

Alterations to a rental property

Application form

To apply for an alteration to a rental property:

1. Complete this form in BLOCK LETTERS.
2. Provide drawings and/or plans of proposed alterations if applicable.
3. Provide certification of proposed alterations if applicable.
4. Sign the application.
5. Lodge the application at your nearest housing office.

Note: Approval of this application must be given prior to any alterations being carried out.

Applicant details

Name

Please circle: Mr / Mrs / Ms / Miss

First name (s):

Family name:

Residential address

Street number: Street name:

Suburb: Postcode:

Contact details

Home phone: Work phone: Mobile:

Email address:

Alterations proposed

Please provide as much detail as possible. Attach additional page if required.

- Curtain brackets
- Air conditioner - split system (give details including rough site drawing). Electrical certificate required.
- Air conditioner - box style (give details including rough site drawing).
- Concrete paving - minimum of 75mm thick and the ground under termite treated (give details including rough site drawing). A pest control certificate is required as proof of treatment.
- Concrete drive - minimum of 100mm thick and the ground under termite treated (give details including rough site drawing). A pest control certificate is required as proof of treatment.
- Picture hooks - (screw fixed only).
- External shade area - (give details including rough site drawing).
- Shed - certifier approved only.

OFFICE USE ONLY

Group number:

Asset number:

Application checklist

Drawings/plans: Yes No N/A

Certification: Yes No N/A

Authorisation: Yes No N/A

Processed by:

Date:/...../.....

Approved by:

Date:/...../.....

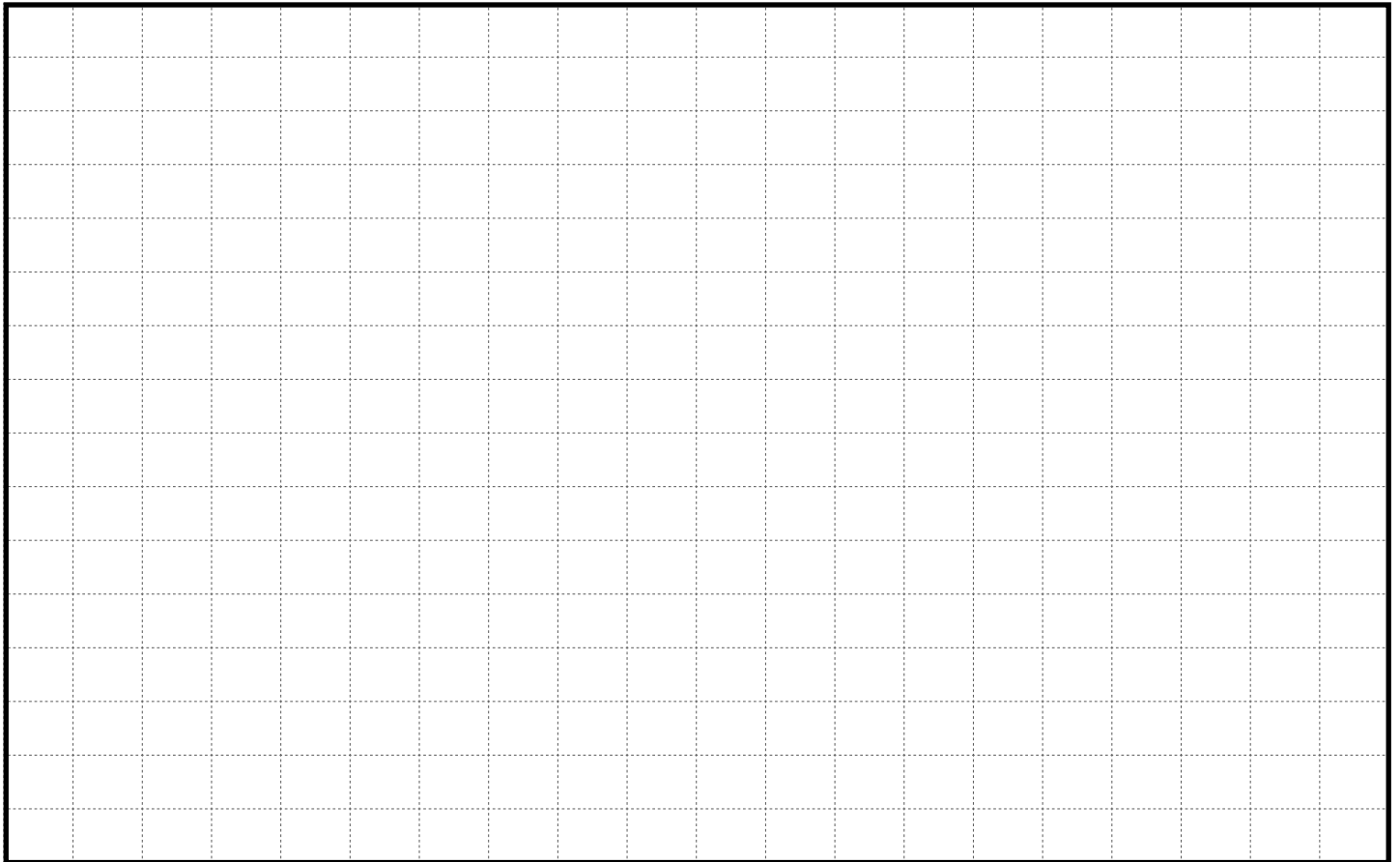
Swimming pool fence (certification from the Water Safety Branch is required). Blow up, portable and above ground pools or spas capable of holding 30cm or more of water may be installed in public housing properties subject to the Department of Local Government and Housing approval and provided they comply with all relevant Acts and regulations including the *Swimming Pool Safety Act* (NT).

Power card box

Security/movement sensor light

Other:
.....
.....

Rough site drawing (or copy attached)



In which room will this alteration/addition take place? (eg lounge / kitchen):

Who will be making these changes (eg tenant / tradesman):

Will the changes effect the structure of the dwelling? (if yes please specify):

.....

.....

I apply for permission for the above alterations to the property rented by me.

I/we understand that:

- The alterations and any certification required are at my own expense.
- I may be required to remove the alterations and repair any damage to the property when vacating the premises.
- There will be no reimbursement from the department for any alterations/additions approved to remain in place.
- Alterations are not to begin until approval has been given by the department.
- Alterations undertaken will be completed in a professional manner and in accordance with the *Building Act*.

Applicant signature: Date:/...../.....

Witness signature: Date:/...../.....

The department only collects personal information that is necessary to provide housing assistance under the *Housing Act* and its Regulations.

The information collected will not be disclosed to anyone without your consent unless it is required or authorised by law or necessary for maintenance, debt recovery, housing policy and research purposes in accordance with the Information Privacy Principles scheduled in the *Information Act* (NT). You have a right to access and correct the information held about you. If you have any queries or concerns please contact the Information Management Unit on 8999 8490 or write to GPO Box 4621, Darwin NT 0801.

Για βοήθεια στη γλώσσα σας τηλεφωνήστε στις Υπηρεσίες Στέγασης (Housing Services) στο 1300 301 167.

"Đề được sự giúp đỡ về ngôn ngữ, xin gọi Dịch vụ Gia Cư (Housing Services) qua số 1300 301 167"

للمساعدة اللغوية يرجى الاتصال بخدمات الإسكان على الرقم 1300 301 167

Untuk bantuan bahasa hubungilah Dinas Perumahan (Housing Services) di nomor telp 1300 301 167

សម្រាប់ជំនួយភាសា សូមទូរស័ព្ទទៅសេវាលំនៅឋានតាមរយៈលេខ៖ 1300 301 167

အင်္ဂလိပ်စကားနားလည်ဖို့အကူအညီအတွက် အိမ်ယာဝန်ဆောင်မှုဖြူငှာန ၁၃၀၀ ၃၀၀ ၁၆၇ ကို ခေါ်ပါ။

若需语言协助 请拨打1300 301 167 与房屋服务联络

Para a assistência da língua ligue para os Serviços de Habitação no 1300 301 167.

Wegen Hilfe in deutscher Sprache wenden Sie sich bitte an den Wohnungsdienst, Telefonnummer 1300 301 167.

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

Housing Services contacts

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