## Request form

For fixtures and alterations undertaken by housing providers

# Lessee / External Organisation

This form is used to request installations, alterations, or changes to the dwelling from external organisations leasing a Department of Communities, Housing and Digital Economy property. Please note all requests are based on individual merit, subject to funding (department or self-funded) and will be approved based on priority of needs and consistent with policy compared with other requests state-wide.

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| Please send this form to your contract manager at the Department of Communities, Housing and Digital Economy |
| Organisation: |       |
| Primary Contact (Name): |       |
| Contact Details: | Ph:       Email:       |
| Secondary Contact (Name): |       |
| Contact Details: | Ph:       Email:       |
| Property/Site Address: |       |
| Type of Dwelling/Building:  | Choose an item. |
| Estimated / Quoted cost of works: | $        |
| Have photographs been provided:  | Choose an item. (please attach a minimum of **3** photos of the affected areas) |
| Is the Request a Health and Safety issue:  | Choose an item.  |
| If **Yes**, please provide details:  |       |
| Provide a brief Description of the proposed Installation, Alteration or Upgrade: |       |
| Provide a brief Reason for the proposed Installation, Alteration or Upgrade: |       |
| Other comments: |       |
| How will this request be Funded? |       |  |
| Has this improvement been approved for funding by:  | [ ]    National Disability Insurance Scheme   | [ ]   National Injury Insurance Scheme | [ ]    My Aged Care  |  |
|  | [ ]  Other Agency (please specify):       |  |
| Please attach Relevant Material for Work: | * Scope of Works
 | [ ]  |
|  | * Design / Quotes
 | [ ]  |
|  | * Relevant Reports (i.e. Engineers Report)
 | [ ]  |
|  | * Lease Agreement
	+ Expiry Date:
 | [ ]  |
|  | * Other (i.e. Mud Maps etc.)
	+ Specify:
 | [ ]  |

In order for the department to consider your request, you must agree to the conditions as specified in this document, add your name, address and signature to the document, and return it to your contact manager at the Department of Communities, Housing and Digital Economy.

## Conditions

1. The proposed work must not deviate from or intend to alter the lease / rental agreement.
2. The work must not alter the original intended use of the building e.g. the Building Classification.
3. The request must be legally ‘*reasonable*’. That is, the request must not create an undue financial burden on the department.
4. All associated costs and variations of the proposed works will be incurred by the Lessee.
5. All grant funded costs must cover the full scope of works to enable project completion.
6. The department will not reimburse the Lessee for the work performed.
7. A description of the proposed work, including a site / building plan showing the location of the proposed work must accompany this application.
8. The works are undertaken by a registered and/or licensed contractor and in accordance with the current *BCA* (*Building Code of Australia*), Queensland Development Code and Local Authority (council) by-laws.
9. A private certifier must be engaged for all assessable work and their approval is to be included to ensure compliance.
10. For works requiring authorisation from a Local Authority, the Local Authority approval must accompany this document.
11. The Lessee must comply with Asbestos Management and Control Policy for Queensland Government Buildings.
12. The Lessee must comply with Queensland Fire Rescue Service legislation, Health and Safety Regulations, the B*uilding Act 1975* and Native Title.
13. The installation, alteration or change must comply with the building’s fire safety management plan if applicable.
14. Installation of equipment or materials used in alterations or upgrades must be to Australian Standards and in accordance with accepted best industry practices.
15. If drainage lines are affected it is the Lessee’s responsibility to ascertain the exact location of existing drainage lines. A plan showing the approximate location of these drainage lines should be available from the Local Authority. Access is to be maintained to drainage inspection openings at all times. Any damage to existing drainage lines caused during construction or subsequent use of installation is to be rectified at the Lessee’s expense.
16. The installation, alteration or change must be painted or otherwise finished in a manner compatible to the existing building and not detract from the aesthetic value of the structure and be of similar design to that common area.
17. The lessee is to notify the department on completion of the work. The department may inspect the property under the terms of the funding agreement(s) as required to conduct an audit of improvements completed.
18. The Lessee accepts the full responsibility and all liability associated with the project as Principal for the project, as prescribed under the current *Queensland Work Health and Safety Act.*
19. Where approved, the work must commence within three months and must be completed within twelve months from the initial approval date, unless a variation in time has been approved.
20. At any time the Lessee may seek written permission from the lessor for the works to remain at the end of the lease (“***the written permission***”).
21. The department may decide whether to grant the written permission.
22. The Lessee acknowledges that the department is under no obligation to grant the written permission and will make that decision on any basis it considers appropriate.
23. Unless the department has given the written permission, the Lessee must remove the Works and restore the premise to its original condition before the end of the lease.
24. If at the end of the lease the Lessee has not restored the premise to its original condition (except in accordance with the written permission) the lessor may remove the Works and restore the premise to its original condition.
25. Should the lessor elect to remove the Works at the end of the tenancy and restore the premise to its original condition the Lessee is responsible for the cost of removing the Works and restoring the premise to its original condition.
26. If the Lessee has not removed the Works at the end of the lease, and the lessor may decide to treat the Works as an improvement to the premise for its benefit.
27. Should the lessor decide to treat the Works as an improvement to the premise for its benefit, it will not provide any compensation to the Lessee in relation to the Works.
28. the Lessee will be responsible for any maintenance costs of the installation or alteration.

I hereby agree to the conditions as specified above and seek written approval from the department for the project to proceed.

|  |  |  |  |
| --- | --- | --- | --- |
| **I/We** |       | **Ph:** |       |
|  | **(Lessee/s name)** |  |  |
| **Of** |       |
|  | **(Lessee/s address)** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature/s:** |       | **Date:** |       |

|  |  |
| --- | --- |
| **Printed Name/s:** |       |

# Please note the department reserves the right to reject the application.

# Works are not to proceed until written approval is received from the department.

# Please return the completed form to contract management.

# Approval

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature** |       | **Date** |       |
| **Full Name** |       | **Position** |       |

### Privacy Notice

The Department of Communities, Housing and Digital Economy is collecting personal information on this form to provide you with housing assistance. To assist you with your housing needs and services, your personal information may be disclosed to partner agencies, service providers, local governments and non-governmental organisations that may be able to provide you with housing or support services. They may, to assist you with your housing needs and services, pass on the information to other partner agencies, service providers, local governments and non- governmental organisations that may be able to provide you with housing or support services. Limited personal information may be used for housing related research, policy or planning functions. Unless authorised or required by law, your personal information will not otherwise be disclosed to any other third party without your consent. More information about the Department’s privacy policy is available on our website at [www.chde.qld.gov.au](http://www.chde.qld.gov.au)