



**OLIVEDALE HOME OWNERS ASSOCIATION NPC  
APPLICATION TO ALTER COMMON PROPERTY:  
CHANGES TO BUILDING STRUCTURE**

**NAME OF OWNER** .....

**UNIT NO** .....

**DATE OF APPLICATION** .....

**TELEPHONE** .....

**E MAIL**.....

**General Terms and Conditions**

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 scope of works 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 owner's 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. It is the responsibility of the owner, should they sell the unit, to ensure that the purchaser is aware of the conditions of this application.

**Specific Terms and Conditions**

13. All adjacent and opposite owners must provide written consent that they do not object to the changes to the exterior of the building structure.
14. Letters of consent must be attached to this application or handed in at reception. Letters of consent must clearly state their unit number.
15. Building plans need to be approved by the City of Johannesburg for all structural changes to interior of the Section and 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

16. All building rubble must be removed from the village by the contractor. Any bricks recovered from the demolition of privacy walls and other structures belong to the HOA and must be cleaned and transported to the storage area by the contractor.

By signing this application form, the applicant acknowledges having read, understood, and accepted the General and Specific Terms and Conditions associated with this application.

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

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**Application**     Approved     Declined

**Signatures**

Chairman Infrastructure Committee ..... Date.....

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

**Comments**

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**Application Checklist**

- Signed Application
  
- Specifications and Scope of Works included
- Plan of unit with proposed changes
- Approved building plans submitted
- Letters of consent all received

**Inspection**

- Installation satisfactory
  
- Inspected by: .....
- Signature: .....
- Date: .....