**PLEASE SUBMIT YOUR APPLICATION VIA EMAIL TO:**

[**body.corp.oasis@gmail.com**](mailto:body.corp.oasis@gmail.com)

**First steps**

Before you start your renovation, we recommend that you review the Oasis By-laws in particular by-laws 16 and 17. This will ensure that you do not begin improvements without the necessary approvals of the body corporate – noting that such approval will not be unreasonably withheld.

It is also a good idea to let your neighbours know about your plans, so everyone is informed of what is happening and how they might be impacted. This is particularly important if there is potential for noise from the works or tradespeople on site impacting them. This will go a long way to maintaining good relationships with neighbours and a strong cooperative community culture.

**The form**

Please answer the following questions so that the Oasis Body Corporate Committee (OBCC) can review and approve your application. Barring requests for further information the OBCC commits to review and respond to your request within 5 business days of submission, i.e. submit on Monday and by the following Monday the OBCC will have responded with either approval or a request for further information.

Note: Please complete all questions and sign the Declaration – mark N/A if questions do not apply

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| --- | --- | --- | --- |
| **Owner/applicant name/s\*** |  | | |
| **Villa number :** |  | **Lot Number :** |  |
| **Marina berth number  (if subject of works)** |  | | |
| **Email address:** |  | | |
| **Phone number:** |  | | |
| **Address for response if different  from above** |  | | |
| **Please provide a brief title for this improvement request  (e.g. install new air conditioning unit, replace shade sail with solid patio roof etc)** | | | |
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| **Details of the improvements** |
| Please provide Concept Design for consideration.  This application should also provide, the details of your improvements, including a written description of the improvement, and details as applicable of: the location on your Lot, size of the improvement, materials to be used, proposed colour, impact if any to neighboring properties or common property etc. Any plans, photographs etc. that may assist the OBCC’s understanding of the improvement should be attached (please list attachments). Details of any precedents that might assist the OBCC in their decision should also be included.  If you need more room that the page provided, please attach additional pages |
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| **Other information** | | | | | |
| Is Council approval required for the works  (Please circle one)  The OBCC notes that we cannot advise on what Council may or may not need to approve – it is up to the applicant to discuss this with Council | | | | | Yes / No |
| If the answer is ‘Yes’ to the questions above, do you require written confirmation addressed to Council from OBCC that these works are approved?  (Please circle one) | | | | | Yes / No |
| If Council approval is required, then post-council approval a copy of the approved documents should be provided to the Body Corporate so these can be kept on file | | | | |  |
| Please indicate an approximate time frame to complete the improvements in weeks (or days if appropriate).  Note that works that create a noise nuisance MUST NOT be undertaken on Sundays or Public Holidays. | | | | |  |
| What are the approximate hours and days of the week that tradespeople will be carrying out works  (Note that works are not to commence earlier than 7.00am and must finish no later than 6.00pm) | | | | |  |
| Will the works require the use of jack hammers?  (Note: If jack hammers are to be used the owner undertaking the works is required to provide the OBCC with 36 hours’ notice so that we can provide a minimum of 24 hours’ notice to other complex residents of any day when such tools will be used.) | | | | |  |
| Are there any special requirements that the OBCC should consider, for example is a skip bin to be placed at the property (if so for how long), will trades people require parking (if so for how many vehicles) etc. | | | | |  |
| **Waste Disposal:**  The storm water drains within the complex run into the canal. Liquids from a renovation e.g. paint or tiling water must not be emptied into the drains. Contamination to the canal may be subject to heavy fines from the Environmental Protection Agency in Queensland.  The industrial bins in the bin stations are for household waste only and not builders’ rubble. Builders should provide a skip bin for waste removal. The OBCC can provide advice for appropriate placement of a bin.  **Declaration:**  I confirm that the works outlined in this request describe the full extent of the works for which approval is sought. I acknowledge that the I have read and accept all conditions stipulated in the Oasis Body Corporate By-Laws.  I acknowledge and confirm that should damage be caused by tradespeople or others undertaking this improvement that I will be responsible for reimbursing the OBC for any costs associated with making good such damage.  I acknowledge that I will be responsible for ensuring the tradespeople abide by the Body Corporate By-laws.  I acknowledge that I will be responsible for obtaining any Council approvals required.  Signed: | | | | | |
|  |  |  |  |  |  |
|  | **Name** |  | **Signature** |  | **Date** |

5. Application and approval process

5.1 This By-law applies where an Owner or Occupier makes an application to the Body Corporate or otherwise seeks to obtain the Body Corporate's consent.

5.2 When deciding whether to approve any application made by an Owner or Occupier (the Applicant) under these By­laws, the Body Corporate may:

5.2.1 take into account previous approvals under these By-laws provided to the Applicant and the Applicant's compliance with any conditions of previous approvals;

5.2.2 request the Applicant to provide all information reasonably required to make a decision, where the Body Corporate may make as many requests as reasonably necessary;

5.2.3 grant its approval on reasonable and relevant conditions; or

5.2.4 refuse any application if it is reasonable to do so.

5.3 An Owner or Occupier of a Lot granted approval under these By-laws must comply with any conditions of that approval, failing which, the Body Corporate may withdraw that approval after the Applicant has been provided with a reasonable opportunity to remedy any non-compliance.

5.4 Any approval under these By-laws by the Body Corporate is invalid and read down or severed to the extent it is inconsistent with the Act or Regulation Module.

16. Lot Improvements

16.1 An Owner or Occupier must not make any improvement (other than minor cosmetic work that does not in any way affect, alter or otherwise impact the Common Property or another Lot) to their Lot without the written approval of the Body Corporate.

17. Appearance and Maintenance of lot

17.1 The Owner or Occupier of a lot must not, without the Body Corporate's written approval:

17.1.1 make a change to the external appearance of the lot;

17.1.2 display a sign, advertisement or similar article if the article is visible from another lot or the Common Property, or from outside the scheme land;

17.1.3 erect any pergola, blind, awning, fence, screen or air conditioning unit to the exterior of the lot. Applications for permission to install air conditioning units must be submitted to the Body Corporate and must comply with all necessary regulations and must not generate noise that is likely to interfere with the peaceful enjoyment of another person lawfully on another lot or the Common Property. Any alterations to the building (patios/pergolas) must comply with any building regulations in force at the time of erection and have council approval.

17.2 Each Owner or Occupier must:

17.2.1 ensure that the lot is kept clean;

17.2.2 take all practicable steps to prevent infestation of the occupier's lot by vermin or insects;

17.2.3 ensure car spaces are kept tidy;

17.2.4 ensure that the external appearance of all structures and gardens and lawns within the lot are maintained to an equivalent standard to those on Common Property;

17.2.5 ensure that all external painted surfaces are well maintained and that the painting is carried out in keeping with the colour scheme approved by the Body Corporate from time to time;

17.2.6 ensure that the roof is kept in a well maintained condition and that any broken tiles, pointing and other items are repaired where necessary.