

APPLICATION TO CARRY OUT ALTERATIONS TO YOUR LOT

Application Details:

Name

Position **owner** **tenant** **agent** **other, please specify**

Address

Contact **home**

work

mobile

Email

Property Details:

Strata Plan Unit No:

Address of Property

Alteration Details:

In order for the Owners Corporation to consider your application and determine whether and what type of authorisation you must obtain prior to commencement of your proposed works, you must provide the following information to the Owners Corporation:

- a) A summary and details of all works including responses to the questionnaire attached.
- b) A diagram depicting the location of all parts of the works; including but not limited to type of flooring and underlay insulation (if relevant).
- c) The manufacturer or supplier's brochure setting out the specifications of the Works "where relevant".
- d) Type, size and sound proofing - acoustic underlay where relevant.
- e) Drawings of all proposed works where relevant, i.e. plumbing, electrical, architectural, structural etc.
- f) Attach any relevant certificates including but not limited to structural and or waterproofing if relevant.

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Alteration Details:

- g) Your written consent to the costs associated with the drafting of an ordinary resolution or by-law by a qualified lawyer is required together with the registration costs to register the by-law at Land & Property Management Authority (if relevant).
- h) In case of a changes to common property or the requirement for a common property rights by-law, your written consent to the passing of the by-law and consent to be responsible for maintenance, repair and replacement of the Works,
- i) copies of any plans;
- j) duration and times of the work
- k) details of the persons carrying out the work, including qualifications to carry out the work;;
- l) arrangements to manage any resulting rubbish or debris
- m) Further details as relevant
- n) Complete the following questionnaire on pages 3 & 4 of this application form.

On receipt of the information, and, subject to Owners Corporation's approval being necessary, the owner's corporation can consider your application at a general meeting. If the application is approved and no by-law is required, you may commence works subject to the terms of the ordinary resolution approval. If a by-law is required, you must wait until registration of the by-law and comply with the detailed requirements of the by-law prior to commencement of works.

We look forward to receiving the application in order to obtain the necessary approval on your behalf.

THIS FORM WAS COMPLETED BY

Name

Signature Date

Office Use:

Referred to Strata Committee on

Instructions issued to lawyer for by law drafting on

General meeting commenced on

Owners by law signed consent form received on

Registered date of by law if approved

QUESTIONNAIRE REGARDING TYPE OF WORKS PROPOSED TO BE CARRIED OUT

*Please answer the following questions carefully as they will determine whether you require NO authorisation from the Owners Corporation, OR an ordinary resolution to be passed at a general meeting OR a by-law to be passed by special resolution at a general meeting.

ARE YOU:

- | | | | | |
|--|----|--------------------------|-----|--------------------------|
| 1) installing or replacing hooks, nails or screws for hanging paintings and other things on walls? | NO | <input type="checkbox"/> | YES | <input type="checkbox"/> |
| 2) installing or replacing handrails? | NO | <input type="checkbox"/> | YES | <input type="checkbox"/> |
| 3) painting? | NO | <input type="checkbox"/> | YES | <input type="checkbox"/> |
| 4) filling minor holes and cracks in internal walls? | NO | <input type="checkbox"/> | YES | <input type="checkbox"/> |
| 5) laying carpet? | NO | <input type="checkbox"/> | YES | <input type="checkbox"/> |
| 6) installing or replacing built-in wardrobes? | NO | <input type="checkbox"/> | YES | <input type="checkbox"/> |
| 7) installing or replacing internal blinds and curtains? | NO | <input type="checkbox"/> | YES | <input type="checkbox"/> |
| 8) a. renovating a kitchen? | NO | <input type="checkbox"/> | YES | <input type="checkbox"/> |
| b. changing recessed light fittings? | NO | <input type="checkbox"/> | YES | <input type="checkbox"/> |
| c. installing or replacing wood or other hard floors? | NO | <input type="checkbox"/> | YES | <input type="checkbox"/> |
| d. installing or replacing wiring or cabling or power or access points? | NO | <input type="checkbox"/> | YES | <input type="checkbox"/> |
| e. work involving reconfiguring walls? | NO | <input type="checkbox"/> | YES | <input type="checkbox"/> |
| f. removing carpet or other soft floor coverings to expose underlying wooden or other hard floors? | NO | <input type="checkbox"/> | YES | <input type="checkbox"/> |
| g. installing a rainwater tank? | NO | <input type="checkbox"/> | YES | <input type="checkbox"/> |
| h. installing a clothesline? | NO | <input type="checkbox"/> | YES | <input type="checkbox"/> |
| i. installing a reverse cycle split system air conditioner? | NO | <input type="checkbox"/> | YES | <input type="checkbox"/> |
| j. installing double or triple glazed windows? | NO | <input type="checkbox"/> | YES | <input type="checkbox"/> |
| k. installing a heat pump? | NO | <input type="checkbox"/> | YES | <input type="checkbox"/> |
| l. installing ceiling insulation? | NO | <input type="checkbox"/> | YES | <input type="checkbox"/> |
| 9) a. carrying out structural changes ¹ ? | NO | <input type="checkbox"/> | YES | <input type="checkbox"/> |
| b. carrying out work that changes the external appearance of a lot ² ? | NO | <input type="checkbox"/> | YES | <input type="checkbox"/> |
| c. carrying out work that detrimentally affects the safety of a lot or common property, including fire safety systems ³ ? | NO | <input type="checkbox"/> | YES | <input type="checkbox"/> |
| d. carrying out work involving waterproofing or plumbing or exhaust system ⁴ ? | NO | <input type="checkbox"/> | YES | <input type="checkbox"/> |
| e. carrying out work on the common property (adding to, erecting a structure on, altering common property) ⁵ ? | NO | <input type="checkbox"/> | YES | <input type="checkbox"/> |

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10) Other works please describe?