Process for obtaining committee approval

- Prior to lodging your application we recommend that you review the body corporate by-laws so that you can address any conditions included in the by-laws.
- Your request will be submitted to the body corporate committee for consideration.
- The committee may provide approval subject to conditions.
- Should you wish for this request to be considered outside of a committee meeting there will be a fee payable by the owner
  - A quotation will be provided to you within two days of receipt of this request
  - Upon acceptance of the quote, please allow up to 14 days for a response from the committee

Property details

Name of owner			
Property address		**Lot number**	
Body corporate name (building name)		**CTS number**	

Please provide details of the air conditioner installation, addressing the following points

Location of condenser unit and piping	**Drainage plan (how will the air conditioner be drained)**
Size (if known)	**Compliance with Council regulations (e.g. sound restrictions; screening)**

Please obtain an installation quotation from a qualified professional and provide this with your application form.

Applicant details

☐ **Owner**   ☐ **Agent** (agent name if applicable)

Phone	
Email	

Acknowledgement

☐ I am the owner of the abovementioned lot in the community titles scheme, or I am the owner's agent acting with the express consent of the owner of the lot.

☐ Once the quotation is approved, the body corporate will issue an invoice to the owner, regardless of the outcome/decision of the committee.

SIGNED _____   DATE _____

NAME _____