

STRATA SCHEMES MANAGEMENT ACT 2015

# Application For Installation of Air-Conditioning

Before completing this application form please refer to **“Strata Renovations Rules”** page which is available on the NSW Government website [www.nsw.gov.au/housing-and-construction/strata/living/renovations](http://www.nsw.gov.au/housing-and-construction/strata/living/renovations)

An **application fee of \$77.00** applies for Westside Strata Management to prepare and research on behalf of the Strata Committee. Please read your declaration before signing.

All information must be completed to enable the Strata Committee and/or the owners corporation to progress application in an efficient time frame as possible.

## Strata Plan Details

**Please Note:** In some strata schemes the Lot and Unit number are different.

STRATA NO.   
ADDRESS

LOT NO.   
UNIT NO.   
(See top right-hand corner of Levy Notice, under Date of Issue or on your web portal access).

## Applying Lot Owner Details

First Owner

FULL NAME   
ADDRESS   
PHONE NO.   
MOBILE NO.   
EMAIL   
POSTAL ADDRESS   
(If different to above).

Second Owner

FULL NAME   
ADDRESS   
PHONE NO.   
MOBILE NO.   
EMAIL

## Program Of Works

**Please Note:** Commencement date is subject to approval prior to works commencing. Owners must allow sufficient time for process of application. Please discuss with your Strata Manager prior to submission.

### Proposed Dates

COMMENCEMENT DATE  COMPLETION DATE   
NUMBER OF WORK WEEKS

**Proposed Changes**

Are there proposed changes to any of the following? Please provide an explanation below in the box provided to any 'yes' that is marked.

LOT INTERNAL WALLS	<input type="radio"/> YES	<input type="radio"/> NO	COMMON WALLS	<input type="radio"/> YES	<input type="radio"/> NO
PILLARS	<input type="radio"/> YES	<input type="radio"/> NO	WINDOWS	<input type="radio"/> YES	<input type="radio"/> NO
DOORS	<input type="radio"/> YES	<input type="radio"/> NO	FLOORS	<input type="radio"/> YES	<input type="radio"/> NO
CEILINGS	<input type="radio"/> YES	<input type="radio"/> NO	PLUMBING	<input type="radio"/> YES	<input type="radio"/> NO
SEWER/DRAINAGE	<input type="radio"/> YES	<input type="radio"/> NO	ELECTRICAL CABLING	<input type="radio"/> YES	<input type="radio"/> NO
INTERCOM	<input type="radio"/> YES	<input type="radio"/> NO	DUCTWORK	<input type="radio"/> YES	<input type="radio"/> NO
OTHER	<input type="radio"/> YES	<input type="radio"/> NO	→ IF YES, IDENTIFY	<input type="text"/>	

IDENTIFY AND EXPLAIN ANY 'YES'

Does the works involve a change of appearance to the external features of the lot?

NO       YES      → IF YES, IDENTIFY AND EXPLAIN

Does any of the works involve water membrane?

NO       YES      → IF YES, IDENTIFY AND EXPLAIN

Does any of the works involve absorbing common area into the lot?

NO       YES      → IF YES, IDENTIFY AND EXPLAIN

Who will be the overall supervisor of the works?

CONTRACTOR      → IF CONTRACTOR, IDENTIFY AND EXPLAIN

OWNER

**Schedule of Works**

Please identify the **contractors** involved and their estimate time on-site including commencement date and finish date.

CONTRACTOR FULL NAME	COMMENCEMENT DATE	COMPLETION DATE	MAIN AREA OF WORK	ADDITIONAL COMMENTS

Any other applicable information regarding the schedule of works.

**Contractor Details**

CONTRACTOR FULL NAME	LICENSE NO.	TRADE TYPE	CONTACT PERSON	CONTACT PHONE NO.	EMAIL ADDRESS

**Owner's Declaration**

Please read declaration prior to signing.

I/We:

- a) certify that the information provided in this application is true and accurate
- b) acknowledge that Platinum are required to review and research the application on behalf of the owners corporation to brief the strata committee and accept the application fee of \$77.00; and
- c) accept that the application fee will be charged to our lot as a debt to the owners corporation which is recoverable as a debt as per the SSMA 2015; and
- d) are aware that non-payment of the application fee may render the lot ineligible to vote at a general meeting; and
- e) recognize that I/We are responsible for all contractor actions and behavior on site and will ensure that they:
  - i. are fully insured and details are provided to the owners corporation; and
  - ii. have the appropriate license which are also provided to the owners corporation; and
  - iii. adhere to the by-laws; and
  - iv. comply with noise restriction of the owners corporation; and
- f) that should permission be given by the Strata Committee to proceed with the works without the requirement of a by-law then an 'Indemnity Form' will be signed and returned to Platinum Strata Management prior to the commencement of works and all conditions will be adhered to;

Owner 1

Owner 2

SIGNATURE

SIGNATURE

FULL NAME

FULL NAME

DATE

DATE