

## ERLECTIONS & ALTERATIONS FORM

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PROPERTY DETAILS:	
Property Address:	
Units Plan:	
OWNER DETAILS:	
Name:	
Postal Address:	
Contact Number:	
Email Address:	
DETAILS OF WORK:	
<i>Details of work to be carried out: (Please attach plans/diagrams of the proposed works)</i>	
<i>Duration and times of work:</i>	
<i>Details and qualifications of the persons carrying out the work:</i>	

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**Guidelines and Conditions**

1. Under the ACT *Unit Titles (Management) Regulation 2011*, the erection or alteration of any structure in or on a unit or the common property requires the express permission of the Owners Corporation by unopposed resolution and is subject to the requirements of any applicable ACT Government laws (e.g. development approval for the erection/alteration).
2. A unit owner must not make any addition or alteration to their unit without the prior approval of the Owners Corporation which may be subject to conditions.
3. Applications are not approved until written notice is provided to the owner by the Body Corporate Managing Agent. Until approval is granted, any erection or alteration is deemed to be an unapproved installation.
4. Applications by owners for additions or alterations are considered on a case-by-case basis in accordance with the Unit Plan's Rules, the ACT *Unit Titles (Management) Act 2011*, *Unit Titles (Management) Regulation 2011*, and other applicable government laws and regulations.
5. Applications should be submitted in writing to the Managing Agent using this form.  
They must contain sufficient information to enable a proper assessment to be made of any impacts on other residents and the common property generally. Owners may be requested to provide additional information on the proposed installation.
6. The owner is responsible for exercising appropriate quality control over the installation, including ensuring that fit-for-purpose products are used and installed in accordance with the manufacturer's specifications and that the installation complies with the Rules and government laws and regulations. All compliance costs must be borne by the owner.
7. Any erections or alterations to a unit must not adversely affect the general amenity, functionality or appearance of the common property.
8. Any damage to the common property or another owner's property arising from or caused by the installation, either at the time of installation or at some future time, is the full responsibility of the owner and must be repaired at the owner's expense. This includes but is not limited to cracking or holes in common walls, damage to paintwork or gardens, and damage caused by leaks.
9. The owner is responsible for meeting the full cost of any residual remedial work on the common property relating to the installation. The owner is also responsible for the ongoing maintenance of the alteration and is responsible to replace the alteration should it fall into disrepair.

Signed ..... Date .....