

## Internal/External Works Permission Conditions

1. You must not commence any alterations or additions until Alliance Housing WA (AH) has given you approval in writing to do so. If additional information is required, we will contact you to request this.
2. Alliance Housing is not involved in any expense for the purchase or installation of the item/s listed in this application.
3. The work is to be carried out by a qualified tradesperson, or in a trade-like manner, without damage to the property.
4. Alliance Housing will be provided with a certificate of compliance for all works to electrical or gas installations.
5. If a permit is required for the works from the local shire, the tenant must obtain that approval at their own expense. The works must not commence before the permit is given. If the shire has issued a permit for the works, the tenant must obtain a final inspection notice and provide a copy to AH.
6. The item/s listed in this application form are to be maintained at the tenant's expense and insured by the tenant.
7. The work carried out must comply with all laws and be relevant to Australian and industry standards.
8. The works will be subject to inspection by AH. The tenant is to contact the AH office when the works are complete. The tenant will bear all costs for any remedial works required that have been caused by negligence, poor workmanship or failure to complete the alterations or additions in full including the cost of rectifying any damage caused by the works.
9. In the event that the tenant vacates the property, the tenant will meet the cost of restoring the property to its original condition.
10. If any alteration or addition cannot be removed at the end of the Tenancy, it becomes the property of AH.
11. TV antennas can only be fixed to brick and concrete chimneys with approved brackets to the manufacturer's specifications.
12. Each application will be assessed on its own merit and without bias. AH reserves the right to refuse any application deemed to be inappropriate.

## DECLARATION TO BE SIGNED BY ALL TENANTS

I/We have read and agree to the permission conditions on this application.  
I/We declare that all the information requested in this application for an internal/external works permit has been provided, and is true and correct.

Declared by (full name of tenant #1):

\_\_\_\_\_

Signature: \_\_\_\_\_

Witnessed by (full name of witness):

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Declared by (full name of tenant #2):

\_\_\_\_\_

Signature: \_\_\_\_\_

Witnessed by (full name of witness):

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## OFFICE USE ONLY

Works approved by Dept of Communities:

Yes  No  N/A

Works approved by CEO:

Yes  No  N/A

Council Permit attached:

Yes  No  N/A

Application:  Approved  Not Approved

Signed by CEO: \_\_\_\_\_

Date: \_\_\_\_\_

Form No: 2.12 Version No: 2

Approved by: CEO Date: 13.4.21 | Reviewed by: Admin Date: 12.07.22



Alliance Housing (WA)

# TENANT IMPROVEMENT REQUEST

## ALTERATIONS AND ADDITIONS

You can use this form to request approval to undertake alterations and/or additions to your property where Alliance Housing WA is the Lessor/Owner.

If you wish to install an external item, such as a garage or pergola, you will also need to contact your local shire. Your shire will inform you of the specific building requirements you must meet. You may also be required to pay for a building permit.

Complete all of this form and return it to your Tenancy Officer, by email or mail to the office. If appropriate, include building permits, plans and other documentation from your local shire.

If you need more information or assistance to complete this form, please contact your Tenancy Officer.

Please send to:  
Alliance Housing  
PO Box 1505  
Bunbury WA 6231

Please email to:  
admin@alliancehousing.com.au

Contact:  
08 9791 5438

Tenant's Name(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_

Date of Application: \_\_\_\_\_

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

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

Name of Builder: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

External Work:  Carport     Pergola     External Awnings     Patio Blinds     Garden Shed     Communication Equipment  
(TV antennas, satellite dishes, cable TV)

Other (Please specify): \_\_\_\_\_

Note: Plans or drawings/photographs are required showing site location, measurements etc. A copy of the building permit may be required.

Internal Work:  Air Conditioners - Specify appliance: \_\_\_\_\_ Specify location: \_\_\_\_\_

Floor Coverings - Specify type: \_\_\_\_\_ Specify location: \_\_\_\_\_  
(Including carpets, sheet vinyl and ceramic tiles)

Internal Painting - Location: \_\_\_\_\_  
(Light/pastel colours only)

Built in Robes - Location: \_\_\_\_\_

Electrical - Details: \_\_\_\_\_ Specify location: \_\_\_\_\_  
(Power points and light fittings)

Other: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

Is a shire building permit required for this work?  Yes  No

Has the shire permit been issued?:  Yes  No

Please attach a copy of the permit to this application.