



Application for Lot Improvement

The objective of this application process is to improve the quality and liveable for all residents and to minimise noise and disturbance to others (both during and after renovations). It is also set to maintain the appearance of the building and to prevent structurally and cosmetically damage to the building.

OWNERS NAME	
LOT NUMBER	
PHONE	
EMAIL	

1. Supporting Documentation

Please supply the following documentation together with this Application for Lot Improvements.

- ☐ Cover letter addressed to the body corporate committee. Your letter is required to include the following.
1. A written statement to confirm your understanding of the by-laws pertaining to lot improvements/renovations and the River Place Renovation Guidelines document.
 2. Confirmation that all proposed works are to be undertaken by a certified tradesperson whom will be sufficiently insured and comply at all times with workplace health and safety regulations;
 3. Confirmation that all proposed costs are to be met by the lot owner including but not limited to the following – damage to common property, waste removal and insurance;
 4. Confirmation that a cheque payment for bond/security deposit will made immediately upon receiving written application approval, if applicable as per the renovation guidelines. Please refer to the River Place Body Corporate by-laws for bond/security deposit details.

CONTRACTOR	
LICENCE No.	
CONTACT DETAILS	

- ☐ Copy of builders/contractors insurance;
- ☐ Copy of contractor's quote/s;
- ☐ Copy of diagrams, brochures, plans of alteration or installations, photographs;
- ☐ Copy of Brisbane City Council Certificate of Approval, if applicable;
- ☐ Engineers report, in the event that proposed works include alteration to walls or other structural elements of the building, if applicable. Please note that the purpose of the Engineer's report is to confirm that the structural integrity of the building will not be compromised. Note that applications for paint or flooring will not require an Engineer's report.
- ☐ Written approval obtained from neighbouring lots, in the event that access is required to neighbouring units to complete proposed renovation works/installations.
- ☐ Any documents required to meet conditions set out in the River Place Renovation Guidelines.

2. Application Submission

Owners are requested to forward Applications for Lot Improvements (with supporting documentation) to:

Post

The Secretary of the River Place body Corporate
C/- Body Corporate Services Pty Ltd
PO Box 466
Toowong, QLD 4066

Email

The Secretary of the River Place body Corporate
Cts30270@bcssm.com.au

IMPORTANT MESSAGE: Improvements to common property and/or within the boundaries of your lot is prohibited until such time as written consent is obtained from the River Place Body Corporate Committee.

I wish to confirm that the information I have provided is true and accurate.

APPLICANTS SIGNATURE

DATE

For further application queries please contact your Body Corporate Manager at Body Corporate Services Pty Ltd on telephone (07) 3271 7000 or email
Cts30270@bcssm.com.au