

Date:

To the Chairperson and Committee of the Body Corporate CP

As owners of lot _____ in Cathedral Place we kindly request the Body Corporate to approve the enclosure of our balcony overlooking _____ in order to protect our lot from noise and smog caused by the intense traffic.

In accordance with previous decisions, we specify that:

- Brisbane City Council approval will be sought and obtained prior to the commencement of any work (application will be made via Allan Van Planning Pty Ltd) at our own cost.
- Installation will be in accordance with specification outlined in the design report prepared by Marchese Partners International on behalf of the CBC dated July 2012.
- All work will be carried out by _____ in a professional manner logged with the Caretaker prior to commencement
- Installation and maintenance will be at our own cost.

Looking forward to your positive response in the near future,

Regards

(INSERT SIGNATURE)

(LOT OWNER'S FULL NAME)