

SETTLERS RETIREMENT VILLAGES

STRUCTURAL CHANGES TO UNIT

Name of owner:			
Unit No:		Settlers Village	Settlers Rest
Date of application:		Telephone:	
e-Mail			

Terms and Conditions applicable to this application

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.

Specific Terms and Conditions applicable to this application

1. All adjacent and opposite owners must provide written consent that they do not object to the changes to the exterior of the building structure.
2. Letters of consent must be attached to this application or handed in at reception. Letters of consent must clearly state their unit number.
3. Building plans need to be passed by the Buffalo City Municipality for all structural changes to a Section.
4. If building plans need to be approved by the Buffalo City Municipality (BCM), it is the responsibility of the owner to submit such plans. No work may commence before the approved plans have been submitted to the Body Corporate.

5. No work may be commenced until the plans have been approved by BCM and a copy thereof submitted to the Trustees.
6. If the changes affect the Participation Quota of the unit, it is the owner's responsibility to invoke the services of a land surveyor and attorney to complete the PQ adjustments for the compliance of the Scheme as a whole.
7. If the Participation Quota is altered, as per 6 above, the amended PQ must be lodged by the owner at the Deeds Office, the CS Ombud and the Trustees (for advising the Managing Agent). Proof of lodging at Deeds Office and CS Ombud must be provided to Trustees.
8. If the alterations increase the insured replacement value of the Section, a new valuation must be provided to the Trustees, for notification to the Scheme's underwriter. Any additional premium will be charged to owner if not directly and only related to change in PQ.
9. All costs related to the above requirements are for the owner's account.
10. The Trustees reserve the right to impose further conditions, relevant to the specific changes set out in this application.

Description of requested change

Applicant's Signature: _____

Date: _____

Note: Please ensure that all attachments listed on Page 3 are provided.

A: Attachments required:

Initial Submission (for preliminary Trustee approval):

1. Supplier quotation/manufacturer specifications.
2. Plan of unit (to scale), showing positioning area of change, also showing roadway and neighbouring units.
3. List of materials to be used.
4. Neighbour(s) approval(s).

NOTE: The Trustees are required to provide a letter of approval for applications to BCM.

B: On written approval from Trustees, applicant must submit the following to BCM Building Inspector:

1. Plans/Drawing of proposed alterations.
2. Complete specification of materials
3. Completed Application Form (Forms from Municipality)
4. Copy of Body Corporate letter of approval.

C: Submission before commencement of work (for interim Trustee approval):

1. Copies of plans approved by Council (BCM)

D: Final Submission (for full Trustee approval):

1. Copy of BCM Certificate of occupation.
2. Copy of Amended PQ lodged at CS Ombud.
3. Copy of Amended PQ lodged at Deeds Office.
4. Revised Replacement value of Section.

APPROVED	DECLINED
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..... Chairman Trustee Superintendent
..... Date Date Date

Comments:

Checklist

A Initial Application:

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.	Neighbor approval	
8.	Initial site inspection	

Inspected by:

Date:

B: Checklist for approval to commence work:

1.	Copies of plans approved by BCM Council	Date:	
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C: Checklist on completion of work:

1.	Copy of BCM Certificate of occupation	Date:	
2.	Copy of amended PQ lodged at CS Ombud	Date:	
3.	Copy of amended PQ lodged at Deeds Office	Date:	
4.	Revised replacement value of section	Date:	

Final Site Inspection

Installation satisfactory

Inspected by:

Date:

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Signature: