



Garage/Car Space Renovations Application Form

For Strata Plans – 51517, 62884 & 54721.

Name of Applicant:

Building / Apartment Number:

Contact Details:

Phone : Email:.....

Please provide a summary of the work to be undertaken

PLEASE DO NOT SCHEDULE CONTRACTORS UNTIL YOUR RENOVATION APPLICATION HAS BEEN APPROVED

What is the estimated time of installation?

Details of who will be carrying out the work, including name, license no, qualifications and contact details.

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Have you attached a copy of your contractor's public liability insurance? *(All contractors working on-site must hold public liability insurance, applications will not be accepted without evidence of this insurance)*

Circle one:
Yes No

Has a sketch/drawing/ specification been provided?

Circle one:
Yes No

MINOR WORKS RENOVATION - ENDURING OBLIGATIONS

Does the applicant confirm that they accept the enduring obligations set out in the respective Strata Plans By Laws?

Circle one: Yes No

AGREEMENT REQUIRED FOR ALL WORKS

APPROVED HOURS OF WORK. NON-COMPLIANCE CALLOUT FEE.

Renovation work must only be carried out between 8.00am to 5.00pm weekdays and 9.00am to 3.00pm Saturdays. Renovation work is not permitted on Sunday's or public holidays. Renovation work that involves loud repetitive noise (jack hammering, banging, drilling or any loud percussion tools) must be restricted to after 10.00am and before 3pm and is not permitted on weekends or public holidays.

Contractors must adhere to all restrictions regarding loud repetitive noise as instructed by building management.

You're required to ensure your contractor always understands and adheres to these conditions.

A non-compliance callout fee of \$150 per incident will be levied on each occasion building management, or its agent is required to visit your work site to enforce the approved hours and conditions for works outlined above. This fee will be deducted from any bond you've paid.

Does the applicant confirm that they accept the approved working hours and understands that fees will be levied if these hours are not adhered to?

Circle one:
Yes No

PROTECTION OF COMMON PROPERTY. NON-COMPLIANCE CLEANING FEE.

Contractors must ensure that common property is properly protected from soiling or damage when undertaking all approved works.

This includes the mandatory use of drop sheets and temporary plastic sheeting taped to the floor in corridors, lift floors and lobbies wherever debris or construction materials will be transferred through the building. These measures must protect the entire floor surface i.e. from wall to wall. If available protective lift wall covers must also be installed by building management in a designated lift BEFORE work can commence. Contractors may not commence work if lift covers have not been installed.

Contractors must adhere to all instructions regarding the protection of common property as instructed by building management.

You're required to ensure your contractor always understands and adheres to these conditions. You also remain liable for any damage caused to common property.

A \$300 cleaning fee will be levied per incident on each occasion common property is not properly protected. This includes, but is not limited to, failing to install drop sheets and temporary plastic sheeting in corridors, lifts and lobbies or ensuring lift wall covers are installed before commencing work. This fee will be deducted from your bond. Additional charges may apply for repairing damage to common property.

Does the applicant confirm that they accept all requirements for protecting common property and understands that fees will be levied if these are not adhered to?

Circle one:
Yes No

Please ensure all fields above and below are correctly filled out :

Full Name:

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Signed:

.....

Date:

Office Use - Required forms checklist (Minor Renovation Application)

Required language for By-Law & EGM Motion supplied by the owner

Working hours & non-compliance fees

Owner has confirmed acceptance of all requirements for protecting common property AND understands that a non-compliance fee will be levied

Owner has confirmed acceptance of the requirement for hold point photos during flooring installation AND understands that a non-compliance fee will be levied.

Bond Notification

Holding Bond (All Works) Minor Renovation Security Major Renovation Security (Please circle)

\$300.00

Owner has confirmed acceptance of working hours AND understands that a non-compliance fee will be levied

Owner has been advised that a holding cash bond (and security bond) is payable before approved works can commence.