

## Applicant Details:

Strata Plan  Lot Number  Unit Number

Property Address

Name

E-mail  Mobile

## Description of Proposed Alteration/Addition:

Air Conditioner     Antenna     Security Screens/Doors     Patio/Pergola

Other

Has approval from City Council been obtained? *If yes, please provide approval letter*     Yes     No

Estimated Value of works

Will this alteration/addition require the use of skip bin?     Yes *Please advise duration*      No

Will any scaffolding need to be used?     Yes *Please advise duration*      No

Will any heavy machinery need to be used?     Yes *Please advise type*      No

Will any part of the alteration/addition affect the external surface of your building?     Yes     No

*If you answered Yes to this question, full details of the alterations must be provided. Please attached a separate diagram/drawing.*

## Contractors Details:

Company Name  Phone Number

Quote Number  Date of Issue

Details of Alteration/s *Please ensure the quotes are attached.*

### 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
  - 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 applicant confirms that the Strata Company, being the Owners of  and Strata Plan  will be fully indemnified against any damages 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 Lot
7. All costs, fees and charges in respect of the fixture and/or improvement will be at the expense of Lot

**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,  Lot  Strata Plan

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

Signature

Date

#### OFFICE USE ONLY

Date Received

Council of Owners Approved

Council of Owners Rejected

Strata Company Approved

Strata Company Rejected

Name

Position

Signature