

LOT IMPROVEMENT APPLICATION FORM

BUILDING NAME		CTS NO.	
LOT NO.		UNIT NO.	
NAME		DATE	
EMAIL			
POSTAL ADDRESS			
IMPROVEMENT TYPE			

WRITTEN ACKNOWLEDGEMENT & SUPPORTING DOCUMENTATION

Please read the below and tick to confirm you have read and understand the following:

- ☐ I have read and understand the By-Laws pertaining to Lot Improvements/renovations to a Lot;
 All proposed works are to be undertaken by a certified tradesperson who will be sufficiently insured and licensed (where applicable) and comply at all times with Occupational Health and Safety Regulations. A copy of their relevant insurances and licenses are to be provided;
 All proposed works and associated costs are to be borne entirely by the Lot Owner, including but not limited to any damage to common property, waste removal, and any impact on the body corporate's insurance policy or premiums. As this constitutes a lot owner's improvement, the Lot Owner will remain responsible for all current and future costs related to the improvement. Should the body corporate require any future testing, certification, or compliance documentation, it will be the Lot Owner's responsibility to obtain and provide such information at their own cost;
 I have complied with relevant Council Development Approval Conditions, if applicable;
 I have obtained an Engineer's Report, in the event that proposed works include alterations to walls or other structural elements of the building, if applicable. *Please note that the purpose of obtaining an Engineer's Report is to confirm that the structural integrity of the building will not be compromised.*
 Written approval obtained from neighbouring lots, in the event that owners may be directly affected by the proposed renovation works/installations;
 Where applicable I have attached all supporting documentation for the above, to my application including but not limited to quotes, diagrams and plan, alterations, installations, photographs, certificates, written approval from neighbouring lots and reports.
 In accordance with BCCM Form 33 requirements, by ticking this box I declare that my lot improvement is not located on common property, nor will it impact the Common Property. **If the improvement involves common property, this must be declared with all relevant information, including plans.**

I/we wish to confirm that the information I/we have provided is true and accurate. I acknowledge that I/we have read & understood the conditions outlined above and hereby undertake to complete the proposed improvements/renovations in accordance with these conditions.

Applicant's Signature:	Date:
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APPLICATION MUST BE SIGNED & DATED BY LOT OWNER & TENANT (if applicable).

APPLICATION TO BE CONSIDERED WITHIN A 6 WEEK PERIOD AS PER LEGISLATIVE REQUIREMENTS

IMPORTANT MESSAGE: Improvements to Common Property and/or within the boundaries of your Lot are prohibited until such time as written consent is obtained from the Body Corporate Committee.

This Form May be Either:

1. Lodged in person at CTS Consulting, 555 Coronation Drive Toowong QLD 4066
2. Mailed to us at CTS Consulting, PO BOX 1483 Milton QLD 4064
3. E-Mailed to CTS Consulting via info@ctsconsulting.com.au

For further application queries please contact your Body Corporate Manager at CTS Consulting Pty Ltd on telephone (07) 3367 3559 or email info@ctsconsulting.com.au