

**BUILDING APPLICATION FOR OWNER CORPORATION
PLAN NUMBER 501198H - 5**

TO:

Owners Corporation Plan number 501198H -5

Email mail@iocm.com.au

APPLICANT

Owner/Agent _____

Postal address _____ Postcode _____

Contact person _____ Telephone _____

Address for serving of documents _____

OWNERSHIP DETAILS

Owner _____

Postal address _____ Postcode _____

Contact person _____ Telephone _____

NATURE OF PROPOSAL

- | | | | |
|-----------------------------------|-----|--------------------------------------|-----|
| Construction of a structure | [] | Removal or demolition of a structure | [] |
| Alterations to existing structure | [] | Painting | [] |
| Replacement or installation of | | Installation of washing line | [] |
| existing equipment | [] | Security Screen Door | [] |
| Other | [] | Air Conditioning | [] |

PROPOSAL _____

SIGNATURE

Signature of owner or agent: _____ Date _____

****NOTE: Please do not book in works prior to obtaining approval from the Owners Corporation**

ADDITIONAL INFORMATION

1. To comply with Owners Corporation Rule 6 your application must be accompanied by:

1. Plans and scope of works, detailing any works required for common property, including external walls and roof.
2. A copy of any Building and/or Town Planning Permits that may be required.
3. A copy of Heritage Victoria approval for any works involving the heritage fabric.
4. A copy of your construction management plan that includes:
 - No works after 4pm or before 8am Monday to Friday or after 2pm or before 9am Saturday, Sunday or Public Holidays
 - Materials to be delivered only between 8.30 am and 3.30pm Monday to Friday
 - Removal of builder's rubbish from site
 - Parking arrangements for Trades
 - Management of any common property area where goods maybe loaded or unloaded
 - Management of any asbestos removal

General conditions to satisfy:

- Structure is not to detract from look or feel or external buildings
- Structure is not to impact neighbouring properties in terms of blocking sun, light, breeze or view, or creating shade/hot spots in neighbouring yards
- Structure materials to be transparent or the same colour as existing building trims.
- Provide a plan and elevation of the structure detailing heights and widths.
- Confirm if the proposed structure requires town planning and or building permit.

2. Committee Approval process:

- a. Committee to consider at each monthly meeting any applications or by email ballot if required.
- b. Committee consideration must include grounds for approval or non-approval.

3. Manager process:

- a. Advise the applicant of the requirements within 5 business days of receiving application.
- b. Forward the completed application to the committee within 5 business days of receiving the final documentation.
- c. Advise the applicant of the outcome within 5 business days of the committee decision.