

Application for General Works

This form should be used for making application for **all proposed works except for the installation of hard floors, air conditioning & car park storage and the renovation of bathrooms. These have their own application forms.**

The Strata Committee can approve the following “Minor” works on behalf of the Owners Corporation:

- External blinds, awnings, shutters & shades
- Insect & security screens, double glazing and skylights
- Kitchen renovations & garden taps
- Changes to wiring and internal recessed light fittings

Please note that “Major” works that involve changes to the external appearance of a building or structural changes eg. Window replacement can only be approved by Special Resolution of Owners at a General Meeting and it will be necessary for the applicant to supply their own common property rights by-law for approval.

This form includes a guide to the application process. Applications should be emailed to the building manager : management@sonomaapartments.com.au

Installation Requirements

Owners must appreciate that any works affecting common property in buildings are the responsibility of the Owners Corporation and therefore safeguards must be provided.

Applicants should read and familiarise themselves with the detailed requirements of By Law 10 before submitting their application. A \$500 refundable deposit must be lodged with the Strata Manager prior to application.

PAYMENT DETAILS – NOTE PLEASE REFERENCE YOUR APARTMENT NUMBER ON PAYMENT

For SP69746 Buildings C, D & E	For SP71241 Buildings A, B & F
Account Name: Strata Central Pty Ltd ITF SP 69746 BSB: 124 367 Account number: 2309 4799	Account Name: Strata Sense Pty Ltd ITF SP 71241 BSB: 182 222 Account Number: 2427 51154

Any consent given to proceed with the installation does not imply that the Owners Corporation has given its approval to the final installation.

Application Process

<p><u>1. Application</u> Send completed application with receipt for \$500 deposit paid to Strata Manager to the Building Manager. Please allow 30 days before proposed installation. The building manager will forward to Strata Manager & Committee for a decision</p>	<p><u>2. Assessment</u> The Strata Manager will advise the outcome of your application within 10 days of receipt by Strata Committee. Any requirement for the application to be further approved at a General Meeting will be advised.</p>	<p><u>3. Notification</u> Advise the building manager at least 7 days prior to installation. Let your neighbours(s) know works are about to commence</p>	<p><u>4. Inspection</u> Advise the Building Manager and arrange for inspection of any new membrane work with a further inspection on completion</p>	<p><u>5. Completion</u> The building manager will confirm works have been completed to standard.</p>
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Applicant Details:		Date:	
Applicants Name:			
Apt No:		Lot No:	
Authorised person:			<input type="checkbox"/> Owner <input type="checkbox"/> Agent
Contact No:			
Contact email:			
Have you had preliminary discussion with the building manager concerning the proposed works?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
Please provide a summary of the works you plan to do. Please include a floor plan showing proposed works			
What materials will be used in these works ie. Fittings etc:			
Will the installation affect any part of common property? (eg. Changes to plumbing, Removal of tiled floors, walls, doors, door frames etc). If yes, please detail below what will be affected or changed and your proposed solution			

Click or tap here to enter text.

Checklist

- I have included the names of suppliers and installers that will be involved in the works
- I have attached the licence and insurance details for any contractor that will be working onsite.
- I have attached a receipt showing lodgement of \$500 refundable deposit with the strata manager.

Declaration

I /we

Understand that:

1. Approval in writing from the Owners Corporation must be obtained prior to commencing installation
2. It is my obligation to be aware of all the provisions of the By-laws in so far as they relate to works and abide by these.
3. The Owners Corporation reserves the right to require me to submit to a General Meeting, at my own cost, a motion for a By-law
4. The protocols for the performance and conclusion of the renovation works as set out in By-Law 10 must be observed
5. Should the installation not meet the requirements of By-Laws 10 of SP69746/SP71241, it will be required to be removed.
6. The Owners Corporation's approval to proceed with the work does not signify approval or acceptance of the finished installation

Signed:

Date:

Print Name:

Owner Agent