

# SETTLERS RETIREMENT VILLAGES

## APPLICATION:

## OTHER CHANGE

NAME OF OWNER: .....

UNIT NO: ..... VILLAGE: .....

DATE OF APPLICATION: ..... TELEPHONE: .....

E MAIL: .....

### **General Terms and Conditions applicable to all applications.**

1. Application for any change to the Section is to be made in writing.
2. The Trustees reserve the right to decline any application.
3. No work may commence before an application has been approved in writing.
4. The application must include a site plan of the unit clearly showing the proposed positioning of the installation/change in relation to the unit, road and neighbouring units.
5. A written quotation for the work must accompany the application.
6. The installer must be a reputable company with staff qualified to do the work.
7. Specifications for the installation/change must be included in the submission and must conform to the laid down requirements in the Village. If possible and relevant, a colour brochure from the supplier and/or photographs must be included with the specification.
8. The applicant understands that if the completed installation/change does not conform to the specifications approved in this application, the Trustees can issue an instruction to make it compliant, or for the removal of the structure and reinstatement of the unit to its original state at the owners cost.
9. Even if the installation/change will be installed on common property, the applicant undertakes to continue to maintain the installation/change at their own cost and the Trustees reserve the right to take any action that may be necessary if this is not done.
10. Any damage to the existing structure or common property caused by the installation, or attributable at a later stage to the existence of the installation, must be immediately repaired by the owner, at their cost.
11. Insurance of the installation is the responsibility of the owner and the premiums arising therefrom will be for the owner's account.
12. The conditions and obligations of this application must be accepted in writing by any future purchaser of the Section before the Clearance Certificate is issued by the Trustees.



**Attachments required:**

1. Supplier quotation/manufacturer specifications
2. Plan of unit, showing positioning of intended change, also showing roadway and neighbouring units.
3. Neighbour(s) approval.

**Note: Further documentation may be required before approval is given.**

<b>APPROVED</b>	<b>DECLINED</b>
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Chairman .....

Date.....

Trustee .....

Date.....

Comments:

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**Checklist**

1. Pre-approval inspection
2. Signed Application
3. Quotation from supplier
4. Specifications included in quotation
5. Plan of unit with proposed positioning
6. Installer qualifications
7. Neighbour Approval

**Inspection**

Installation satisfactory

Inspected by: .....

Date: .....