

AIR CONDITIONER APPLICATION

Please complete this form and return it to our office by emailing manager@stratasphere.com.au.

When completing this form, please be mindful of the following:



The outcome of this application is subject to the body corporate by-laws and solely at the discretion of the committee. Owners are strongly encouraged to review the by-laws prior to completion of this application. The Community Management Statement (CMS) is available on the owner's portal. *Please refer to the last page of this document if you require assistance with accessing the owner's portal.*



All applications and supporting documents (quotations, scopes of works, product specifications, etc) must be consolidated into **ONE PDF** document, ensuring all relevant fields are filled in and submitted to our office.

All fields marked with * are mandatory. Failure to complete all required fields will result in your application being unable to be processed.

INCOMPLETE APPLICATIONS WILL NOT BE ACTIONED.



Applications are assessed within a 6-week period from date of receipt of all relevant information to enable an informed decision by the committee. A committee can advise a further 6-week period for a decision, if that becomes necessary. The length of time taken to make a decision is entirely dependent on your committee.



Alternatively, owners may use the Strata Sphere Management App to submit applications. The App is user friendly and allows applicants to easily submit their requests and view the status of their applications. *Please refer to the last page of this document if you require assistance downloading the Strata Sphere Management app.*

* Building Name	
* Street Address	
* Suburb, State & Postcode	
* Lot Number & Unit Number	
* Your Name(s)	
* Email Address	
* Phone Number	
* Status of Ownership	☐ Current Owners ☐ Purchaser

Description	☐ Relocation of existing unit ☐ New air conditioner installation ☐ Replacement of existing unit
System Type	☐ Ducted system ☐ Split system ☐ Multi-split
Brand	
Capacity/Size (kW)	
Model	
Location of works/install	☐ Balcony-mounted ☐ Wall-mounted ☐ Roof-mounted
Colour of conduit	
Location of condensate drip tray/drainage discharge	
Will any drilling or fixing occur on external walls?	☐ Yes ☐ No
Do the works/installations fall entirely within your lot	☐ Yes ☐ No
* Do the works/installations affect <u>common property</u>?	☐ Yes ☐ No
	If yes, please specify how:
Date for proposed works to commence	
Check all attached and completed documentation *(REQUIRED)*	☐ *Completed & signed application & terms & conditions

	☐ *Diagram or picture of proposed plans ☐ *Tradespersons insurance & licenses for works and workers ☐ *Quotations or specifications of works
TERMS AND CONDITONS	SIGN ACKNOWLEDGEMENT
1. The applicant acknowledges that the installation will be completed in accordance with the plans, specifications, and supporting documentation submitted with this application, and that no variations are permitted unless prior written approval is obtained from the Body Corporate Committee.	
2. The applicant acknowledges that all installation works will be carried out by appropriately licensed and insured tradespersons.	
3. The applicant acknowledges that the air-conditioning installation must not compromise the structural integrity, waterproofing, appearance, or condition of the lot, adjoining lots, or common property.	
4. All costs associated with the supply, installation, connection, maintenance, repair, replacement, and/or removal of the air-conditioning system and associated components (including piping, conduit, drainage, and mounting structures) remain the sole responsibility of the lot owner.	
5. The applicant acknowledges that any damage to common property, building fabric, or adjoining lots arising from the installation or associated works must be repaired and/or reinstated to the satisfaction of the Body Corporate Committee at the owner's expense.	
6. The applicant agrees that all external components, including piping, conduit, trunking, and outdoor units, must be installed in a manner and colour that is consistent with the building's external appearance, or otherwise approved by the Body Corporate Committee prior to installation.	
7. The applicant acknowledges that the installation must comply with all applicable local government regulations, including but not limited to noise restrictions and environmental health requirements. In the event of non-compliance, the Body Corporate Committee may require rectification or removal of the installation at the owner's cost.	
8. The applicant acknowledges that the Body Corporate insurance does not cover the air-conditioning unit or associated works, and that the owner is responsible for arranging appropriate insurance coverage for the installation.	
9. The applicant acknowledges that all condensate drainage from the air-conditioning system must be not discharge onto common property or adjoining lots.	
10. The applicant acknowledges that any breach of these conditions or Body Corporate by-laws may result in the Body Corporate Committee requiring removal of the installation and reinstatement of affected areas at the owner's expense.	
11. The applicant acknowledges that all applicable statutory approvals, including local council approvals (if required), must be obtained prior to commencement of works, and evidence of such approvals must be provided to the Body Corporate upon request.	

12. The applicant acknowledges that the installation must comply with all current Body Corporate by-laws and any reasonable directions issued by the Body Corporate Committee in relation to the works.	
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Declaration and Acknowledgement

I/We declare that the information provided in this application is true and correct to the best of my/our knowledge. I/We acknowledge that I/we have read and understood all conditions of approval and agree to comply with all applicable Body Corporate by-laws, statutory requirements, and approval conditions relating to the proposed works.

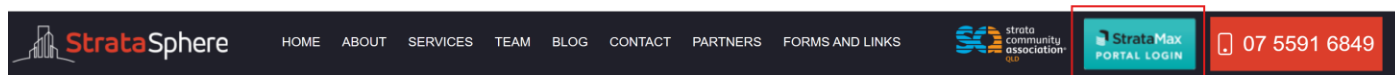
**Please be respectfully informed that no works may commence until a formal letter of approval has been granted by the Body Corporate.*

Signature

Date

OWNERS PORTAL

Owners can access the portal by visiting www.stratasphere.com.au and clicking the blue “StrataMax Portal” button.



You will then be redirected to the StrataMax website to log in. If you have not previously created an account, simply follow the on-screen prompts to register your details and set up access.

The owner's portal contains a range of useful records and information, including applications, bylaws, other relevant scheme documents.

STRATA SPHERE MANAGEMENT APP

Go to your app store and type in Strata Sphere Management where you will see the below logo and simply download.

 Please use the same email address you have registered with your strata max portal account and registered on your roll with our office.

