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Internal/External works permit TENANT application form

How to apply

You need written approval from the Department of Human Services because the proposed change to your property must meet the department's 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.

Complete this form and return it to your Community Agency who manages the property on behalf of the Director of Housing. If appropriate, include building permits, plans and other documentation from your local council.

Your Community Agency is: Women's Housing Ltd.

If you need more information or assistance to complete this form, contact your Community Agency.

Tenant name			
Property address			
Community Agency	Women's Housing Ltd	Date of application	/ / 20

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

Name of Builder			
Address			
Registration number		Telephone	

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

Name of Company			
Address			
		Telephone	

Tick the appropriate item to include in your property and give details as required.

External Works	Internal Works
Garage Bungalow/sleepout <input type="checkbox"/>	Appliances <input type="checkbox"/>
Carport <input type="checkbox"/>	(including air conditioners, dishwashers, ceiling fans, rangehoods, heaters, stoves)
Enclosed rear/front porch <input type="checkbox"/>	Specify appliance _____
Pergola <input type="checkbox"/>	Location _____
External awnings <input type="checkbox"/>	Floor coverings <input type="checkbox"/>
Garden shed <input type="checkbox"/>	(including carpets, sheet vinyl and ceramic tiles)
Communication equipment <input type="checkbox"/>	Specify type _____
(TV antennas, satellite dishes, cable TV connections) <input type="checkbox"/>	Location _____
Other <input type="checkbox"/>	Internal painting <input type="checkbox"/>
_____	(Light/pastel colours only)
_____	Location _____
_____	Built-in robes <input type="checkbox"/>
NOTE:	Location _____
Plans or drawings are required showing site location, measurements, etc.	Electrical <input type="checkbox"/>
A copy of the building permit may be required.	Power points/light fittings
External window mounted air conditioners in multi-storey properties are not permitted.	Details _____
Swimming pools and spas are not permitted.	Location _____
	Other <input type="checkbox"/>
	Details

Is a council building permit required for this work? YES NO

Has the council permit been issued? YES NO

* Attach a copy of the permit to this application

Internal/external works permit conditions

1. The Director of Housing (The Director) and his/her representatives including *Women's Housing Ltd* are not involved in any expense for the inclusion of the item/s listed in this application form. The tenant must not commence the works before *Women's Housing Ltd* advises them that the Director 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 tenant will be responsible for the cost of repairs.
3. The quote submitted by a contractor must include a current public liability insurance policy providing:
 - a) minimum cover of \$10,000,000 per claim, and
 - b) coverage during the duration of the works and warranty periods.In addition, WorkCover insurance is required, where applicable.
4. If a permit is required for the works from the local Council, the tenant 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 Community Agency or Office of Housing. The tenant is to contact their Community Agency when the works are finished. If the Council has issued a permit for the works, the tenant must get a final inspection notice and give that to the Community Agency.
5. The item/s listed in this application form is/are to be maintained at the tenant's expense and insured by the tenant.
6. The work carried out must comply with all laws and be relevant to Australian Standards and Industry Standards.
7. Prior to the tenant vacating the premises, an inspection of the property is carried out by the Community Agency or Office of Housing to determine one or more of the following:
 - a) The item/s listed in this permit application form will become the property of the Director without reimbursement to the tenant should the tenant vacate without removing the item/s listed in this permit,
 - b) The tenant 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,
 - c) The tenant will meet the cost of restoring the property to its original condition by the Director and his/her representatives in the event that the tenant vacates the property and leaves the item/s at the property, and the Director takes action to remove the item/s. This includes any redecorating that may take place. If the tenant does not remove the item/s and refuses to pay for restoration works deemed necessary by the Director and his/her representatives, the Director may make an application to the Victorian Civil and Administrative Tribunal to seek compensation for costs associated with the restoration works.
8. Any item in the property that is replaced such as gas stove and heater, must be delivered to the address instructed by the Community Agency and must not be traded in.
9. TV antennas can only be fixed to brick and concrete chimneys with approved brackets to the manufacturer's specifications.
10. Each application will be assessed on its own merit and without bias. However, the Director of Housing reserves the right to refuse any application deemed to be inappropriate.

