

Owners Corporation Strata Plan No. CSN1613N



APPLICATION FORM FOR ANY CHANGE TO THE EXTERNAL APPEARANCE OF THE LOT

References: Owners Corporations Act 2006, Owners Corporations Regulations 2018 and Owners Corporation Rules

This form must be used to make any application as below:

Before any works are carried out a lot owner must have permission to make any external changes to the appearance of the lot, whether visible or not from common property.

A lot owner is required to give notice to the Owners Corporation of any application by the lot owner for a building permit or planning permit or the certification of a plan of subdivision affecting the lot.

Application Process: When planning to commence a renovation or alteration to a unit/lot this application is the formal process for approval. Please submit this completed form along with any supporting documents to the Owners Corporation manager, MBCM Strata Specialists Frankston at info@mbcmfrankston.com.au

Please be aware that this covers all changes to the outward appearance of the lot, including your private back yard, whether minor or major including, but not limited to, garage doors, air conditioners, solar panels, garden beds etc.

Timing: The time taken for the Committee to deal with an application will vary depending on its complexity and impact. An external renovation or even a solar panel installation can take several months. Committee members need to make sure they fully understand the impact (visual and otherwise), inform themselves of precedent and historical learning, consider if there is any further information needed, and discuss to come to a view.

The Committee may require further information or might decide to poll the Owners Corporation to understand community sentiment before making a final decision. A ballot may be run before making a final determination. Significant changes to the outward appearance may require a special resolution to be made which in itself can take two up to two months to complete.

If all the required information is supplied at the time of application the committee can generally make a decision of a simple application within a couple of weeks. Building applications especially where professional drawings are required can take several months if revisions are required and owners need to consult with contractors in order to supply further information.

Important

No Lot owner should undertake any works to their Unit/Lot until approved in writing by the Owners Corporation strata manager, as this can save time and money and prevent the owner from being in breach of the Act and or their by-laws.

Common Property

The registered strata plan defines the boundaries between the common property and the lots in a strata scheme. If you wish to clarify any areas of common and private property please contact the Owners Corporation manager at MBCM Strata Specialists Frankston for further details.

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Air Conditioners and Solar Panels

The installation of external air conditioner units and solar panels including any conduit, inverters or hardware will require the Owners Corporation consent, as pipe work, conduit and hardware may be visible. Request for these services must be accompanied with details containing the locations of any appliance and fixtures with particular emphasis to any visual impact on the building and positioning of any discharge drainage outlet pipes. Pictures and 'mock ups' are particularly useful in support of an application.

Garage Door replacements.

It is required that a unit/lot owner seeks approval for the installation of a garage door to an owners property. Garage doors must conform to the property design scheme and use of this form will ensure that it does and potentially expensive rectification is not needed if the wrong door design is used.

Re-establishment of Common Property

Any Lot owner who disregards the correct procedure runs a risk of having instructions made for the reinstatement of the common property and / or unit/lot to its original form at their expense.

Application to carry out Alteration of a Lot in a Strata Lot

Part A - Contact Details

Name:
Owners corporation strata plan number: CSN1613N

Applicant The applicant must be an owner or an authorised legal representative. The Owners Corporation will communicate with the applicant on this matter.	Name(s) of lot owners:
	Unit number:
	Unit address:
	Suburb: State: Postcode:
	Telephone No:
	Email address:
	Postal address (if different from above):
Representative Nominated legal representative who the manager must communicate with.	Company (if a professional service):
	Contact person:
	Telephone No:
	Email address:

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Tick the box where appropriate.

Part B – Proposed Alteration Works

<p>Description of works</p> <p>Describe briefly all proposed renovations to the lot.</p> <p>Please attached all supporting documents such as plans, brochures, samples as necessary.</p>	<p>Alteration <input type="checkbox"/> Garage Door <input type="checkbox"/> Solar Panels <input type="checkbox"/> Air-Conditioner <input type="checkbox"/> Pergola <input type="checkbox"/> Other <input type="checkbox"/></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Category of Works</p> <p>Provide category for the works to the lot.</p>	<p>Category of builder:</p> <p>Owner Builder <input type="checkbox"/> Registered Builder <input type="checkbox"/> Contractor/Builder <input type="checkbox"/> (who provides a service that is under the domestic builder threshold)</p>
<p>Proposed method of removing trade waste and debris:</p> <p>.....</p> <p>.....</p>	
<p>Checklist and declaration:</p> <p>The completed checklist must be submitted with this application. Failure to provide the required documentation of an acceptable standard is likely to result in your application being returned to you by the Owners Corporation.</p>	
<p>Declaration:</p> <p>All the details in the accompanying checklist must be provided.</p> <p>A lot inspection may be necessary prior to the decision of this application. MBCM Frankston will contact you if this is considered necessary by the Owners Corporation.</p> <p>I/We apply for approval to carry out the renovation works described in this application. I/We declare that all information in the application and checklist is, to the best of my knowledge, true and correct. I/We also understand that if the information is incomplete the application may be returned, delayed, rejected or more information may be requested. I/We acknowledge that if the information provided is misleading, any approval granted may be void.</p> <p>This declaration was made by:</p> <p>Name of Applicant: Name of Applicant:</p> <p>Signature Signature</p>	

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Part C – Applicants Checklist

Required by applicant	Applicant Check box		Office Use Only		
	YES	N/A	YES	NO	N/A
Internal structural changes (attach plans)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External changes (attach plans)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning Permit required Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please attach			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Permit required Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please attach					
Architectural integrity (proof attached) The Whalers Cove Registered Rules requires all works to be in keeping with the architectural integrity of the existing building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Air Conditioning Air conditioners, shall not be installed without written approval of the Owners Corporation. All details including manufacturer’s noise ratings, compressor size location of plant, conduit and fittings must be supplied. Attach any supporting documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractors Certification Copy of your contractor’s trade licence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of contractor’s Certificate of Currency of Public Liability (<i>all contractors must hold public liability insurance</i>)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Estimated start and finish dates The applicant is to provide an estimated Start Date: and Finish Date:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Part D – Declaration and Indemnity

<p>Important:</p> <p><i>This is an application only and is subject to prior approval of the Strata.</i></p> <p>No work may commence until a formal written approval is given.</p>	<p>The applicant hereby indemnifies the Owners Corporation against:</p> <ul style="list-style-type: none"> • Any loss and/or damages made to the common property, or of other owners, resulting from the works outlined in this application. • The cost of repairs to the common property and any such damages will be made good by the applicant at his/her expense within 14 days • Any expenses incurred in enforcing the condition of approval • The cost of defects survey which may be required for the common property and neighbouring units of the proposed works. <p>Signature's</p> <p>Date</p>
<p>Mindful of noise discomfort and disturbance management</p>	<p>Hours of work are strictly limited to between 7am and 6pm Monday to Friday, 10am and 5pm Saturday, and 10am and 3pm Sunday and public holidays</p>

Part E – Completion

<p>Alteration complete procedure</p>	<p>After completion, you must:</p> <ol style="list-style-type: none"> 1. Advise MBCM Frankston office of completion 2. Ensure the common area are free of any damage and debris as a result of the renovation. 3. Produce a certificate of completion where applicable to MBCM Frankston
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Part F – Strata Manager Approval

<p>This section is to be completed by the Owners Corporation manager</p>	<p>Owners Corporation Approval</p> <p>Approval of this application is granted under the following conditions;</p>
<p>Approval is granted subject to the undertaking by the applicant that they will comply with these terms and conditions at all times.</p> <p>Owners Corporation Signature's</p>	