

STRATA SCHEMES MANAGEMENT ACT 2015
APPLICATION FOR MINOR WORKS

- BEFORE COMPLETING THIS APPLICATION FORM PLEASE REFER TO OUR DOCUMENT "CHECK BEFORE YOU RENOVATE" WHICH IS AVAILABLE ON THE GENERAL INFORMATION TAB AT www.platinumstratamanagement.com.au
- ALL INFORMATION MUST BE COMPLETED TO ENABLE THE STRATA COMMITTEE AND/OR THE OWNERS CORPORATION TO PROGRESS APPLICATION IN AS EFFICIENT TIME FRAME AS POSSIBLE.
- AN APPLICATION FEE OF \$77.00 APPLIES FOR PLATINUM STRATA MANAGEMENT TO PREPARE AND RESEARCH ON BEHALF OF THE STRATA COMMITTEE. PLEASE READ YOUR DECLARATION BEFORE SIGNING.

STRATA PLAN DETAILS			
<i>Please Note: In some strata schemes the Lot and Unit number are different.</i>			
STRATA PLAN NO		STRATA PLAN ADDRESS	
LOT NUMBER		UNIT NUMBER SUBJECT	SEE TOP RIGHT-HAND CORNER OF LEVY NOTICE UNDER DATE OF ISSUE OR ON YOUR WEB PORTAL ACCESS. ←
APPLYING LOT OWNER DETAILS			
<i>FIRST OWNER</i>		<i>SECOND OWNER</i>	
<i>NAME</i>		<i>NAME</i>	
<i>RESIDENTIAL ADDRESS</i>		<i>RESIDENTIAL ADDRESS (IF DIFFERENT)</i>	
<i>PHONE NO.</i>		<i>PHONE NO.</i>	
<i>MOBILE NO.</i>		<i>MOBILE NO.</i>	
<i>EMAIL:</i>		<i>EMAIL:</i>	
<i>POSTAL ADDRESS FOR DOCUMENTS</i>	<i>(IF DIFFERENT TO ABOVE)</i>		
DESCRIPTION OF WORKS PROPOSED			
PLEASE PROVIDE A DETAILED OUTLINE OF THE WORKS YOU ARE PROPOSING TO UNDERTAKE			

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PROGRAM OF WORKS

PLEASE NOTE: COMMENCEMENT DATE IS SUBJECT TO APPROVAL PRIOR TO WORKS COMMENCING. OWNERS MUST ALLOW SUFFICIENT TIME FOR PROCESSING OF APPLICATION. PLEASE DISCUSS WITH YOUR STRATA MANAGER PRIOR TO SUBMISSION.

PROPOSED COMMENCEMENT DATE		ESTIMATED NUMBER OF WEEKS OF WORK		PROPOSED COMPLETION DATE	
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ARE THERE PROPOSED CHANGES TO ANY OF THE FOLLOWING? PLEASE PROVIDE EXPLANATION BELOW IN BOX PROVIDED TO ANY YES

LOT INTERNAL WALLS <input type="checkbox"/> YES <input type="checkbox"/> NO	COMMON WALLS <input type="checkbox"/> YES <input type="checkbox"/> NO	PILLARS <input type="checkbox"/> YES <input type="checkbox"/> NO	WINDOWS <input type="checkbox"/> YES <input type="checkbox"/> NO	DOORS <input type="checkbox"/> YES <input type="checkbox"/> NO	FLOORS <input type="checkbox"/> YES <input type="checkbox"/> NO
CEILING <input type="checkbox"/> YES <input type="checkbox"/> NO	PLUMBING <input type="checkbox"/> YES <input type="checkbox"/> NO	SEWER/DRAINAGE <input type="checkbox"/> YES <input type="checkbox"/> NO	ELECTRICAL CABLING <input type="checkbox"/> YES <input type="checkbox"/> NO	INTERCOM <input type="checkbox"/> YES <input type="checkbox"/> NO	DUCTWORK <input type="checkbox"/> YES <input type="checkbox"/> NO
OTHER <input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, PLEASE IDENTIFY OTHER & EXPLAIN →				

IDENTIFY AND EXPLAIN ANY "YES"

DOES THE WORKS INVOLVE A CHANGE OF APPEARANCE TO THE EXTERNAL FEATURES OF THE LOT?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, PLEASE IDENTIFY & EXPLAIN →	
DOES ANY OF THE WORKS INVOLVE WATER MEMBRANE?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, PLEASE IDENTIFY & EXPLAIN →	
DOES ANY OF THE WORKS INVOLVE ABSORBING COMMON AREA INTO THE LOT?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, PLEASE IDENTIFY & EXPLAIN →	
DOES THE WORKS INVOLVE THE COMBINING OF TWO OR MORE LOTS?	<input type="checkbox"/> YES <input type="checkbox"/> NO	If YES, PLEASE IDENTIFY & EXPLAIN →	
WHO WILL BE THE OVERALL SUPERVISOR OF THE WORKS?	<input type="checkbox"/> OWNER <input type="checkbox"/> CONTRACTOR	If A CONTRACTOR PLEASE PROVIDE CONTACT DETAILS →	

SCHEDULE OF WORKS

PLEASE IDENTIFY THE CONTRACTORS INVOLVED AND THEIR ESTIMATE TIME ON SITE INCLUDING COMMENCEMENT DATE AND FINISH DATE

CONTRACTOR	COMMENCEMENT DATE	COMPLETION DATE	MAIN AREA OF WORK	ADDITIONAL COMMENT

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ANY OTHER APPLICABLE INFORMATION REGARDING THE SCHEDULE OF WORKS

CONTRACTOR DETAILS

CONTRACTOR	LICENSE NUMBER	TRADE TYPE	CONTACT PERSON	CONTACT PHONE NUMBER	EMAIL

OWNERS DECLARATION

[PLEASE READ DECLARATION PRIOR TO SIGNING]

I/We:

- a) certify that the information provided in this application is true and accurate
- b) acknowledge that Platinum Strata Management are required to review and research the application on behalf of the owners corporation to brief the strata committee and accept the application fee of \$77.00; and
- c) accept that the application fee will be charged to our lot as a debt to the owners corporation which is recoverable as a debt as per the SSMA 2015; and
- d) are aware that non-payment of the application fee may render the lot ineligible to vote at a general meeting; and
- e) recognize that I/We are responsible for all contractor actions and behavior on site and will ensure that they:
 - i. are fully insured and details are provided to the owners corporation; and
 - ii. have the appropriate license which are also provided to the owners corporation; and
 - iii. adhere to the by-laws; and
 - iv. comply with noise restriction of the owners corporation; and
- f) that should permission be given by the Strata Committee to proceed with the works without the requirement of a by-law then an 'Indemnity Form' will be signed and returned to Platinum Strata Management prior to the commencement of works and all conditions will be adhered to;

Owners Signature:

Owners Signature:

Owners Name

Owners Name:

Date:

Date: