

PO Box 7848, CLOISTERS SQUARE WA 6850  
www.johnstonehocking.com.au  
ABN 32 605 614 613

## REQUEST FOR STRUCTURAL ERECTION, ALTERATION AND/OR EXTENSION

I / We:

--

being the registered proprietor(s) of:

(lot)

more particularly described as:

(address)

request the prior approval of the Strata Company to carry out the following scope of works:

[illegible]

(attach additional pages if required)

Total value of the works:

\$

**Note:** If the total value of works exceed \$20,000.00 then a copy of your approved Building License will be required for the Strata Company's records.

The works are proposed to be completed by:

(contractor details)

The works are expected to: ☐ take  weeks to complete.  
☐ be completed as per the project timeline attached.

Declaration:

- ☐ I / We confirm this request is complete and no further documents may be submitted after the general meeting is called.
- ☐ I / We understand the prior approval of the Strata Company has to be expressed by resolution without dissent at a general meeting.
- ☐ I / We understand the general meeting may incur a fee.

Signatures of all the registered proprietors:

Signature:	<input type="text"/>	Signature:	<input type="text"/>
Full name:	<input type="text"/>	Full name:	<input type="text"/>
Date:	<input type="text"/>	Date:	<input type="text"/>

**In the case of a Company:**

Signed for and on behalf of:  (Company)  
 (ACN)

by authority of its sole director and sole secretary / directors pursuant to section 127 of the *Corporations Act 2001* (Cth) by:

Signature:	<input type="text"/>	Signature:	<input type="text"/>
Full name:	<input type="text"/>	Full name:	<input type="text"/>
Position:	Director and Secretary	Position:	Director
Date:	<input type="text"/>		

**IMPORTANT NOTES ABOUT THIS REQUEST FORM:**

1. Include full details of the scope of works and attach any relevant plans/drawings.
2. Where there are co-proprietors (e.g. husband and wife), the request form must be signed by all proprietors.
3. Where the proprietor is a Company, the person signing the request form must be duly authorised to act on behalf of the Company and must sign the request form with the authority of the Company.