

## 1. Purpose

### 1.1 Asset Management Framework (AMF)

This procedure relates to section 4.5 of the AMF, which should be read prior to initiating these procedures. This procedure relates to Community Housing Providers (CHP) managing LAHC properties under either the Long Term Lease, being a lease of fifteen (15) years or more commencing on or after 1 January 2018, or any lease forming part of the Social Housing Management Transfer Program (the Long Term Lease), and the Short Term Lease being a lease of three (3) years or less (Short Term Lease).

### 1.2 Notification of Alterations and Additions

Alterations relate to any request to alter a property for non-disability related reasons.

CHPs must give LAHC written notice of:

- any planned alteration to a property managed that exceeds \$30,000 excluding GST or that requires owner's (LAHC) consent as per section 1.3 below.

### 1.3 When is LAHC approval required for certain alterations and additions?

LAHC's prior written consent is required:

- where the alteration to a property either:
  - exceeds \$30,000 excluding GST
  - changes the number of bedrooms at the property
  - requires owner's consent under planning legislation
  - reduces the value of the property
  - is to install solar panels or
  - is to install a swimming or spa pool (see section 3.1.7 of the AMF).

**Note:** Alterations to heritage-listed properties are not permitted.

## 2 Procedure

### 2.1 How to apply

Where LAHC's consent is required as per section 1.3 of this document, the CHP request must be:

- made in writing through completion of the LAHC Application Form attached to this procedure (see "Alterations and Additions Application Form - Application to Alter a LAHC-owned Property for Non-Disability Related Reasons" for proposed alterations to LAHC-owned properties)
- signed by the CHP's Asset Manager, or an authorised officer and
- sent to LAHC at [LAHC-CHPEnquiries@fac.s.nsw.gov.au](mailto:LAHC-CHPEnquiries@fac.s.nsw.gov.au).

LAHC will consider the application and advise of the decision as soon as practicable.

**Note:** if the Application Form is not completed in full, the application may be declined.

## 3 Responsibilities

### 3.1 Responsibilities and conditions for alterations and additions requiring LAHC's consent

The following conditions apply in relation to alterations. CHPs must:

- submit a detailed written request of the alteration and source all the documentation required in the Application Form
- obtain and provide copies of all required third party approvals, including 'in principle' approvals, and final approvals relating to the alteration
- oversee the construction of the work and repair any damage to the property caused during construction work
- ensure compliance with all relevant statutory requirements and codes including but not limited to the National Construction Code, Home Building Act 1989, Work Health and Safety Act 2011, Work Health and Safety Regulation 2017, and Building Sustainability Index (BASIX)
- ensure work is carried out by qualified/licensed contractors - (Short Term Lease and applicable from 30 June 2021 for a Social Housing Management Transfer Lease issued prior to 2021)
- pay all costs associated with the building, installing, maintaining and removal of the alteration
- notify LAHC when work is completed and submit a completion certificate that demonstrates that the works were completed as per scope and statutory requirements.

### 3.2 Responsibilities and conditions for ALL alterations and additions

CHPs must undertake the following in relation to all alterations and addition irrespective of the nature or cost of the alteration and addition or whether LAHC approval is required.

CHPs must:

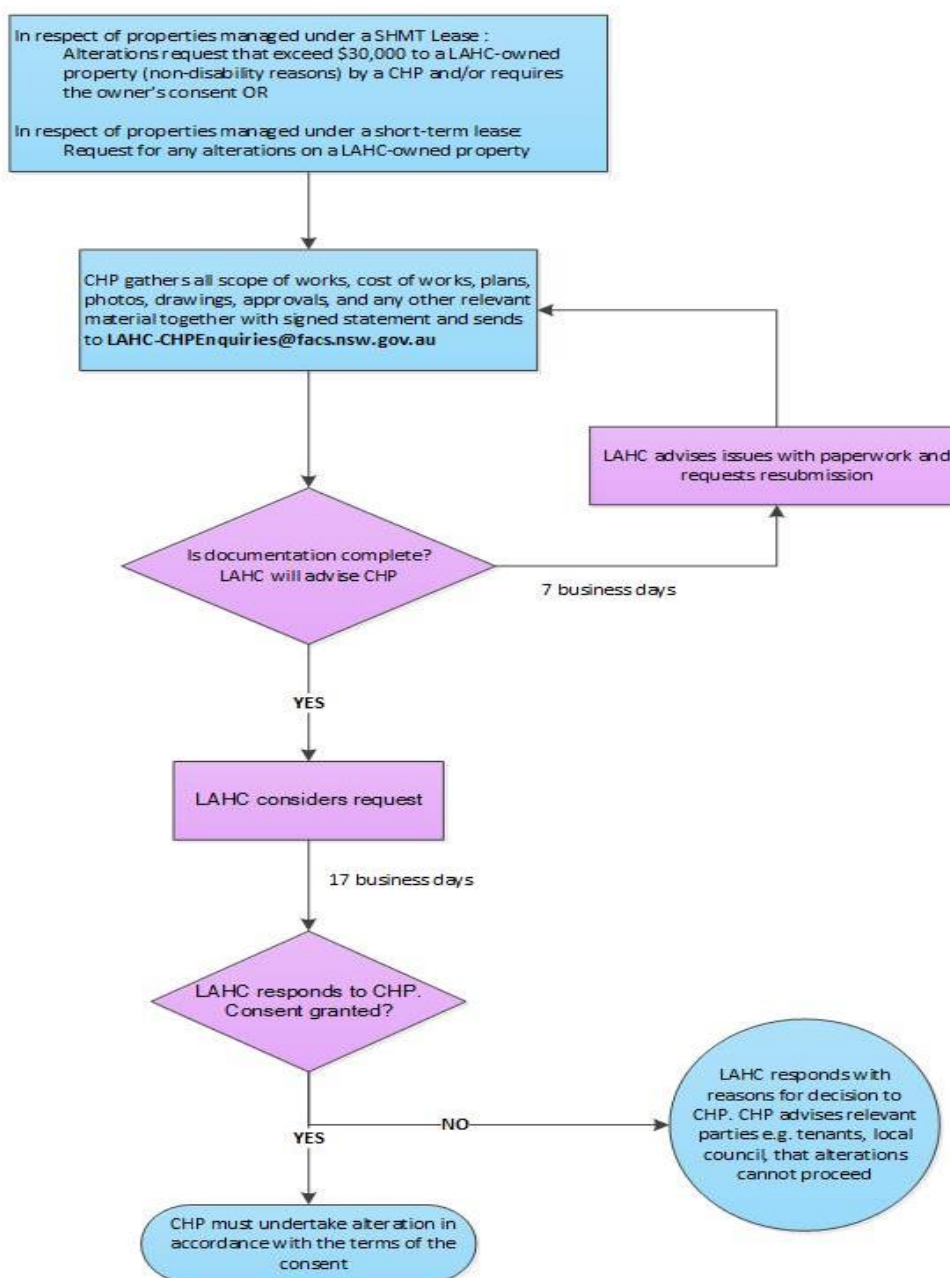
- obtain copies of all required third party approvals, including 'in principle' approvals, and final approvals relating to the alteration and addition
- oversee the construction of the work and repair any damage to the property caused during construction work
- ensure compliance with all relevant statutory requirements and codes including but not limited to the National Construction Code, Home Building Act 1989, Work Health and Safety Act 2011, Work Health and Safety Regulation 2017, and Building Sustainability Index (BASIX)
- ensure work is carried out by qualified/licensed contractors
- pay all costs associated with the building, installing, maintaining, servicing and removal of the alteration.

Completed alterations and additions must:

- be kept at Maintained Standard throughout the Lease term (see section 3.2 of the AMF)
- be removed from the property and disposed of/relocated at the CHPs expense and any damage caused by the removal/disposal and relocation to the property must be made good by the CHP at the CHP's cost OR
- as determined and directed by LAHC at its sole discretion, becomes the property of LAHC.

## 4 Enquiries

CHPs are welcome to direct any queries regarding alterations to LAHC at [CHPEnquiries@facns.nsw.gov.au](mailto:CHPEnquiries@facns.nsw.gov.au). When the submission is complete LAHC Assets Division will liaise directly with the CHP.





ALTERATIONS AND ADDITIONS APPLICATION FORM – APPLICATION TO ALTER A LAHC-OWNED PROPERTY FOR NON-DISABILITY RELATED REASONS

(Includes any development involving building work (internal and external) and ancillary development (sheds, walls, structures))

About this form

CHPs can use this form to submit a request for approval to undertake alterations to a LAHC-owned dwelling

When does this form need to be submitted?

This form (and accompanying documents) needs to be submitted for all alterations on CHP-managed properties where LAHC approval and/or owner's consent is being requested.

How to complete this form

- 1.For all applications, ensure that parts A, B, C & D are fully completed & have been filled out correctly.
2.Complete the document transmittal form
3.Once completed you must submit this form and all attachments by email to LAHC-CHPEnquiries@facs.nsw.gov.au.

PART A

Site Details

Street Address:

Title Details:

Applicant Details

Name:

Company/Organisation:

Position/Role:

Email address:

Contact Number:

PART B

√ Please tick each box

- Description of Proposed alteration/development
□ Itemised Scope of Works
□ Estimated cost summary report for value of

Applicants must ensure that all the check boxes have been ticked and that all the information requested is present before lodging the application with LAHC. The Asset Manager or authorised officer should please clearly write your name below and then sign and date the form to confirm that all required information is attached.

Name of Applicant (Block Letters): Position Held:

ASSET MANAGER OR AUTHORISED OFFICER

SIGNATURE

Date

development

- Drawings that indicate the extent of works
□ National Construction Code (NCC) Compliance

PART C

Where a complying development certificate (CDC) is required for the alteration in accordance with State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 (Exempt and Complying SEPP), applicants should submit ALL CDC documentation required under the relevant local government's CDC requirements for LAHC review and approval. This should include the local government CDC form and CDC checklist.

√ Please tick the box to confirm

- Yes, the proposal meets the conditions of Complying Development
□ N/A

PART D

Where a development application (DA) is required for the alteration in accordance with the Environmental Planning and Assessment Act 1979 (EP&A Act), applicants should submit ALL DA documentation required under the relevant local government's DA requirements for LAHC review and approval. This should include the local government DA form and DA checklist.

√ Please tick the box to confirm

- Yes, the proposal is permissible with the consent of the local council and a Statement of Environmental Effects has been prepared which outlines the proposal (attached).
□ N/A



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FORM DOCUMENT TRANSMITTAL

Table with 5 columns: Description, Plan or Document Number, Revision or Version Number, Date, Author. Multiple empty rows for data entry.