

ALTERATION/ADDITION TO EXISTING DWELLING FORM

All submissions must be accompanied with a site plan, floor plan, elevations, materials and colours of the proposed works.

Plans are generally assessed within 14 workings days from the date of submission.

APPLICATION TYPE –

An Application fee may be payable depending on the submission type. Please confirm with our office if an application fee is to be paid.

Swimming pool / Spas Extensions / Renovations Verandah Other

APPLICANT DETAILS

Applicant's name: _____

Postal Address: _____

Phone: _____

Email: _____

PROPERTY DETAILS

Lot Number: _____

Street Name: _____

Applicant's Signature: _____

Print Name: _____

Date: _____

NB: Upon signing the above, the lot owner and/or builder is aware that an Asset Protection Bond is payable to SLRS prior to approved plans being released. Please complete the form on the reverse when making an Asset Protection Bond payment or requesting a bond return.

Additionally pre-construction damage inspection reports/photos must be submitted to SLRS by email/mail prior to construction. Reports/ photos received after construction has commenced will be invalid and the cost of any repairs will be the responsibility of the applicant.

Return Documentation to:

- SLARC, 72 Greg Norman Drive, Sanctuary Lakes VIC 3030
- arc@sanctuarylakes.com.au

OFFICE USE

Application Received on: _____

Application Approved By: _____



Application Approved on: _____

For a Bond Payment Sections 1, 2, 3 & 5 must be completed and for a Bond Return Section 1, 4 & 5 must be completed

SECTION 1 PROPERTY DETAILS

Lot Number: _____
Property Address: _____

SECTION 2 BUILDER DETAILS

Registered Builder Owner Builder

Name of Builder: _____
Builder Registration Number: _____

SECTION 3 BOND PAYMENT

The Asset Bond Payment is generally \$1,500 per house/ unit where a registered builder is involved and \$2,500 per house/ unit for any Owner Builder.

Please confirm all bond payments with SLRS.

CASH CHEQUE MONEY ORDER CREDIT CARD Payable Amount: _____

Paid By: _____
Email: _____
Contact number: _____

*Enclosed is cheque payable to: **Sanctuary Lakes Resort Services Ltd***

SECTION 4 BOND RETURN

Bond Refund Payable To: _____
Contact number: _____
Name of Bank: _____
BSB/ Account Number: _____

SECTION 5 APPLICANTS AUTHORITY

On signing this form the lot owner/builder confirms his/her understanding of the asset protection bond process also the lot owner/builder agrees to abide by the terms and conditions stated in the attached documents. Please note whether it be the builder or owner who has paid the bond, funds will be held until such time as these works are completed.

Signed by Applicant: _____
Print Name: _____
Date: _____