



Application to Carry Out Building Works – General

LOT OWNER(S) DETAILS	
Name:	Unit/ Lot No:
Property Address:	Strata Plan No.
Mobile:	Email:
Property Manager Details (If Applicable)	
Name:	Mobile:
Company Name:	
Email:	

Building Works Required Details
Information to be supplied with the submission of this form:
<input type="checkbox"/> Brief description of the proposed building works: _____ _____
<input type="checkbox"/> Provide the tradesperson/ installation contractor company details. Company Name: _____ Tradesperson License No.: _____
<input type="checkbox"/> Provide a copy of the tradesperson public liability and works cover insurance Certificate of Currency.
<input type="checkbox"/> Provide details of the proposed timeframe for the works. _____
<input type="checkbox"/> Provide material specifications and colour scheme for the proposed building works. _____ _____
<input type="checkbox"/> Provide details of how the waste will be disposed of from the site. _____
<input type="checkbox"/> Provide below a sketch showing the locations and measurement of the new structure item (if it is required)
<input type="checkbox"/> Provide quotation or invoice of the proposed building works.
<input type="checkbox"/> Provide photos of the completed building works for the Owners Corporation record.
<input type="checkbox"/> Whether the proposed building works is considered as major renovation works under <i>Section 110 (7) of the Strata Scheme Management Act 2015</i> . Yes <input type="checkbox"/> No <input type="checkbox"/> If it is Yes, please refer to the below explanatory notes.
Date we would like to commence proposed building works:
Additional requirements/comments:



Important Explanatory Notes

* All works must be in compliance with relevant legislations and building codes and in a proper and tradesman like manner to the satisfaction of the Owner's Corporation.

* The installed fitting/ structures must be solely maintained and replaced by the lot owner(s) and any subsequent owner(s).

* The proposed building works must not cause any disruption or noise which would interruption to other residents living and enjoyments.

*The Owners Corporation reserves the right to rescind this permission if any complaints are submitted with reasonable evidenced.

*Any major renovation works under *Section 110 (7) of the Strata Scheme Management Act 2015* requires specific by-law to be implemented/ drafted by a strata solicitor. The draft by-law must be tabled at the general meeting for special resolution along with this application consent. The applicant is solely liable for any associated costs including but not limited as follows, despite the application is successful or not:

- Strata manager's cost (liaison of the matter) \$198 per hour (GST Inc)+ any general meeting cost
- Cost of draft by-law by strata solicitor \$800~\$1,000 +GST
- Cost of preparation consolidated by-law and registration (once the by-law is specially resolved at the general meeting). \$500~\$800+GST

* For further details in relation to renovation works to your work, please refer to the attached Fact Sheet published by NSW Fair Trading.

Sketch Showing the Locations and Measurement of the New Structure Item(s)

Universe Strata Services P/L T/as Professionals Strata Team

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AGREEMENT	
By signing this application form, I acknowledge and consent to pay any management and solicitor fees it may incur; and I agree to abide by the relevant by-laws and to indemnify the Owner's Corporation for any damage or disturbance caused by the applied Building Works.	
Signature of the Lot Owner and Consent:	Date:

OFFICE USE ONLY			
Date Submitted:	Date Passed to OC:	Approved: Yes/No	Owner Notified:

*Please complete this form attached with required documents and send to the Owners Corporation via email: info@stratateam.com.au or post to C/-Professionals Strata Team, PO BOX 5092, Kingsdene NSW 2118