

**Important Information**

Customers should use this form to seek approval for Alterations and Improvements to their property. Customers are advised to read Hume's 'Home Alteration Statement' and 'Home Alterations Policy' prior to submitting a request form. The Statement and Policy can be found on the Hume website.

**How to Apply**

As per Hume's Home Alteration Policy, certain types of alterations do not require written permission, there are certain types that do require written permission and also certain types that are not permitted. Only alterations that do require permission should be requested using this form. Please cross reference the Home Alteration Policy to determine if your alteration request requires permission or not, or to see if the alteration appears on the 'not permitted' listed.

Complete this form and return it to Hume. 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 Hume or your Housing or Support worker.

Please ensure that you have read and understood the Responsibilities and Conditions section of the Home Alteration Policy prior to submitting your request.

### Alteration Request Details

<b>Customer Name/s</b>			
<b>Property Address</b>			
<b>Description of Alteration</b>			
<b>Is Council Approval required for the proposed Alteration?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>If YES, has the approval been issued?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>Has the approval been attached?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>Location Diagram have been attached?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>Photos, colour samples, product information etc. have been attached?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>The alteration is identified on the 'Alterations that <u>do</u> require written consent' list?</b>	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<b>Date of Application</b> /      / 20

If a qualified contractor has already been identified and/or has already quoted to install the proposed Alteration, please give details of the contractor:

Note: All works must comply with the WH&S Regulation 2011 and Codes of Practices (SafeWork NSW) and be carried out in a tradesman like manner. Failure to do so can result in the removal or rectification of installation, at the customer's expense.

<b>Name of builder</b>			
<b>Address</b>			
<b>Registration Number</b>		<b>Telephone</b>	

### Conditions of Approval

The following conditions will apply for any and all approved alterations:

- I/We will cover the cost of all approved alterations including any fees charged by the local Council.
- I/We will cover the cost of all subsequent maintenance required to the approved alterations.
- I/We will ensure all works are completed by licensed contractors.
- I/We will ensure all alterations conform to any relevant Australian Standards, legal requirements and local Council regulations.
- I/We will provide a certificate of compliance for all works to electrical installations.
- I/We will provide control of asbestos and lead paint documentation where required.
- I/We will start the alterations within 4 weeks of consent being granted and complete works within 3 months. I/We will notify Hume if these timeframes are not met and I/We will complete a new application if required.
- I/We will notify Hume when the work is completed.
- I/We will provide access for Hume to inspect the alterations within 4 weeks of the works being completed.
- I/We understand that if the Hume inspection identifies that the alteration does not meet Hume's standard then I/We will carry out further works within a specified timescale to meet the necessary standards, failing which I/We will reinstate the property to its original condition. I/We will be responsible for all costs associated with this work.
- I/We will cover the costs of any remedial works required that have been caused by negligence, poor workmanship or failure to complete the alterations in full including the cost of rectifying any damage caused by any alteration.
- I/We will return the property to its original condition at the end of my/our Tenancy Agreement if the alteration is removed or at the request of Hume.
- I/We understand any alterations that cannot be removed at the end of our Tenancy Agreement become the property of Hume.

### Declaration to be signed by all Customers

I/We have read and agree to the permit conditions on this application. If the alteration is approved by Hume, I/we agree to adhere to the conditions of approval listed above.

I/We declare that all the information requested in this application for an alteration has been provided, and is true and correct.

Declared by:	Full name of Customer	_____
	Signature	_____
	Date	/ / 20

Declared by:	Full name of Customer	_____
	Signature	_____
	Date	/ / 20

If you require the services of a translator please call the Translating and Interpreting Service on 131 450 and ask them to contact the Maintenance Team on 02 9727 0688.