

Application for Lot Improvement

Brassall Place Community Title Scheme

Guidelines:

As the owner of a lot in the complex, you own the inside of your unit and have an exclusive use of the common property surrounding your unit and bounded by the fences of your unit.

Any physical change to your unit, change of or addition to the surrounding exclusive use areas must be approved by the Body Corporate prior to the commencement of making the change.

To facilitate the approval process, information about the proposed works will be required. The better your project is described, the easier it is for the body corporate committee to assess the application.

Requirements for any alteration work being undertaken:

1. LOCATION - You must provide a plan or sketch with dimensions and position indicated clearly. It is suggested that you include photos of the area for the proposed structure, and measurements to adjoining fences, buildings, or structures – this makes understanding your proposal easier. The installation must be installed completely within the boundaries of the lot.
2. DESIGN - Detailed designs of the installation are to be provided to the Body Corporate Committee prior to installation.
 - a. For roof installations, panels are to be mounted close to the roof with no framing visible.
 - b. Any batteries and solar inverters must be located to ensure no increased risk of fire.
 - c. Any structure adjacent to the building must not obstruct inspection for termites or provide a hidden path for termite access to the building.
 - d. Any awning roofing or added wall sheeting eg for a garden shed, is to be 'colorbond'.
 - e. The colour(s) must conform to the colour scheme of the complex. Fences, roof sheeting, and guttering are to be "paperbark" or "merino".
 - f. Any patio roof needs to be a flat roof for consistency with similar structures.
 - g. The design should consider visibility above the fence line.
 - h. Any system that produces noise shall not create nuisance noise to an occupant of another lot or the common property and must comply with the directions of the Body Corporate committee, local council and Environmental Protection Act/Regulation requirements.
 - i. No installation should be placed within the balcony space.
 - j. All condensation or rainwater collected shall be drained to ensure that no moisture falls onto common property or the lot.
3. CONSTRUCTION - Any structure or alteration is to be professionally constructed by contractors with appropriate qualifications, licences, accreditation, experience, insurances,

and any required approvals from all relevant authorities e.g. Council for structures, electricity authority for solar panels.

- a. All parts of the alteration are to be constructed in accordance with all relevant Australian Building Standards.
 - b. All trade waste must be removed from site.
 - c. Work is to be conducted during appropriate hours in such a manner to reduce disturbance to other residents.
4. ACCESS - Any alteration must not impact on gate access or access to the rear of the property. If a skip bin is required or materials are to be stored ready for installation, these must be located fully within the lot or the assigned driveway space of the lot and for a period not exceeding 7 days, unless special approval is granted.
5. DAMAGE, LOSS OR INJURY - Any damage to common property must be rectified within 7 days at the owner's expense and the owner of the lot shall indemnify the Body Corporate, and or the occupant or invitee of another lot within the complex against any damage, loss, or expense, legal or otherwise, incurred or suffered as a result of these works.
6. MAINTENANCE OF BODY CORPORATE ASSETS - If the installation restricts access for body corporate immediate or future maintenance, the owner accepts that removal and replacement of the installation for that maintenance will be at the owner's expense.
7. COSTS ASSOCIATED WITH THE ALTERATION - All costs associated with the installation, its construction, installation, and future repair and maintenance will be borne by the owner.
8. COMMENCEMENT OF WORK - The design is to be submitted for Committee approval prior to the commencement of work. Any later change to the design will also require approval before being undertaken.
9. RIGHT OF ENTRY TO INSPECT - The committee reserve the right to enter the lot (with their appropriate contractor or the building manager if required) and inspect the works at a reasonable time to ensure they are suitable and to ensure there is no risk to the building; and
10. The lot owner acknowledges and adheres to all relevant by-laws of the scheme.

"*" indicates required fields

Lot Details Lot Number / Unit Number*

Applicant Details

Applicant's Name*: _____

Phone Number*: _____

Email Address*: _____

Application Details

Brief Description of Works*

Cost of Improvement (required for Common Property Exclusive Use area improvements)

\$ _____

Checklist of Supporting Documentation included with this Application:

- ☐ Copy of Contractor's Quotes
- ☐ Copies of any diagrams, brochures, plans of installations, or photographs
- ☐ Written approval from neighbouring lots, if those owners may be directly affected by the proposed renovation works/installations;
- ☐ Written approval from the lot owner (if application is made by the tenant or letting agent)
- ☐ Copy of local council approval, if applicable
- ☐ Copy of Engineers report, if applicable
- ☐ A confirmation to the body corporate committee that you:
 - a. Understand the by-laws pertaining to lot improvements / renovation to lots;
 - b. Confirm that all proposed works are to be undertaken by a certified tradesperson whom will be sufficiently insured and comply at all times with workplace health and safety regulations;
 - c. Confirm that costs for the proposed works are to be met by the lot owner including but not limited to damage to common property, waste removal, and insurance;
 - d. Confirm that a bank transfer or bank cheque payment for bond/security deposit will made immediately upon receiving written application approval, if applicable. You will be advised if bond or security deposit is required.

Please note that an Engineer's Report is only required if the proposed works include alterations to walls or other structural elements of the building. The purpose of obtaining an Engineer's Report is to confirm that the structural integrity of the building will not be compromised.

Supporting Documents*

Please attach supporting documents to this application.

Please note that the committee may impose conditions to an approval, including but not limited to those identified and described in the Building Alteration Application for Brassall Place.

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Please confirm*

- ☐ I declare that the information provided as part of this application is true and correct
- ☐ I have reviewed the Body Corporate By-laws and have addressed the relevant conditions of those By-Laws in this application
- ☐ I will abide by the Body Corporate Committees decision and conform to the conditions imposed by the Body Corporate By-laws, the requirements for any alteration work being undertaken, and the Committee.

Signed:
