

Alterations/Additions Application

Alteration & Addition Description

1 Address

Unit/Lot Street Suburb

1 Fixture/Improvement:

e.g. air conditioner, pergola

2 Contractor:

()

Company Name Contact

3 Details:

Quote Number Date of issue*

*** Please ensure that quotes/proofs are attached.**

Model Name Model #

Colour

Questionnaire

- 4 Does this alteration/improvement require City Council approval?
- Yes - documentation must be attached No
- 5 Does this work exceed \$100,000?
- Yes \$ _____ No
- Total cost inc GST*
- 6 Will this alteration/addition require the use of a skip bin?
- Yes _____ No
- Location of skip*
- 7 Will heavy vehicles be required to use the common driveway?
- Yes No
- 8 Will any part of the alteration/addition affect the external surface of your building?
- Yes - please fill in section 9 No

Section 9 - Location of Alteration/Addition



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Location diagram A:

Location description A:

Location diagram B:

Location description B:

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Guidelines & Indemnity form

1. I will repair and maintain my fixture and/or improvement in a good state of repair.
2. I will compensate the Strata Company for any damage or loss sustained to the buildings and common property directly caused from the installation and use of my fixture and/or improvement.
3. In the event that my fixture and/or improvement becomes unsafe, deteriorates or causes damage to any part of the building or common property I shall within seven (7) days of service of a written notice from the Strata Company either:
 - 3.1 Remove the fixture and or/improvement and reinstate and restore any common property or exclusive use area to the same state and condition as existed at the time of installation.
 - 3.2 Replace the fixture and/or improvement completely.
4. Should the Proprietor;
 - 4.1 Fail to repair and maintain the fixture and/or improvement or
 - 4.2 Fail to remove the fixture and/or improvement after receiving written notice from the Strata Company pursuant to item 2
 Then the Strata Company may
 - 4.3 Repair or maintain the fixture and/or improvement at the cost of the proprietor; or
 - 4.4 Remove the fixture and/or improvement and reinstate and restore the common property or exclusive use area at the proprietors cost and withdraw permission granted to the proprietor.
5. The proposed installation of the fixture and/or improvement will be in accordance with the building by-laws of the local authority;
6. The owners of Owners of _____ and Strata Plan _____ will be fully indemnified against any damage of any kind whatsoever, which may be done to the development or to any property under their control. Should damage be incurred by the applicant or his/her agents, employees, tradespersons, tenants etc, the damage will be immediately repaired and made good at the sole expense of **Unit**_____.
7. All costs, fees and charges in respect of the fixture and/or improvement will be at the expense of **Unit**_____.

PLEASE NOTE: This application and indemnity is subject to the approval of the Strata Company. No work as prescribed in this application may commence until the Strata Company issues a formal approval in writing.

I/We, _____ (Proprietor) of Unit _____ – SP _____.

Agree to the above terms and conditions for my/our prescribed application

Sign

Sign

Date

Date

Office use only

Date: _____ **Decision due:** _____

Issued to: COO Strata Company

Members/Units **# Approvals** **# Objections**

Date Approvals/Rejection issued: _____ **Sign:** _____