



INTERNAL / EXTERNAL WORKS PERMIT APPLICATION FORM

You need written approval from Aboriginal Housing Victoria (AHV) because the proposed change to your property must meet AHV standards.

If you wish to install an **external** item, such as a garage or pergola, you will also need to contact your local Council. The Council will inform you of the specific building requirements you must meet. If appropriate, include building permits, plans and other documentation from your Council. You may also be required to pay for these documents to be issued.

Please ensure that this form is completed and signed and that all relevant documentation is supplied to ensure quick processing. AHV has 28 days to process requests received for installation of proposed modifications to your home.

Complete this form and send to:

*Aboriginal Housing Victoria
Narrandjeri House
125-127 Scotchmer Street
FITZROY NORTH VIC 3068*

Or Email to: propmodifications@ahvic.org.au

If you need more information or assistance to complete this form, contact your Housing Officer or the Client Services team on 9403 2100 or 1800 248 842.

Tenant name/s	
Property address	
Housing Officer	
Date of application	

If a qualified builder is required to install the item, please provide details below:

Name of Builder	
Address	
Registration Number	
Telephone number	

If an installation company is required to fit the item, please provide the details below:

Name of Company	
Address	
Telephone number	

ABORIGINAL HOUSING VICTORIA

Narrandjeri House, 125-127 Scotchmer Street, Fitzroy North, VIC 3068 | ABN 38 006 210 546 | Housing Association No. 033
Phone: (03) 9403 2100 | Free call: 1800 248 842 | Email: propertymodifications@ahvic.org.au | Website: www.ahvic.org.au

TICK THE APPROPRIATE ITEM TO INCLUDE IN YOUR PROPERTY

EXTERNAL WORKS	INTERNAL WORKS
Bungalow / Sleep out ☐	Appliances ☐ <i>Air conditioners, dishwashers, ceiling fans,</i>
Garage ☐	<i>rangehoods, heaters, stoves</i>
Carport ☐	Details _____
Enclosed rear / front porch ☐	Location _____
Pergola ☐	Floor coverings <i>Specify Type</i> ☐ <i>Carpet, vinyl, floorboards, ceramic tiles</i>
External awnings ☐	Details _____
Garden shed ☐	Location/s _____
Communication equipment ☐ <i>TV antennas, satellite dishes, cable TV connections</i>	Internal Painting ☐ <i>Light / pastel colours only</i>
CCTV equipment ☐ Details _____ Location/s _____	Location/s _____
Disability Modifications <i>Specify Type</i> ☐ Details _____ _____	Built-in Robes ☐ Location/s _____
Other ☐ Details _____	Electrical ☐ <i>Power points/Light fittings</i>
NOTES:	Details _____
• Plans or drawings are required showing site location, measurements, etc.	Location/s _____
• A copy of the Building permit may be required.	Disability Modifications <i>Specify Type</i> ☐ Details _____ _____
• External window mounted air conditioners in multi-storey properties are not permitted.	Other ☐ Details _____
• Swimming pools and spas are not permitted.	

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

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INTERNAL / EXTERNAL WORKS PERMIT CONDITIONS

1. Aboriginal Housing Victoria (AHV) and its representatives 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 their AHV advises them that the AHV 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. If a permit is required for the works from the local Council, the tenant must get that approval at their expense. The works must not commence before the permit is given. The works will be subject to inspection by AHV. The tenant is to contact AHV 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 AHV.
4. The item/s listed in this application form are to be maintained at the tenant's expense and insured by the tenant.
5. The work carried out must comply with all laws and be relevant to Australian Standards and Industry Standards.
6. Prior to the tenant vacating the premises, an inspection of the property is carried out by AHV to determine one or more of the following:
 - a. The item/s listed in this permit application form will become the property of AHV 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 AHV and its representatives in the event that the tenant vacates the property and leaves the item/s at the property, and AHV 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 AHV and its representatives, AHV may make an application to the Victorian Civil and Administrative Tribunal (VCAT) 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 AHV 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. Each application will be assessed on its own merit and without bias. However, AHV reserves the right to refuse any application deemed to be inappropriate.

ABORIGINAL HOUSING VICTORIA

DECLARATION TO BE SIGNED BY ALL TENANTS

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

I / We declare that all the information provided in this application is true and correct.

Declared by Head Tenant:

Full name	
Signature	
Date	

Witnessed by:

Full name	
Signature	
Date	

Declared by Joint Head Tenant *(if applicable)*:

Full name	
Signature	
Date	

Witnessed by:

Full name	
Signature	
Date	

AHV OFFICE USE ONLY			
Application	Approved		Not Approved
Council Permit	Attached	Not Attached	Not Applicable
Approved by			
Date			
Letter sent			

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