



APPLICATION FORM

'MAJOR' WORKS

IMPORTANT INFORMATION

The Strata Schemes Management Act 2015 determines that certain work can only be undertaken by way of approval by owners at a general meeting. It is likely if you are undertaking major works you will be required to provide an appropriate by-law for consideration at a general meeting of all owners.

The by-law is the vehicle by which your fellow owners provide consent for the work, and administer terms and conditions including ongoing maintenance requirements.

Renovations requiring a by-law and/or approval from a general meeting include:

- Installing or removing a pergola, sunshade or enclosing a balcony, waterproofing works including bathroom renovations, removing a structural wall, adding a structure to any part of the lot.

OWNER & PROPERTY INFORMATION

Full Name

Lot and/or unit number

Strata Plan number

Address of property:

Telephone Number:

Email:

APPLICANT DETAILS

If this application is being made on behalf of an owner, please provide applicant details below

Please submit your form & supporting documentation to:

The Secretary/ - Genesis Strata Management

strata@genesistrata.com.au

THANK YOU

PROPOSED WORK DETAILS

Please indicate the work you are applying to undertake below:

Balcony

Add sunshade or pergola

Remove existing shelter

Install a structure

Waterproofing

Full bathroom renovation - floors and shower

Shower only

Laundry Renovation

Bathroom - Other

Other Works

Full apartment renovation

Install storage cage (car park)

Other

Please provide a written description of the work

SUPPORTING DOCUMENTATION

Applications can only be considered when all supporting documentation has been provided. Document should be collated into a single PDF and returned with this application form.

For ALL applications you must include the following documents:

Plans & drawings showing location of the works

Trade Name:

License number:

Copy of trade public liability insurance

Copy of trade workers compensation insurance

Waste removal (please explain how waste will be removed, noting building waste cannot be disposed of in the residential bins)

Fire Safety Management Plan (please explain how you will prevent false fire alarms from building dust or damage to fire safety equipment)

Protection of the common property provisions (please explain how you will keep the common property, such as lifts, floor and hallway walls safe from damage during your works)

For bathroom applications:

Details of waterproofing system and product to be used

Warranty Information

Plumbing diagrams

For structures (including balconies):

Detailed mock up of proposed structure/shade etc

Colour chart

Installation details

Size details

By-law

Have you included a proposed by-law to seek approval from owners?

DECLARATION/CONSENT TO COMPLY

In making this application agree, I/we AGREE that:

- I am responsible for all costs related to this application including and not limited to by-law drafting, meeting costs and registration of the by-law
 - Approval can only be obtained from owners at a general meeting and I may be required to provide a by-law to facilitate such approval.
 - All documents required in the attached check lists have been provided, and are true and accurate.
 - There is a \$55 administrative fee that will be charged to my next levy statement.
 - Approval in writing from the Owners Corporation must be obtained prior to commencing any works.
 - I am aware that when undertaking works I must comply with all terms and conditions in accordance with relevant by-laws and any approval given.
 - Should the works not be completed in accordance with the details provided in this application, the terms and conditions of approval, and in accordance with the by-laws, the works will need to be removed.
 - A notice of intention to commence works must be provided to the building manager and direct impacted neighbours (including below you) days prior to commencing works.
 - It is my responsibility to ascertain what, if any, Council approvals/requirements must be met
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OWNER CONSENT TO COMPLY AND EXECUTION

Full Name

Full Name

Signature

Signature

Please submit your form to:

The Secretary/ - Genesis Strata Management
strata@genesistrata.com.au

THANK YOU

Date
