

REQUEST FOR WRITTEN PERMISSION TO THE STRATA COMPANY

CHANGE THE APPEARANCE OF A LOT; USE OF COMMON PROPERTY,
AND/OR APPROVAL OF EXTERNAL ALTERATION, FITTING/APPARATUS



Strata Company:

Strata Plan:

Lot Number:

Financial: YES/NO

Owners Details

Name:

Contact Number:

Address:

Email:

This application is for:

To change appearance of a Lot

Use of common property

Approval of external alteration, fitting/apparatus

****ALL QUESTIONS NEED TO BE ANSWERED AN ALL DOCUMENTATION IS TO BE TENDERED IN ORDER FOR THE COUNCIL TO BE ABLE TO RESPOND PROMPTLY**

***THE LOT PROPRIETOR WARRANTS AND ACCEPTS THEY MUST US QUALIFIED TRADESMAN TO ATTEND TO THE INSTALLATION AT ALL TIMES.**

1. Description of proposed external alteration/ fittings or apparatus to be installed/erected

Description of Improvement/Addition to property and reason for request:

- Photo of location of proposed alteration, fitting/apparatus (mark photo with a marker pen)
- Brochure of propose alteration, fitting/apparatus attached to request form
- Drawing, plans and specifications must be submitted with the request

Location/siting of Improvement/Addition – please provide sketch:

2. Are the proposed alterations, fittings/equipment proposed to be located on any portion of common property or seen from the external area of the building? If so provide details.

3. In your opinion, do you believe this application will have an effect on neighboring lots? If so to what extent?

YES/NO

[Attach any approvals/comments from these neighbors]

4. Does the proposed alteration/ fitting/apparatus require specialists installation, electrical/gas installed?

YES/NO

[If yes, please complete details below of contractor to install equipment]

Name: _____

License Number: _____

Phone: _____

Mobile: _____

5. Does the proposed fittings/ equipment need to be mounted on a structural part of the building or on any portion of Common Property? Are there existing uses of common property or similar items installed/approved at the complex

YES/NO

(If yes, provide details on the use of common property any mounting methods or proposed fixing and drawings or photos of the area proposed to be used)

(If yes, please complete details below of contractor to install equipment)

Name: _____ License Number: _____

Phone: _____ Mobile: _____

****Council**—Is a structural engineer or building specialists required to look at propose fitting/equipment? **YES/NO**

(If yes, then owner must agree to supply a structural engineer report prior to approval)

*****Council** – does the proposed use of Common Property require a bylaw or is the use such that the proposal must be put to a meeting

All work must be carried out by a qualified trades-person and licensed contractor for licensed trades ie: electrical, plumbing and gas.

Private Owner must hold a current Contents Insurance policy that incorporates personal liability cover for the duration of the construction, installation, improvements or additions.

Building plans (if required) are to be submitted to the local shire or council and Water Authority where necessary following Strata Management's & the Strata Councils approval.

Copy of the council or shire permit/approval and plans to construct or install are to be provided to the Council of Owners of the Strata company prior to any work commencing together with a copy of the current Contents Insurance that incorporates personal liability.

Sails may also require approval by council or shire and neighbours as the posts may be on the boundary/fence line.

6. Indemnity and Warranty

The lot proprietor understands accepts and warrants that the alteration they propose will only be accepted by the Strata Company subject to the lot proprietor (including any future lot proprietor) being liable for any and all ongoing costs of maintenance or repair and further to this the lot proprietor indemnifies and keeps indemnified the strata company against any cost, claim or damage or action that may arise as a result of the alteration, fitting or equipment being in place.

7. Serviceability/Replacement

At the lot proprietors cost and further with the proposed fitting/equipment being exposed to the elements (weather), they must be maintained in a good condition for the safety of everyone on the complex. If you fail to comply with maintenance, the council may request repairs and maintenance on a regular basis (12 months), or the removal of the installed fittings/equipment. Compliance must be within 30 days of receipt of the Council order for removal.

I _____ have submitted this recent form and supplied a true and accurate description of the propose fitting/equipment to be installed. Any variation to the original type/model or installation details requested would need to be submitted to the Council for approval. I hereby agree to Item 6 and 7 of this approval notice and I commit that at all times I will maintain the installation/ fittings and equipment in good order.

TO BE SIGNED BY ALL LOT PROPRIETORS:

Signed: _____ Date: _____

Signed: _____ Date: _____

Witness Name: _____ Date: _____

Address: _____ Phone: _____

****To be completed by Council****

Council Meeting Date ____/____/____

Special Comment by Council:

Total Vote Count: _____

Approved

Not Approved

Chair of meeting _____

Date: ____/____/____

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