

Willsmere Design Guidelines

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These guidelines DO NOT OVERRIDE THE REGISTERED RULES OF THE OWNERS CORPORATION. These guidelines are intended to complement the current rules and provide clarification or further interpretation on the required standards of the Owners Corporation.

DISCLAIMER: While the Committee / Owners Corporation will assist in any approval process they cannot accept any responsibility, financial or otherwise, or legal liability for any discrepancies or breaches of the Design Guidelines either prior to, or after any Design Approval.

The design assessment refers only to compliance with the vendor's design guidelines. It does not refer to, and should not be treated as, compliance with the laws or regulations of local, state or federal government, statutory authorities or any building codes or standards imposed or administered by them.

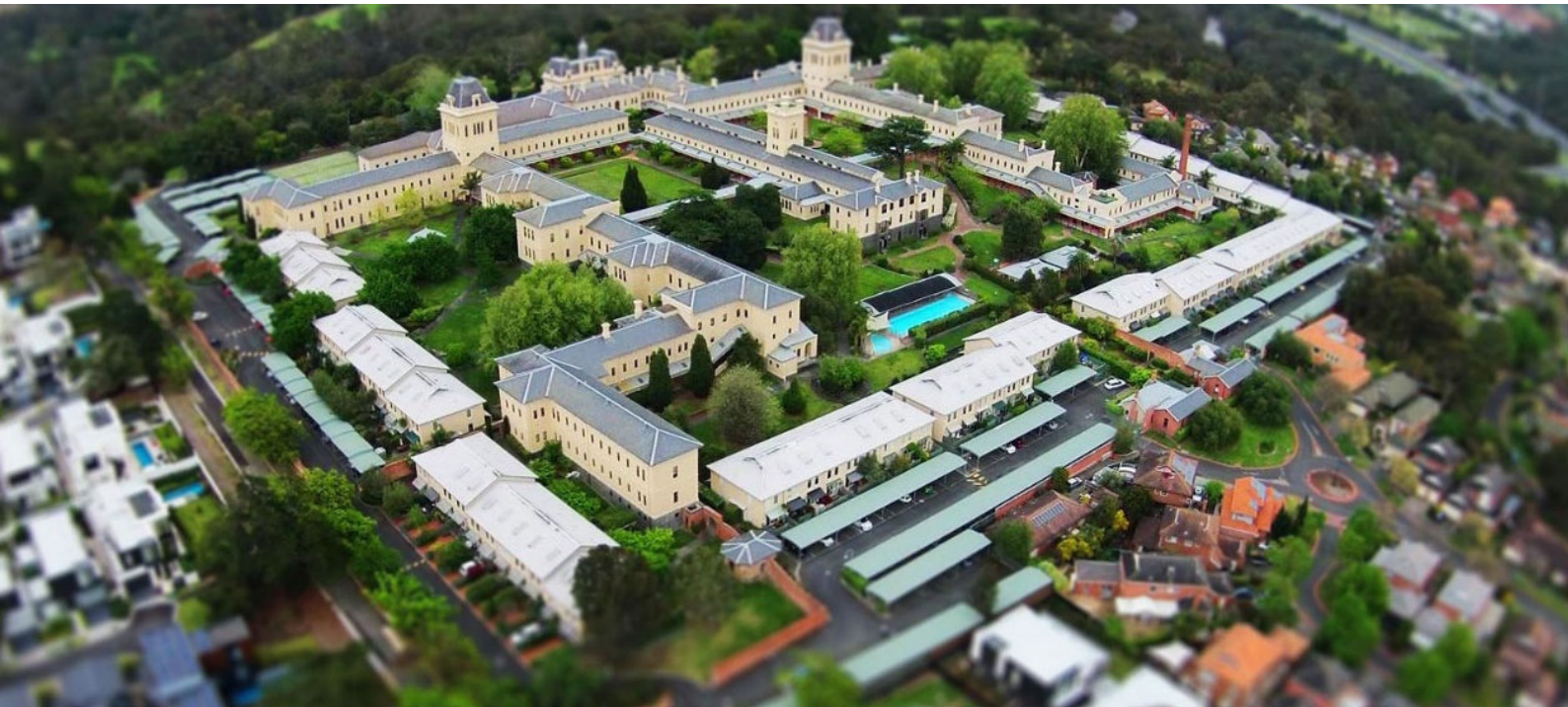
1. Overview

Willsmere is one of Melbourne's most recognised landmarks. It was originally the Kew Asylum and Willsmere Hospital before being decommissioned in 1988. After placement on the historic buildings register in 1991, the 10-hectare property was redeveloped into 155 residential apartments with a further 101 townhouses added, and officially opened in 1993.

Significant care was undertaken to preserve the original buildings, and to ensure that the new townhouses did not conflict in style. The fever tents were retained and converted into a gymnasium and a function room. Two gazebos were retained, as were the privy buildings. The perimeter and many internal walls were retained. Communal facilities at Willsmere now also include a meeting room and library, two tennis courts, three BBQ facilities, a 25 m solar heated swimming pool, a toddler's pool, bowling green, and a half-size basketball court.

Willsmere is a premier residential community located in Kew. These guidelines have been formulated to ensure high quality and consistent appearance built on courtesy and respect so as to achieve optimal value and harmony for the community. The Willsmere Owners Corporation Committee (CoM) will be responsible for the administration and interpretation of these guidelines.

The Design Guidelines intend to encourage styles and designs that are in harmony with each other and the site as a heritage listed property.

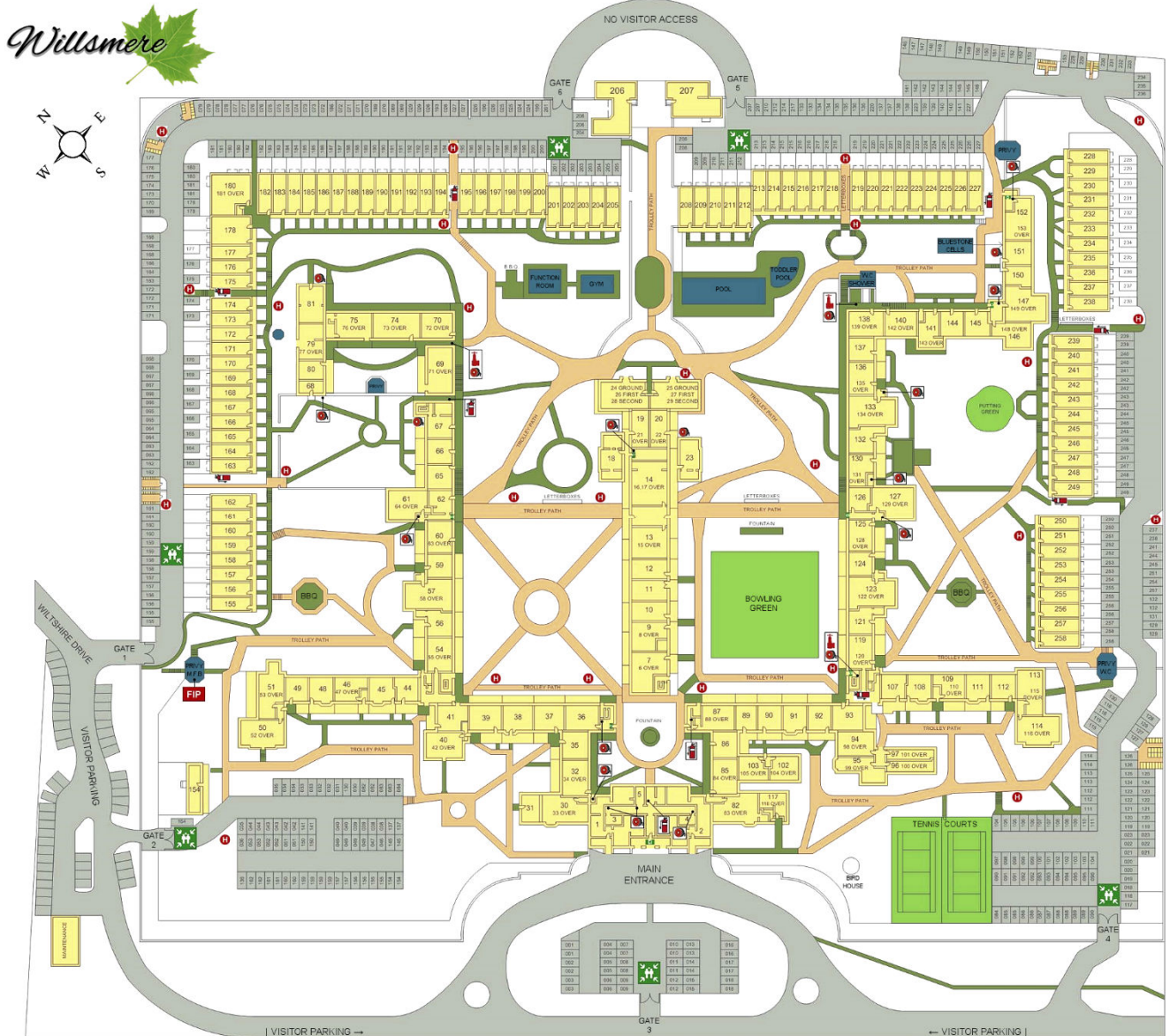


Abbreviations:

- DAP: Design Assessment Panel
- OC: Owners Corporation (Body Corporate)
- OCM: Owners Corporation Manager
- CoM: Committee of Management
- FM: Facility Manager

2. Definition of Common vs. Private Property

The map below indicates private property in light **YELLOW** (car spaces in grey included). Common paths and verandahs are noted in **DARK GREEN**. NB. Garden beds of townhouses facing heritage buildings are **NOT private property**. For further clarification please contact your Facility Manager (FM).



3. Modifications

- 3.1. **Written approval** from the Design Assessment Panel (DAP) is **required prior** to any work/s commencing, including renovations, construction, and/or modification of external appearance of lots including, fences and any other structures on any allotments within Willsmere. The DAP consists of elected volunteers of the Willsmere Owners Corporation (OC) Committee of Management (CoM).
- 3.2. To obtain approval, you must forward a completed and signed checklist as attached at the rear of this document. Accompanying documents may include:
 - Floor plans including any additions and/or alterations being requested;
 - Site plan showing setbacks from all boundaries and details of fences, outbuildings and other ancillary structures;
 - Drawings to a conventional scale (e.g. 1:100) and containing a north point;

- Schedule of external colours and materials (including fencing and driveway);
- Full details of materials to be used, including drawings from a qualified installer/builders;
- Landscaping plans (where appropriate, if modification of common gardens is being proposed);
- All other relevant information regarding the application necessary for design approval, whether drawn or scheduled, to allow complete assessment of the documents against the criteria set out in these guidelines.

3.3. Applications are to be sent to:

Willsmere Owners Corporation Committee
Design Assessment Panel
C/- MICM Property
178 City Road
Southbank, VIC 3006
ocadmin@micm.com.au

- 3.4. Applications will be forwarded to the Committee of Management (CoM) within 10 business days of receipt by the OCM.
- 3.5. The DAP will use its best endeavours to assess proposals in the shortest possible time and generally within 18 business days of receipt of a fully completed application.
- 3.6. The final decision of all aspects of these Design Guidelines is at the discretion of the DAP. The DAP reserves the right to request further information.
- 3.7. The DAP will assess all designs and either provide a notice of approval or specify how the design does not conform to the guidelines. Designs that substantially comply with the guidelines may be given a notice of approval with conditions requiring the rectification of minor deviations. The DAP may make suggestions intended to improve the design.
- 3.8. If the DAP approves the application, in advance of any and all works, the owner must obtain public liability certificates involving tradespersons/builders or the like and provide these to the OC to be kept on record with the application. The Design Guidelines aim to encourage styles and designs that are in harmony with each other and the site as a heritage listed property.

4. Renovations

- 4.1. Renovations must be approved by the DAP prior to works commencing.
- 4.2. Applications must include drawings and specifications of the works to be undertaken that clearly identify the location of the works and the scope of alterations to existing structure and fabric. Contact details and time frames must be provided to allow for processing and for the FM or OCM and any required consultants to work within the Applicant's schedule if possible.
- 4.3. Applications will be forwarded to the Committee of Management (CoM) within 10 business days of receipt by the OCM.
- 4.4. The DAP will contact the Applicant directly if a site inspection is required. If so, it will endeavour to schedule and undertake the inspection within 30 calendar days. The determination by the Committee shall take no more than 14 business days thereafter.
- 4.5. A written response will be forwarded to the Applicant within 18 days of receipt of the Application, which may include a determination NOT TO PROCEED.
- 4.6. The CoM and/or OCM may pass on any fees for assistance with external consultants in reviewing the application and the supporting documentation. Any such fees as well as all Council/Heritage Permit fees will be paid by the Applicant upon demand.

- 4.7. The Applicant is responsible for all Town Planning (Council) Permits and Building Permits must be provided with this application and a Certificate of Occupancy (if applicable) must be presented to the OCM upon completion of the works.
- 4.8. The Essential Services Manager must review all applications to ensure works are in accordance with essential safety measures for the building and comply with the underlying occupancy permit.
- 4.9. The Applicant must ensure that all trades and contractors are always supervised while on site and during passage across common property, and that all trades comply with common property rules and regulations while onsite. A breach of rules will be issued to the owner and will remain the owner's responsibility if a tradesperson breaches the OC Act, Rules or Regulations. No tradespersons are permitted to smoke on common property while onsite.
- 4.10. No vehicles or waste receptacles such as bulk bins are permitted on common property without the express written consent of the CoM or OCM, and if so, must be stored in the Applicant's car space. Trades vehicles are not permitted to park inside any common area or in any car parking space unless it belongs to the Applicant. No trade vehicle is permitted to park or remain, except for loading, on the common property area.
- 4.11. No trades person or owner/resident may leave building material in public view. No storage, temporary or otherwise, of supplies and/or materials is permitted on common property.
- 4.12. All work must be carried out by accredited builders, plumbers, and electricians and a certificate of completion and guarantee of works undertaken forwarded for lodgement with the OCM for insurance purposes and recording of building variations.
- 4.13. All work must further be carried out in a tradesperson-like manner and within permitted industry time frames – not prior to 7am on weekdays or 9am on Saturday; finished by 5pm; no works on Sunday or Public Holidays.
- 4.14. Materials and debris are to be removed at the expense of the Applicant and common property must be cleared and cleaned at the end of every work day.
- 4.15. THE OC RUBBISH BINS MUST NOT BE USED TO DISPOSE OF CONSTRUCTION MATERIALS OR SUPPLIES OF ANY NATURE INCLUDING CARTONS AND BOXES, PAINT, TIMBER AND THE LIKE, NOR DUMPED AS "HARD RUBBISH".
- 4.16. The Applicant must indemnify and keep indemnified the OC from all claims for any loss or damage to the property of, or personal injury to, third parties resulting from the works being carried out by the Applicant or their Tradesperson.
- 4.17. Any damage incurred to the OC building/services/common property during the works or accessing of the Applicant's unit will be made good by the OC and charged to the Applicant.
- 4.18. The applicant must ensure that no item of renovation will cause the fire alarm to go off. The applicant will be charged for any call out as a result of the renovation. If the applicant does require the alarm to be turned off, please provide 72 hours notice to the OCM and wait for a response and time from the fire company to confirm.
- 4.19. Applicants must complete the two forms attached to this document. Signing these documents agrees and acknowledges these rules. Owners will be subject to penalties in relation to a breach of these rules.

5. Vehicles and Carparks

- 5.1. An owner, occupier, or invitee/s of a lot must not, unless in the case of an emergency, park or leave a motor vehicle or other vehicle, or permit a motor vehicle or other vehicle:
 - a) in parking spaces allocated for other lots or on common property; or
 - b) on the common property so as to obstruct a driveway, pathway, entrance or exit to a lot; or
 - c) in any place other than a parking area situated on common property specified for that purpose.

- 5.2. Except with the written approval of the Owners Corporation, an owner or occupier of a lot must not use store flammable liquids or other dangerous substances and materials on the lot or on the common property. This rule does not apply to any chemical, liquid, gas or other material in a fuel tank of a motor vehicle or internal combustion engine.
- 5.3. A Member must not, and must ensure that the Occupier of a Member's lot does not, use any car parking space for any purpose other than parking a motor vehicle, motor cycle, or boat and then in such manner as may be fair and reasonable, or permit any mechanical repairs, except for emergencies.
- 5.4. A Member must not, and must ensure that the Occupier of a Member's lot, or any visitor, invitee or non-resident does not:
- Drive or operate any motor vehicle on any internal road surface in excess of 10 kph;
 - Park at any time in any carpark space or driveway without permission;
 - Park in the carriageway outside the main entry or south-east side of the property except in the spaces as delineated on title as belonging to each individual lot;
 - Park without movement in designated Visitor's Parking for a period in excess of 4 weeks without the express permission of the OC or OCM;
 - Obstruct any easement giving access to any lots or to common property for any purpose other than the reasonable access to an Occupier's respective lot;
 - Wash any vehicle in any area except the designated "Car Wash" facility located in the north corner of the development and restore said area to a neat and clean condition after use;
 - Interfere with the operation, function or control of the electronic vehicular gates;
 - Allow any build up or discharge of oil or any other fluids from any parked vehicle and must ensure that all vehicle parking surfaces are cleaned, and any oil, grease and fluids of any kind are removed immediately upon notice from the OC;
 - Permit bicycling, roller blading, skate boarding, roller skating, or ball games in the car parking areas, driveways, or pathways or common property unless in a specified recreation area;
 - Store trailers, caravans, or similar in Visitors' spaces, especially chained to poles.
- 5.5. Examples



6. Vehicle Access

- 6.1. No one other than authorised personnel may interfere with the operation, function or control of the electronic vehicular gates.
- 6.2. All cars accessing the facility should wait for gates to be stationary before driving through to avoid damage to your car or the gates.
- 6.3. Residents should not tailgate other cars. The OC will not take any responsibility for any damage if cars are tailgating.

7. Letter Boxes

- 7.1. Letterboxes remain the responsibility of the lot holder. Letterboxes are considered private property and individual letterboxes must always be maintained in good condition.
- 7.2. All residents must empty letterboxes regularly and not have any mail protruding from them.
- 7.3. Broken locks must be replaced by the owner within 1 month of them being broken.

8. Maintenance of Private Gardens

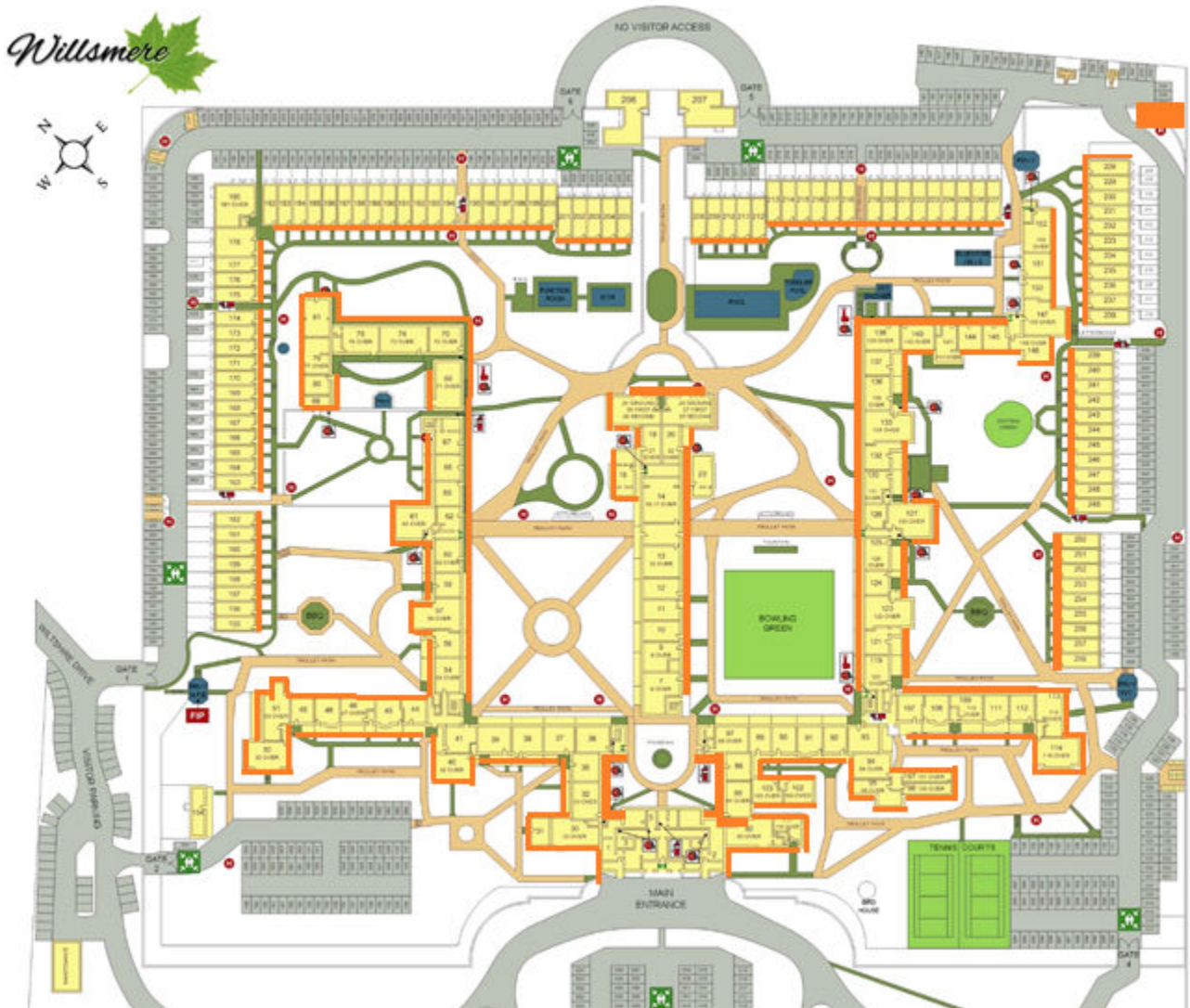
- 8.1. All Owners, or occupiers of their Lots, are required to maintain private gardens, where applicable. Notably, this includes townhouse gardens facing roadways. This promotes an attractive neighbourhood but also improves the value of the Lot. NB. **Garden beds of townhouses facing heritage buildings are NOT private property.**
- 8.2. Gardens must always be kept neat and tidy and free from weeds. Common pathways must be kept free from plant/s, limbs or foliage emanating from private gardens. No plants should excessively exceed the edging of pathways.
- 8.3. Any proposed structural alterations to private gardens must be submitted to the DAP for approval before any works commence as per the process described in Section 3.

9. Alteration of Common Gardens

- 9.1. The purpose of these design guidelines is to ensure consistency of gardens so that maintenance is efficient and completed to standard. Willsmere is an estate with themed buildings and gardens, and heritage overlays for both, therefore, **proposals to alter common gardens are discouraged.** (Boroondara Planning: Clause 42.02 Vegetation Protection Overlay, Schedules 1, 2, <http://planningschemes.dpcd.vic.gov.au/schemes/boroondara>.)
- 9.2. **WRITTEN APPROVAL FROM THE CoM IS REQUIRED PRIOR TO ANY ALTERATION OF COMMON PROPERTY.** Rectification to any unauthorised modifications, including gardens, will be at the cost to the Owner of the Lot(s) that caused the violation, including labour and materials.
- 9.3. Proposals to alter common gardens must be submitted for approval before any works commence as per the process described in Section 3.
- 9.4. No area of common property garden may be converted into pathed or paved area, nor may any area of path or paved area be converted to garden or lawn.
- 9.5. Any approved modification must thereafter be maintained by the Applicant.
- 9.6. **Any modifications made prior to these guidelines, whether approved or not, are revoked.** Residents are required to reapply to the DAP. Approvals will be kept in the OC records.
- 9.7. Examples



The map below indicates common garden beds in **ORANGE**. NB. **Garden beds in front of town-houses facing the historic buildings are NOT private property.** For further clarification please contact your FM.



10. Use of Common Gardens/Areas

- 10.1. Lawn areas are not to be used as private property. Common property areas must be free from personal items such as furniture, hammocks, sports equipment, marquis, etc. except temporarily when in use, and removed promptly thereafter.
- 10.2. Nothing is permitted in drainage channels, including hoses, nor are these to be left attached to taps.
- 10.3. No football, cricket, or golf chipping (except putting) is permitted, (use adjacent Parks Victoria land).
- 10.4. Lawn bowls is the only activity permitted on the bowling green.
- 10.5. Bocce, petanque, croquet, kubb/koob is only permitted on lawns adjacent to the bowling green.
- 10.6. Frisbee is allowed provided there is no risk to others or property and must be stopped if requested.
- 10.7. No tape is to be used on poles or any painted surface. Temporary signs (e.g. directions) may only be posted 1 day before an event and must be removed within 24 hours afterwards.
- 10.8. No compost bins, worm farms, etc. are permitted (these may cause malodours, vermin, pests).
- 10.9. No bee hives.
- 10.10. No netting of trees unless approved, and if so, removed promptly after fruiting.

- 10.11. Pets are not to be left tethered outdoors unattended.
- 10.12. Always pick up after your pet. Do not allow urination on buildings or private property/gardens.
- 10.13. Dogs must always be on a lead. Although you may think your pet is fine, others may be scared. There is an off-lead park outside the basketball gate.
- 10.14. No bird feeding. This is not good for the birds, may attract vermin, cause dependency, promote aggressive behaviour such as swooping, and excessive excrement.
- 10.15. **Hard rubbish dumping** outside of 48 hours prior to scheduled collection times, or without permission from the Facility Manager, **will result in fines** and may result in pictures of the offender being posted on-line to assist in identification if necessary.
- 10.16. Examples



11. Verandahs, Common and Private

- 11.1. The Willsmere Body Corporate (now OC) Rules, in particular Schedule 3, were approved in order to comply with permit No. 1816 issued by the Historic Building Council (HBC) now known as Heritage Victoria (HV) at the time of re-development into the residential complex it is today. By way of those rules and supporting opinion and interpretation from HV, it is deemed that the patio areas (verandahs) or covered walkways are restricted by what can and cannot be stored in these areas. A paraphrased excerpt from Schedule 3 of the Rules states:
 - 11.2. *"The OC undertakes that it will NOT permit any Member, except as provided or permitted by the permit No. 1816, to:*
 - a) *store or place within the patio areas, or covered walkways any goods or things except for a modest size outdoor furniture setting and a modest number of pot plants, so that they shall not be unsightly or cluttered in appearance."*
 - 11.3. A Member must not, and must ensure that the Occupier of a Member's lot does not:
 - a) Hang clothes, store bicycles or other articles on the balconies, exteriors of the units/apartments or on any other common area or property except in specific areas if any designated for that purpose by the OC;
 - b) Store or keep on the common property or any part thereof any materials or goods including bicycles and other items except in designated areas if any and subject to terms and conditions set forth in writing by the OC;
 - c) Install any flywire screen or any other exterior fixture or fitting without first having obtained written permission to do so from the OC and provided that said permission complies with the standards established by the OC, notably provided their fitting does not damage heritage fixtures, are sufficiently secure so as not to be a drop hazard e.g. in high winds, are colour-matched, removable, and are to be removed by residents prior to cleaning of inaccessible windows;
 - d) Install any security door without first having obtained written permission to do so from the OC and provided that said permission complies with the standards established by the OC, notably provided their fitting does not damage heritage fixtures, are colour matched, and have a soft close mechanism that prevents slamming.

- e) Keep any plants, planter boxes or pots on any balcony, terrace or patio that are not maintained in good health and condition and that are offensive in appearance to other Occupiers and further that the size and type of plant shall not extend beyond the boundary of the lot or obstruct the views from another lot or interfere with the use and enjoyment of their lots by the Occupiers of those lots. Care must be taken when watering or cleaning to ensure minimal disturbance to other lots. **NO PLANTS OR CANDLES ARE ALLOWED ON HISTORIC WINDOW SILLS.**
 - f) Construct or erect any sheds, kennels or structures of any nature or description on any terrace, patio or balcony without having first obtained the written consent of the OC and building regulations or planning laws.
- 11.4. All verandahs must be kept with a neat and tidy appearance.
- 11.5. Paths of travel must have at least 1 metre clearance. This includes the exit and entry points of the property for safety.
- 11.6. No member of the OC or resident is allowed to store items, rubbish, household goods, materials or furniture not approved by the DAP prior to written approval.
- 11.7. Under Section D of the Building Code of Australia, the following exists:
“D1.10 Discharge from Exits
 a) *An exit must not be blocked at the point of discharge*
 b) *If a required exit leads to an open space, the path of travel to the road must have an unobstructed width throughout of not less than:*
 i. *The minimum width of the required exit;*
 ii. *1 m; or*
 iii. *Whichever is the greater.”*
- 11.8. Plants on balconies must be kept tidy and must not exceed more than a quarter of the balcony size. Pot plants must be in a complimentary colour scheme to suit the buildings.
- 11.9. It is the policy of the OC that the following are now permitted under the following restrictions:
 a) Ceramic or wooden plant pots, maximum 60cm high; must be neat, and of modest quantity;
 b) Items of furniture must allow at least 1 metre of clear path of travel, (e.g. path from your doorway to common property). All other furniture must be approved by the DAP.
- 11.10. It is furthermore the policy of the OC regarding Historic Verandahs:
 a) The OC will tolerate **storage** of BBQs on historic verandahs provided they are neat, covered, do not cause malodour, oil/fat stains, or attract pests/vermin, or obstruct pathways. Residents are instead encouraged to use the common BBQs. **NO BBQ OR FIRE OR COOKING OF ANY NATURE IS ALLOWED ON THE HISTORIC PATIOS, WALKWAYS OR UNDER ANY SECTION OF HISTORIC VERANDAH AT ANY TIME.** This will invalidate insurance and **MAKE THE USER PERSONALLY LIABLE FOR ANY DAMAGES!**
 b) BBQs may be used on lawns **at least 3 metres away from all buildings** provided they are promptly removed after use (allowing time to cool) and smoke/smell does not disturb others.
 c) The owners/residents must agree to indemnify and keep indemnified the OC from all claims for any loss of or damage to the property of, or personal injury to, third parties resulting from or incidental to the use of the patio areas, including the placement of plants and items of furniture.
- 11.11. **Items/activities FORBIDDEN on verandahs.**
 a) **USING BBQS UNDER HERITAGE VERANDAHS**
 b) Laundry/clothing and/or drying racks
 c) Boxes, mirrors, filing cabinets, general storage, book shelves or similar, junk or broken items
 d) Inflatable items such as pool toys
 e) Polystyrene, broken, or white plastic pots
 f) Attachments to poles, lattices, roofs, or walls
 g) Bicycles, gym or fitness equipment

- h) Excessive clutter, toys, ornaments
- i) Fences
- j) Bird baths, statues or similar
- k) Noise making devices such as wind chimes, electronic birds, fountains, or similar
- l) Anything that may generate a foul odour or encourage pests or vermin
- m) Anything on windowsills (these are maintained by the OC and must not be degraded e.g. by water stains, candle wax, etc., or anything that may represent a possible drop hazards).
- n) Decorative lights such as “fairy” lights, except temporarily from 20 Dec – Jan 20 but not in gardens.

11.12.Examples



12. Stairwells and Building Landings

These areas are all common property and paths of travel. Some of these areas **hold fire equipment** and important infrastructure for the building and access maybe needed from time to time. These areas must always be kept clear.

All areas regarded as having historic exemption, prior agreements, or verbal understandings are now revoked. Any owners or residents should reapply if they wish to continue to use common property for personal storage.

A Member must not, and must ensure that the Occupier of a Member's lot does not:

- 12.1. Hang clothes, store bicycles or other articles in the landings, under stairs, in common storage cupboards or stairwells, exteriors of the units/apartments or on any other common area or property except in specific areas if any designated for that purpose by the OC.
- 12.2. Store or keep any items on the common property or any part thereof any materials or goods including bicycles and other items except in designated areas if any and subject to terms and conditions set forth by the OC.
- 12.3. Install any flywire screen, awning, or security door, except as outlined in 12.3.
- 12.4. Use for personal purposes any common property power points within the stairwell or landing area, except infrequently and briefly.
- 12.5. Occupy any area/s of the landing as private property.

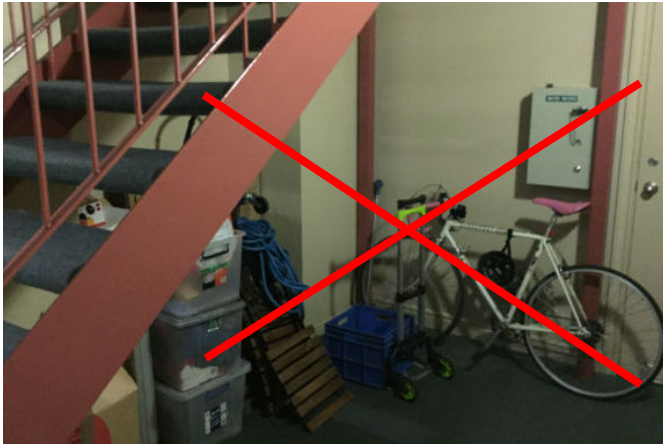
12.6. Damage any area of common property, or if so the responsibility of any works and payment of works to rectify the area will be charged to the lot owner.

12.7. NO PLANTS ARE ALLOWED ON HISTORIC WINDOW SILLS. Notice from the OC or its Managing Agent to remove items will be required to be completed in the timeframe specified in the breach.

12.8. Smoking in enclosed areas is forbidden.

12.9. All items listed in 11.11 are also forbidden.

12.10. Examples



13. Smoking

Although the OC has no explicit authority to prohibit smoking except in confined common areas, the policy of the OC is to encourage that if it must be done, that common courtesy minimises smell and passive smoke drifting into other Lots and common areas. Please accommodate polite requests to find another location if requested.

14. Application for Design Approval

Application for Design Approval. This form must be signed and submitted to:		Willsmere Design Assessment Panel C/- MICM Property 178 City Rd, Southbank, VIC 3006 ocadmin@micm.com.au	
Lot Number:			
Address:			
APPLICANT INFORMATION			
Principle Contact Name:	Name:	Name:	
Mobile:	Mobile:	Mobile:	
Address:	Address:	Address:	
BUILDER/INSTALLERS INFORMATION			
Principle Contact Name:	Name:	Name:	
Mobile:	Mobile:	Mobile:	
Address:	Address:	Address:	
DESIGN APPROVAL SUBMISSION REQUIREMENTS			
Lot/Renovation Plan	<input type="checkbox"/> Dimensions for all buildings <input type="checkbox"/> Total footprint and floor areas <input type="checkbox"/> Fencing location, height, materials and colour		
Landscaping Plans	<input type="checkbox"/> Plant selections <input type="checkbox"/> Dimensions and location of plants <input type="checkbox"/> Approval of common privatisation (If common property)		
CLIENT CERTIFICATION OF COMPLIANCE WITH ESTATE COVENANTS and GUIDELINES			
<p>I/We the Applicant(s) for the above lot hereby certify that the documents submitted for Design Approval accord with all requirements as requested under Willsmere Design Guidelines, Heritage Conservation Plans, Owners Corporation Rules and Heritage Architect and Covenants. We the Applicant agree to take full responsibility for the rectification and cost of such rectification should any breach of Willsmere Design Guidelines, Heritage Conservation Plans, OC Rules and Heritage Architect and Covenants occur in relation to the above lot. We the Applicant acknowledge our continual obligation to comply with the Willsmere Design Guidelines, Heritage Conservation Plans, OC Rules and Heritage Architect and Covenants. We the Applicant understand that it is our responsibility to ensure that the use and construction of any structure on the above lot conforms entirely with Willsmere Design Guidelines, Heritage Conservation Plans, OC Rules and Heritage Architect and Covenants including Restrictive Covenants and other requirements set out in the contract of sale. We are reminded that whilst the Design Assessment Panel will assist in the approval process they will not accept any responsibility, financial or otherwise, and or legal liability for any discrepancies and or breaches of the Willsmere Design Guidelines, Heritage Conservation Plans, OC Rules and Heritage Architect and Covenants either prior to, or after Design Approval of the subject Lot. These responsibilities and liabilities will remain with us, the Applicant of the subject lot. We agree and acknowledge that if we fail to adhere to the rules and or the design guidelines we will accept all consequences with the approval breach process as agreed by the OC committee.</p>			
Signature of Applicant(s):			Date:

15. Approval of Renovation Requests

- 15.1. The Committee and/or Managing Agent may charge a fee for assistance with external consultants in reviewing the application and the supporting documentation. Any such fee as well as all Council/Heritage Permit fees will be paid by the Applicant upon demand.
- 15.2. The Applicant is responsible for all Town Planning (Council) Permits and Building Permits must be provided with this application and a Certificate of Occupancy (if applicable) must be presented to the Owners Corporation (OC) through its Managing Agent upon completion of the works.
- 15.3. The Applicant must ensure that all trades and contractors are supervised at all times while on site and during ingress and egress over and across the common property.
- 15.4. No vehicles or waste receptacle such as bulk bins are permitted on common property without the express written consent of the OC or its Managing Agent. Trades vehicles are not permitted to park inside any common area or in any car parking space unless it belongs to the Applicant. Waste receptacle bins must be stored in the Applicant's car space. No trade vehicle is permitted to park or remain, except for unloading, in the loading dock area of the parking garage.
- 15.5. No storage (temporary or otherwise) of supplies and/or materials is permitted on common property.
- 15.6. All work must be carried out/undertaken by accredited builders, plumbers, electricians and a certificate of completion and guarantee of works undertaken forwarded for lodgement with the Managing Agent for insurance purposes and recording of building variations. The applicant must provide the OC with a Certificate of Currency for insurance from all builders, plumbers, electricians and any other trades within 2 days of the works commencing.
- 15.7. All work must further be carried out in a tradesman like manner and within permitted industry time frames – not prior to 7am on weekdays or 9am on Saturday; finished by 5pm; no works on Sunday or Public Holidays at all.
- 15.8. Materials and debris to be removed at the sole cost and expense of the Applicant and the common property must be cleared and cleaned at the end of every work day.
- 15.9. THE OC RUBBISH BINS MUST NOT BE USED TO DISPOSE OF CONSTRUCTION MATERIALS OR SUPPLIES OF ANY NATURE INCLUDING CARTONS AND BOXES, PAINT, TIMBER AND THE LIKE.
- 15.10. The Applicant must indemnify and keep indemnified the OC from all claims for any loss of or damage to the property of, or personal injury to, third parties resulting from or incidental to the works being carried out by the Applicant.
- 15.11. Any damage incurred to the OC building/services/common property during the works or accessing of the Applicant's unit will be made good by the OC and charged to the Applicant. The applicant must pay such costs within 7 days of the fees being struck.

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- I/We accept that any damage caused to common property by any trades person or myself will be made good by the OC and charged to the lot owner.
 - I/We accept that all trades persons must follow the rules of the OC at all times.
 - I/We accept that all works are completed by qualified and accredited trades persons.
 - I/We accept that all rubbish and debris and materials will be removed at my cost and that nothing will be left on common property. If the OC has to remove rubbish from the renovation then this will be charged to my lot.
 - I/We confirm that all building/planning permits if required will be submitted to the OC and that the I will obtain any permits for any work completed at my/our cost.

- I/ We confirm that all certificate of compliance provided by any trades or companies will be provided to the OC.
- I acknowledge that all trades will comply with the building codes, Australian Standards, Council Regulations, OH&S Standards and all other requirements of its field.

I/We will start the renovation on and complete the project on If the project has not been completed by this date approval must be submitted to the committee for additional time/ resubmission of the form.

With my signature below, I accept and will comply with the terms mentioned above.

All lots owner/s must sign and date below:

Name

Name

Signature..... Dated / /

Signature..... Dated / /

COMPLETED FORM MUST BE RETURNED TO THE OCM, c/- MICM PROPERTY, LEVEL 1, 178 CITY ROAD, SOUTHBANK VIC, 3006 OR VIA EMAIL AT OCADMIN@MICM.COM.AU

Office Use only: Approval Statement

The OC PS hereby grants conditional approval to lot number..... as the owner, subject to 100% compliance with the above terms and conditions. The OC reserves its rights to rescind its conditional approval if the lot owner breaches the above terms and conditions.

Name

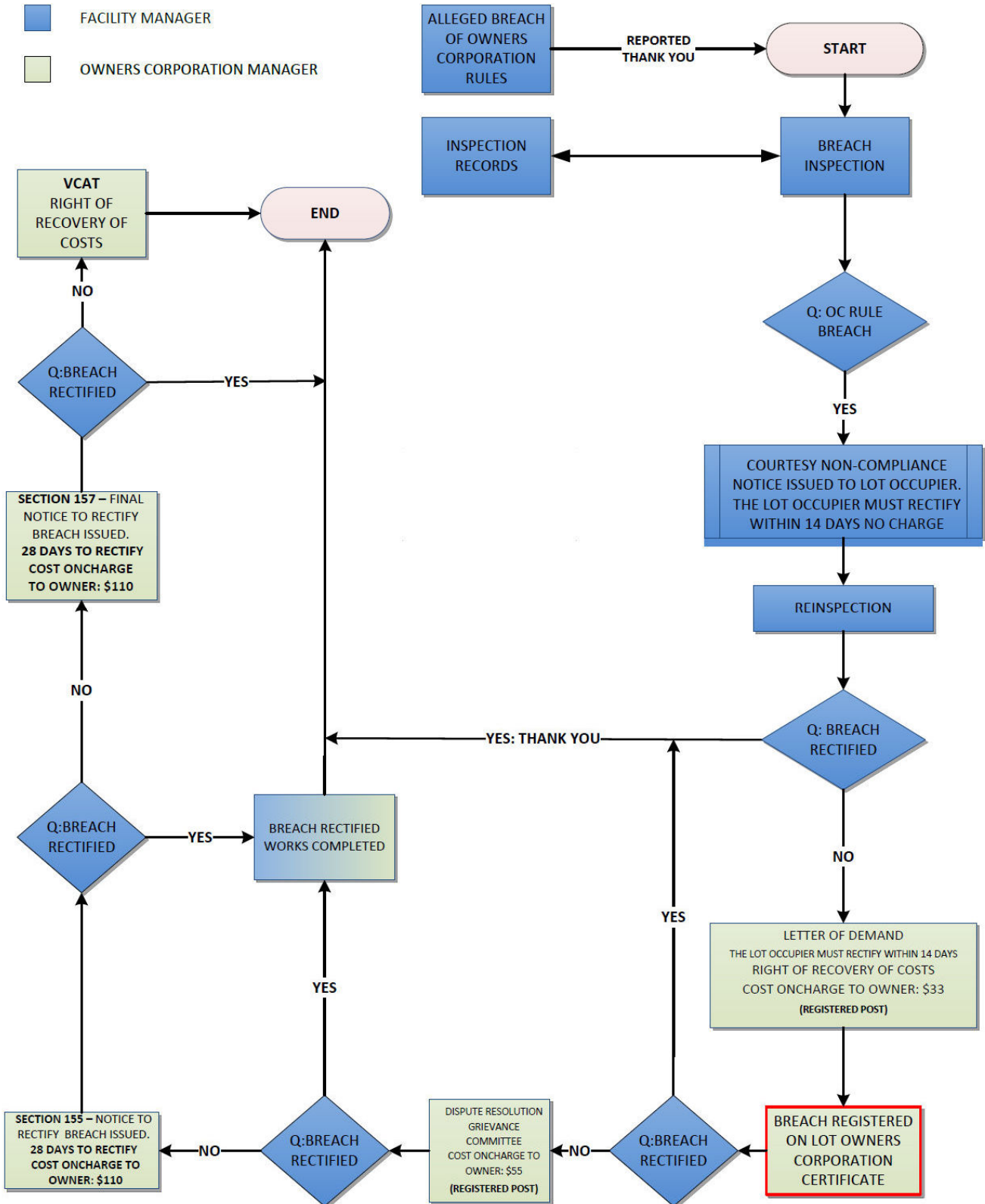
Position held..... On behalf of

Signature..... Dated / /

16. Breach Process

The schematic below describes the breach process, including the issuing of initial courtesy notices where appropriate. **COSTS OF ENFORCING BREACHES WILL BE BILLED TO LOT OWNERS.** Where a tenant incurred the breach, the onus is on the Lot Owner to recover any costs.

A lot owner, occupier or manager can make a complaint to the OC about an alleged breach of the OC rules, or it may otherwise come to the attention of the CoM or FM that a breach has occurred.



17. Colour Schemes

The standard colour scheme for Willsmere appears below. For further colour schemes not below please contact the Willsmere Owners Corporation Manager (OCM).

WILLSMERE COLOUR SCHEDULE

COLOUR	BASE	PROPORTIONS	PRODUCT
WILLSMERE CREAM	WHITE	15LT G 98.8 EE 786 M 90	ACRASHIELD LOW GLOSS
WILLSMERE LIGHT GREEN	DEEP	4LT G 113 EE 220 M 20 W 30	X10 GLOSS
WILLSMERE GREEN	WHITE	4LT G 95 EE 308 M 200	X10 GLOSS
WILLSMERE DARK GREEN	GREEN	4LT G 86 EE 113 M 22	X10 GLOSS
PURPLE BROWN	INDIAN RED	4LT B 256	X10 GLOSS HIGH GLOSS ENAMEL
PEACHLIGHT	WHITE	15LT G 22.5 EE 240	ACRASHIELD LOW GLOSS
WILLSMERE PINK	ULTRA DEEP	15LT G 1080 EE 1080 M 180	ACRASHIELD LOW GLOSS
COLORBOND RIVERGUM	ULTRA DEEP	10LT G 130 EE 560 M 660	X10 GLOSS HIGH GLOSS ENAMEL
COLORBOND HERITAGE RED/MANOR RED	-	CB11 R 107 G 55 B 647 LRV 9.00	TBA (X10 GLOSS)

18. Application for Exemption

Application for Exemption. This form must be signed and submitted to:	Willsmere Design Assessment Panel C/- MICM Property 178 City Rd, Southbank, VIC 3006 ocadmin@micm.com.au	
Status:	Owner	Resident
APPLICANT INFORMATION		
Principle Contact Name:	Secondary Contact Name:	
Mobile:	Mobile:	
Lot Number:	Address:	
PLEASE STATE THE EXEMPTION REQUESTED AND THE REASONS FOR THE REQUEST		
CLIENT CERTIFICATION OF COMPLIANCE WITH ESTATE COVENANTS and GUIDELINES		
<p>I/We the Applicant(s) for the above lot hereby certify that the documents submitted for exemption accord with all requirements as requested under Willsmere Design Guidelines, Heritage Conservation Plans, Owners Corporation Rules and Heritage Architect and Covenants. We the Applicant agree to take full responsibility for the rectification and cost of such rectification should any breach of Willsmere Design Guidelines, Heritage Conservation Plans, OC Rules and Heritage Architect and Covenants occur in relation to the above lot. We the Applicant acknowledge our continual obligation to comply with the Willsmere Design Guidelines, Heritage Conservation Plans, OC Rules and Heritage Architect and Covenants. We the Applicant understand that it is our responsibility to ensure that the use and construction of any structure on the above lot conforms entirely with Willsmere Design Guidelines, Heritage Conservation Plans, OC Rules and Heritage Architect and Covenants including Restrictive Covenants and other requirements set out in the contract of sale. We are reminded that whilst the Design Assessment Panel will assist in the approval process they will not accept any responsibility, financial or otherwise, and or legal liability for any discrepancies and or breaches of the Willsmere Design Guidelines, Heritage Conservation Plans, OC Rules and Heritage Architect and Covenants either prior to, or after Design Approval of the subject Lot. These responsibilities and liabilities will remain with us, the Applicant of the subject lot. We agree and acknowledge that if we fail to adhere to the rules and or the design guidelines we will accept all consequences with the approval breach process as agreed by the OC committee.</p>		
Signature of Applicant(s):		Date:

19. Change Log

Version	Changes	Next Review
190201	First issue	Jul 1, '19
190213	Corrected error in 8.1. Added simple form "18. Application for exemption"	Jul 1, '19