



Alterations / Additions / Amendments APPLICATION FORM

Please note that this application takes a minimum of 14 days to process and provide approval.
Please do not request that your submission be given special consideration by your Strata Company.
Please be advised that your details supplied within this application will be shared with the Strata Company unless you specifically request that your details are not shared.

Applicant Details:

Strata Plan 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

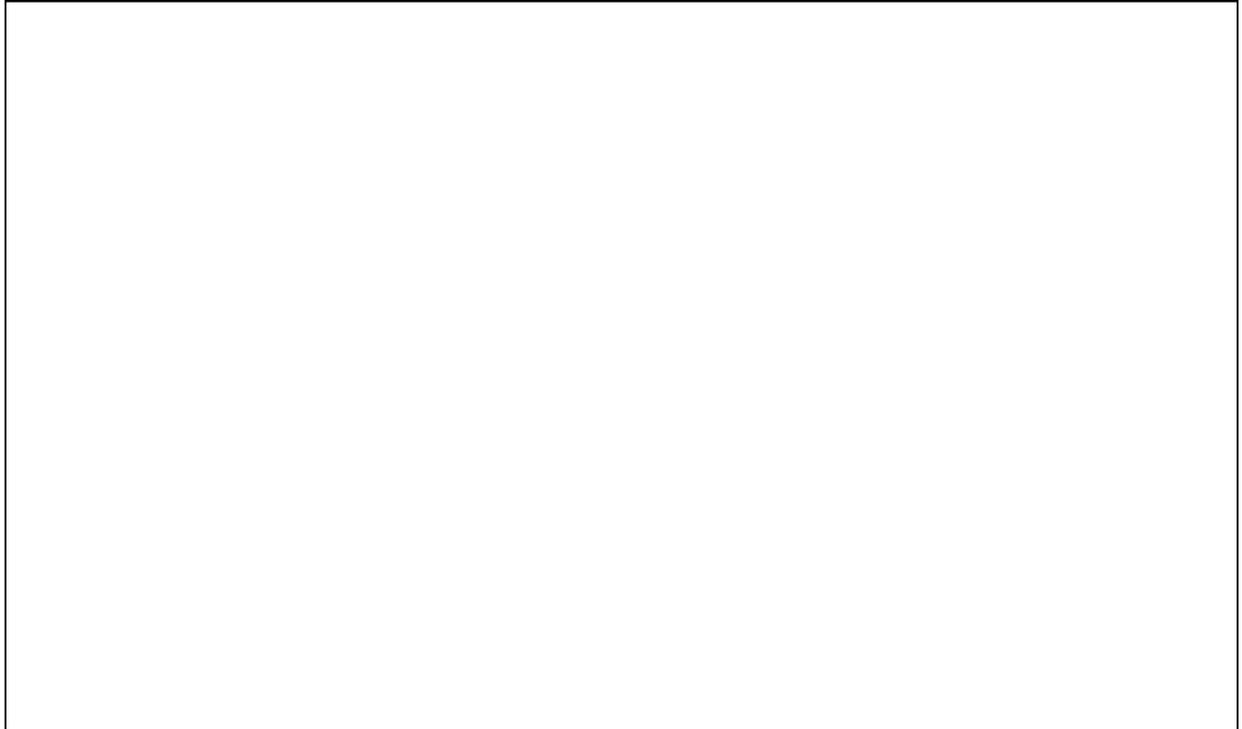
Details of Alteration/s

Please ensure the quotes are attached



Sketch/Diagram of Alterations Location

If you require addition space, please attached a page



GUIDELINES & INDEMNITY FORM

1. I will repair and maintain my fixture and/or improvement in a good state of repair.
2. I have read the supplementary Strata Titles Act Amendment Sections 86-90 and Regulations 73-75 provided (which follow this application).
3. I will compensate the Strata Company for any damage or loss sustained to the buildings and common property caused from the installation and use of my fixture and/or improvement.
4. 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:
 - 4.1 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.
 - 4.2 Replace the fixture and/or improvement completely.
5. Should the Proprietor;
 - 5.1 Fail to repair and maintain the fixture and/or improvement or
 - 5.2 Fail to remove the fixture and/or improvement after receiving written notice from the Strata Company pursuant to item 2Then the Strata Company shall
 - 5.3 Repair or maintain the fixture and/or improvement at the cost of the proprietor; or
 - 5.4 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.
6. The proposed installation of the fixture and /or improvement will be in accordance with the building by-laws of the local authority;
7. The 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 make good at the sole expense of **Unit/Lot** _____.
8. All costs, fees and charges in respect of the fixtures and/or improvement will be at the expense of **Unit/Lot** _____.
9. **Southern Strata Services discourages owners seeking approval for hard flooring in any areas except the following; kitchen, laundry, lavatory or bathroom and notes By-law 10 of Sch 2 of the Strata Titles Act 1985 as Amended which states;**

“An owner or occupier of a lot shall ensure that all floor space within the lot (other than that comprising kitchen, laundry, lavatory or bathroom) is covered or otherwise treated to an extent sufficient to prevent the transmission therefrom of noise likely to disturb the peaceful enjoyment of the owner or occupier of another lot”.

A 2014 State Administrative Tribunal case handed down a decision forcing an owner to “cover or otherwise treat to an extent sufficient to prevent the transmission therefrom of noise likely to disturb the peaceful enjoyment” of an adjoining unit. NB; this condition of peaceful enjoyment overrides the BCA (Building Codes of Australia) permitted rating of 60 decibels.
10. There is a processing fee applicable, which is \$35.00 + GST, which will be added to lot owners levy account.

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

I / We, _____ (Proprietor) of Unit _____ - SP _____

Acknowledge that a fee of \$35 + GST will be charged to Lot Proprietor for processing costs.