Application to install security grilles, plantation shutters, fixed louvres or and/or insect screens

Some owners may wish to install grilles, plantation shutters, fixed louvres or 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 or posted to the [Strata Manager.](http://www.mondrianwaterloo.com.au/contact/)

Installation Requirements:

Owners must appreciate that the installation of security grilles, plantation shutters, fixed louvres or 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/)

The specific design requirements for installation are contained in [By-Law 27](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. Owners are asked to speak with the [Building Manager](http://www.mondrianwaterloo.com.au/contact/) to assess suitability of their intended installation

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 security grilles, plantation shutters, fixed louvres or and/or insect screens 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 grilles, plantation shutters, fixed louvres or screens?  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 each grille, plantation shutter, fixed louvre or screen be installed?    *Include floor plans and/ or photos with your application for each window that will be impacted by the installation.*  *Note: the Building Manager can assist with floor plans.* |
| What is the design of the grilles, plantation shutters, fixed louvres or screens?    *Include designs, drawings, brochures and/or specifications with your application for each window that will be impacted by the installation.* |
| Which company will manufacture and install the grilles, plantation shutters, fixed louvres or screens?    *Include a copy of the installers licence and insurance details with your application.* |
| Describe how the installation impacts Common Property. |

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> – Grilles, plantation shutters, fixed louvres or screens

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 specifications and drawings /photographs for each of the grilles, plantation shutters, fixed louvres or screens that forma part of the installation.

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 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 installation to its 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 grilles, plantation shutters, fixed louvres or screens.

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