

Rules governing alterations on the inside of a unit within Millennium Business Park.

The trustees understand that alterations to the inside of a unit may be necessary from time to time. However, to protect the interests of the other owners and tenants, the following rules will apply.

- 1) The owner must put forward an application including detailed plans indicating the extent and type of work that will be undertaken. This must be approved by the trustees in writing before any work commences or any building materials are delivered to site.
- 2) Owners of units where work commences without first obtaining approval in writing from the trustees may lead to a fine in accordance with the rules of the Scheme or the Sectional Titles Act, 1986 (Act No. 95 of 1986).
- 3) The trustees are entitled to ask for a building deposit which will be determined by the trustees depending on the scale of the project and risk to common property. This deposit may be used to offset any costs for repairs to common property or any fines issued for non-compliance of the rules by the owner, tenant or any building contractors. The building deposit must be paid before work may commence.
- 4) It is the applicant's responsibility to inform the Park Manager once the work is complete and make sure the work is signed off and no claims for damages are due. Once sign off has been obtained, it is imperative that the applicant forwards this to the managing agent to claim back his/her deposit. Deposits not claimed within 6 months of application will be forfeit.

General Rules:

The owner of the unit accepts responsibility for the actions of his or her appointed Building Contractors.

- a. All building contractors should be suitably qualified to perform the work undertaken. The contractor should hold proper and sufficient insurance for his/her personnel, vehicles and equipment as well as Public Liability Insurance and the Body Corporate will be held blameless for any loss or injury however caused.
 - b. The Trustees reserve the right to ask for Competency / Compliance Certificates should they be required. It is imperative that the owner demands and retains compliance certificates for any electrical alterations that are undertaken.
 - c. Cost of repairs for any damage to common property caused by these contractors will be for the owner's account and may be added to the unit's levy account.
- 2) No noisy work (inter alia, Drilling, Hammering or using of power tools) may be done between the hours of 8:00am and 5:00pm on Weekdays (excluding public holidays).
 - 3) Dust caused by the building must be kept to a minimum and the owner will be responsible for making sure that any dust or dirt that escapes the unit is cleaned up.
 - 4) Unless special permission is obtained, all building materials (including building rubble) must be stored within the unit. Materials and/or building rubble left on common property will lead to a fine not exceeding R1000.00 (one thousand Rand) per night. The delivery and / or removal of these materials should not hamper or inconvenience the other tenants from conducting their business.
 - 5) No building equipment, tools or materials may be transported in the lift at any time.

Application to make Internal Alterations

Unit Number/s to be altered : _____

Owners Full Name : _____

Owner's Contact Details : _____

Project Manager / Person Responsible : _____

Contact Numbers : _____

Date work is to begin : _____

Date by which work will be completed : _____

Please attach a detailed description as well as plans of the work which will be undertaken. Please note that vague or unclear plans may delay the approval of the application.

If the work involves or affects more than one unit (but different owners), each owner should sign this document.

I, _____, duly authorised by the owner of the units mentioned, accept the conditions set out in this document.

_____/_____/20_____
signed

For office use only.

☐ APPROVED ☐ NOT APPROVED ☐ MORE INFORMATION REQUIRED

Deposit Required ☐ R _____ ☐ Paid

Notes :

Signed : _____ (Full Name _____)

Date : ____/____/20____