

Application for Internal/External Modifications to Resident's Unit

How to apply

You need written approval from Project Independence (PI) because the proposed change to your unit must meet the PI standards.

If you wish to install an **external** item, such as a shed or pergola, you may 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. You can check if you need a development application by looking at http://www.planning.act.gov.au/development_applications

Complete this form and return it to PI. Please also provide a sketch showing location of addition/modification, measurements of any installed units and measurements from existing structures. If appropriate, include building permits, plans and other documentation.

If you need more information or assistance to complete this form, please contact PI Operations Coordinator, Steven Giorgioni.

Resident's name	PI Unit Number and Location	
Resident's Signature	Key Contact Signature	Date
Email Address	Phone Number	

If a qualified builder or installation person is to install the item, please give details below:

Name of qualified person - Please note electrical and/or plumbing modifications need to be completed by a qualified tradesperson.		
Licence /ABN/Registration number		Phone

Important Notes

- Please attach any plans or appliance/product information relevant to this application. **If there are no formal plans, please provide a simple sketch that clearly shows location and measurements.**
- External window mounted air conditioners are **NOT** generally permitted and will be assessed on a case-by-case basis.
- Changes to existing architecture and landscape features must be approved through this form. This includes cutting down existing trees, removing/extending/replacing existing pergolas, fences, clotheslines, etc.

- Changes to internal fit out and fittings must be approved through this form. This includes bathroom fittings, light/electrical fittings, curtains, and blinds, built-in robes, benches, cupboards.
- Modifications are limited during the Try Before You Buy Period. Please contact the Operations Coordinator for more information.
- Picture hooks, removable brackets and shelves and unfixed furniture do not need approval.
- Swimming pools and spas are not permitted.

Conditions (Please Read)

1. PI and any representatives are not involved in any expense for the inclusion of the item/s listed in this application form. The resident must not commence the works before PI advises the resident that the Board has approved the works in writing.
2. Each application will be assessed on its own merit and without bias. However, PI reserves the right to refuse any application deemed to be inappropriate.
3. 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 resident will be responsible for the cost of repairs.
4. If a permit is required for the works, the resident 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 PI. The resident is to contact PI when the works are finished. If a permit for the works has been issued, the resident must get a final inspection notice and give that to PI.
5. The item/s listed in this application is/are to be maintained at the resident's expense and insured by the resident.
6. The work carried out must comply with all laws and be relevant to Australian standards and industry standards.
7. Prior to the resident vacating the premises, an inspection of the property is carried out by PI to determine one or more of the following:
 - a) The item/s listed in this permit application will become the property of PI without reimbursement to the resident should the resident vacate without removing the item/s listed in this application,
 - b) The resident 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 resident will meet the cost of restoring the property to its original condition by PI and/or the PI representatives in the event that the resident vacates the property and leaves the item/s at the property, and PI takes action to remove the item/s. This includes any redecorating that may take place. If the resident does not remove the item/s and refuses to pay for restoration works deemed necessary by PI or the PI representative, then PI may seek compensation for costs associated with the restoration works.

Apply over. Please tick the appropriate item/s and give details as required.

INTERNAL WORK Please attach any plans or appliance/product information relevant to this application. **If there are no formal plans, please provide a simple sketch that clearly shows location and measurements.**

Appliances (e.g., air conditioners, ceiling fans)

Please note certain appliances may incur ongoing energy costs that will be charged back to resident. Please contact PI for further information. For conditioners/split systems, please attach a sketch of where the internal and external unit will be installed.)

Electrical (e.g., power points/light fittings)

Fixed cupboards, shelves, benches modification and/or addition

Floor coverings (e.g., carpets, sheet vinyl and tiles)

Painting (Light/pastel colours are preferred).

Security Camera

Other Internal Modifications Describe _____

Provide description, location and colour of the internal modification/s requested.

EXTERNAL WORK Please attach any plans or appliance/product information relevant to this application. **If there are no formal plans, please provide a simple sketch that clearly shows location and measurements. If a council permit is required for this work, then a copy must be attached**

Communication equipment (e.g., *TV antennas, satellite dishes, cable TV connections*)

Electrical (e.g., *power points, lights*)

External awnings

Garden shed

Security/ Surveillance Equipment

Pergola

Other External Modifications Describe _____

Provide description, location and colour of the internal modification/s requested.

Applications should be emailed to sgiorzioni@projectindependence.com.au or mail to Project Independence – Modification Application, PO Box 231 Deakin ACT.