



APPLICATION FOR BUILDING “WORKS”
pursuant to Special By-law 38 as amended

1.	Apartment No:		Lot No:	
2.	Name/s: <i>(Owner/s of the Lot registered on the Strata Roll)</i>			
3.	Contact Phone No.:		Email address:	
4.	“WORKS” DESCRIPTION (To assist with the approval of the application, please advise the following)			
	The following works are proposed (describe the exact “Works” proposed, see item 1.1(m) in By-law 38): 1. 2. 3. 4. 5.			
5.	What location within the Lot are the Works to be undertaken?			
6.	Who is the Principal Contractor undertaking the “Works”?	Company Name: Contact Name: License No:		
7.	Provide all contact details for the Principal Contractor.	Mobile: Email:		
	Additional documentation that must be provided <u>before</u> the Works may commence (please tick):			
8.	A copy of the full scope of works for the proposed Works is attached			
9.	A copy of the Works schedule is attached			
10.	A copy of the Principal Contractor’s current NSW Contractors License is attached			
11.	A copy of Principal Contractors current certificate of currency for Public Liability and Workers Compensation insurance is attached			
12.	A copy of the Home Owners Warranty Insurance certificate of currency, should the proposed Works exceed \$20,000, is attached			
13.	A floor plan of the Lot detailing the existing configuration of the Lot is attached			
14.	A floor plan of the Lot detailing the proposed configuration of the Lot is attached			
15.	Architectural and Engineer drawings of the proposed Works are attached			



MANLY NATIONAL BUILDING (MNB)
 ABN: 18 906 852 756
 The Owners – Strata Plan 7114 and 13245
 22 Central Avenue Manly NSW 2095



16.	Certifications from an Engineer nominated by the Owners Corporation that the Works do not affect the structural integrity of the MNB in the instance internal walls are altered is attached. This certification is to be paid for by the Owner (s).	
17.	Certification from an Engineer nominated by the Owners Corporation that the Works do not affect the structural integrity of the waterproofing is attached. This certification is to be paid for by the Owner(s).	
18.	Certification from the Contractor undertaking the waterproofing in the Works guaranteeing the work is to be provided before the works are undertaken.	
19.	Confirmation that the Building Manager has inspected the Lot with the Owner/s and Contractor to agree standards and protocols for the proposed Works.	
20.	AGREEMENT	
<p>I / We _____ request the consent of the Executive Committee of the Owners Corporation, to undertake renovations ('Works') in my / our lot in accordance with the details attached.</p> <p>And I / We:</p> <ol style="list-style-type: none"> 1. acknowledge that I / we have read, understand and consent to By-Law 38 – Lot Owners Works and will comply therewith, including the Works inspection provisions, 2. acknowledge that I / we have read, understand and consent to the By-laws of Strata Plan 7114 and will comply therewith, 3. agree to only use appropriately licensed and insured employees, contractors or agents to conduct the Works, 4. agree that the Works will be undertaken in a proper and workmanlike manner and comply with the current Building Code of Australia, relevant Australian Standards and the law, 5. agree to use reasonable endeavours to cause as little disruption as possible to other lot owners, their tenants and the common property of the Owners' Corporation, 6. agree to perform any noisy Works only during the hours nominated in the By-law, Monday to Friday, excluding Public Holidays and only in June, July or August, 7. agree to transport all construction materials, equipment and debris in the manner reasonably directed by the Building Manager, 8. agree to protect all affected areas of the MNB outside the lot from damage relating to the Works or the transportation of construction materials, equipment and debris, 9. agree to undertake the Works so that they do not interfere with or damage the common property or the property of any other lot owner and should this happens to rectify that interference or damage within a reasonable period of time at the Owners expense, 10. acknowledge that I / we understand that I / we are liable for, and must indemnify the Owners Corporation against, any damage caused to any part of the common property as a result of the "Works" whenever that damage may occur, 11. agree to not vary the Works without first obtaining the consent in writing from the Executive Committee, 12. agree to notify the Executive Committee that the Works have been completed, 13. agree to provide a copy of a certificate from Manly Council certifying that the Works comply with any conditions of any approval of the Council (if approval was required), and 14. agree to certify and guarantee the Owners Corporation that all damage, if any, to any lot and the common property caused by the "Works" have been rectified. 		



21.	SIGNATURE <i>(Must be executed by the Owner/s of the Lot registered on the Strata Roll)</i>		DATE:	
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Please submit the completed application to:

*Manly National Building SP7114
Att: Building Manager
22 Central Avenue
MANLY NSW 2095*

Or email:

buildingmanager@manlynational.com.au

	OFFICE USE:		BM Signature
22.	DATE:	<i>I confirm I have inspected the Lot with the Owner/s and the Principal Contractor. I have reviewed the application and recommend its approval to the Executive Committee of the Owners – Strata Plan 7114.</i>	
23.	DATE:	<i>I confirm I have inspected the lot with the Owner after being advised of the completion of the “Works” and it appears the “Works” have been completed in accordance with this Application.</i>	

ANNEXURES TO APPLICATION TO BE INSERTED HERE