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| A picture containing object  Description automatically generated | Admiralty Quays Renovation Request |
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| Prior to completing application, please read current Admiralty Quays Community Management Statement, Schedule C By Laws |
| Applicant: |  | Lot Number: |  |
| Mobile: |  | Email: |  |
|  |
| Proposed Start |  | Proposed Finish |  |
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| Supporting Documentation | Provide copies of: |
| Detailed plans and drawings. | Attached | Not Applicable |
| Relevant local authority approvals if appropriate. | Attached | Not Applicable |
| Structural engineer’s report confirming all renovations will not interfere with the structural integrity of the building. (Only required if any structure within the lot will be modified during revocation process) | Attached | Not Applicable |
| Copy of acoustic engineer’s report confirming that the renovations comply with the noise and soundproofing regulations of the building as outlined in Admiralty Quays Community Management Statement, Schedule C: By Laws (Only required if floor covering or tiling work is part of the renovation) | Attached | Not Applicable |
| Fires Safety Certificate confirming all fire safety equipment including fire sprinkler systems in the lot are not impeded in any way by the renovation to be undertaken. | Attached | Not Applicable |
| Details of Proposed Renovation |  |
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| Contractor Business Name |  | Tradesperson: |  |
| Address |  | Phone |  |
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| Under Workplace Health and Safety legislation (WH&S) the common property of Admiralty Quays (Community Titles Scheme 24592) is defined as a workplace, even though the work you may be undertaking is wholly within a privately owned apartment at Admiralty Quays. It is therefore necessary that before commencing work on any part of the Property you provide Insurance and licensing information for all relevant contractors with this application. |
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| Public Liability Insurance | Please provide Copies |
| Insurance Firm |  | Policy Number |  |
| Period of Cover  |  | Amount of Cover |  |
| Work Cover Qld Policy No.  |  | BSA – Contractor License No. |  |
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| Management of Project | At least a week before any renovation commences, an owner or Project Manager must inform the Building Manager, Admiralty Quays in writing, of the intended date of commence |
| The Building Manager, Admiralty Quays will inform the owner of parking and lift requirements as well as any other requirements for the purpose of preventing damage to Common Property in the building. The Building Manager, Admiralty Quays will closely monitor the movement through the building of personnel, equipment and materials.  |
| All work is to be carried out between the hours of 8:00am and 5:00pm on normal weekdays excluding Public Holidays that fall on a weekday. No work that will result in the disturbance of other owners and or tenants is to be carried out on holidays or weekends.  |
| A lot owner must ensure that noisy work which can be heard in adjoining apartments will be notified to the proximate residents 14 days before the commencement of the intended work |
| The Building Manager, Admiralty Quays will advise the owners of surrounding units by placing notices in lifts and the appropriate mailboxes. |
| A lot owner, or builder employed by the owner, can only use a lift to carry equipment and materials from the basement to the apartment which has been designated for that purpose by the Building Manager, Admiralty Quays |
| A lot owner or delegate shall remove all trade waste associated with the renovation work and shall not use the Body Corporate rubbish bins for this purpose. |
| An owner and or delegate will inspect the Common Areas that could be affected by the renovation with the building Manager before the commencement and after the completion of the renovation ensuring all common areas are left clean and undamaged. |
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| I hereby acknowledge and undertake that in carrying out any renovations to my lot, I will abide by the relevant bylaws for the Admiralty Quays Community Management Statement, I understand that the Body Corporate and Community Management Act 1997 binds me to comply with these bylaws as if I had signed them personally. | Name(Applicant One) |  |
| Signature |  |
| I hereby acknowledge and undertake that in carrying out any renovations to my lot, I will abide by the relevant bylaws for the Admiralty Quays Community Management Statement, I confirm that no further works are to be undertaken for the purpose of renovating without the prior approval of the Body Corporate | Name (Applicant Two) |  |
| Signature |  |

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| Approval |  | Body CorporateMeeting Date |  |
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| Approval denied |  | Body CorporateMeeting Date |  |
| Reasons |  |
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