Application to Install Security Grilles or Fly Screens

Some owners may wish to install security grilles or fly screens on the doors and windows of their Lot. Any such work requires permission from the Owners Corporation **before** the installation can commence. This form is to guide owners through the application process.

Applications can be forwarded via email or posted to the [Strata Manager](http://www.mondrianwaterloo.com.au/about/strata-manager/).

Installation Requirements:

Owners must appreciate that the installation of security grilles and/or insect screens changes the external appearance of their apartment and the overall aesthetic of Mondrian. To maintain the appearance of the complex, Owners are required to ensure that the design is in keeping with the general appearance of the building ([refer by-law 5.2c](http://www.mondrianwaterloo.com.au/rules-by-laws/by-laws/#5)).

The specific design requirements for any grille or screen installation are contained in [By-Law 27](http://www.mondrianwaterloo.com.au/rules-by-laws/by-laws/#27). Owners should read and familiarise themselves with this by-law as well as the [rules](http://www.mondrianwaterloo.com.au/rules-by-laws/rules/#6) around installation before submitting their application.

Any consent given to proceed with the installation does not imply that the Owners Corporation has given its approval to the final installation. Approval is dependent upon satisfactory inspection of the completed installation.

Any non-compliant grille or screen will be required to be removed.

Key steps in the application process:

Your Details

|  |  |  |
| --- | --- | --- |
| Applicants’ Name: |             |  |
| Lot No: |     | Apt No: |     |
| Authorised person: |             | **[ ]** Owner **[ ]**  Agent |
| Contact No: |       |  |
| Contact email: |       |

Complete the following and return with your application.

(attach all relevant installation documentation)

|  |
| --- |
| Have you had a preliminary discussion with the [building manager](http://www.mondrianwaterloo.com.au/about/building-manager/) concerning the suitability of the proposed installation for your Security Grille or Screen? **[ ]**  Yes [ ]  NoIf *yes*, what was the outcome of that discussion?      |
| How many grilles/screens do you plan to install?      |
| Where exactly will each grille / screen be installed?     *Please provide a diagram showing the location. Note: Pictures can be inserted if submitting electronically.* |
| What is the design of the grilles/screens?     *Please supply photographs / drawings / brochures of the intended design. Note: Pictures can be inserted if submitting electronically.* |
| Which company will manufacture and install the grilles / screens?      |
| Describe how the installation may affect common property, if at all.       |

Payment of Bond

A bond of $1000 is payable at the time of application to the Strata Manager:

**Account Name:** Strata Plus ITF SP 69259

**Account Number:** 2681-95591

**BSB:** 182-222

**Description:** <your Lot number> – Security Grille/Fly Screen

Please forward the receipt for the bond deposit to the Strata Manager. The bond is refundable when the installation is satisfactorily completed and the Building Manager has carried out an inspection.

Checklist

**[ ]**  I have attached specifications and drawings /photographs of the grilles / screens.

[ ]  I have included the names of suppliers and installers that will be involved in the installation of the grilles / screens.

**[ ]**  I have attached the licence and insurance details for any contractor that will be working on-site.

**[ ]**  I have paid the bond to the Strata Manager.

Declaration

I/we       , the undersigned, understand that:

1. Approval in writing from the Owners Corporation must be obtained for this application prior to engaging contractors and commencing installation.
2. Should my installation not meet the requirements of By-Laws 5 & 27 of SP 69259, I must restore any changes to their original state.
3. Any installation will proceed according to the rules for the installation of grilles and screens.
4. The Owners Corporation’s approval to proceed with the work in no way signifies approval or acceptance of the finished installation as this is governed by the provisions of the Mondrian By-Laws.

I/we have read and agree to abide by the By-Laws & Rules relating to the installation of any grille or screen.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed(Lot Owner / agent) |  | Dated |       |
| Print Name: |             | **[ ]**  Owner **[ ]**  Agent |

Note: If this form is not completed correctly, it will be returned to you and your request will not be processed.