**RENOVATIONS/PLANNING & BUILDING APPLICATIONS - PROJECT REQUEST & APPROVAL FORM**

**Lot owner(s) (the applicant(s)):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Lot # \_\_\_\_\_\_\_\_\_\_\_\_\_ Unit # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Property Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proposed Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proposed End Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Details of Project (specified project):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Details of building materials:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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I/We (the applicant) acknowledge that approval from the Owners Corporation for the project described aboveis conditional upon the following:

1. Providing a plan of the works, including any drawings, building and/or planning permits and a list of all proposed materials etc. All documentation must be submitted to the Owners Corporation with this application. It is a requirement under Section 133 of the OC Act that a lot owner must give notice to the OC of any application by the lot owner for a building permit or planning permit.
2. Providing details of who will be performing the works. If a licensed tradesperson is to be contracted, please provide the details of the tradesperson, including proof of public liability insurance.
3. Respecting noise levels – noise must not exceed Council regulations and not interfere with other residents’ peaceful enjoyment of their lots.
4. Liability for all costs involved with the specified project and future maintenance is the responsibility of the applicant for the project.
5. The applicant must maintain the appearance and quality of any works/additions which form part of the specified project. The applicant acknowledges that if the lot and proposed works/additions/changes arising from the specified project are not properly maintained to the appropriate standard the Owners Corporation may take action in accordance with Section 48 of the OC Act, which may result in the OC recovering as a debt the cost of repairs, maintenance or other works if the applicant fails to comply with a Section 48 notice.
6. Any changes to the colour of the external aspect of the lot will be limited to the prescribed colour chart which will be provided to the applicant following approval.
7. Works cannot commence without the written approval from the Chairperson of the Owners Corporation of Pelican Waters.

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# Acknowledgement

I/we agree that I/we will be fully liable for any damage caused directly or indirectly to the Owners Corporation’s property by the specified project.

I/we agree that I/we will be fully liable for anypublic liability claim whatsoever which may arise from the specified project.

Signed by the owner or their authorised agent Approved by the Owners Corporation

 Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_

(Name)

Approved by the Owners Corporation

 Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated: \_\_\_\_\_\_\_\_\_\_

Name of Chairperson

**Important: This form must be received by Better Owners Corporation Management and Property Services Pty Ltd and approved by the Owners Corporation before any works commence. Failure to abide by the above conditions may provide grounds for any additions/installations to be removed at the cost of the lot owner.**

**Please send all applications to**

**action@bocmps.com.au and**

**pelican-waters-committee@googlegroups.com**

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