

MONT CLAIR HOME UNITS PTY LIMITED – ABN 54 000 286 715  
347 LIVERPOOL STREET, DARLINGHURST

RENOVATIONS APPROVAL FORM

Please lodge this form and other relevant documents with the  
Managing Agent of Mont Clair Home Units Pty Ltd

Shareholders Name: \_\_\_\_\_ Unit No. \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

NATURE OF PROPOSED WORKS

Affected Areas

Kitchen       Living Room       Bathroom       Bedroom       Other

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Affected Surfaces/Structures

Floors       Walls       Ceilings       Windows       Tiles (Kitchen/Bathroom)

Details

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**Note:** Because Mont Clair is on the Council's Heritage List, any removal of walls or changing of layout requires Council approval. Any structural alterations will also require the consent of an Extraordinary General Meeting of all shareholders. All costs associated with the calling of such a meeting must be paid by the shareholder.

1) Do you wish to alter (construct/remove) any walls in part or whole? (Please specify)

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2) Are structural beams proposed to be affected?

YES

NO

**3) Will the works require City of Sydney Council's approval?**

YES

NO

**4) Are you aware that dust from demolition work within the apartment can set off the fire alarm, resulting in a fine from the NSW Fire Department to be paid by you?**

YES

NO

**5) Are you relocating the existing fittings (sink, stove, hand basin, bath, shower, toilet, washing machine) in the kitchen or bathroom?**

YES

NO

*If yes, please specify*

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**6) Specific installations**

Cupboards

Rangehood

Electrical Oven

Washing Machine

Dryer

Dishwasher

Wash Basin

Toilet

Vanity Unit

**Comments**

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**7) Will the works alter/reconfigure/amend the following?**

Fire Safety Installations

Electrical

Plumbing (Water) drainage or sewerage outlets

Existing Conditions within the Unit

*If yes, please specify*

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**8) Please specify equipment to be used (only small Jackhammers are permitted inside the building)**

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**9) What is the current condition of proposed space to be altered?**

Original condition

Previously renovated

*Please specify*

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**10) What is the expected period for work to be completed?**

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**11) Are you aware that the hours of permissible work within MONT CLAIR are between the hours of 7.30am and 5pm Mondays to Fridays, 7.30am to 1.30pm Saturday and no work is to be carried out on Sundays or Public Holidays with the exception of quiet work such as painting? Particularly noisy work such as prolonged hammering, drilling or tile removal with power tools may not be undertaken on Saturdays.**

YES

NO

**12) Have you advised all your tradesmen the permissible working hours?**

YES

NO

**13) Are you fully aware of the House Rules of MONT CLAIR and how they will impact the way work is carried out during your renovations/alterations?**

YES

NO (please send me a copy of the House Rules)

**14) Are you aware of your liability/ responsibility for damage done to any other unit or common property?**

YES

NO

**15) Are you aware that plumbing/water disconnection (non-emergency) is only permitted *Mondays to Fridays between the hours of 9am to 12 noon* with at least 48 hours' notice given to all residents via a notice placed on the foyer notice board?**

YES

NO

**16) Are you aware that the City of Sydney Council requires the installation of water run off trays upon the installation of dishwashers/washing machines in the kitchen?**

YES

NO

Not applicable

17) Are you aware that all trades people must be licensed and properly insured in accordance with the Occupational Health and Safety Act?

YES

NO

18) Are you aware that if your application is successful you are required to complete and sign an Indemnity Form prior to the commencement of work and deposit a bond of \$500.00 or 5% of the cost of the renovations works, whichever is the greater, prior to commencement of work?

Yes

19) Plans drawn up by Architect/ Designer/Engineer/Plumber/Electrician if applicable are:

Attached

Not attached

20) Please provide us with any further comments or questions you may have.

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21) What is the estimated cost of the renovation works?

*If this application has to be referred to the Company Architect for thorough evaluation, an administration fee of \$200 will be charged to the shareholder's account. The cost of the Company Architect and any Engineer consulted by the Company will be borne by the shareholder*

Signed by shareholder/s:

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Name:

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Name:

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**MONT CLAIR HOME UNITS PTY LIMITED – ABN 54 000 286 715  
347 LIVERPOOL STREET, DARLINGHURST**

**FORM OF INDEMNITY**

I, \_\_\_\_\_ (shareholder)

of unit \_\_\_/347 LIVERPOOL STREET, DARLINGHURST do indemnify the Company, MONT CLAIR HOME UNITS PTY LIMITED, from any damage, and from any associated costs resulting from the renovations to be carried out in my unit No. \_\_\_ and subject to the approval dated

The builder engaged to do the work is \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Licence No: \_\_\_\_\_

Signed: \_\_\_\_\_

Shareholder: \_\_\_\_\_

Date: \_\_\_\_\_

**MONT CLAIR HOME UNITS PTY LIMITED – ABN 54 000 286 715  
347 LIVERPOOL STREET, DARLINGHURST**

**WORKING CONDITIONS FOR ALTERATIONS TO COMPANY PROPERTY**

**SHAREHOLDER:** \_\_\_\_\_ **UNIT NO:** \_\_\_\_\_  
**BUILDER:** \_\_\_\_\_ **LICENCE NO:** \_\_\_\_\_  
**INSURANCE CO.:** \_\_\_\_\_ **POLICY NO:** \_\_\_\_\_  
**ENGINEER'S REPORT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
**DATE OF BOARD CONSENT:** \_\_\_\_\_

**In carrying out this work we agree to abide by the following conditions:**

1. No alterations are to be made to the approved plans without the written agreement of the Board.
2. Work will only be carried out within the approved hours: Mon-Fri 7.30am to 5.00pm and Saturday 7.30am to 1.30pm.
- 3 The common area will be left in a clean state at the end of each day's work.
4. The attached indemnity form regarding damage to the company property is to be signed and lodged with the Company.
5. All approved work will be completed within six months of commencement. If not completed within six months, a further application must be made to the Board of Directors for an extension of the approval.
6. A notice must be placed on the foyer notice board:-
  - i. Before any work is commenced, advising residents of the expected commencement and completion dates of all work
  - ii. Giving residents at least 48 hours' notice of any work likely to cause excessive noise or undue disturbance, or in the event that water may be required to be turned off (conditions apply).
7. The builder will be responsible for the removal of all rubbish, including paint tins, off the site and no materials or equipment will be stored on any common areas or hinder any passage ways. No building material, paint, plaster, etc. is to be placed in the drains.
8. Upon adequate notice the work will be available for inspection by the Board of Directors during and on completion of the works.
9. All work will be carried out in accordance with all relevant Australian Standards and the Building Code of Australia.
10. The Board must be notified when the work is completed in order to arrange an inspection and to sign off the work.
11. A Bond of \$500 or 5% of the cost of the works, whichever is the greater, will be lodged with the Company upon receipt of consent to carry out the work.

**Signed**

Shareholder: \_\_\_\_\_ Name: \_\_\_\_\_  
Builder: \_\_\_\_\_ Name: \_\_\_\_\_  
Date: \_\_\_\_\_