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

Any time an owner wishes to modify common property, install an item on 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 or Association. 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 or Association for approval.

Contact Details					
Date :					
Name of Applicant:					
Address where modification is to take place:					
Contact Details:					
Capacity:	Tick which applies	Owner:	Tenant:		
you submit this applica	ent you will need written permissition.  Dermission for these modification			before	
	permission must be provided wi				
Modification Details					
Please provide as muc	th details as possible below:				

Drawings					
Please provide a sketch/drawing of where the proposed modification will occur:					
Signed:	_				
Date:					
Application form checklist:					

- Application Form
- o 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
- Technical specifications for soundproof underlay to be used in cases where a change of flooring is being requested.

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

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 or Association may need to seek professional advice regarding the installation.

We can 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 or Association take longer to approve the request.

Please note that fees may be applicable for processing the application through a committee or general meeting. If required, the fees would be confirmed by the strata manager and need to be accepted by the applicant prior to arranging the meeting agenda for distribution.