

**RE: STRATA PLAN NO. 80140 – 1 Grandstand Parade ZETLAND**

**Application Form for Installation of Approved Flooring**

**Notice to Owners Corporation**

Date:.....  
Name of Lot Owner:.....  
Lot No./Address of Property:.....

**Contact Details**

Daytime Phone:.....  
Mobile:.....  
Email Address:.....

1. Have you read and agree to comply with **by-law 19** for SP 80140 regarding Floor Coverings, Window Coverings and Balconies?  
YES NO (please circle)
2. Have you read the **Hard Floor Installation Guidelines** for SP 80140 and do you agree to carry out all works in accordance with these guidelines?  
YES NO (please circle)
3. Do all the flooring products to be installed meet the minimum standards set out in the **Hard Floor Installation Guidelines**?  
YES NO (please circle)
4. Do you understand if the transmission of noise through the flooring causes a disturbance of the peaceful enjoyment for the owner or occupier of another lot you the Lot owner are responsible to make any and all rectifications required to eliminate this transmission of noise?  
YES NO (please circle)
5. Do you agree to indemnify the owners corporation from any and all disputes that may arise as a result of the installation of this flooring.  
YES NO (please circle)

**6. Details of Floor Installation:**

Material:.....  
Installer:.....  
Contact details of Installer:.....

**7. Signature of Applicant (s):**

.....

**8. Signature of Building Manager for Prominence:**

.....

These details will be kept by the Owners Corporation of SP 80140. (If circumstances above change, please inform the Building Manager in writing.)

**WHEN COMPLETED PLEASE RETURN THIS FORM, FOR THE ATTENTION OF THE BUILDING MANAGER, TO THE ABOVE POSTAL OR EMAIL ADDRESS OR TO THE DIRECT FAX**

## **Hard Floor Installation Guidelines**

### Requirements and guidelines:

- All works are to be carried out by a licensed contractor.
- All works are to be certified by the licensed contractor that they are compliant with relevant Building Codes of Australia and Australian Standards.
- Works are to be carried out between the hours of 7:30am to 4:30pm Monday to Friday. You must not carry out works on Saturdays or Sundays or NSW Public Holidays.
- Deliveries of all materials and tools to and from the apartment are to be supervised by the Building Manager. Appointments are to be made 48 hours in advance for deliveries over the size of 1 cubic metre.
- The minimum allowable transferable noise shall be 60dB or an IIC rating of 60.
- The concrete slab must not be altered, damaged or have any permanent fixtures attached to it, without the committee's approval. Gluing is the only type of fixing that is approved without prior consent.
- The apartment fire door shall not be altered in anyway.
- All fire and sound proofing shall be maintained to that of the original design or of a higher standard. (This does not override the IIC rating requirements, outlined in the guidelines)
- All excess materials and rubbish are to be taken away from site for disposal.
- Common areas are to keep clear of rubbish or tools at all times.
- Common areas are to be left to a standard of cleanliness that the Building Manager deems to be suitable.
- The apartment owner shall agree to pay any damage common property caused by the installer.
- The apartment owner shall agree to pay for any rectification work needed to maintain the buildings integrity, architectural code and acoustic standards should the installer be found to have compromised any of those mentioned.
- The apartment owner shall maintain the hard floor and sound proofing underlay or other components in accordance with the manufacturer's requirements.
- By commencing work the apartment owner agrees to all the requirements, guidelines and procedures.

### Procedures:

- A \$500.00 bond shall be given to the Building Management Office by the apartment owner. The bond shall be returned to the apartment owner once the Building Manager is satisfied that the installation is satisfactorily installed to meet the above requirements and guidelines.
- Cleaning charges may be taken out of the bond, without notice should cleaning need to be carried out by one of the Buildings specified cleaners.
- The contractor shall provide copies of current licensing and public liability insurances to the Building Management Office prior to work commencing.
- The apartment owner or contractor shall supply the manufacturer's specifications at least 7 days before the installation commences.
- The Building Management Office shall be informed in writing at least 7 days before the installation commences.
- The Building Management Office shall be informed at least 48 hours prior to any delivery being accepted.
- All deliveries are to be taken directly through the residential car park and a Lift, with protective coverings, will be allocated to the contractor.
- The Building Manager must be in attendance at all times during the delivery of materials and tools.
- The Building Manager may request to inspect the installation at various stages to ensure that the installation meets all requirements. It is the owner's responsibility to ensure that the Building Manager inspects the completion of all necessary stages.
- The Building Manager shall carry out a final inspection of the installation and common property and be provided certification of the works. Should the inspection and certification meet the requirements and guidelines listed, the deposit shall be returned by way of a cheque sent from the Strata Manager, less any charge for cleaning or damage to common property. ***Should the amount be greater than the \$500.00 the owner will be liable to pay the difference.***