Application for the Installation of a Car Park Storage Unit

Some owners may wish to install a storage unit on their car parking lot. This requires permission from the Owners Corporation **before** commencing any installation. This form is to guide owners through the application process.

Applications can be forwarded via or posted to the [Strata Manager.](http://www.mondrianwaterloo.com.au/contact/)

Installation Requirements:

Owners must appreciate that the installation of storage units in the car park has an impact on both the operation of fire safety systems such as sprinkler systems, and the effective cleaning of the car park floor, which requires minimal clearance levels and the appearance of the car park.

Owners contemplating the installation of storage units must have an initial discussion with the [Building Manager](http://www.mondrianwaterloo.com.au/contact/) to assess the suitability of the proposed storage unit and the proposed location. Note the Building Manager is not authorised to approve your application.

The specific requirements for car park storage are contained in [By-Law 28.](http://www.mondrianwaterloo.com.au/rules-by-laws/by-laws/) 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 in any way 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 storage unit 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 concerning the suitability of the intended storage unit and its proposed location?  Yes  No  If *yes*, what was the outcome of that discussion? If *no,* please consult with the Building Manager before submitting your application. |
| Where exactly will your storage unit be installed?    *Please provide a diagram showing the dimensions of your car space, the proposed location of the storage unit within this space and the location of all fire safety systems within 5 metres of the proposed installation.* |
| What is the design of the storage unit?    *Include designs, drawings, brochures and/or specifications with your application.* |
| What materials are used in the manufacture the storage unit?    *Include designs, drawings, brochures and/or specifications with your application.* |
| What company will manufacture &/or install the storage unit?    *Include a copy of the installers licence and insurance details with your application.* |
| 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> – Storage Unit Bond

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 consulted with the Building Manager to review the suitability of my application.

I have attached brochures and specifications for the storage unit to be installed.

I have included the details of suppliers and installers, including licences and insurances, that will be involved in the installation.

I have paid the bond, according to the above instructions.

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-Law 28 of SP 69259, I must restore the site to its original state.
3. Any installation will proceed according to the rules for the installation of car park storage.
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 a Car Park Storage Unit.

|  |  |  |  |
| --- | --- | --- | --- |
| 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.