

# Application for installation of Floor Boards

## Installation Guidelines:

### Pre-Install Checklist

You are required to notify any adjoining and below neighbouring apartments

- The minimum allowable transferable noise shall be in accordance with the Building Code of Australia (BCS), local Council requirements and the by-laws as applies
- The concrete slab must not be altered, damaged or have any permanent fixtures attached to it, without the committee's approval
- The apartment owner shall agree to pay any damage to common property caused by the installer
- All legal costs associated with the installation of your flooring is to be borne by the owner
- The owner shall agree to pay for any rectification work needed to maintain the building's integrity, architectural code and acoustic standards should be installer be found to have compromised any of those mentioned
- The contractor shall provide copies of current licensing and public liability insurances to the strata manager prior to work commencing
- The owner or contractor shall supply to the strata manager:-
  - the manufacturer's specifications and notice of intention to install at least seven (7) days before installation commences
  - At least 48 hours notice before delivery

### During Installation

- 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 (BCA) 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 work on Saturdays, Sundays or NSW Public Holidays
- The apartment fire door shall not be altered in any way
- All fire and sound proofing shall be maintained to that of the original design or of a higher standard. (This does not override the ICC rating requirements.)
- All excess materials and rubbish are to be taken away from site for disposal
- Common areas are to be kept clear of rubbish or tools at all times, and are to be left to a standard of cleanliness that the strata manager deems to be suitable
- Cleaning charges may be charged to the lot's account without notice, should cleaning need to be carried out by the building's specified cleaners

### Post Installation

- The owner is required to engage an acoustic specialist to certify and ensure the timber flooring is installed to comply with the BCA, Council or by-law requirements as applies
- The owner shall maintain the hard floor and sound proofing underlay or other components in accordance with the manufacturer's requirements

Date: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Lot No. / Address of Property: \_\_\_\_\_

Strata Plan no: \_\_\_\_\_

### Contact Details

Daytime Phone Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

eMail Address: \_\_\_\_\_

Have you read & agree to comply with all by-laws regarding floor coverings?

YES / NO (please circle)

Have your read the Installation Guidelines & do you agree to carry out all works in accordance with those guidelines?

YES / NO (please circle)

Do all the flooring products to be installed meet the minimum standards set out in the Installation Guidelines?

YES / NO (please circle)

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 owner, are responsible to make any & all rectifications required to eliminate this transmission of noise?

YES / NO (please circle)

Do you agree to indemnify the owners corporation from any & all disputes that may arise as a result of the installation of this flooring?

YES / NO (please circle)

Do you agree to engage an acoustic specialist to certify and ensure the timber flooring is installed to comply with the BCA, Council or by-law requirements as applies?

YES / NO (please circle)

Signature: \_\_\_\_\_

PLEASE RETURN THIS FORM TO YOUR STRATA MANAGER WHEN COMPLETED