

Annexure A

APPLICATION TO PERFORM BUILDING WORKS

To the Secretary & strata managing agent

I/We _____ the Owner(s) of Lot _____ hereby give

notice to the Owners Corporation care of the Strata Managing Agent and Secretary of intention to perform building works to my/our lot.

1. Detail of Building Work (including estimated value of works for insurance purposes):

.....
.....

2. Name _____ of _____ Contractor

.....

3. Contractor's _____ Licence
No.....

4. Architect or other design consultant plans available:: Yes / No. If yes, attach to this form.

5. Details _____ of _____ Contractors _____ All _____ Risks
Insurance.....

.....

6. Is Council approval required: Yes / No

7. If yes, has application been made for Development Approval.....

8. Date _____ works _____ intend _____ to
start.....

9. Duration _____ of
works.....

10. Drop sheets for lifts required _____ Yes / No

11. I have read Special By-Law No.7 'Building Works' and the building work proposed is:

(a) Non-Structural Works; _____ and / or _____ (b) Structural Works

12. I acknowledge that no Building Works may commence unless approved in writing by the Owners Corporation.

13. I acknowledge that any Building Works may be subject to special conditions as required by the Owners Corporation and I shall abide by these special conditions.

Name Telephone

Address..... Email.....

Signature of Owner/s.....

Annexure to Motion 6.4

Date

Date Received by Owners Corporation.....Date Received by Strata Manager
.....

Annexure to Motion 6.4

Final date of decision made by executive committee.....

Date entered into Lot Register of Building Works by Strata Manager.....

The Secretary of the executive committee may amend this form following a resolution of the executive committee. All owners are to be advised that the form has been amended and a copy of the amended form is to be distributed to owners with the minutes of the executive committee."

(Note: Must use one form for each tradesperson/contractor engaged to undertake Building Works)

Annexure B

APPLICATION TO PERFORM MINOR BUILDING WORKS FORM

To the Secretary & strata managing agent

I/We _____ the Owner(s) of Lot _____ hereby give

notice to the Owners Corporation care of the Strata Managing Agent and Secretary that the following building works have been undertaken on my/our lot.

1. Detail of Building Work undertaken (including estimated value of works for insurance purposes):

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.....
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2. Was Council approval required: Yes / No

3. If yes, did you make an application for Development Approval.....

4. I have read Amended Special By-Law No 7 Building Works" and the building works undertaken are categorised on the "Building Works Item List" as:

(a) Minor Works and/or (b) deemed non-structural and requires classification by the executive committee.

5. **I acknowledge that the Building Works undertaken are subject to the terms and conditions in this by-law concerning repair and maintenance and liability and indemnity.**

6. **I acknowledge that any Building Works may be subject to special conditions as required by the Owners Corporation and I shall abide by these special conditions.**

Name Telephone

Address..... Email.....

Signature of Owner/s.....

Date

Date Received by Owners Corporation/ Secretary.....

Date entered into Lot Register of Building Works by Strata Manager.....

The Secretary of the executive committee may amend this form following a resolution of the executive committee. All owners are to be advised that the form has been amended and a copy of the amended form is to be distributed to owners with the minutes of the executive committee.

(Note: Must use one form for each tradesperson/contractor engaged to undertake Building Works)