

AIR CONDITIONER APPLICATION FORM

Dear Owner/s,

It is at the discretion of your Body Corporate Committee, subject to the Body Corporate By-Laws, to approve or deny any application from an Owner/s for building improvements.

For an application to be considered by the Body Corporate Committee, please complete the form below with a detailed description of the improvements you are requesting. This form will be forwarded to the Committee for consideration.

When completing this form, please be aware of the following:

- The outcome of this application is subject to the Body Corporate By-Laws and a decision of the Body Corporate Committee.
- Please complete all fields for the Body Corporate Committee to consider this application. If you require assistance with this application, please contact our office by emailing info@peakbcm.com.au.
- All applications and supporting documents must be consolidated into **ONE PDF** document, ensuring all relevant fields are filled in and submitted to info@peakbcm.com.au. **Incomplete applications will not be actioned.**
- If you have obtained any quotes or third-party information regarding your request, please attach to this application.
- Upon signing this application, the applicant agrees they have reviewed and understand the terms and conditions outlined on page 4.

Application to Install an Air Conditioner	
Building/Scheme Name	
CTS Number	
Lot Number	
Your Name/s	
Street Address	
Suburb, State and Postcode	
Phone/Mobile	
Email	
Your Status (*Required – Please Circle*)	Owner / Agent / Tenant / Other If Other, Please Specify _____
Number of Air Conditioners you are applying to Install	
Brand of Air Conditioner	Model
Motor Size	Specifications
Signature of Applicant:	
Date:	
To Be Attached to Application (REQUIRED) <ul style="list-style-type: none"> <input type="checkbox"/> Completed & Signed Application Form <input type="checkbox"/> Diagram or Picture of Proposed Plans <input type="checkbox"/> Tradespersons Insurance for Works & Workers <input type="checkbox"/> Quotations or Specifications of Air Conditioner 	

Application to Install Air Conditioner Details

*Please attach a photograph or draw a diagram of the proposed location of the outdoor condenser unit.
Please include the location of the drainage.*

Terms and Conditions of an Application to Install an Air Conditioner

- That the installation is undertaken by a licenced professional
- That the owner must notify the Caretaker/Building Manager the working hours the contractor will undertaking the renovations
- That the contractor/s exhibit and implement all WHS requirements relevant to the Work Health Safety Act 2011;
- That the installation complies with the scheme's by-laws;
- The applicant understands and acknowledges all repairs and maintenance to the air conditioner and associated fittings will be the sole responsibility of the owners of the said lot (as identified in the application).
- Any damage whatsoever that may occur to the common property or any surrounding lot due to the installation of the air conditioning unit will be the sole responsibility of the Lot Owner to rectify within seven (7) days.
- The Applicant acknowledges the air-conditioning unit will comply with all noise regulations as set by Local Government. Should a breach of the noise by-laws occur, the Applicant acknowledges they may be requested to remove the air conditioning unit immediately at the Applicant's cost. The Applicant agrees to adhere to any request by the Body Corporate regarding noise.
- The Applicant is aware the Body Corporate Insurance MAY NOT cover the air conditioning unit and they will be responsible for their own additional Insurance for the unit.
- The Applicant agrees all external piping, conduit etc., will be colour coded to that of the scheme and as such may need to seek advice from the Committee of the Body Corporate in this regard.
- The Applicant agrees and acknowledges the overflow pipe from the evaporator must be plumbed into the stormwater.

Applicant's Name: _____ Applicant's Signature: _____

Lot Number: _____ Unit Number: _____

Please address your application to:

Peak Body Corporate

PO Box 9215

GCMC QLD 9726

Or email to: info@peakbcm.com.au
