

REQUEST TO MODIFY COMMON PROPERTY OR CHANGE THE APPEARANCE OF A LOT

Any time an owner of resident wishes to modify common property, install an item that requires modification of common property or change the appearance of the lot which can be seen from common property, a written application for approval needs to be submitted to the Owners Corporation. An example would be installing an air conditioner to a lot, changing window furnishings within a lot, installing a pergola or roller shutters to a lot etc. The following form can be completed with the relevant details and sent to Norwest Strata where it will then be submitted to the Owners Corporation for approval.

Contact Details

Date :					
Name of Applicant:					
Address where modification is to take place:					
Contact Details:					
Capacity:	Tick which applies	Owner:		Tenant:	

Note: If you are a tenant you will need written permission from the owner of the property first before you submit this application.

Has the Owner given permission for these modifications to occur ? **Yes / No**

A copy of the owner's permission must be provided with this application.

Modification Details

Please provide as much details as possible below:

Drawings

Please provide a sketch/drawing of where the proposed modification will occur:

I/We:

- will obtain any council approvals for the modification if required.
- are to perform the modifications at our own cost if approved.
- will maintain the modifications at our own cost if approved.
- indemnify the Owners Corporation of any liability or cost that may occur as a result of the modifications.
- shall insure the modifications or ensure that they do not affect the Owners Corporation building insurance policy.
- agree to have any necessary by-laws drafted and passed by the Owners Corporation by way of special resolution if required.
- will pay for the drafting and all costs associated with the passing of any such by-laws.
- shall return any common property back to its original state if/when the modification/installation is removed.
- are to provide a copy of the licenses and insurances of the contractor that is to perform the modification/alteration of the lot.

Signed: _____

Date: _____

Application form checklist:

- Application Form
- Owners Written Approval (if application being made by tenant)
- All plans and consents obtained to date
- Draft by-laws to be approved if required
- Photos of the location to be modified
- Contractor licenses and insurances

All of the above information needs to be provided prior to the application being submitted to the Owners Corporation.

Depending on the complexity of the alteration or addition, the approval may take anywhere from 10 days to several weeks. The more complex the modification the longer the matter may take to approve as the Owners Corporation may need to seek professional advice regarding the installation.

We are able to advise on an approximate timeframe for approval when you contact our office, this will be based on the information you provide. We will not be held responsible if the Owners Corporation take longer to approve the request.