



## REQUEST FOR: AIR CONDITIONING INSTALLATION

**THIS PROCESS WILL REQUIRE YOU TO OBTAIN COMMITTEE APPROVAL PRIOR TO THE COMMENCEMENT OF AIR CONDITIONING INSTALLATION**

### STEP ONE

Review the Body Corporate By-laws so that you can address any special conditions of your Air Conditioning Installation application.

### STEP TWO

Prior to lodging your request please ensure the Air Conditioning Installation fee of \$200.00 including GST is paid.

### STEP THREE

Upon receipt of this completed form and supporting documents, please allow up to 14 days for your application to be reviewed and determined by the Body Corporate Committee.

### STEP FOUR

The process in which the Body Corporate Committee may review and determine your application for Air Conditioning Installation MUST be determined by a formal Committee resolution, therefore will be determined by VOC, Voting Outside Committee.

### STEP FIVE

Should the Body Corporate Committee approve your application for Air Conditioning Installation, an approval letter will be prepared and issued for your commencement of works.

Please complete the following information before submitting your Air Conditioning Installation application.

### PLEASE REPLY TO:

Secretary  
C/- Australasian Body Corporate Management  
PO Box 348 Wilston QLD 4051  
Email: [admin@ausbcm.com.au](mailto:admin@ausbcm.com.au)

### CHARGES APPLICABLE

\$200.00 – To be paid at the time of submitting your application

### PAYMENT METHOD

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ 3digit: \_\_\_\_\_

Signature of Card Holder: \_\_\_\_\_

Card Type Visa: **Visa Card Master Card Bank Card**

**PLEASE NOTE: CHEQUES & AMERICAN EXPRESS OR DINER CARD WILL NOT BE ACCEPTED**

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

## REQUEST FOR: AIR CONDITIONING ALTERATION

Applicant: \_\_\_\_\_ Owner  Agent

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Body Corporate: \_\_\_\_\_ CTS: \_\_\_\_\_

Property Address: \_\_\_\_\_ LOT/UNIT: \_\_\_\_\_

Lot Owner: \_\_\_\_\_

The Body Corporate Committee require the following information to determine whether your request of Air Conditioning Installation is approved.

The approval process will NOT proceed until all information is provided in full via email to [admin@ausbcm.com.au](mailto:admin@ausbcm.com.au). Alternatively, you can submit your request online via our website.

**WHERE WILL BE THE UNIT/SYSTEM BE LOCATED?**

*Provide the location of the unit/system and associated pipe and electrical connections visible externally from the building.*

**COLOUR OF ANY UNIT/SYSTEM:**

*Must be in keeping with the finishes of the building.*

**COLOUR OF ANY ASSOCIATED PIPE & ELECTRICAL CONNECTIONS:**

*Must be in keeping with the finishes of the building.*

**HOW IS THE UNIT/SYSTEM AND ASSOCIATED PIPE AND ELECTRICAL CONNECTIONS, PENETRATIONS MUST BE NEAT WITH MINIMUM CLEARANCE?**

*Must be correctly sealed/weather-proofed and finished in keeping with the existing building finished in keeping with the existing building finishes.*

**WHAT IS THE OPERATING NOISE LEVEL?**

*The unit/system must not interfere with or disrupt adjoining neighbours and must be positioned such that the noise level at the bedroom window of another apartment does **not exceed 45 dB**, and may after installation/commissioning require additional sound proofing in order to satisfy this requirement.*

**WHERE IS THE CONDENSATE DRAINAGE LOCATED?**

*All condensate drainage must be installed in a manner that prevents water falling to neighbouring apartments and/or common areas below and must not damage or deface any part of the building finishes. Condensate waste must be discharged to an approved drain.*

**PROOF OF INSTALLATION WILL BE CARRIED OUT BY QUALIFIED PERSONNEL/TRADES ONLY:**

*The total air conditioning must be installed in accordance with the manufacturers installation/commissioning instructions and comply with all relevant governing authority guidelines, by laws, codes and regulations and be installed by qualified personnel/trades only.*

**EXPECTED COMMENCEMENT AND COMPLETION DATES FOR PROPOSED WORKS:****INDEMNITY:**

The Body Corporate require you to indemnify the Body Corporate for the following items, prior to the commencement of any alterations upon receipt of your application.

The Applicant hereby indemnifies the Body Corporate Against:

- Any damage incurred to the Body Corporate building/services during the installation process will be made good and charged to the owner of the lot/apartment
- The cost of repair to the common property and that any such damage will be made good by the applicant at his/her expense within seven (7) days
- The Body Corporate will not be responsible in any way for electrical supply, continuity of supply, water connections and/or supply of waste water drainage or preventative or emergency maintenance/service
- A commissioning certificate signed and dated by the qualified installer must be presented to the Body Corporate on completion
- The area of installation must be thoroughly cleaned and all debris/packing materials etc., be removed from site. The Body Corporate rubbish bins and recycle bins are not to be used for this purpose. Any rubbish removal or cleaning costs will be charged to the owner of the lot/apartment
- The responsibility of any repairs and maintenance of the air conditioning system will be the full responsibility of the lot owner and future lot owners

- Should an owner wish for this request to be considered an application fee of \$200.00 including GST must be paid prior to presenting the application to the committee.

Any alterations to the above requires approval from the Body Corporate prior to the commencement of your Air conditioning installation.

Sign: \_\_\_\_\_

Date: \_\_\_\_\_