



GENERAL IMPROVEMENT REQUEST

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	

Details of improvement

Describe proposed works in detail

Describe location in detail including whether it is within lot boundaries or on common property

(Attach plans, photographs, quotation to support your application)

Compliance with Council regulations (e.g. building approval)

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 _____