



The Park Apartments

Mal Jeka  
Building Manager  
2 Graham Street  
Port Melbourne  
Victoria 3207  
[www.thepark.org.au](http://www.thepark.org.au)  
Office next to gymnasium

## Alterations Request

The Building Manager **must** be notified in writing in advance of all intended works. The owner is responsible for seeking and obtaining all necessary permits and approvals – including Council, Owners Corporation, etc.

It is not permitted for any tradesman or other person carrying out work on a Saturday, Sunday or public holiday. On any other day, no work is permitted to be carried out before 9am or after 5pm, except in the case of an emergency.

### Approvals

**No external addition or alteration to the property is to take place without the prior written consent of the Owners Corporation committee.** Details of any such request must be submitted in writing showing the location, providing a detailed description and diagram of the proposed changes plus a copy of the quotation (costs not required). This includes blinds, awnings, balustrades, decking and deck extensions, garden alterations (including different types of plants/trees), pavers in gardens or in patios and air conditioning units.

Alterations must not obstruct, delete, obscure, deny access or function of any drainage or irrigation system. Provision must be made for inspection of all services.

### Flooring

When planning to change flooring, owners are reminded that written Owners Corporation approval is required (submit 21 days before work is undertaken). Owners must submit in writing what acoustic measures for sound protection are proposed (must include a **signed statement by the installer** how the proposed flooring (a) meets the Building Code of Australia standard and (b) the actual Association of Australian Acoustical Consultants rating). Refer [here](#).

### General

*A member must not and must ensure that the occupier of a member's lot ("the Lot") does not and the occupier of a lot must not fit any covering over external areas of the lot including ground floor patios and balconies other than a folding awning and on windows other than a blind or fixed type each or otherwise as the Owners Corporation shall determine from time to time.* OC Rules [here](#). The approved OC colour is beige - if in doubt please contact the Owners Corporation Manager. Stripes and dark colours are not permitted.

Balustrades or ground floor fences must not be covered with screens, pickets, palings, fencing, lattices or privacy panels. The original appearance of these areas must be maintained.

Any planned changes to existing services e.g. water, gas, sewerage, etc. either internally or externally must receive written committee approval. Owners are to establish the location of all services.

Any internal structural changes e.g. removing or shifting load bearing walls require the engagement of an engineer to produce a report for the Owners Corporation committee and the City of Port Phillip (who will require a permit).

### Working Environment

Owners are to notify neighbours (including neighbours below) of intended work and to provide appropriate contact numbers to neighbours.

**Building Manager – Mal Jeka:** ([buildingmanager@thepark.org.au](mailto:buildingmanager@thepark.org.au)) Mobile: 0400 360 016

**Owners Corporation Manager (VBCS) – Callum Wilson:** ([cwilson@vbcs.com.au](mailto:cwilson@vbcs.com.au)) Ph: 8531 8109



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Materials or debris are not to be stored in common areas. Common areas are to be kept and left in a clean condition. Any damage or mess must be made good immediately. Waste material is to be removed from site from the tradesman. Owners Corporation bins must not be used for such waste or debris.

If lifts are used, a request must be submitted to the Building Manager to protective covers to be placed in the lift. Owners are responsible for checking the cleanliness of the lifts, foyers and other common areas once the tradesmen leave each day – any mess must be cleaned up.

Security must be maintained at all times. No doors or gates are to be left opened.

Please ensure all contractors receive a copy of the following document - [click here](#).

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**REQUEST TO UNDERTAKE ALTERATIONS OR ADDITIONS**

Owners Name: .....

Apartment Address: .....

Apartment Lot Number: .....

Owner Phone Number: .....

Owner Email Address: .....

Attachments (*must be provided*):

1. Plans (must include scaled floor plans, detailed description of proposed changes)
2. Quote (costs not required)
3. Planned timeframe.
4. Flooring only (mandatory) - signed statement by the installer how the proposed flooring (a) meets the Building Code of Australia standard and (b) the actual Association of Australian Acoustical Consultants rating.

Signed: .....

Date: ...../...../.....

Note: Please allow 3 weeks for approvals to be obtained.

Check The Park Apartments website for the latest information -  
<http://www.thepark.org.au/Information/Alterations.aspx>

Admin Use:

Date received: ...../...../.....

Date Committee approval received: ...../...../.....

Date Owner notified: ...../...../.....

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