

Drawings

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

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
- 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.