

To the Secretary

The Owners Corporation - Strata Plan No. _____

c/- All Suburbs Strata Management

PO Box 142

LIVERPOOL BC NSW 1871

Re: Lot No. _____ Strata Plan No. _____

Address: _____

Application to Request Consent for Minor Renovations

I/We, the owner/s of **Lot No.** _____ in the abovementioned Strata Plan, kindly request pursuant to *Section 110* of the *Strata Schemes Management Act 2015* and the relevant By-laws, that the Owners Corporation approve this application for the following minor renovations.

The works proposed in this application, to be carried out for the benefit of my/our Lot, will or may involve associated works on or to common property.

Details of proposed works:

Duration and times of the work:

Details and qualifications of who will be carrying out the work:

Arrangements to manage/remove any resulting rubbish or debris:

(Note: If insufficient space provided above please attach additional details)

In submitting this application, **I/We**, the owner/s of **Lot No.** _____ confirm that:

- all necessary council applications and approvals required for the proposed works will be obtained at our own cost and will be promptly submitted to the Owners Corporation and;
- all relevant photographs and/or plans of the proposed works are **attached**;
- all work will be carried out in a competent and proper manner (Name, Licence No. & Insurance details of the builder/s is **attached**);

- installation, ongoing repairs and maintenance, cleanliness and tidiness will be at our cost and responsibility;
- any repairs of damage to any part of the common property or reinstatement of common property required as a result of the carrying out of these renovations will be repaired at our expense and as directed by the Owners Corporation; and
- all costs including all legal, expert or administrative out of pocket expenses incurred by the Owners Corporation/Strata Committee to review, consider, approve or reject this application will be paid by the applicant lot owner and we agree that all such costs will be debited to our lot owner account held by the Owners Corporation upon receipt of a tax invoice issued by the Owners Corporation to the lot owner.

I/We look forward to receiving a timely response from the Strata Committee, on behalf of the Owners Corporation, to our application for consent for the minor renovations as specified in this application.

Kind regards

Owner/s name – PLEASE PRINT

Owner/s Signature

Date: _____

Contact details:

Owners Phone No: _____

Owners Email No: _____