



WARATAH APARTMENTS – 71 VICTORIA ST POTTS POINT

MOVING PROCEDURES

Attached is the agreement and guidelines for the Transportation of Goods (ie moving in or out of Waratah Apartments) which needs to be completed by both yourself and your removalist. This together with your Resident Information form and bond is to be handed in the Reception prior to your move.

- Moving in and moving out available times are:-
 - **9:00am till 4:30pm Monday to Friday**
 - No moving is permitted on Saturdays, Sundays or Public Holidays
 - Bookings with Reception are essential prior to arranging move
- The Owners Corporation request that a refundable \$500.00 bond be paid being either in cash or cheque made payable to Owners Corporation SP 38936 for the transportation of goods across common property prior to the move proceeding.
- Providing no damage is caused to the common property and no rubbish has been left behind the refund will be returned at the completion of the move, an inspection of the common property will be conducted before & after with the removalist company.
- To secure your Goods Service Lift booking your removalist will need to supply their **PUBLIC & PRODUCTS LIABILITY INSURANCES WITH MINIMUM \$10,000,000.00 COVER** 48 hours prior to them transporting any goods across common property. Send to email address reception@71victoriast.com.au
- Failing to supply the requested insurances Building Management & or Concierge will **REFUSE ENTRY** to the removalist.
- Strictly no goods are to be transported through the ground floor foyer, all goods must come via the Brougham Street at rear of the building.

The Strata Committee
Owners Corporation Strata Plan 38936

**TRANSPORTATION OF GOODS
AGREEMENT and GUIDELINES
For**

**Waratah Apartments
71 Victoria St Potts Point**

The purpose of these guidelines is to ensure that common property is protected during Removalist Work, inconvenience to other residents is minimised and any damage is rectified. The guidelines must be read and signed by any residents, contractors or service providers before undertaking Removalist Work within the Waratah property.

1 Removalist works

- 1.1 **Removalist Work** is defined as the transportation of multiple items of furniture across common property.
- 1.2 Before any Removalist Work commences, the resident must have written approval to proceed. Such approval will not be granted unless the resident:
 - (a) has provided a completed Resident Information Form to the Concierge staff; and
 - (b) has provided a bond of \$500.
- 1.3 Residents moving, or receiving a delivery of a single item, such as a fridge, lounge, cupboard etc., will not be required to pay a bond, and can lodge this agreement the same day of delivery or at the time the goods lift is booked. Although not required to lodge a bond, the resident is still legally liable for any damage to common property.

2 Process of Approval

- 2.1 The Concierge staff must be given at least 24 hours prior notice of Removalist Work.
- 2.2 The goods lift should be booked by the resident before arranging a date for the Removalist Work to be carried out. This is important as availability of the goods lift cannot be guaranteed on any particular date if it has already been booked by someone else.
- 2.3 The *Transportation of Goods across Common Property Declaration* must be signed by the resident and the bond money must be paid before the Removalist Work commences.
- 2.4 The Concierge staff and the resident will inspect the relevant common property areas before the Removalist Work commences to ascertain whether there is any pre-existing damage and again at the end of the work to determine whether any damage has been caused by the Removalist Work.

- 2.5 If no damage has been caused by the Removalist Work, the deposit bond will be refunded promptly. If there is any damage, the bond will be retained until the damage has been repaired or, if necessary, used to pay for the cost of the repairs. If the bond is insufficient to cover the cost of the repairs, the Owners Corporation may commence legal proceedings against the resident and/or the contractor to recover any shortfall.

3 Respect for other Residents

- 3.1 Contractors undertaking Removalist Work must not use radios, tape recorders or any other equipment likely to interfere with the quiet enjoyment of other residents.

4. Rubbish Cleaning

- 4.1 Rubbish must be removed from site on the day of the Removalist Work, or daily should the work take more than one day.
- 4.2 Personal items and/or furniture must not be left unattended on Common property during the Removalist Work.
- 4.3 All common areas accessed by contractors undertaking Removalist Work must be left in a clean state. Contractors must agree to pay for any additional cleaning that these areas may require and sign the *Contractor Declaration Form – Transportation of Goods across Common Property* at the end of these guidelines (see paragraph 11).

5. Property Protection

- 5.1 The contractor undertaking the Removalist Work must ensure that all common property surfaces are protected from damage.
- 5.2 Service lifts must be sheeted with protective covering on walls, floors and sealed before the lifts are used. This will be done by the Concierge/Cleaning staff.
- 5.3 The resident and/or contractor will be charged for any necessary repairs to common areas due to damage caused during Removalist Work.
- 5.4 The contractor must not commence work until the declaration at the end of these Guidelines is signed (see paragraph 11).
- 5.5 Note: Indoor clearance is of normal door size (approximately 87cm by 201cm).

6. Security

- 6.1 Electronic security passes to the resident's floor and apartment keys must be provided by the resident. The contractor can make arrangements with the Concierge staff for access to the level 2 carpark entrance. This can be done on the day the work is to take place.

- 6.2 All contractors attending site must sign in and out at the concierge desk on a daily basis.

NOTE: This is an OH&S requirement for emergency procedures.

7. Safety and OH&S Issues

- 7.1 It is the contractor's responsibility to ensure the safety of all the contractor's employees or subcontractors on site and to ensure that their activities do not compromise the safety of the building occupants. The Concierge staff or Waratah Strata Committee reserves the right stop work if safety requirements are not observed. All Statutory requirements, Codes of Practice or Requirements under the Occupational Health and Safety Act must be complied with while on the Waratah property.
- 7.2 The Concierge staff have a First Aid Kit should this be required.
- 7.3 Contractors must follow the directions of persons appointed as safety or fire wardens.

8. Supervision

- 8.1 All work on site must be appropriately supervised. The Concierge staff must be provided with the following:
- the names of all contractors working on site;
 - the contact phone numbers of all supervisors (24hr contact number);
 - an assessment of any potential safety hazards and what procedures have been taken to minimise risk;
 - an outline of what security arrangements have been made.

9. Bond

- 9.1 The bond is for any costs that may arise for cleaning or repair of damage to the common property. This will be determined after the Removalist Work is completed. The Concierge staff may deduct from the bond the cost of restoring fixtures and finishes damaged during the Removalist Work. The bond is \$500, payable by cash or by cheque. Cheques should be made out to Owners Corporation Strata Plan 38936. Payment of the bond is required before or at the time the goods lift is booked and is to be lodged with the Concierge.
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10. Declaration

The declaration form below must be completed and signed by the resident requesting the work and the bond paid prior to the commencement of any Removalist Work.

For your record: Resident Declaration signed / /

11. Contractor Declaration Form

The declaration form below is to be completed and signed by the removalist contractor prior to the commencement of any Removalist Work.

For your record: Contractor Declaration signed / /

TRANSPORTATION OF GOODS

**Waratah Apartments
71 Victoria St Potts Point**

RESIDENT DECLARATION

**Resident Declaration Form – Transportation of Goods across Common
Property**

I, _____

of unit/lot number _____ “Waratah Apartments”, 71 Victoria St
Potts Point NSW, hereby agree to abide by the Transportation of Goods
Guidelines outlined above, to ensure that my contractor and agents are
provided with a copy of these guidelines and agree to abide by them,
and that I fully understand the intent of the guidelines.

Signed _____ Print Name _____

Witness _____ Print Name _____

Dated / /

TRANSPORTATION OF GOODS

**Waratah Apartments
71 Victoria St Potts Point**

CONTRACTOR DECLARATION

Contractor Declaration Form – Transportation of Goods across Common Property

I, _____

of _____

(specify your business details/ name of the company)

agree to abide by the Transportation of Goods Guidelines outlined above and further agree to pay the cost of any cleaning and/or restoration work for any damage caused by me.

Relates to moving goods for unit/lot ____ 71 Victoria St Potts Point NSW

The business is/is not insured (cross out whichever does not apply).

If insured specify the Insurer/s:

If insured, specify the amount of cover for:

a) Third Party Personal Injury _____

b) Third Party Property Damage _____

Signed _____

Print Name _____

Witness _____

Print Name _____

71 Victoria Street SP38936 - Resident Information sheet

Welcome to the Waratah Apartments. The owners' corporation asks that you take the time to complete this Information Sheet. The information sought is required to ensure the:

- owner's corporation complies with the requirements of the *Strata Schemes Management Act 2015*;
- owners and residents are able to maximise the benefits of the concierge and security services offered by the Waratah; and
- Effective management and operation of the building.

This information will be used in accordance with the Privacy Act 1988 and our Privacy Policy. It will be used to update our records and then securely destroyed.

Unit Number: _____ **Tower / North – Level** _____ **Move in date:** _____ **Lease term** _____

	Resident 1: Owner / Tenant	Resident 2: Owner / Tenant
Name:		
Mobile Ph:		
Email:		
Emergency Contact Name:		
Emergency Contact Ph:		
FOB No / Fire Stair key	# # Receipt#	# # Receipt#
	Resident 3: Owner / Tenant	Resident 4: Owner / Tenant
Name:		
Mobile Ph:		
Email:		
Emergency Contact Name:		
Emergency Contact Ph:		
FOB No / Fire Stair key:	# # Receipt#	# # Receipt#
Car details:	Car space level:	Car rego:

- If you are a tenant, please provide the following details for the letting agent, or owner if there is no agent:

- **Letting Agent Details**

- Company Name: Suburb: Office Ph.....

- Contact Name..... Mobile Ph.....

- **I confirm** I have received the welcome pack and read the buildings bylaws

- **Signed Resident 1.** **Resident 2.**

- **Resident 3.** **Resident 4.**

- **Privacy Act Notice:**

- *Your privacy is paramount. The purpose of collecting the above information is to ensure owners and residents are able to maximise the benefits of the concierge and security services offered by the Waratah and to ensure the effective operation of the building and compliance with the Strata Schemes Management Act.*

- *Data collected in the Information Sheet will be used to update the computer files which Waratah has taken steps to protect the information held from misuse, unauthorised access, modification and disclosure. The information will be accessible only by the Concierge, the Waratah Strata Committee and external advisers for the purposes stated in this Notice and not for any other purpose.*

- *You have the right to access your information and ensure its accuracy – requests should be made, in the first instance, to the Concierge.*