

Application for Alteration to Room or Unit

Sponsor: Chief Operating Officer

Form Instructions

Complete this form to request alterations to your residence. The form must be completed in full and submitted to the Site Manager with all quotes for the work which you have obtained.

Sundale Ltd PO Box 5202 SCMC, Nambour Qld 4560 Ph: 07 5441 0700			
Nambour	☐ Bowder Care Centre	☐ McGowan Care Centre	☐ James Grimes Care Centre
			☐ Sunvilla Court
Burnside	☐ Rod Voller Care Centre	☐ Rotary Retirement Community	
Coolum	☐ Coolum Beach Care Centre	☐ Coolum Beach Retirement Community	
Palmwoods	☐ Palmwoods Care Centre	☐ Palmwoods Retirement Community	
Kilcoy	☐ Aloaka Care Centre		
Boyne Island	☐ Bindaree Care Centre		

Application for Alterations/Additions to Room or Unit			
Date:		Room/Unit Number:	
Name:			
Proposed alterations / improvements:			
Additional conditions:			
Cost:	\$	Date work to commence:	

Work to be carried out by:			
A plan of any building additions are to be included / attached to this document.			
Alterations/Additions to ILUs or rooms must meet current Building Certification and Workplace Health and Safety guidelines and regulations.			
☐ I understand that it is my responsibility to remove these additions at my own expense, on vacating my unit/room, if the incoming consumer has no interest in taking over ownership of the item/s or if it is not considered a viable asset by Sundale Ltd. Initial			
☐ Should I elect not to proceed with the purchase of the unit, I understand and agree to pay for any reinstatement costs related to the approved alterations as well as committed expenditure with external supplier/s related to the approved alteration. Initial			
☐ I further understand that Sundale does not take responsibility for the maintenance or insurance of any alterations or additions that I request. Initial			
Name of Consumer / Resident or Representative:			
Signature of Consumer / Resident or Representative:		Date:	/ /

OFFICE USE ONLY			
Approval given:	☐ Yes	☐ No	
If no, state reason:			

Name of Site Manager:			
Signature of Site Manager:		Date:	/ /

PRIVACY: Sundale collects information according to the Privacy Act 1988 and the Australian Privacy Principles. A copy of our complete Privacy Policy is available on request or on our website.

This document is only current as at the time of printing and should not be relied upon as a current reference document. It is your responsibility to always refer to the Accreditation Portal for the latest version.

VERSION CONTROL AND CHANGE HISTORY

Version	Approval Date	Reviewer/s	Amendment
V3	October 2021		Update to new template
V3	25.09.2025		Update to the new branding format