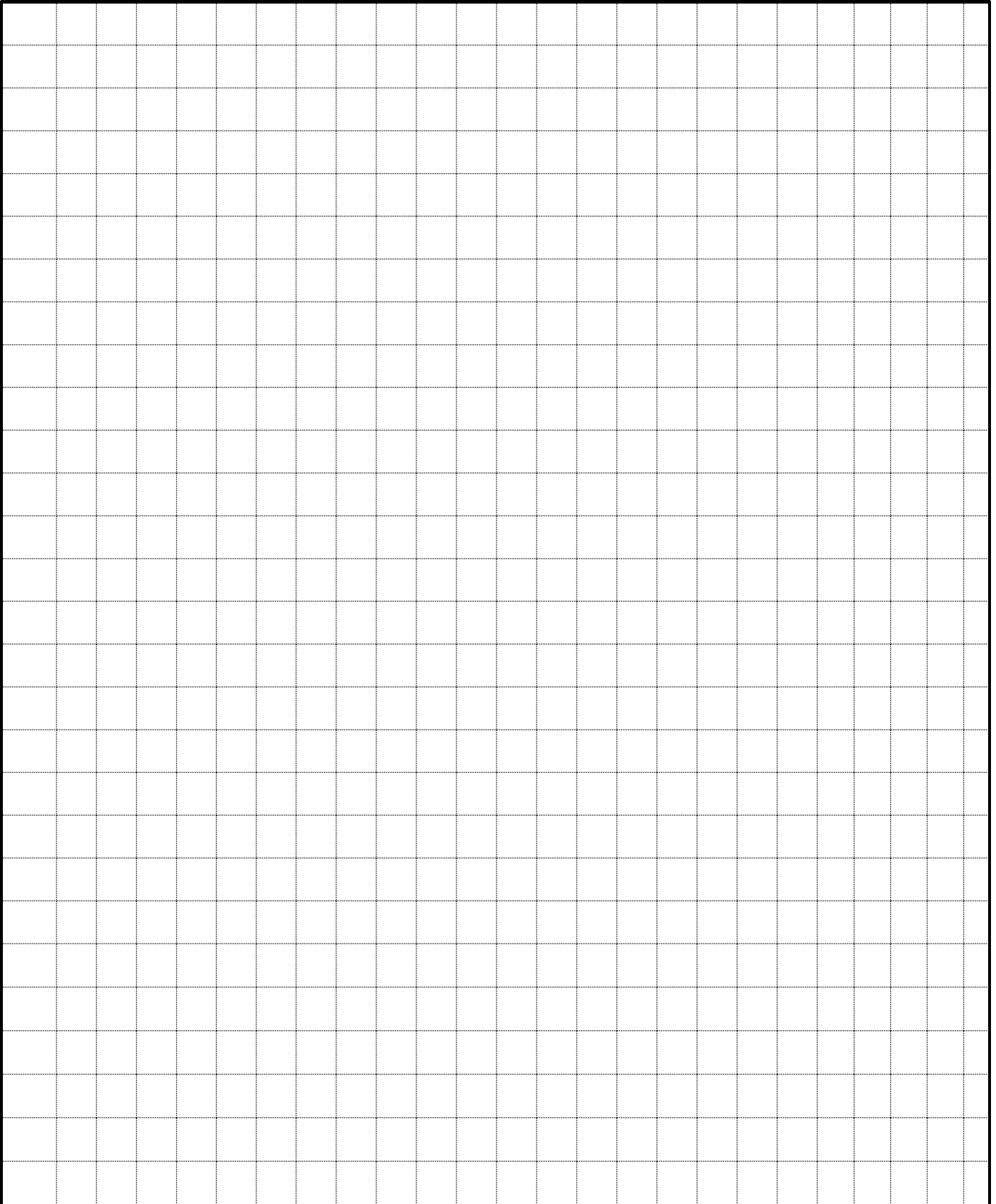


Who will be making these changes? (e.g. tenant, trades person)					
Alteration or addition description				Documents attached	
<input type="checkbox"/>	Curtain or blinds brackets	Approximate number:		N/A	
<input type="checkbox"/>	Picture hooks	Approximate number:			
<input type="checkbox"/>	Air conditioner Electrical certificate required for split systems.	<input type="checkbox"/> Box tyle	<input type="checkbox"/> Split System	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/>	Heater Certification required for hard wired electrical or gas.	<input type="checkbox"/> Electrical	<input type="checkbox"/> Gas	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/>	Irrigation system/s			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/>	Concrete paving Minimum of 75mm thick and the ground underneath termite treated. A pest control certificate is required as proof of treatment.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/>	External shade area Please provide type and materials in space for details below.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/>	Garden shed Must be built in line with relevant building legislation and regulations. Please provide type and materials in space for details below.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/>	Satellite dish			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/>	Cage, enclosure, fence or other structure for pet/s Please provide type and materials in space for details below.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/>	Power card			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/>	Security or movement sensor light			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/>	Other:			<input type="checkbox"/> Yes	<input type="checkbox"/> No

Please provide further details for the above proposed alteration.
Details include materials and size of the alteration or other information. Attach extra pages, if required

Part C – Rough site drawing (or copy attached)



Part D – Statement of privacy

The Department collects only your personal information which is necessary to provide housing assistance under the *Housing Act 1982* and its Regulations. If you do not provide the requested information, we may not be able to provide you with assistance. The information collected will not be disclosed to anyone without your consent unless it is required or authorised by law in accordance with the Information Privacy Principles at Schedule 2 of the *Information Act 2002* (NT). You have a right to access and correct the information held about you. If you have any queries or concerns, please contact Freedom of Information, Department of Corporate and Digital Development on (08) 8999 1793, email FOI@nt.gov.au or write to GPO Box 2391, Darwin NT 0801

Part E – Declaration by applicant

I,	(Full name in BLOCK LETTERS)
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am applying for permission for the alterations stated on this form to the property rented by me.

I understand that:

- Alterations are not to begin until approval has been given in writing by the Department.
- Any certification required will be provided by me to the Department.
- I will 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 approved to remain in place.
- Alterations undertaken will be completed to a reasonable standard and in accordance with relevant laws, by-laws and regulations.

Applicant Signature		Date	/ /
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Office Use Only - Property Services Staff to complete

Application assessed

Outcome recorded in TMS 1.7 Communications screen

Date letter sent to tenant advising of the assessment outcome	/ /
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Action Officer name	
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Action Officer Signature		Date	/ /
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