

Electra EV Finder

ev-finder.com.au · Template letter — body corporate EV charger request

[Your Full Name]
[Unit/Lot Number]
[Building Name and Street Address]
[City, State, Postcode]
[Date]

The Secretary / Strata Manager
[Body Corporate / Owners Corporation Name]
[Building Name and Street Address]
[City, State, Postcode]

RE: Request for Approval — Installation of Electric Vehicle Charging Unit

Dear Secretary / Strata Manager,

I am writing to formally request approval from the [body corporate / owners corporation] for the installation of an electric vehicle (EV) charging unit at my allocated car space, Lot [X] / Car Space [X], at the above-mentioned property.

Description of the proposed works

I propose to install a [Level 2 / Type 2 AC] EV charging unit within my exclusive-use car space. The installation will be carried out by a licenced electrical contractor and will comply with:

- AS/NZS 3000 Wiring Rules
- AS/NZS 3001.2 (Transportable structures and vehicles)
- The National Construction Code (NCC) 2022
- All applicable state electrical safety regulations

The charger is a [Brand/Model, e.g., Tesla Wall Connector / Zappi 7 kW] unit. Full product specifications are attached.

Impact on common property

Option A — No common property impact *(delete whichever does not apply)*

The installation will be contained entirely within my lot. The dedicated circuit will run from my apartment's electrical switchboard to my car space. No changes to common property infrastructure are required.

Option B — Common property wiring required *(delete whichever does not apply)*

A new dedicated circuit will be required from the building's main switchboard to my car space. The entire cost of this work, including any necessary switchboard upgrades, will be borne exclusively by me. No ongoing costs will be passed to other lot owners.

Cost and liability

All installation costs will be met entirely by me. I propose that:

1. The works be insured under my lot's contents or landlord's insurance policy, with the body corporate named as an additional insured party if required.
2. I will be solely responsible for maintenance, repair, and replacement of the charging unit for the duration of my ownership/tenancy.
3. All electricity costs for operation of the charger will be charged to my lot's metered supply only.

Professional assessment

I have obtained a preliminary scope of works from [Electrician's Name], a licensed electrical contractor (Licence No. [XXXXX]), confirming that the installation is technically feasible and that [no / only minor] common property works are required. A copy of this scope is attached.

Request

I respectfully request that this matter be considered at the next available committee meeting or general meeting. I am available to answer any questions and can arrange for the electrical contractor to attend a site inspection if the committee wishes.

Should approval require a formal motion, I am happy to draft the resolution wording if that would assist the strata manager.

Please do not hesitate to contact me at [phone] or [email] if you require any additional information.

Yours sincerely,

[Your Full Name]

[Unit/Lot Number]

[Phone]

[Email]

Enclosures

4. Electrical scope of works — [Electrician's Name], [Date]
5. EV charger product specification sheet
6. [Any state-specific required documents, e.g., building plans]