Alterations/Additions Application

**Applicant Details:**

Strata Plan: Click or tap here to enter text. Lot No: Click or tap here to enter text. Unit No: Click or tap here to enter text.

Property Address: Click or tap here to enter text.

Name: Click or tap here to enter text.

Email: Click or tap here to enter text. Mobile: Click or tap here to enter text.

**Description of Proposed Alteration/Addition:**

Air Conditioner  Antenna  Security Screens/Doors

Patio/Pergola  Other - Click or tap here to enter text.

Has approval from City Council been obtained?  YES /  NO

*If yes please provide approval letter*

Estimated Value of Works: Click or tap here to enter text.

Will this alteration/addition require the use of skip bins?  YES /  NO

*If yes please advise duration Click or tap here to enter text.*

Will any scaffolding need to be used?  YES /  NO

*If yes please advise duration Click or tap here to enter text.*

Will heavy machinery need to be used?  YES /  NO

*If yes please advise duration Click or tap here to enter text.*

Will any part of the alteration/addition affect the external surface of your building?  YES /  NO

*If answered yes, full details much be provided, please attach a separate diagram/drawing*

**Contractors Details:**

Company Name: Click or tap here to enter text. Phone Number: Click or tap here to enter text.

Quote Number: Click or tap here to enter text. Date of Issue: Click or tap here to enter text.

Details of Alterations: *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:
   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.
   2. Replace the fixture and/or improvement completely.
4. Should the Proprietor;

4.1 Fail to repair and maintain the fixture and/or improvement or

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.

1. He proposed installation of the fixture and/or improvement will be in accordance with the building by-laws of the local authority;
2. The applicant confirms that the Strata Company, being the Owners of Click or tap here to enter text.and Strata Plan Click or tap here to enter text.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 the Lot.
3. All costs, fees and charges in respect of the fixture and/or improvement will be at the expense of the Lot

PLEASE NOTE: This application and indemnity is subject to the approval of the Strata Company. No work as prescribed in thisapplication may commence until the Strata Company issues a formal approval in writing.

I/We Click or tap here to enter text. in Lot Click or tap here to enter text. of Strata PlanClick or tap here to enter text. agree to the above terms and conditions for my/our prescribed application

Full Name Click or tap here to enter text. Date: Click or tap here to enter text.