

APPLICATION FOR IMPROVEMENT TO COMMON PROPERTY

Building Name

Lot No **Your Name**

Your Address

Your Contact Phone

Your Email

Your Status (Please Circle): Owner / Tenant / Agent / Other (please specify)

Location of Improvement:

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.....

Details of Improvement:

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.....
.....
.....

Plans enclosed? YES / NO

Are any other Units affected? YES / NO

(If Yes, please specify)

Does the installed value of the improvement exceed \$3,000? YES / NO

Please insert/draw a diagram if possible/applicable:

Terms & Conditions:

IF approval is granted by the Body Corporate, it will be subject to the following conditions being adhered to:

1. That the installation is in accordance with plans, drawings and specifications submitted with the application without variation;
2. That the installation is carried out by a licensed and insured tradesperson;
3. That the installation does not compromise the integrity of the properties either side;
4. That the installation and future maintenance of the installation is at the expense of the Owner (at the time);
5. That the installation be maintained to the satisfaction of the Committee;
6. The Lot Owner shall be responsible for any additional insurance premiums that may be required as a result of the improvement to common property
7. That building works will comply with all noise regulations as set by the local government;
8. Should any of the conditions of approval be breached, the Committee reserves the right to request the installation be removed at the Owner's expense;
9. If any common property areas are damaged by tradesmen, the cost to repair and/or clean the damage will be paid for by the Owner.
10. The installation is in accordance with all by-laws that apply to the scheme at the time of the application.
11. The applicant acknowledges that, in accordance with the Administration Agreement with Strata Sphere Management, the process of all applications for improvements incurs a processing fee of \$75.00 per application.

Name

Signature

Date

OFFICE USE ONLY	
Registered Owner	YES / NO
Co Nominee	YES / NO
Application Invoice Raised	YES / NO
Application Fee Paid	YES / NO