

Owners Corporation Committee 189 Beaconsfield Parade Middle Park



RENOVATION APPROVAL REQUEST FOR APARTMENT AT 189 BEACONSFIELD PDE MIDDLE PARK VIC 3206

Owner:

Apartment No:

Daytime Contact number:

Mobile contact number

Email address

Please attach the following documents to be presented for approval at the next Owners Corporation Meeting or by consultation with Body Corporate committee if time is of the essence :

- Scope of Works;
- Person or Company responsible for executing the work;
- Start and finish dates;
- Plan of apartment and proposed changes;
- Works contact person and telephone number;
- Certificate of Currency – Insurance.

Please forward all documentation to Victoria Body Corporate Services

Owner / Builder /Architect

I agree to complete the planned renovations in accordance to the attached Miami Towers guidelines.

.....
Signature

.....
Please print name

.....
Date

Chairman

I have sited the signed notification for approval / notification by Owners Corporation.

.....
Signature

.....
Please print name

.....
Date

RENOVATION GUIDELINES

To ensure no damage to property and to minimise any disturbance to residents the following conditions apply to works being carried out in or around Miami towers:

- 1 Work Hours
 - (a) All works are to commence and end within the agreed timeframe set by the Building Manager. *For example, no work to commence before 09.00 but set up is allowed prior to this time. All work must cease by 4.00 pm.*
 - (b) Strictly no work on weekends unless prior approval from the Building Manager or Owners Corporation. Work not to commence before 10am and finish by 4pm
- 2 The removal of structural walls is prohibited.
- 3 No jack hammering or core drilling is to occur unless stated in this document and approved by the Owners Corporation.
- 4 All contractors, trades and delivery personnel must notify the Building Manager or Victoria Body Corporate Services a minimum of 24 hours prior to arriving on site
- 5 Only trolleys with rubber wheels will be permitted onsite.
- 6 Foyer sliding doors electric power is not to be switched off at power point, cost to reset doors will be borne by the owner as door services contractor will need to reset
- 7 Notice advising residents of renovation and approximate completion date will be posted on common notice board by Property manager

Building Manager is NOT responsible for:

- 1 Organising car parking for contractors.
- 2 Providing access to the building, your apartment or commercial suites for contractors.

You are responsible for:

- 1 Ensure all smoke detectors in your apartment and in the foyer of your floor are covered and the detector is protected from dust etc thereby avoid activating main fire alarm system .
- 2 Covers are to be removed daily on completion of day's work to ensure integrity of building alarm system
- 3 Advising the Building Manager if hot irons will be used to join carpet as smoke detectors will need to be isolated and activated by our fire services company. This incurs a cost to be borne by the owner.
- 4 Installing underlay if timber flooring is being installed. This is due to numerous noise complaints received from residents occupying apartments below. This rule MUST be adhered to.

- 5 Any damage that occurs to common areas due to your contractors or tradespeople. If you fail to correct damage, the Owners' Corporation will invoice you for the cost of repairs.
- 6 Notifying surrounding apartments of the works that are to occur to minimise disruption.
- 7 Removing all rubbish offsite.
- 8 Ensuring hallway from your apartment to lift lobby is clean at the end of each day.
- 9 Carpet mat in foyer cupboard to be placed on lift floor and removed each day.
- 10 Parking of trades vehicle at front driveway only permitted for short period whilst unloading thereafter vehicle to be removed from driveway
- 11 Advise Building manager or Victoria Body Corporate Services of any damage incurred by tradesman
- 12 Only qualified/registered electricians and plumbers are to undertake electrical and plumbing requirements
- 13 Provide to tradesman a copy of this notice ,owner to obtain a signed copy from tradesmen whereby they acknowledge their responsibility for compliance with the above

Recommendation:

To avoid disappointment, it is strongly recommended you measure the lift entry and interior prior to ordering bench tops, timber etc.

NO work is to commence until this document has been approved by the Owners Corporation.