

**CHANGES TO A LOT OR COMMON PROPERTY**

Your details (\* Compulsory Field)

YOUR NAME/S\* \_\_\_\_\_

NAME OF YOUR BUILDING\* \_\_\_\_\_

ADDRESS OF YOUR BUILDING\* \_\_\_\_\_

YOUR EMAIL ADDRESS\* \_\_\_\_\_

YOUR PHONE\* (MOBILE) \_\_\_\_\_

YOUR LOT/ Unit #\* \_\_\_\_\_ BODY CORPORATE CTS NUMBER\* \_\_\_\_\_

YOU ARE\* \_\_\_\_\_



- Owner Occupier
- Investor Owner
- Resident Manager
- Caretaker
- Owner Nominee

**I am seeking permission from the Body Corporate to make a change to;** (please tick appropriate box)

- My Lot    The "Exclusive Use" area to my Lot    Common Property Adjacent to my lot

**I would like to Install / Erect / apply for;**

- Air-Conditioner - Type: \_\_\_\_\_ Make / Model: \_\_\_\_\_

Capacity: HP /KW \_\_\_\_\_

Please indicate only one of the following per application.

- Security Screens    Privacy Screen    Awnings    Fencing    Garden Shed

Other Item: \_\_\_\_\_

**Detailed Description of item:**


I propose to install the above item in the following location;


Location Sketch	
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By submitting this application, if approved by the committee, I agree to indemnify the Body Corporate from all costs associated with the alteration to the lot including but not limited to the any applicable application for approvals required by local authorities prior to installation, installation of the item, rectification of works if so ordered, public liability and insurance in relation to the item and its installation and any ongoing maintenance in respect of the item. I further warrant that I will maintain the item in good working order from the date of installation until removed and will make good back to original state any alterations made with the approval of the Body Corporate or otherwise to effect such installation.

I agree to be bound by the directive of the Body Corporate and any reasonable conditions imposed on any such approval if approval is granted in respect of this request.

*Tick as applicable*

- I have attached a brochure or photo of the item in consideration
- I have attached a photo/s of the intended location
- I have attached a photo/s of a similar item installed  in this complex or  in another complex.

This application is made this \_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Signed by: \_\_\_\_\_ Signed by: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Please complete and forward this application together with any supporting information to PO Box 7019, Gold Coast Mail Centre, QLD 9726. Email: <a href="mailto:abcm@activebodycorp.com.au">abcm@activebodycorp.com.au</a>
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