



**APPLICATION:
CHANGES TO THE
BUILDING STRUCTURE**

NAME OF OWNER

UNIT NO DATE OF APPLICATION

TELEPHONE E MAIL.....

Specific Terms and Conditions

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 City of Johannesburg for all structural changes to interior of the Section.
4. If building plans need to be approved by the City of Johannesburg, it is the responsibility of the owner to submit such plans. No work may commence before the approved plans have been submitted to the HOA.
5. By signing this application form, the applicant acknowledges having read, understood, and accepted the General Terms and Conditions associated with this application.

Applicant Signature..... Date.....

APPROVED	DECLINED
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Chairman I & A committee..... Date.....

General Manager Signature..... Date.....

Comments:

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Checklist

- 1. Signed Application
- 2. Quotation from supplier installing
- 3. Specifications included in quotation
- 4. Plan of unit with proposed changes
- 5. Copy of municipal approval of plans
- 6. Written consent from neighbours
- 7. Approved building plans submitted

Inspection

Installation satisfactory

Inspected by: Date:

ALL APPLICATIONS: GENERAL TERMS AND CONDITIONS

The following **General Terms and Conditions** apply to **all** applications for changes and additions to the common areas of Olivedale Retirement Village:

1. Application for any change to the Village is to be made in writing.
2. The Directors 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, a colour brochure from the supplier and/or photographs must be included with the specification.
8. The applicant understands that if the installation/change does not conform to the specifications approved in this application, the Directors can issue an instruction for the removal of the structure and reinstatement of the unit to its original state at the owners cost.
9. Although the installation/change will be erected on common property, the applicant undertakes to maintain the installation/change at their own cost and the Directors 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 of this application must be accepted in writing by any future purchaser of the Section before the Clearance Certificate is issued by the ORV.

Signature of Owner: Date: