

General Improvement Application Form

Prior to submitting your application, it is recommended that you review the Body Corporate by-laws for your scheme so you can address any conditions as part of your application. Once completed, please submit this form and all supporting documentation to True Strata by email via admin@truestrata.com.au or by post to PO Box 1135, Runaway Bay, Queensland 4216.

Body Corporate Name	
CTS	
Lot / Unit Number	

APPLICANT DETAILS	
Name	
Address	
Phone	
Email	
<i>If you are a property manager submitting this application on behalf of the Owner, the Owner must sign this application in agreement with its contents, the by-laws, and relevant conditions of approval.</i>	

DETAILS OF IMPROVEMENT	
Description of works to be completed (eg. Flooring, awning, internal renovation)	
Improvement location (eg. Kitchen, bedroom)	
Name/s of professional tradesperson/s	
Trade Licence Number/s	
Trade insurance details	
Acoustic Underlay details (applicable for flooring works only) <i>Quotations must include details of the acoustic underlay material type and rating to be used</i>	
<i>Copies quotations from all relevant tradespersons being used for the project, accompanied by trade licence and insurance details must be submitted with this application.</i> Failure to provide this information will delay the approval process.	

General Improvement Application Acknowledgement and Agreement

This General Improvement Application Acknowledgement and Agreement Conditions ("Agreement") is entered into by and between the Body Corporate referenced in application form and the undersigned Lot Owner, Resident or Property Manager, hereinafter referred to as the "Applicant".

1. Contents of Application

The Owner affirms that the contents of the improvement application, including all information provided, are accurate and complete to the best of their knowledge. The Owner understands that any false or misleading information may result in the rejection of the application.

2. Acknowledgement of By-laws

The owner hereby acknowledges receipt and understanding of the Body Corporate by-laws. The Owner agrees to comply with all relevant provisions of the by-laws in connection with any proposed improvements to their Lot.

3. Liability Release

The Owner acknowledged that any improvements made to their Lot are undertaken at their own risk. The Owner assumed full responsibility for all liabilities, damages, or losses arising from or related to the improvement project, including but not limited to accidents, injuries, or property damage.

4. Costs and Expenses

The Owner agrees to cover all costs and expenses associated with the improvement application and subsequent works, including but not limited to application fees, permit costs, and any other charges imposed by relevant authorities. The Owner further understands that failure to pay these costs may result in denial of the improvement application.

5. Indemnification

The Owner agrees to indemnify the Body Corporate for any claims, liabilities, damages, costs, expenses arising out of or related to the improvement project.

By signing the below, the Applicant acknowledges receipt and understanding of this General Improvement Application Acknowledgement and Agreement and agrees to abide by its terms and conditions.

Signature	
Name	
Date	

Note to Owner: All applications are forwarded to the Committee for consideration and review; True Strata is not authorised to approve applications.