **Not approved** |  |

**Manager, Tenancy and Property**

|  |  |
| --- | --- |
| **Signature** |  |
| **Date** |  |