Application for the Installation of a Non-Carpeted Floor

Some owners may wish to make changes to the flooring in their property. Any change to a non-carpet flooring such as timber, parquetry or tiles requires permission from the Owners Corporation before the installation can commence. This form is to guide owners through the application process.

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

Installation Requirements:

Owners must appreciate that the installation of any hard flooring will change the acoustic levels emitted from normal foot traffic within an apartment and may result in an increase in noise being heard in adjoining apartments.

Owners are advised to discuss the suitability of their proposed flooring and underlay with the [Building Manager](http://www.mondrianwaterloo.com.au/contact/) prior to signing any contracts. Note the Building Manager is not authorised to approve your application.

The specific requirements for any hard flooring installation are contained in [By-Law 6.](http://www.mondrianwaterloo.com.au/rules-by-laws/by-laws/#6)  Owners should read and familiarise themselves with this by-law as well as the [rules](http://www.mondrianwaterloo.com.au/rules-by-laws/rules/#3) 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. Any non-carpet flooring installation deemed not compliant may require an acoustic test to prove its Lntw levels. Non compliant floors will require remediation. Refer to By-Law 6 for details.

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 non-carpeted flooring and underlay?  Yes  No  If *yes*, what was the outcome of that discussion? If *no,* please consult with the Building Manager before submitting your application. |
| Describe the type of non-carpet flooring you intend to install, including the brand name and specifications.    *Include all brochures and specifications with your application.* |
| Please describe the sound proofing materials that will be used in the installation:    *Include all brochures and specifications with your application. Note the Lntw requirements of By-Law 6.* |
| From which company will you be purchasing the non-carpeted flooring?    *Include a copy of the contract with your application.* |
| Which company will be installing the non-carpeted flooring?    *Include a copy of the installers licence and insurance details with your application.* |
| Will the installation affect any part of common property? (eg. removal of tiled floors, walls, doors, door frames etc) If *yes*, please detail below what will be affected or changed and your proposed end solution.    *Include designs, drawings, brochures and/or specifications with your application.* |

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> – Non-Carpet Floor

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 hard flooring and underlay product that will be used.

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-Laws 6 of SP 69259, I must remove the hard flooring and restore the floor to the original type of floor covering.
3. Any installation will proceed according to the rules and/or comply with any special conditions imposed for the installation of hard flooring.
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 Non-Carpeted Flooring material.

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