



APPLICATION FORM

MINOR WORKS

IMPORTANT INFORMATION

This form should be used for owners undertaking MINOR works, as described in the Strata Schemes Management Act 2015 & applicable regulations. If the works you wish to undertake are not included on this form, please contact your strata manager. Works that involve waterproofing, including bathroom renovations, or a change to the façade/appearance of a building, such as awning installation, require a by-law to be passed at a general meeting of all owners.

All applications incur a \$55 administrative cost, which will be added to your lot and shown on your levy statement. .

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:

Flooring

Tiles	<input type="checkbox"/>
Hardwood	<input type="checkbox"/>
Hybrid	<input type="checkbox"/>
Laminate	<input type="checkbox"/>
Floating	<input type="checkbox"/>

Other Works

Kitchen Renovations	<input type="checkbox"/>
Change/remove internal wall/s	<input type="checkbox"/>
Install electrical wiring/cables/power points	<input type="checkbox"/>
Air-conditioning application	<input type="checkbox"/>
Install double or triple glazed windows	<input type="checkbox"/>
Other	<input type="checkbox"/>

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

Colour chart (where applicable)

Proposed date of works:

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 flooring applications:

Acoustic details of flooring and underlay (min 5-star acoustic rating)

Details of flooring products

Acoustic certificate

For air-conditioning applications:

Make and model of unit

Acoustic details

Location plans for condenser unit

Motor size details

Plumbing details/plans

For wall reconfiguration:

Engineers Certificate

TERMS AND CONDITIONS

In completing this application you agree to comply with the following terms and conditions while undertaking work:

- Only the works applied for and approved may proceed.
- Works must comply with the plans and specifications as supplied to the owners corporation.
- The instructions of the building manager must be followed at all times.
- Notification for commencement of works must be provided to the building manager and neighbouring lots seven (7) days prior to commencement.
- Any works requiring disruption to services (water, gas, electricity) must be notified to the building manager seven (7) days in advance.
- All works must be undertaken in accordance with the strata schemes by-laws.
- Works must only be undertaken between 7.30am – 4pm, Monday – Friday & 10am – 1pm Saturday. No works are to be undertaken on Sunday or public holidays.
- You must cause as little inconvenience as reasonably possible to other residents.
- Access to the building manager to inspect the works must be provided on request.
- Any damage caused to the common property as a result of the works must be repaired to the satisfaction of the Owners Corporation within seven (7) days of works being complete.
- The common property is to be protected from damage for the duration of the works.
- No obstruction to the common property is permitted, including by tools, debris, machines or vehicles.
- No waste is to be left on the common property without instructions and agreement from the building manager.
- All work must comply with the relevant Australian Building Codes and Standards.
- Use best-quality and appropriate material, in a proper and skillful manner.
- All dust, dirt and debris to be removed from the common property daily.
- Should your works cause a fire alarm activation and the owners corporation receive a false call out fee from the fire brigade, you will be responsible for that cost.
- Building materials and debris are not to be disposed of in the common property bins or left on the common property.

DECLARATION/CONSENT TO COMPLY

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

- All documents required in the attached check lists have been provided.
- 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

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 _____