



REQUEST FOR: GENERAL LOT ALTERATION

THIS PROCESS WILL REQUIRE YOU TO OBTAIN COMMITTEE APPROVAL PRIOR TO THE COMMENCEMENT OF GENERAL LOT ALTERATION

STEP ONE

Review the Body Corporate By-laws so that you can address any special conditions of your General Lot Alternation application.

STEP TWO

Prior to lodging your request please ensure the General Lot Alteration 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 General Lot Alteration 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 General Lot Alteration, an approval letter will be prepared and issued for your commencement of works.

Please complete the following information before submitting your General Lot Alteration application.

PLEASE REPLY TO:

Secretary
C/- Australasian Body Corporate Management
PO Box 348 Wilston QLD 4051
Email: 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: _____ 3 digit: _____

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

REQUEST FOR: GENERAL LOT ALTERATION

Applicant: _____ Owner Agent

Phone: _____ Email: _____

Body Corporate: _____ CTS: _____

Property Address: _____ LOT/UNIT: _____

Lot Owner: _____

DETAILS OF IMPROVEMENT

Describe proposed Lot alteration in detail:

Describe the location of the Lot alteration in detail, including whether the Lot alteration is within the boundary of the Lot or whether the Lot alteration is within/affixed to the Common Property:
(Enclose diagrams, plans, photographs, quotations and contractor's licences and insurance to support the application)

Is an Engineer required Yes No

If Yes, Please provide details:

Is Council approval required? Yes No

If Yes, Please provide details

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: _____