



APPLICATION TO PERFORM BUILDING WORKS

To the Secretary & strata managing agent

I/We _____ the Owner(s) of Lot _____ hereby give

notice to the Owners Corporation care of the Strata Managing Agent and Secretary of intention to undertake Building Works to my/our lot.

1. Detail of Building Work to be undertaken, including type of work, materials to be used, method of installation, and proposed location:

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2. Name of Contractor

3. Contractor's Licence No.....

4. Details of Contractors All Risks Insurance.....

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5. Is Council approval required: Yes/No

6. If yes, has application been made for Development Approval.....

7. Date works intend to start.....

8. Duration of works (Timetable of major components of works).....

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9. **I have read Building Works Bylaw and acknowledge that no work may commence unless approved in writing as required under the Building Works By-law.**

10. **I acknowledge that any Building Works undertaken may be subject to special conditions as required by the Owners Corporation and I shall abide by these special conditions.**

Signature of Owner.....

Date

Received by Owners Corporation.....

Name & Date

(Note: Must use one form for each tradesperson/contractor engaged to undertake Building Works)