



WYCHBURY

Wychbury Pty Limited

ABN 30 000170 329

Company Title No.170329

5 Manning Street

Potts Point New South Wales Australia 2011

RENOVATION FORM

APPLICATION TO CARRY OUT BUILDING WORKS IN APARTMENT _____

Please indicate which areas of the apartment you wish to renovate:

Kitchen Bathroom Other (please specify) _____

To process this application, the Board requires the following information with this form. The Board may later require additional information, reports or documents. Please indicate in the appropriate box, the documents you are providing with your application form.

- Details of the Builder including Builder's Licence Number and Currency of Insurances - (provided to you by your Builder).
- Drawings identifying the Scope of Work including electrical, fire services, hydraulics - (provided by you)
- Building Condition Report of common areas and units directly above and below your apartment- (provided to you by your Builder)
- Construction Programme- (provided to you by your Builder).
- Work Method Statement showing materials and waste handling - (provided to you by your Builder).
- Copy of the DA approval (The building is heritage listed and is in a heritage conservation area).
If council confirm a DA is not required, Wychbury require a letter from Council stating no DA is required- (provided by you).
- The method you will use to protect the common areas i.e. lift, lift shaft and the foyer
- Proposed commencing date for the work and the proposed practical completion date
- A bond of one thousand dollars (\$1,000) is payable to cover the costs of prevention, protection or remedy against any damage or likely damage to common areas or the fabric of the building, which may result from or be connected with the works. This bond to be paid into the company's or nominee's account before written permission is given.

Contractor: _____

Licence Number: _____

Insurance Number: _____

(If more than one Contractor, please continue overleaf)

.CONDITIONS

1. Work hours: **Monday to Friday - 7am to 5pm**
Saturday - 7am to Noon
Sunday and Public Holidays - No work at all
2. Use of jackhammers/drills/demolition – these are restricted from 9.00am until 3pm each weekday and not to be used on Saturday.
3. Notices to be placed in the lift and on the noticeboard if any communal service is to be affected eg “Hot water to be turned off on Friday between 10am and Noon”. At least a day’s notice is required.
4. No plumbing to be carried out until your plumber has made contact with the company’s plumber, Robert Fallon of Robert Fallon & Sons (0412 216 696).
5. All walls including internal apartment walls and any shared conduits in this building are the property of Wychbury Pty Ltd and may not be removed or modified in any way without Board approval.
6. This building is listed as being of heritage significance in the local government area. If you wish to carry out the above renovations in your apartment, other than painting, before carrying out renovations, you must:
 - Obtain the Board’s written consent, which may be given on conditions or withheld; and
 - If you are undertaking interior structural changes, obtain development approval from City of Sydney Council on conditions acceptable to the Board. Council requires your development application is signed by the Board.
 - Use of lift car curtains to protect all lift car surfaces is required.
 - Protection of all common area finishes, including carpets, floors and walls and doors is required.
 - The use of the lift for building works is to comply with the maximum load limits of the lift.

Signed: _____

Application Date: _____