Application for the Installation of an Air Conditioning Unit/s

Some residents may wish to install an air-conditioning unit on their property. Any change to the common property, including the placement of an air-conditioning unit on a balcony or within a courtyard, requires permission from the Owners Corporation **before** the installation can commence. This form is to guide residents through the application process.

If the application is from a tenant, it must be accompanied by written permission from the Lot owner. Applications must be forwarded to the [Strata Manager.](http://www.mondrianwaterloo.com.au/contact/)

In the first instance, read the [By-Law](https://www.mondrianwaterloo.com.au/by-laws/#_Toc465001641), then discuss your proposal with the Building Manager.

Installation Requirements:

Residents will appreciate that the installation of an external air-conditioning unit changes the external appearance of their apartment and by default the overall aesthetic of the Mondrian apartments. To maintain the Mondrian aesthetic, Owners will be required to cover any external air-conditioning condensers and pipework so that it remains in keeping with the general appearance of the building (refer to [By-Law 5.2 c).](http://www.mondrianwaterloo.com.au/rules-by-laws/by-laws/)

The specific requirements for any air-conditioning installation are contained in [By-Law 26](http://www.mondrianwaterloo.com.au/rules-by-laws/by-laws/). Owners should read and familiarise themselves with this by-law as well as the [rules](http://www.mondrianwaterloo.com.au/rules-by-laws/rules/#5) around installation before signing any contracts or submitting their application. Owners are asked to speak with the Building Manager to assess suitability of their intended installation.

Any consent given to proceed with the installation does not imply that the Owners Corporation has given its approval to the final installation. Approval is dependent upon satisfactory inspection of the completed installation. Any non-compliant air-conditioning unit will be required to be removed.

Noise requirements:

Air-Conditioning units generate noise and the Owners Corporation will only approve units with noise emissions at 45dba or lower [(per the By-Law).](https://www.mondrianwaterloo.com.au/by-laws/#_Toc465001641) Owners must provide detailed information about their intended unit that will support noise emission levels.

Key steps in the application process:

Your Details

|  |  |  |
| --- | --- | --- |
| Applicants’ Name: |             |  |
| Lot No: |     | Apt No: |     |
| Authorised person: |             | [ ]  Owner [ ]  Agent |
| Contact No: |       |  |
| Contact email: |       |

Complete the following and return with your application.

(attach all relevant installation documentation)

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| --- |
| Have you had a preliminary discussion with the [building manager](http://www.mondrianwaterloo.com.au/about/building-manager/) concerning the suitability of the proposed location for your Air Conditioning unit/s? **[ ]**  Yes **[ ]**  NoIf *yes*, what was the outcome of that discussion? If *no,* please consult with the Building Manager before submitting your application.      |
| List the Brand and Model Air-Conditioner(s) you intend to installAir-Conditioner 1:     Air-Conditioner 2:     Air-Conditioner 3:     *Include brochures and specifications with your application.* |
| Where exactly will each external condenser unit be installed, including the entry/exit points of all associated piping?     *Include designs and drawings showing the location of each condenser unit and piping with your application.* |
| Which companies will be installing the Air-Conditioner(s) and their covers?     *Include a copy of the installers licence and insurance details with your application.* *If you are concerned about the qualifications of your installer, contact the Air-Conditioning & Mechanical Contractors Assoc. (AMCA).* |
| How will the external condenser unit(s) be covered?     *Please provide a detailed diagram of the cover that will screen the external condenser (including materials).* *Ensure that appropriate clearances are left to maintain the safe operation of the unit.* |
| Describe how the installation impacts any and all common property.      |

Payment of Bond

A bond of $1000 is payable at the time of application to the Strata Manager:

**Account Name:** Strata Plus ITF SP 69259

**Account Number:** 2681-95591

**BSB:** 182-222

**Description:** <your Lot number> – Air Conditioner

Please forward the receipt for the bond deposit to the Strata Manager. The bond is refundable when the installation is satisfactorily completed and the Building Manager has carried out an inspection.

Checklist

**[ ]**  I have consulted with the Building Manager to review the suitability of my application.

**[ ]**  I have attached a brochure and specifications of all air-conditioning unit/s and condenser unit covers to be installed, including proof of the unit’s sound emissions.

**[ ]**  I have attached a photograph of the intended location of the condenser unit/s.

**[ ]**  I have included the details of suppliers and installers, including licences and insurances, that will be involved in the installation.

**[ ]**  I will paint all external piping to match current Mondrian colours.

**[ ]**  I have paid the bond to the Strata Manager.

Declaration

I/we       , the undersigned, understand that:

1. Approval in writing from the Owners Corporation must be obtained and bond(s) paid for this application prior to commencing installation.
2. All external condensers and pipework must be enclosed in a manner that ensures that they are in keeping with the appearance of the building.
3. Should the installation not meet the requirements of By-Laws 5 & 26 of SP 69259, it will be required to be removed, including a maximum 45dba noise emission [(per conditions of the By-Law).](https://www.mondrianwaterloo.com.au/by-laws/#_Toc465001641)
4. The Owners Corporation’s approval to proceed with the work does not signify approval or acceptance of the finished installation as is governed by the provisions of the Mondrian By-Laws.

I/we have read and agree to abide by the By-Laws & Rules relating to the installation of Air Conditioning Units.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed(Lot Owner / agent) |  | Dated |       |
| Print Name: |             | **[ ]**  Owner **[ ]**  Agent |

Note: If this form is not completed correctly, it will be returned to you and your request will not be processed.