

APPLICATION FOR RENOVATION WORKS

Apartment No: _____ Lot No: _____

Name/s: _____

Owner/s of the lot registered on the strata roll: _____

Contact Phone No: _____

Email Address: _____

“WORKS” INFORMATION (To assist with the approval of the application, please advise the following)

Describe the exact "Works" proposed to be undertaken?

What location within the Lot are the “Works” to be undertaken?

Who is the Principal Contractor undertaking the "Works"?

Company Name: _____

Contact Name: _____

Provide all contact details for the Principal Contractor:

Phone/Mobile/Email: _____

ADDITIONAL DOCUMENTATION REQUIRED TO BE ANNEXED TO APPLICATION: Please tick.

A copy of the full scope of works for the proposed “Works”	
A copy of the schedule programmed “Works”	
A copy of the Principal Contractor’s current NSW Contractors License	
A copy of Principal Contractors current certificate of currency for public liability and workers compensation insurance	



PORT JACKSON TOWER

STRATA PLAN 49496

38 Alfred St, Milsons Point NSW 2061

P: (02) 7255 8466

E: management@portjacksontowersydney.com.au

A copy of the Home Owners Warranty Insurance certificate of currency should the proposed "Works" exceed \$20,000	
A floor plan of the Lot detailing the existing configuration of the Lot A floor plan of the Lot detailing the proposed configuration of the Lot Architectural and Engineer drawings of the proposed "Works"	
Certification from an Engineer that the "Works" do not affect the structural integrity of the building if internal walls are altered.	
Certification from an Engineer that the "Works" do not affect the structural integrity of the waterproofing. Certification from Contractor of the waterproofing undertaken during the "Works".	
Confirmation that the Building Manager has inspected the Lot with the Owner/s and contractor to discuss the proposed "Works"?	

AGREEMENT

I / We _____ request the consent of the Owners Corporation to undertake renovations ('Works') in my / our lot in accordance with the details attached.

And I / We:

1. Acknowledge that I / we have read and understand By-Laws 5 – Damage to Common Property and 26 – Building Works and will comply with such;
2. Acknowledge that I / we have read and understand the By-laws of Strata Plan 49496 and will comply with such;
3. Agree to use duly licensed employees, contractors or agents to conduct the "Works";
4. Agree to ensure the "Works" are conducted in a proper and workmanlike manner and comply with the current Building Code of Australia and the Australian Standards and the law;
5. Agree to use reasonable endeavours to cause as little disruption as possible;
6. Agree to perform the "Works" during the hours of 7:00am to 5:00pm Monday to Friday.
7. Agree to transport all construction materials, equipment and debris in the manner reasonably directed by the Building Manager.
8. Agree to protect all affected areas of the building outside the lot from damage relating to the "Works" or the transportation of construction materials, equipment and debris;
9. Agree to ensure that the "Works" do not interfere with or damage the common property or the property of any other lot owner if this happens to rectify that interference or damage within a reasonable period of time;
10. Acknowledge that I / we understand that I / we are liable for, and must indemnify the owners corporation against, any damage caused to any part of the common property as a result of the "Works" whenever that damage may occur.
11. Agree to not vary the "Works" without first obtaining the consent in writing from the Owners Corporation.
12. Agree to notify the Owners Corporation that the "Works" have been completed;
13. Agreed to provide a copy of a certificate from North Sydney Council certifying that the "Works" comply with any conditions of any requisite approval of the Council (if approval required);

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14. Agree to notify the Owners Corporation that all damage, if any, to any lot and the common property caused by the "Works" have been rectified;

15. Agree to provide the Owners Corporation c-/ its' duly appointed Building Manager with a refundable damage bond of \$500.00 one week prior to the commencement of the "Works".

Signature _____

(Must be executed by the Owner/s of the Lot registered on the Strata Roll)

Date: _____

Please scan and email the completed application to:

The building manager: management@portjacksontower.com.au

and

Strata Republic: paulw@stratarepublic.com.au

Alternatively bring the form down to the building manager's office on level 3.

Payment (Bond) details: EFT

BSB: 182 222

Acc: 2562 94281

OFFICE USE:

Building Manager Signed: _____

Date: _____

I confirm I have inspected the Lot with the Owner/s and the installing contractor.

I have reviewed the application and recommend its approval to the Executive Committee of the Owners – Strata Plan 49496.