

# Application Form for Unit Additions and/or Alterations

## Montreaux Body Corporate

164 The Terrace, Wellington 6011, New Zealand

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[www.montreaux.co.nz](http://www.montreaux.co.nz)

Date:

Unit Number:

Description of Works:

I/We \_\_\_\_\_ being the registered Owner and/or Authorised representative of the Owner of the above Unit request approval to undertake the works as detailed in the attached scope of work ("Works").

By making this request, the Owner/Authorised representative has read the Body Corporate Operational Rules of Montreaux Body Corporate 349051 and fully accepts that any approval of the said Works shall comply in all respects to the Operational Rules and the Unit Titles Act 2010 and the Unit Titles Regulations 2011 (and any amendments to such Acts).

Furthermore if the Body Corporate approves the Works, the Owner/Authorised Representative agrees to the other requirements required as set out below. Should the requirements not be met, security for their performance will be protected by the Body Corporate recovering all costs and expenses associated with the said Works by registration an appropriate instrument against the title to the Unit until they are completed in their entirety and/or any costs incurred by the Body Corporate to make good any alterations caused by the Works shall be recovered by the Body Corporate from the Owner/Authorised representative. The Owner/Authorised Representative also agrees to reimburse the Body Corporate for any expenses and costs incurred by the Body Corporate as a result of this request.

The Owner/Authorised Representative must supply to the Body Corporate Committee, within 7 days of their being issued, received or approved:

1. Copies of the Wellington City Council approvals, permits and consents and any other appropriate regulatory body approvals for the Works.
2. Copies of all professional and tradespersons documentation e.g. Builder, Architect and Engineers plans, specifications, certificates and producer statements for the Works.
3. Copies of Certificates of Currency of Contractors liability insurance in relation to the Works.
4. Copies of the Code Compliance Certificates for the Works.

The Owner/Authorised representative agrees that:

1. The Works will be carried out and completed to a professional standard by contractors or trades people approved by the Body Corporate.
2. The Owner/Authorised Representative understands that its contractors or tradespeople must comply with all reasonable directions of the Body Corporate so as to cause as little inconvenience as possible to the Body Corporate and residents of the building.
3. The Works will be carried out between the hours of 8:00 am to 5:30 pm, Monday to Friday. No Works may be carried out outside those hours or on public holidays.
4. The Owner/Authorised representative must obtain and comply with all the necessary approvals, permits or consents from the Wellington City Council.
5. The Owner/Authorised representative must ensure that the Works comply with all the Statutes, Regulations and Local Body By laws.
6. During construction, all materials associated with the Works will be cleared away from common areas or with Body Corporate approval, stacked in a neat manner so as not to impinge on the safe use of the areas by others.
7. The Owner/Authorised Representative must ensure that all tradespeople carry public liability insurance to a minimum of NZ\$1,000,000.00
8. The Owner/Authorised Representative must notify the Body Corporate Secretary of any alterations to ensure that the insurer is notified regarding said Works. Such notification to the Secretary to be made a minimum of 5 days prior to the start of any Works.
9. Where appropriate, all contractors must be suitably certified.
10. The Owner/Authorised Representative is liable for any detrimental effect on common areas the Body Corporate as a result of the Works. The Owner/Authorised Representative will pay for any additional costs payable by the Body Corporate which results from the carrying out or existence of the Works (including, but not limited to, any upgrade requirements under the Building Code).
11. The Owner/Authorised Representative understands that they will be held responsible for any detrimental effect on other units that may be affected by the said Works.
12. The Owner/Authorised Representative will take ongoing responsibility including payment of all costs for any additional equipment requiring servicing and /or maintenance (including ongoing maintenance) and/or certification as a result of the Works.

13. The Owner/Authorised Representative will ensure that the Works are completed and that a Code Compliance Certificate is issued for the Works. The Owner/ Authorised Representative shall furnish a copy of the said Code of Compliance Certificate to the Body Corporate.
14. The Owner/Authorised Representative must make good any damage to the common property and/ or to any other unit caused by the Works to the satisfaction of the Body Corporate.
15. The Owner/Authorised Representative must ensure that the carrying out or the existence of the Works will not void any warranties, guarantees or any insurance cover in place in favour of the Body Corporate, and indemnifies the Body Corporate for any loss as a result of the said Works.
16. The Owner/Authorised Representative undertakes to pass these obligations on to any new owner of the Unit by way of a clause in any Agreement for Sale and Purchase for the Unit specifying the responsibilities and liabilities under this agreement that the purchaser of the Unit will assume as a result of the Works.

Note: None of the requests here are intended to conflict with or detract from the Owner's responsibilities under the Unit Titles Act 2010, Unit Titles Regulations 2011 and any amendments or repeals of these Acts.

The Address for Service for the Montreaux Body Corporate Committee is the Body Corporate Secretary.

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We \_\_\_\_\_ of Unit \_\_\_\_\_

on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Being the Owner/Authorised Representative of the Unit applying for the above works / alterations / additions, do so on the basis that I/ we understand and agree to the terms and conditions stated above.

Signed: \_\_\_\_\_

Approved:

Chairman \_\_\_\_\_ Full Name \_\_\_\_\_ Signature

Date \_\_\_\_\_

Committee Member \_\_\_\_\_ Full Name \_\_\_\_\_ Signature

Date \_\_\_\_\_