



MINOR MODIFICATIONS REQUESTS

CEACA-PP-034

To maintain the standard of our houses and grounds and in the interest of the health and safety of our tenants, visitors and staff, CEACA Inc ("CEACA") places certain controls on modifications proposed by tenants within our sites.

WHAT TYPES OF WORKS REQUIRE CEACA APPROVAL?

Tenants must obtain written consent from CEACA by completing and submitting the **Department of Energy, Mines, Industry & Regulation and Safety - Form 26 – Minor Modifications Request** [Form 26 Minor Modification Request](#) prior to commencing any works that would alter either their own premises or common areas on site.

CEACA Inc uses the term "Minor Modifications" in this context to include (but not limited to) any of the following:

- To make or permit to be made any structural alterations or additions to the Premises or remove any partitions, doors or cupboards or other fixtures in the Premises or cut or damage any timber or walls of the Premises or interfere with, add to or alter any Service including any Essential Service connections in the Premises.
- To cut alter or replace any floor coverings installed by CEACA in the Premises or install any other floor coverings.
- Paint, fix or exhibit any externally visible nameplate, sign, billboard, flag, banner, blow-up item, placard or any other like object on the interior or exterior of the Premises.
- Install any external solar panels, radio or television aerial, satellite dish or air-conditioning system or any other fixtures or fittings in or about the Premises.
- To add services such as television aerials, Foxtel or satellite dishes.
- Add any other fixture or chattel to, or remove a fixture or chattel from, the Premises.
- To paint any internal or external surface of any part of the Premises.
- To make any changes to the flooring, flooring treatment or flooring membrane.
- To add, construct or install any pergola, shade or roofed structure, paving, raised garden bed, retaining wall or shed.
- To enclose any covered area, carport or garage.
- Changes to building facades by painting, cladding, plastering, rendering or any other means.
- Changes to the garden ie. removal of plants, addition of trees or structures such as raised planter boxes, vegetable gardens and water features or installation or removal of reticulation. Please note, removal of existing plants or reticulation will not be at CEACA's cost and the cost to replace any plants or reticulation removed without permission, will be the tenant's responsibility.

When in doubt we ask that you submit a Form 26 – Minor Modification Request Form

THE MINOR MODIFICATIONS REVIEW PROCESS

During a tenancy, CEACA tenants must use Form 26 – Minor Modification Request Form to ask CEACA Inc (also known as the Landlord) for permission to make a minor modification to the rental property. Landlords can only refuse or apply conditions if it is reasonable to do so.

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HOW TO USE FORM 26 = MINOR MODIFICATIONS REQUEST

1. Tenants must complete steps 1, 2, and 3.
2. CEACA Inc complete steps 4 and 5.
3. All parties should read the Important Information at the end of the form.

Tenants Must:

1. Complete steps 1, 2, and 3 on Form 26.
2. Provide enough details about the minor modification for CEACA to make an informed decision. (Additional forms may be completed if requesting more than one modification).
3. Send the completed form with any quotations, drawings or information relevant to the modification to CEACA by post, email or by giving it to the Managing Agent's Inspector.
4. It is recommended that tenants keep a copy of the form and the details of how it was given to CEACA.
5. Tenants must read the Important Information available at the end of the form.

CEACA ("Landlord") Must:

1. Complete steps 4 and 5 of the form, advising if they approve, approve with conditions, or refuse the request.
2. CEACA has 14 days (starting the day after CEACA received the request) to send the completed form back to the tenant.
3. If CEACA do not respond within 14 days, the minor modification request is automatically approved.
4. CEACA will also need to apply for Commissioner approval if they:
 - approved with conditions that need Commissioner approval; or
 - refused the minor modification request for reasons that need Commissioner approval.
5. If CEACA do not apply for Commissioner approval to refuse (where needed) within the 14 days, the minor modification request is automatically approved.
6. Keep a copy for their records and read the Important Information available at the end of the form.

REASONS WHERE COMMISSIONER APPROVAL IS NOT NEEDED

1. Making the modification would disturb material containing asbestos.
2. The premises are entered in the State Register of Heritage Places (heritage listed).
3. The premises are in a community title or strata titles scheme and the scheme by-laws prohibit making the modification.
4. Making the modification would be contrary to a written law

REASONS WHERE COMMISSIONER APPROVAL IS NEEDED

1. CEACA Inc must apply for Commissioner approval within 14 days.
2. CEACA would suffer undue hardship.
3. The modification would be unsafe, or it would make the premises unsafe.
4. The premises are in a community title or strata titles scheme.
5. The modification could require changes to another property or the common property.
6. There would be additional maintenance costs for CEACA removing the modification or restoring the premises would not be practical or is likely to cost more than the bond.
7. The tenant has been given a valid notice of termination of the Tenancy Agreement.
8. The modification is on tile, exposed brick or exposed concrete.
9. It involves drilling, nailing or permanently altering the surface.
10. There is a high risk of damage.
11. Making the modification is unreasonable in the circumstances

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