



# Air Conditioning Application Form

To assist the Committee and to ensure timely approval of your request, please complete the form in full and ensure this and any supporting documents are returned in a single PDF file.

**Please note** – If additional support completing the application or approval needs to be undertaken at a special meeting there may be additional costs which will also need to be paid for by the applicant.

Your Name/s:	
Address of Strata Scheme:	
Strata Plan No:	
Unit/Lot number:	
Contractors Name:	
License No. & Type of License: (If applicable)  <i>Please attach insurance and license details of the contractor/qualified person.</i>	
Copy of License attached:	Insurance certificate attached:
Make and Model of Unit to be installed:	
Noise Output of external unit:	
Location of external and internal units:  <i>Please include plans and pictures where possible</i>	
Details of installation: <ul style="list-style-type: none"> <li>· Where the water will run from the external unit.</li> <li>· Details of any drilling in common property walls</li> </ul> <i>Please include plans and pictures where possible</i>	
Proposed dates for works:	
Proposed working hours:	



## Conditions of Approval

Your application to install and air conditioner will be presented at an upcoming meeting. Pending approval from the Owner's Corporation, the following terms and conditions will need to be agreed too under signature prior to the installation.

- Any installation costs and any ongoing maintenance to be at no cost to the Owner's Corporation.
- The installation is to be done in a workman like manner by a licensed and insured tradesman.
- The completed work is to be in keeping with the rest of the building.
- Any council approvals are to be arranged by the owner prior to installation.
- Waste material/debris is to be removed from the common property at no cost to the Owner's Corporation.
- The use of common property by other residents is not be obstructed during construction/ installation.
- The above conditions to be binding to future owners of the lot.
- The over-flow pipe and the excess water from the over-flow pipe, must not cause damage to common property. If any damage is caused it must be rectified immediately at no cost to the Owner's Corporation.
- Any requirements under Section 110 of the Strata Schemes Management Act 2015 and Clause 28 of the Strata Schemes Management Regulation 2016 are adhered to.
- Work and use of the air conditioning system is only to be undertaken during the hours stipulated by Council.

Please sign below and return the enclosed copy to us for our records to show that you have read and understand the above conditions.

***I hereby agree to the above conditions.***

Signature of owner/s. Note – if there are multiple owners on the strata roll <u>all</u> owners must sign.	Signature(s)          Date
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Upon completion, please submit the application form, along with any supporting documentation, to:

*The Owners Corporation, c/o Townhouse Strata Pty Ltd, 38 Ocean view Parade, Caves Beach, NSW 2281, or via email to [info@townhousestrata.com.au](mailto:info@townhousestrata.com.au) or directly with your strata manager.*

**If you have any questions or concerns your strata manager can be contacted on (02) 4971 0363**