

**BREAKFAST POINT COMMUNITY ASSOCIATION
DP 270347**

WORKS APPLICATION - TO BE SUBMITTED BY EMAIL TO:

customercare@bright-duggan.com.au

Note: If space provided is insufficient, please provide as a separate attachment.

Submitting Party: (Owner, Subsidiary Body or Agent):

Name:

Status (Owner or otherwise):

Email Address:

Mobile Number:

Owner(s) Details (if other than above):

Name: (If other than above)

Address:

Lot No:

Unit No:

Name of the Building and, if applicable, name of Precinct or Neighbourhood Association:

Address:

Number of SP or DP:

Description and Location of the Works:

Attachments NOT Required:

Unless unusual circumstances exist or the Submitting Party is of the view that any such information is of particular significance to the assessment of the application, then the following documents are **NOT** required:

- Any quotes or attachments thereto.
- Any Minutes of any Subsidiary Body.
- Peripheral information such as warranties.
- The Information Sheet.

Attachments Required:

If the following documents are *not* included with this application and/or the certificates are not signed, then, as advised under Submission & Timing in the Information Sheet, the application may be deferred and referred back to the Submitting Party.

1. Drawings / Photographs:

In relation to shutters, blinds or similar Works, please include photographs (or selective photography from a supplier's brochure) as a separate attachment with positional markings together with any comment necessary to assist the CA in making an informed decision.

Attached: Yes : If no, reason for omission:

2. Report from Giles Tribe – CA’s Structural Architect - Clause 8

- This may be sought from: francisca.tjahja@gilestribe.com.au

Attached: Yes: No: If no, reason for omission:

3. Report from HLS Pty Ltd – CA’s Landscape Architect - Clause 8

This is only required if the application is relevant to the A&LS of the CA and/or a Subsidiary Body.

- This may be sought from: lindy@llandscapearchitect.com.au

Attached: Yes: No: If no, reason for omission:

4. Certification from Strata Committee

The certification, name and signature of the Strata Committee secretary (or a non-conflicted Strata Committee member in the secretary’s absence), is to be provided as follows:

“I certify that at a meeting of the Strata Committee (SP Number _____ that was held on _____ that this Works Application was resolved in the affirmative and a Minute to that effect exists.

Name of Secretary: _____ Signature of Secretary: _____ Date:

5. Certification from other Subsidiary Body: (If applicable.)

The certification, name and signature of the secretary of the Precinct Association or Neighbourhood Association (as applicable) (or a non-conflicted committee member in the secretary’s absence) is to be provided as follows:

“I certify that at a meeting of the _____ Association DP Number _____ that was held on _____ that this Works Application was resolved in the affirmative and a Minute to that effect exists.”

Name of Secretary: _____ Signature of Secretary: _____ Date:

6. Certification from Owner(s)

Signing of the Works Application by the owner(s) is evidence that the owner(s) provide the following certification to the CA.

I/We certify that I/we have read and understood the applicable CMS by-laws; will comply with any conditions imposed by the CA if approved, agree to immediately meet any cost imposition arising from progression of this Works Application and confirm that an appropriate Strata Committee confirming Minute (as applicable) exists

Signed by Owner:

_____ Date: _____

Signed by Joint Owners:

_____ Date: _____ Date:

Signed by the Secretary / Director or Authorised Agent of a Corporate Owner:

_____ Date