



safe, secure and affordable housing

## Alterations and Additions

### Making alterations or additions

If you would like to make alterations to your rental property such as put picture hooks in the walls, install air conditioning or build garden structures, it is a requirement of the *Residential Tenancies Act* that you get approval from your landlord, the Department of Local Government and Housing (DLGH), before going ahead.

The department encourages tenants to regard their public housing dwelling as their home and will generally approve most applications for alterations to rental properties.

### What alterations can I make to my home?

In addition to the situations above, further examples of alterations that require approval include:

- installing carpet or any other floor coverings
- paving the garden or building any garden structure including garden storage sheds, shade structures or pet enclosures
- removing trees and in some cases, planting particular trees or shrubs
- any painting
- changing locks or the installation or modification of existing security screens
- erecting or modifying fences
- putting any type of swimming pool or spa on the property (including inflatable pools)
- any electrical or plumbing alterations such as installing additional lights or taps

- special needs modifications such as handrails or ramps
- any other alterations, additions or modifications which may modify the property's structure or condition.

### How do I apply for consent to make alterations or additions?

The department must maintain public housing dwellings in a structurally sound and functional condition, so will carefully consider all applications for alterations and additions. An Application for Alterations/Additions must be completed and returned to your local housing office with copies of any plans, or relevant approval from bodies such as the local council or building authority, for consideration. If your request to make alterations or additions is approved, the department will provide a letter with written approval and stipulating any conditions.

Forms are available from your local housing office or visit [www.nt.gov.au/territoryhousing/corporate/forms](http://www.nt.gov.au/territoryhousing/corporate/forms).

### Conditions for approval

The following conditions apply to all alterations and additions carried out by tenants:

- Written approval must be sought before any alterations or additions are made to the dwelling.
- Maintenance of any additions or alterations made to remain the responsibility of the tenant.
- The tenant must acknowledge that the alteration or addition may have to be removed and the dwelling restored to its original condition on leaving the property.

- All alterations and additions must be in accordance with relevant building regulations. If the alteration or addition is required to be certified by a licensed certifier under the relevant code/regulation, evidence of this certification and copies of approval papers from the appropriate regulatory bodies must be provided.
- Approved alterations and additions must be carried out in a professional manner and in accordance with any relevant regulations including the requirement for plumbing and electrical work to be completed by licensed tradespeople.

### What if my application is declined?

If your application is declined by and you are unhappy with the decision, you may contact Housing Services Complaints and Appeals office by telephone on 1300 301 167 or (08) 8999 8853, by fax, (08) 8999 8488 or email [housingcomplaints.th@nt.gov.au](mailto:housingcomplaints.th@nt.gov.au).

### What happens when I move out?

The department may hold you responsible for the cost of rectifying alterations or additions that are not of a professional or reasonable standard, or the cost of rectifying any damage caused by any alteration or addition.

If the department agrees to allow the alteration or addition to remain in place when you move out, no reimbursement for any costs incurred by you to make the alteration/addition will be made.

### I have already made alterations or additions. What do I need to do?

You may be in breach of your tenancy agreement if you make alterations/additions to your property without the consent of the department and will be asked to apply for a retrospective approval assessment. You should contact your local housing office to arrange an inspection of the alteration/addition and complete the application form as described above. The same assessment process will apply.

If you do not receive retrospective approval for changes you have already made, or refuse to return the property to its original condition, the department may serve you with a Notice to Remedy the situation, prior to commencing action to terminate your tenancy under the *Residential Tenancies Act*.

### Where can I obtain further information?

For further assistance contact your local housing office or visit [www.nt.gov.au/housing](http://www.nt.gov.au/housing).

للحصول على مساعدة في اللغة ، برجاء الاتصال ب Housing Territory الرقم 1300 301 167

如果你需要语言上的协助，请拨打这个电话号码给北领地住

屋部 (Territory Housing): 1300 301 167.

Für Hilfe bei Sprachproblemen, bitte rufen Sie Territory Housing an: 1300 301 167.

Αν θέλετε βοήθεια στη γλώσσα σας παρακαλούμε καλέστε την Territory Housing (Υπηρεσία Στέγασης της Επικράτειας) στο 1300 301 167.

Untuk bantuan bahasa, harap hubungi Territory Housing di 1300 301 167.

สำหรับการช่วยเหลือทางด้านภาษา กรุณาโทรติดต่อ การเคหะแห่งเทอริทอรี (เทอริทอรี เฮ้าซิ่ง (Territory Housing)) ที่หมายเลข 1300 301 167

Muốn được trợ giúp về ngôn ngữ, hãy điện thoại cho Bộ Gia Cư Lãnh Thổ Bắc Úc (Territory Housing) ở số 1300 301 167.

ដើម្បីទទួលជំនួយចក្រភាសា សូមទូរស័ព្ទទៅ Territory Housing តាមលេខ 1300 301 167 ។

For language assistance please call Territory Housing on 1300 301 167.

### Housing Services contacts

<b>Casuarina</b> - Ethos House, 270 Trower Rd Casuarina	p: 08 8922 5526
<b>Darwin</b> - Construction House, Cnr Mitchell and Briggs Sts Darwin	p: 08 8999 8814
<b>Palmerston</b> - Highway House, Cnr Broadland St and Palmerston Cct	p: 08 8999 4767
<b>Alice Springs</b> - Cnr Leichhardt and Gregory Tce, Alice Springs	p: 08 8951 5344
<b>Tennant Creek</b> - Government Building, Peko Rd Tennant Creek	p: 08 8962 4497
<b>Katherine</b> - NT Government Centre, First St Katherine	p: 08 8973 8536
<b>Nhulunbuy</b> - Shop 2 Arnhem House, Endeavour Square, Nhulunbuy	p: 08 8987 0533
<b>Client Relations Officer</b>	p: 1300 301 167 or 08 8999 8853