

OWNERS CORPORATION 1 PLAN NO. 14334
'STANHILL' & 'LENHURST'
33-34 QUEENS ROAD MELBOURNE



THE KNIGHT ALLIANCE

POLICY FOR RENOVATION / BUILDING WORK

General

- Stanhill is a heritage listed building. Refer to Heritage Register attached to this document or www.heritage.vic.gov.au.
- Stanhill is both residential and commercial. As such it is a 24 hour building.

Before commencement of any works the unit owner must sign and date this document.

A deposit of 5% of the building works (or minimum of \$1,000) is required to be lodged with the Owners Corporation Management prior to the commencement of works. This will be returned in full upon completion of the works provided all points are adhered to.

- The Owners Corporation Manager is as follows:

Gregor Evans
The Knight Alliance (TKA)
PO Box 678
MALVERN VIC 3144
T: 03 9509 3144
F: 03 9509 3188
E: gregor@theknight.com.au

- All plans are to be submitted to the Owners Corporation Manager 3 weeks prior to the commencement of works.
- A full schedule of works is to be submitted to the Owners Corporation Manager and updated as appropriate including 24 hour notice of all services interruptions.
- The building site is to be inspected for any breaches of these requirements weekly by a representative of the Owners Corporation.
- The chain of communication is to be the unit owner/architect with the Owners Corporation Manager.
- This policy is to be signed by both parties and forms an agreement.

Floor / Ceiling Slab – 34 Queens Road

The floor slabs contain a network of water pipes which provide heating to each unit and are part of the structure of the building. Do not drill or chase into the floor or ceiling without carefully locating these pipes. The pipes are approximately in a 30-40 mm grid, consist of several layers of pipes, and are approximately 15 mm from the finished ceiling level and 20 mm from floor level.

Any damage caused by penetrating the slab (in particular flooding to other units) must be cleaned up by the responsible contractor who will also be responsible for compensating other owners and the Owners Corporation for the full cost of repairs and restitution.

Any damage to the pipes involves repair to the entire hydraulic system in the building, and the cost of this damage will be the responsibility of the owner of the unit responsible.

Wayne Woodhall

- Wayne is the Building Co-ordinator. He looks after the building and its tenants, he does not look after private works projects. His hours are 7:00am - 3:30pm Mon- Fri. If Wayne is required outside these hours the owner will be charged for his time at \$100 per hour.
- All questions are to be directed to the Owners Corporation Manager not Wayne.

- All contractors are to make themselves known to Wayne prior to commencing any work.
- Contact: 0417 751 926.

Insurances and OH & S

- Copies of all insurance policies and certificate of currency held by any and all contractors are to be lodged with the Owners Corporation Manager prior to the commencement of any work.
- The Owner is responsible in ensuring the contractor engaged for the work has all appropriate safety equipment, policies and emergency medical supplies if needed.
- Any damages done either to common property and/or a private lot shall be the sole responsibility of the Lot Owners who is carrying out the renovation.
- The Lot Owners or the contractor shall not make any claim on the Owners Corporation's insurance policy or the Owners Corporation for the damage they have made.

Permits – 34 Queens Road

- Contact Heritage Victoria prior to commencement of any works to check permit requirements.
- A heritage permit is required for (almost) all works.
- Contact: Janet Sullivan 9637 9474 or see the Heritage Website to download permit application forms.
- A copy of the heritage Permit is to be lodged with TKA
- It is the owner's responsibility to obtain and pay for all permits, including Building Permit, Planning Permit (if required) and Heritage Permit.
- Copies of all permits are required to be submitted to the Owners Corporation Manager prior to the commencement of any works.
- Any alteration to structure as permitted by Heritage Victoria must be approved and certified by a structural engineer and documents lodged with the TKA prior to the commencement of works.

Parking

- Parking is to be organised by the owner.
- Carpaces are not available for contractors.
- It is not Wayne's responsibility to organise parking for contractors.
- Cars are not to be parked in tandem in a single carspace.
- Cars must be parked in allocated carspaces owned by the relevant unit.
- There is ample metred parking on Hanna Street, Louise Street and St Kilda Road.

Lift – 34 Queens Road

- If the lift is to be used by contractors, it must be protected.
- There are lift protection covers available from Wayne for this purpose. It is the responsibility of the owner to ensure these are returned to Wayne on completion. A charge of \$750 will be charged for non return. Damage to the lift will also be recovered if lift protectors are not used.
- Any materials and equipment to be delivered to site via lift is to be between 7:00am - 8:30am only.
- The lift must be left clean at the end of each use.
- The maximum load to be carried in the lift is 884kg.

Windows-34 Queens Road

- If it becomes necessary to replace a window the replacement glazing must be a single pane.

Carpet Replacement

- If it becomes necessary to replace carpet a description of the fire rating must be supplied and entered in the ESM Register by the OC Manager.

Common Property

- All common property is to be left as it is found.
- Any mess, footprints, etc are to be removed / cleaned at the end of each day.
- Common Property is not to be damaged in any way.
- Common Property is not to be used to locate air conditioning units or any other services including wall mounting without Owners Corporation permission.
- Common toilet – kept clean at all times.

After Hours Access

- The building is secured from 6:00pm-7:00am Mon-Fri, and all weekend.
- Access at this time is the responsibility of the owner.

Waste and Debris Removal

- Skips – contact council for permits for skips on the street. It may be arranged to place skip in upper level or front car park for one day only. Contact Wayne 24 hours in advance who will advise on possibility of providing space.
- Area around skip to be cleaned immediately upon removal.
- Enclosed chutes must be used to remove debris from upper levels.

Smoke Detectors

- It is the responsibility of the unit owner to organise to have the smoke detectors isolated for the duration of the works and reinstated at completion of works.
- Any false alarms and associated fines are to be met by the unit owner.
- Contact: Melbourne Fire and Maintenance – Tony [0419 491 923](tel:0419491923).

Hours of Work / Noise

- Hours of work are from 7am-7pm Mon-Fri and 8 am – 4 pm Sat.
- Loud / excessive noise is to be restricted to between 7-9am and 4-6pm Mon to Friday and 10-12pm Saturday.
There is to be no disruptive works carried out on Sunday.
- All other times the noise is to be kept to a reasonable and respectable level.
- A written notice must be distributed to surrounding tenants 48 hours prior to works commencement.

Water Supply and Plumbing

- All tenants are to be given at least 24 hours notice if the water is to be turned off and advised for how long.
This is to be done via Wayne who will distribute notices to affected tenants
- Please contact Wayne to organise a suitable time.
- Owners Corporation contracts Alan Bonello Plumbing [0412 354 784](tel:0412354784)

Other Owners Corporation Contractors

- Glazier: Archer Glass, Bob [9555 6122](tel:95556122)
- Electrician: Protect Electrical Services, Jason [0412 301 275](tel:0412301275)
- TV connection: Warren Hill Industries, Peter Brown [0408 177 763](tel:0408177763)

I have read this conditions of works policy and agree that I / we will comply.

Lot Number:	Apartment/Suite Number:
Name and Address of Owner:	
I / We are the owner / tenant of the above address.	
I / We have read this policy and agree that I / we will comply.	
Contact Name	Contact Number
Signature	Date
Payment for Deposit	

Amount	Date Received	
Authorised Signature	Date	
On Behalf of Owners Corporation 1 Plan No. 14334		