

MONT CLAIR HOME UNITS PTY LIMITED – ABN 54 000 286 715
347 LIVERPOOL STREET, DARLINGHURST
UNIT RENOVATION / ALTERATIONS FORM

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

Shareholders Name: _____ Unit No. _____

Mobile: _____ Email: _____

NATURE OF PROPOSED WORKS

Affected Areas

- Kitchen
- Living Room
- Bathroom
- Bedroom
- Other _____

Affected Surfaces/Structures

- Floors
- Walls
- Ceilings
- Windows
- Tiles (Kitchen/Bathroom)
- Other _____

Please write an appropriate information below:

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?

- NO
- YES

If yes, please specify:

2) Are structural beams proposed to be affected?

- NO
- YES

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

- NO
- YES

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?

- NO
- YES

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

- NO
- YES

If yes, please specify

6) Specific installations

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

- Fire Safety Installations
- Electrical
- Plumbing (Water) drainage or sewage outlets
- Existing Conditions within the Unit

If yes, please specify

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

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

- Original condition
- Previously renovated

Please specify

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

11) Are you aware that the hours of permissible work within Mont Clair are between the hours of: :

- 7.30am and 5pm Monday to Friday
- 7.30am to 1.30pm Saturday
- 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 trades people about 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 read the house rules at www.montclair.com.au)

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 Monday to Friday 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 and asking the buildings management company to email all residents?

- YES
 NO

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

- YES
- NO

17) 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 \$3500, prior to commencement of work?

- YES
- NO

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

- Attached
- Not attached
- Not applicable

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

If this application has to be referred to the Company Architect/Engineer for thorough evaluation, the cost of the Company Architect and any Engineer consulted by the Company will be borne by shareholder

Signed by shareholder/s: _____

Full Name (s): _____

Date: _____

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 Ltd, 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 date.

The builder(s) / contractor(s) engaged to do the work:

Address: _____

Telephone: _____ Email: _____

License No: _____

Signed: _____

Shareholder: _____

Date: _____

With this form please send to the managing agent copies of the builders:

- Construction Works Insurance for the planned works – obtained by your contactor;
- Home Building Compensation Fund Insurance for projects on applicable for work costing more than \$20,000;
- Public Liability Insurance;
- Workers Compensation and Employer's Liability Insurance as required by NSW law.

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 and email sent out by the managing agent to all residents:
 - 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 \$3500 , will be lodged with the Company building management company

Signed: _____

Shareholder: _____ Name: _____

DATE OF BOARD CONSENT: _____