

PROPERTY MODIFICATION INFORMATION

General Modification

Tenants can request improvements or additional features to their housing e.g. extensions to fencing, air conditioning, awnings, skylights etc. These requests are considered on a case-by-case basis. If the works are approved, then in most cases the tenant will be required to cover the costs. However in some circumstances the expenses may be shared between PPHA and the tenant.

Disability Modification

Tenants can request either for themselves or a household member, maintenance works that will improve the access and/or amenities of their property. These works are generally requested because the existing housing presents a health and/or safety risk for the disabled household member.

In order to determine the urgency of the request, PPHA require supporting information from a health professional e.g. occupational therapist, medical practitioner. This information must confirm the need and urgency for the modifications and detail the type of modifications required.

With the assistance of the occupational therapist, the tenant may want to seek further assistance or funding from appropriate authorities such as:

- Veteran Affairs
- Local council/shire
- Vision Australia
- Home & community services or other agencies
- Child funding packages
- Department of Human Services
- National Disability Service

NOTE: PPHA may recommend that the tenant may need to relocate to a more appropriate house/unit.

Important information relating to Plumbing work

Gas Compliance certificates are to be provided for any plumbing works greater than \$750 including labour, appliances and parts, or most gasfitting work or any work on sanitary drains below ground. Only a licensed plumber may issue a compliance certificate.

A compliance certificate is the means by which a licensed plumber self-certifies that the plumbing work complies with all legislative requirements.

Important information relating to Electrical work

Whenever a licensed electrician completes any electrical installation work, they must provide a certificate of electrical safety. This covers all work done on wiring where you can switch off the electricity at the switchboard. For example, installation or maintenance of safety switches, circuit breakers, power points, non-plug in electrical equipment or lighting points within the house.

Modifications which PPHA are likely to permit:

- grab rails; hand rails; hand held shower sets; fold-down shower sets;
- re-location/replacement of door handles and locks;
- lever or cap stand handled taps;
- thermostatically controlled hot water system to bathroom only;
- heating and/or air-conditioning;
- wheelchair re-charging facilities;
- strobe smoke alarms and doorbell;
- Picture hanging
- Dishwasher installations

Modifications which PPHA are unlikely to permit:

- installation of bath or replacement of bath with step less shower;
- lowering of hand basin, benches and shelves;
- replacement and relocation of toilet bowl and cistern;
- structural reinforcement in bathroom to allow for installation of hoist;
- lowering of all kitchen benches, cupboards, shelves; sink;
- replacement and relocation of stove;
- laundry modifications/alterations which include:- lowering of trough, shelving and benches;
- door widening; refitting/replacement of doors and substantial ramping (3 or more steps)

NOTE: All modifications are assessed on a case by case basis

PROPERTY MODIFICATION REQUEST

TENANT NAME _____

PROPERTY ADDRESS _____

Modification Details:

Is there a quote attached? Yes/No

Is there an Occupational Therapist report attached? Yes/No

Will the work require wall penetrations? Yes/No

If so, please provide a sketch of your tenancy and where penetrations are to occur

PERMIT CONDITIONS

1. Port Phillip Housing Association is not liable for any costs involved in making modifications or subsequent reinstatement works.
2. Work to be carried out by qualified tradesman, or in a tradesman like manner, without damage to the property. Copy of Plumbing or Electrical licence to be provided if requested. If a contractor is required, (other than a PPHA approved contractor), than a copy of their Public Liability Insurance is to be provided if requested.
3. Copies of Gas Compliance certificates and / or Electrical Certificates of Safety are to be provided if requested by PPHA.
4. Work carried out must be in compliance with regulations of any relevant Authority concerned, eg. Gas, Electricity, Municipality and required permits obtained.
5. In the event that the tenant vacates the property, the tenant agrees to reinstate the premises to its original condition or bear the cost relating to such works. All works to be carried out in a professional manner.

6. Any appliance installed, must be maintained at tenant's expense.
7. Any appliance/alteration left in the property, will become the property of PPHA if so required.
8. All necessary plans, sketches, copies of permits must be attached to this application.
9. If request relates to a disability modification, the Occupational Therapist Report or Medical Practitioner Report must be attached to this request.
10. Work may be inspected within 3 months of completion to ensure all work complies. Tenant will be responsible for any costs associated with correction of any of the agreed installation/modification work.

Please note: No work can take place, until such time as this permit is returned to you with approval to commence works.

Tenants Signature _____

Permit granted/refused

Signed Asset Manager _____

Date

IMPORTANT INFORMATION

- A tenant must complete a Property Modification Form before any works are undertaken.
- No modifications can occur without the written approval of the PPHA Asset Manager.
- PPHA is under no obligation to contribute to the financing of property disability modifications. The decision to contribute to the cost of any property disability modifications will be made in writing by the PPHA Asset Manager.