



RUBICON
BODY CORPORATE SERVICES

Improvement Request Form

Ph: 07 3236 1000

Email: admin@rubiconbcs.com.au

Website: rubiconbcs.com.au

Applicant's Name:

Applicant's Status:

**Tenants - written permission from the unit owner will be required for any proposed improvement to the lot. Without this written permission being provided, this application will not be considered.*

Body Corporate Name:

MACLEAY TOWERS AND VILLAS CTS 24663

Lot Number / Address:

Email:

Phone Number:

What is the proposed improvement:

(Select from drop down list; if something else select "Other" and provide details below)

Provide a general description / explanation of the proposal including product information:

The proposed location of the improvement:

Does this proposal affect common property or other units: YES NO

If Yes, provide details:

Are plans attached? YES You **must** attach plans / drawings of your proposed improvement. Not attaching may result in delays processing your request.

NO

*Please note, by signing the below, you are agreeing to abide by the following conditions:

- The installation does not breach any Body Corporate By-Laws. Please consult the By-Laws for a full list, but common examples include:
 - * RENOVATIONS AND REPAIRS: if the improvement includes any flooring changes, other than carpet, proof of noise by-law compliance (minimum FIIC 65 in living areas and FIIC 60 in wet areas) is required.
 - * EXTERNAL SHUTTERS: please ask for a copy of the approved shutter specifications.
 - * CURTAINS: changes require Body Corporate Committee approval of colour and design to ensure consistent building appearance.
 - * AIR CONDITIONING: replacement equipment shall not exceed the design condenser water flow of existing lot equipment.
 - * BASEMENT STORAGE UNITS: metal with water resistant shelving, Colourbond: Birch Grey; depth not greater than 600mm for a single car space and 900mm for a double (tandem) car space; 500mm radius clearance from any fire sprinkler head.
 - * BASEMENT CAR PARK POWER SUPPLY: must include an NMI Pattern Approved electricity meter and any attached Electric Vehicle charger must be capable of being limited to a single-phase load of 16 amps.
- Work will only be carried out between 8:30am and 5:00pm, Monday to Friday;
- There is to be no nuisance to other Residents created in any way, including noise transference or dust, or otherwise, including by contractors engaged and whilst on site;
- In terms of ingress and egress of any materials to the unit, this is to be arranged with the resident / on-site manager to ensure no damage is done to the buildings' lifts or the like;
- Rubbish materials / debris is not to be left either on any part of the common property or placed in any drainage or rubbish outlets of the building whatsoever, and all rubbish materials / debris is to be disposed of by you or your contractors;
- All costs of installing, operating and maintaining the improvement are the responsibility of the owner, and that at no time (including in the event of sale of the lot) will these costs become the responsibility of the body corporate;
- The installation of the improvement is to be undertaken in a professional manner, by a qualified tradesperson(s) and the owner is required to indemnify the body corporate should any damage be caused to the common property in the installation or operation of the improvement;
- The improvement must be made in compliance with all statutory and or governmental regulations / by-laws required for such improvements.
- You agree to pay the \$44 (inc GST) application fee, charged by the Body Corporate Manager (RUBICON BCS) for processing your application.

Signed:

Date (xx/xx/xxxx):

Please ensure this application is signed and dated, and that all attachments are included. **The application must be submitted to RUBICON BCS at admin@rubiconbcs.com.au.

RUBICON BCS will then invoice you for the application fee which is required to be paid before the request is submitted to the Committee for its consideration. Once a decision is made, RUBICON BCS will advise you accordingly.

Any queries should be directed to RUBICON BCS at admin@rubiconbcs.com.au or by phone 3236 1000.