



Application to Install Skylights

Please complete this application (three pages) to assist in prompt consideration of your request.

Until the application has been completed in FULL and returned to our office, we cannot process your request.

Please ensure that you have reviewed the terms and conditions of this application before signing.

Please NOTE: The outcome of this application is subject to the Body Corporate By-Laws and a decision of the Body Corporate Committee.

Property Details -

Building Name

CTS Number Lot Number

Property Address

Suburb State Post Code

Applicant Details -

Your Status:

Owner Agent on behalf of tenants

Agent on behalf of prospective buyers - Settlement Date

Your Name

Email (required).....

Phone Mobile(required)

Location of the Skylight(s) & Specifications

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Please attach relevant information of the skylights (e.g. installer's brochure, quote, etc.) and draw a diagram of the proposed location of the skylights.

SIGNED DATE

OFFICE USE ONLY

Date received: Application Acknowledged: By-Laws Checked:

Forward to the Committee: Flying Minutes Committee Meeting General Meeting

Approval Granted: YES NO Resolution Date: Filed Date: Staff ID:



Application to Install Skylights

Please attach a photograph or draw a diagram of the proposed location of the skylights

Initial:



Terms and Conditions of Skylights Installation

1. The Applicant understands and acknowledges that all repairs and maintenance to the skylights and associated fittings will be the sole responsibility of the owner of the 'said lot' (as identified in the application).
2. Any damage whatsoever that may occur to the common property or any surrounding lot (including damage to the water, electrical, wiring or sewerage services and their fixtures and fittings) due to the installation of the skylights or their fixtures (including fittings and meters) will be the sole responsibility of the 'said lot' (as identified in the application), to rectify within seven (7) days, without contribution of any Body Corporate funds.
3. The damage referred to in paragraph 2 shall include, but not be limited to, damage caused by or related to:
 - a. the panels position, installation, use, maintenance, repair, access to, and / or removal (whether temporarily or permanently);
 - b. any and all persons, equipment, and/or vehicle on the property for the purpose of undertaking or preparing to undertake any of the activities mentioned in paragraph 2
 - c. the repair or replacement activities required under provisions of paragraph 2
4. Should a claim be made under the terms of:
 - a. a Body Corporate insurance policy;
 - b. or an individual Lot owners' insurance policy,
Due to damage referred to in paragraphs 2 or 3, then any requirement by the insurer/s for contribution of an insurance excess payment, shall become a debt due and owing solely by the owners of the 'said lot' (as identified in the application), whether jointly or severally, and be paid to the individual Lot owner or the Body Corporate as applicable, and within a reasonable time.
5. Should neither the Body Corporate insurance policy, nor an individual Lot owners' insurance policy cover the full and total costs to replace or repair damage referred to in paragraphs 2 or 3 then it shall be the responsibility of the 'said lot' (as identified in the application), whether jointly or severally, to pay those remaining outstanding costs or losses, with a reasonable time frame to the Lot owner or Body Corporate, as applicable.
6. The Applicant acknowledges that the skylight roofing unit will comply with all regulations as set by Local Government. Should a breach of the by-laws occur, the Applicant acknowledges that they may be requested to remove the skylight roofing immediately at the Applicants cost. The Applicant agrees to adhere to any request made by the Body Corporate.
7. The Applicant is aware that the Body Corporate Insurance DOES NOT cover skylights/ skylight roofing and that they will be responsible for their own additional Insurance (if applicable).
8. The Applicant agrees that all external fittings, wiring etc..., will be colour coded (if applicable) to that of the entire building and as such may need to seek advice from the Committee of the Body Corporate in this regard.
9. The Applicant agrees that should the roof require repairs / replacement at any time, and the skylight roofing needs to be removed, that the removal and re-installation of the said skylight roofing be the sole responsibility of the owner of the 'said lot'. All associated costs of the removal and re-installation to be paid for by the owner of the 'said lot'.

FULL NAME:

SIGNED: DATED:

Please return your completed form with attached pictures/ diagram to our office:

Email: reception@stratamatt.com.au

In person or post: 674 Ipswich Road, Annerley QLD 4103

Thank you!