Application to make Alterations and/or Renovations

1. I / We the undersigned apply to the Trustees of the Dolphin Beach or Dolphin Four Bodies Corporate, for authorisation to make alterations/renovations as described by me/us and I/we undertake to comply with the Sectional Titles Act as amended and the specific conditions as described in the Dolphin Beach/Four Registered Rules. A short summary of the relevant conditions is set out in Appendix 2. Extracts from the Dolphin Beach/Four Registered Rules are outlined in Appendix 3. Extracts from the Sectional Title Act of 2011 is set out in Appendix 4.

2. This form must be completed by the applicant who must be the owner of the apartment or unit concerned.
   2.1. Name of Title Holder (Owner) ----------
   Section / Unit number ----------
   Telephone / Cell phone ----------
   Email address ----------
   2.2. Key holder / *Contact person* ----------
   Telephone of *Contact person* ----------
   Email of *Contact person* ----------

3. **Brief description of Alteration or Renovation**
   Alterations means any work involving structural changes and demolition work.
   Renovations means internal refurbishing and decorations.

_____

_____

4. **Visual Impact from the outside**

Indicate if any changes are proposed to the exterior that could influence the harmonious appearance of the building (which includes the windows awnings, air-conditioning units, balconies, verandas pergolas etc.

_____

_____

5. **Dates**
   5.1. The ending period for renovations and alterations is from the 1st of December to the end of February. Renovations will re-open on the 1st of March. No renovations may take place during the closing time of renovations. Only contractors dealing with official emergencies will be allowed to make noise during this period.
   5.2. Start date: ----------
   Noise dates: Demolition dates ---------- to ----------
   Tiling dates ---------- to ----------
   Cupboards etc ---------- to ----------
   End date: ----------

6. **Plans**
   6.1. Plans requiring Municipal Approval
   Any changes to the square meterage or structural integrity of the apartment will require Municipal approval. The plans must first be approved by the Design Review Committee appointed by the Trustees and thereafter the plans may be submitted for approval to the municipality.
   6.2. Alteration Detailed Plan
   A detail plan will be required regarding all aspects of the alteration. Owners must make sure that the integrity of the building is always maintained. Any uncertainties must be referred to the Estate Manager. The owner accepts full responsibility for all damages to his/her own apartment and to the rest of the building if the structural integrity is violated.

7. **Time Schedule of Work**
   7.1. A detailed schedule of work is required before alterations may take place. The owner commits to this schedule and will endeavour to abide to the timetable. The Estate Manager will review the schedule and suggest changes.
   7.2. Any changes or delays of the scheduled projects need to be reported within 3 days to the Estate Manager with reason of the delays and new time frame needs to be given.
   7.3. The new working schedule to be given and distributed and displayed to the affected apartments/neighbours as well as the entrance foyer notice board. within 3 days

8. **Noise Schedule**
   8.1. The noise levels during alterations are a huge area of concern to all the other residents. The aim of this schedule is to limit the noise days and to inform the neighbours regarding this inconvenience. ***Demolition work is limited to 5 working days*** *unless otherwise arranged with the Estate Manager****.***
   8.2. If there is going to be a lot of noise and mess and workmen in and out of the building, this will disturb the other residents. The trustees need as much information as possible so that they can notify other residents as well as monitor the situation and ensure that the project does not run longer than the time stated.

9. Deposit
   9.1. The deposit for alterations and renovations is R 5 000.
   9.2. The deposit or partial deposit could be forfeited with instructions of the Design Review Committee under the following conditions:
      9.2.1. If the timetable is not adhered to. The Estate Manager will evaluate if the timetable was overrun due to unforeseen circumstances or whether the timetable is extended unnecessary due to late and continuous changes to the plan.
      9.2.2. If damage was done to other apartments or common property. The Estate Manager will assess the damage and arrange for repairs to affected areas. The cost of these repairs will be deducted from the deposit.

9.2.3. If the workers did not abide by the registered rules. The Estate Manager will notify the Owner of the misconduct and continued misconduct could lead to the DRC imposing fines to be collected from the deposit.

9.2.4. If rubble was left in an area or time not specified by the Estate Manager. The Estate Manager will notify the Owner of the misconduct and continued misconduct could lead to the DRC imposing fines to be collected from the deposit.

10. Estate Manager

10.1. The Estate Manager is responsible to inspect, to ensure that all the rules and regulations of alterations and renovations, are adhered to. He/she must be always given full access to the apartment in order that inspections may take place. The Estate Manager will first advise the owner or contractor that irregularities are taking place where after action will be instituted if not rectified immediately.

10.2. Approval must be obtained from the Estate Manager whenever any of the amenities such as water, electricity, or signals such as DSTV, or fibre be altered or switched off on Common property. Any cost involved in rectifying this action could be charged against the owner.

10.3. The Plumber or Electrician will provide their current Municipal registered certificate to the Estate Manager before any work is done in the apartment.

10.4. In the event that work is done on the balcony, The Estate Manager will only inspect and provide a report in writing to confirm that the full-bore and down pipes are in working order, similarly the contractor will demonstrate and provide a report that the full- bore and down pipes are in working order.

10.5. Contractors may at no point be allowed to pour cement water or dirty water into the full-bore or drainage system. The Estate Manager will advise the owners or contractors that the irregularities are taken place were after action will be instituted if not rectified immediately.

10.6. All owners are encouraged, if a major renovation is taking place, to replace all the water pipes in the unit to prevent future leaks.

10.7. In the event that balconies are renovated the contractor must obtain written approval from the Estate Manager that the water proofing is in order before tiling may commence. Failing this approval, the Estate Manager may request that the tiles be removed.

10.8. It is highly recommended that if the balconies are renovated the planning should make provision to waterproof under the sliding doors. The Estate Manager may request that a full flood test is done to insure and give evidence that the water proofing is in order, the responsibility remains to the owner and responsible for any defects or leaks in future thereof.

10.9. In the event that structural damage is done to the building or neighbouring apartments the owner undertakes to be kept liable for such damage.

11. Short Summary of Important Rules

11.1. Official working hours for contractors are from 08h00 and 17h00. No construction noise may be made between 13h00 and 14h00. Contractors and their workers must abide by the conduct rules.

11.2. No rubble may be left on common property unless authorised by Estate Manager.

11.3. The selections of tiles for outside balconies must be approved by the DRC.

11.4. **Once renovations are complete, all applicable plumbing, gas, electrical compliance certificates or engineer`s reports must be given to the trustees, so that they know for certain that the renovations or alterations were done according to regulations**,

11.5. Under no circumstances may a contractor have remote control access to the entrance of Dolphin Beach, Contractors must sign in at the security entrance and sign out again when leaving Dolphin Beach.

11.6. The elevators may not be used by the contractors or for the conveyance of materials, any deviations from the rules will result in a warning from the Estate Manager, after which any further deviation could result in the authority to continue could be withdrawn with the subsequent loss of the deposit.

11.7. All contractors must sign in at security and have the contractor's identification sticker attached to clothing and be visible.

11.8. The rules governing alterations and renovations are defined in the Registered Rules of Dolphin Beach and Dolphin Four. These rules are amplified in the Design Guide Rules. A summary of the rules is attached as Appendix 3.

12. Undertaking

12.1. I / We the undersigned undertake to adhere to the conditions as outlined in this document and Annexures. I / we agree that the authority to start or to continue with the alterations or renovations may be withdrawn by the Trustees if I do not adhere to the conditions as outlined in this document and annexures.

12.2. Untill approval is granted or if approval is withdrawn the contractors involved in the renovation / alteration could be refused entrance to the complex.

12.3. Should the undersigned start the renovation / alteration without approval there could be legal ramifications, the cost of which could be for the account of the undersigned.

Place ----------

Date ----------

Plans attached ---------- ---------- ----------

Signature Owner ---------- (date)----------

Signature Estate Manager ---------- (date)----------

Signature Design Review Committee ---------- (date)----------

Appendix 1

Estate Manager Control Sheet

	Date	Comments
Application form Received	----------	----------
Detail-, schedule-, noise plans	----------	----------
Referred to DRC	----------	----------
Authority from DRC	----------	----------
Municipal approval required	----------	----------
Deposit paid	----------	----------
Approval to start	----------	----------
Notification to neighbours	----------	----------
Briefing to Contractor	----------	----------
Contractor signature	----------	----------
First inspection	----------	----------
Demolition phase start	----------	----------
Demolition complete	----------	----------
Damage Inspection	----------	----------
Weekly inspections ----------	----------	---------- ---------- ----------
Weekly inspections ----------	----------	---------- ---------- ----------
Weekly inspections ----------	----------	---------- ---------- ----------
Final inspection	----------	----------
Deposit returned	----------	----------

Appendix 2

Short extract of relevant Rules for Alterations and Renovations

1.0 **Alterations**

1.1 Alterations shall mean any work involving structural changes or additions to a section or unit. Typical examples are the removal, installation or modification of a wall, changes to the electrical wiring or water piping, as well as structural changes to sanitary ware. Any structural changes affecting the exterior of the apartment will also be classified as an alteration. Removing of tiles and retiling is also alterations.

2.0 **Renovations**

2.1 Renovations shall mean any internal redecoration or refurbishing of the existing structural interior of a unit. Typical examples are tiling over existing tiles on the floor and wall, or the replacement of cupboards and doors.

3.0 **Redecorations**

3.1 Redecorations such as the painting of the interior of the unit or the replacement of fixed carpets may be done without Trustee authority. Liaison with the Estate Manager is advised to ensure orderly security and workspace arrangements.

4.0 **Procedures for obtaining Approval**

4.1 Application forms are available from the Estate Manager.

4.2 The application form must be completed, and the deposit must be paid before handing the forms in to the Estate Manager's office.

4.3 The application form must be supplemented with the Detail Alteration plan, the Time schedule plan and the Noise plan. Copies of typical plans are available from the Estate Manager's office.

4.4 The Design Review Committee (DRC) will consider the application. The DRC normally meets once a month.

5.0 **Control of Contractors and/or Service providers**

5.1 Renovation and alteration contractors will only be allowed entrance once the application for the work has been approved and the relevant deposit is paid.

5.2 Renovation and alteration contractors will not be allowed to enter the premises over the weekends or public holidays for the execution of their work.

5.3 Contractors may only enter the premises from **08h00** and contractors must put tools down **16h00** and must leave the premises before **17h00**.

5.4 No construction noise may be made between the hours of **08h00 and 09h00**. No construction noise may be made between the hours of **13h00 and 14h00**.

5.5 Contractors may not loiter on common property or wander around the complex.

5.6 Contractors must remove any visible rubble off site by end of work day.

6.0 Responsibilities of Owners

6.1 The owner is responsible for his/her own actions during alterations/renovations as well as the actions of the contractor and his/her workforce on the premises. Any deviations from the rules will result in a warning from the Estate Manager, after which any further deviation could result in the authority to continue could be withdrawn with the subsequent loss of the deposit.

6.2 Once the application has been approved notices must be posted in the relevant notice boards. The schedule and noise plans will also be distributed by the Estate Manager to all affected neighbours. It is highly recommended that the owner or contractor pays a visit to the relevant neighbours to ensure a smooth transition of the alteration process.

6.3 The applicant accepts full responsibility for any damage caused during the alterations/renovation to other units or common property. The Board of Trustees may appoint a contractor to repair such damage and the applicant will be held liable for the costs involved. The deposit will be used to cover the initial costs, however the total cost of repairing the damage is for the owner's account.

6.4 The owner is responsible to provide all electricity and water required for the alterations and renovations.

7.0 Environment

7.1 Common property must be always kept clean. No rubble may be left overnight on common property. Building rubble must be kept inside the apartment until it can be removed off the premises. No dumping of building rubble will be allowed on the premises or adjacent areas. The Estate Manager will inspect the premises every day for neatness.

7.2 Care should be taken not to pollute the natural swamp and beach areas when cleaning utensils. All cost to clean affected areas will be billed against the deposit. The Estate Manager must be consulted where utensils may be cleaned.

7.3 The common electricity and water supply may not be used for alterations/renovations. If internal electricity cannot be used a written application must be submitted to the Estate Manager. A charge will then be assessed for the electricity consumed.

Appendix 3

Summary from the Registered Rules regarding Alterations and Renovations

1.0 Design guidelines and Design Review Committee (DRC)

1.1 The Design Guidelines shall control all aspects of the design and the appearance of the buildings in the scheme and any Alterations thereto.

1.2 Owners of sections shall comply with the provisions of these rules and the Design Guidelines about Alterations to their sections and/or the common property and/or the exterior of a building in terms of these rules.

1.3 The trustees may perform such acts as are necessary to accomplish the purposes expressed or implied in these rules and the Design Guidelines, which acts shall include, inter alia, the examination, approval and endorsement of plans or building plans relating to alterations.

1.4 **The trustees shall be entitled to:**

1.4.1 Appoint a Design Review Committee with such powers and duties as delegated by the trustees, to consider applications for Alterations or Renovations and to scrutinize the plans in respect of Alterations on their behalf and to ensure compliance with the Design Guidelines.

1.4.2 Appoint an architect and such advisors as are necessary to scrutinize the plans in respect of Alterations on their behalf and to ensure compliance with the Design Guidelines.

1.4.3 Impose a submission fee, scrutiny fee and such further charges as deemed necessary, to consider an application for Alterations or Renovations and to scrutinize the plans.

1.4.4 Determine a deposit payable by owners, to proceed with Alterations or Renovations in terms of these rules, which deposit shall be retained by the trustees until completion of the work.

1.5 An owner shall not keep or do anything on the common property after notice in writing in that regard from the trustees.

1.5.1 An owner shall not store or leave or allow to be stored or left any article or thing in any part of the common property except with the written consent of the trustees first having been had and obtained.

1.5.2 An owner shall not erect any tent or other structure or alter or remove any shrub, tree or plant on or in the common property without the written consent of the trustees first having been had and obtained.

2.0 **Consent Required in respect of alterations or renovations.**

2.1 An owner or occupier of a section shall not mark, paint, drive nails or screws or the like into, or otherwise damage, or alter, any part of the common property or

the exterior of a building, without first obtaining the written consent of the trustees.

2.2 Notwithstanding sub-rule (2.1), an owner or person authorised by him, may install:

2.2.1 Any locking device, safety gate, burglar bars, or other safety device for the protection of his section; or

2.2.2 Any screen or other device to prevent the entry of animals or insects, Provided that the trustees have first approved the nature and design of the device and the manner of its installation.

2.3 No owner of a section shall attach or install any air conditioning equipment, external lighting, or other devices or additions to the common property or to the exterior of a building, without first obtaining the written consent of the trustees. No owner of a section may attach or install any aerial or satellite dish to the exterior of a building in the scheme, where it is visible from outside the section.

2.4 No owner of a section shall make Alterations to his section and/or the common property and/or the Building, without first obtaining the written consent of the trustees.

2.5 No owner of a section shall make Renovations to his section, without first obtaining the written consent of the trustees. All alterations or repairs of plumbing, electrical installations or conduits must be done by qualified persons and the work must comply with the standards required by the local authority.

3.0 **Procedure for Alterations and Renovations**

3.1 To obtain the written consent from the trustees the owner of the section shall:

3.1.1 Complete the Application form and submit the completed Application form and such additional plans and other documents as may be required by them, to the trustees or to the Design Review Committee.

3.1.2 Submit plans and where applicable, building plans, of the proposed Alterations or Renovations to the trustees or the Design Review Committee.

3.1.3 Pay the deposit, as determined by the trustees by trustees' resolution.

3.1.4 Pay the submission fee, as determined by the trustees by trustees' resolution, including the scrutiny fee payable to the Architect.

3.2 The trustees may grant their consent, or refuse such consent, in which case the trustees must give reasons for their refusal. If considered necessary by the trustees, they may consult an architect, engineer, legal advisor or other professional consultant regarding the proposed alterations and the owner may be held liable for the costs incurred.

3.3 If the trustees are satisfied that the proposed Alterations are in accordance with Design Guidelines, for the purposes of which the trustees shall be the sole arbiter and their decision shall be final and binding on the owner, they shall approve and endorse the plans and convey their written consent to the owner. The trustees may impose conditions when granting their consent.

3.4 If the approval of the Local Authority is required, the owner shall submit the building plans to the Local Authority for approval. If no approval is required from the Local Authority the owner may commence with construction upon obtaining the approval of the trustees.

3.5 Once the Local Authority has approved the building plans, a copy of the approved building plans must be submitted to the trustees, to obtain their consent to proceed with the alterations. If a further scrutiny fee is required by the Architect to scrutinize the approved building plans, the owner shall pay the scrutiny fee as maybe required.

3.6 If required in terms of the Act, the owner shall proceed to obtain the body corporate's approval of the Alteration, by special resolution or otherwise. The members of the body corporate may impose reasonable conditions when granting their authorisation.

3.7 The owner shall comply with the following provisions with regard to the construction and completion of the Alterations and Renovations:

3.7.1 Appropriate insurance must be taken out by the owner or his building contractor for the duration of the construction period, if required by the trustees.

3.7.2 Any work done in pursuance of this rule, must be done during the hours of **08h00 to 16h00** on weekdays, but not on Saturdays or Sundays or on public holidays. No demolition, hammering, drilling, sawing, or use of power tools or other disturbing noise producing activities may be undertaken between the hours of **08H00 and 09H00 and13h00 and14h00**.

3.7.3 The owner shall comply with the provisions of the Design Guidelines and the conditions that may have been imposed by the trustees or by the body corporate.

3.8 All doors and windows being installed must conform in outward appearance with the other doors and windows installed in similar positions elsewhere in the building.

3.9 The common property must be kept clean, tidy and free of building rubble, which must be removed as work proceeds.

3.10 The elevators may not be used by workmen or for the conveyance of materials.

3.11 The electricity supply of the body corporate may not be used without the consent of the trustees, who may assess the costs of such usage for the account of the owner.

3.11 Any work done in pursuance of this rule must be done with the minimum of discomfort, disturbance, obstruction and nuisance to other owners or occupiers.

3.12 The owner accepts responsibility and shall be liable to the body corporate (or other owners, as the case may be), for any damage caused by him, his workmen, or contractors, to the common property or to other sections and indemnifies the body corporate against such damage or any claims arising therefrom.

3.13 In the event of the common property being damaged due to construction, the trustees shall be entitled to appoint an independent contractor to repair the damages and the trustees may utilise the deposit to defray the costs of repairs. If however, the deposit is insufficient to cover the costs of repairs, the trustees shall be entitled to recover the shortfall from the owner.

3.14 The owner must ensure that his workmen and contractors comply with the relevant provisions of this rule.

3.15 Upon completion of construction, the owner must notify the trustees who shall inspect the section and/or common property and/or building, before refunding the deposit to the owner, subject to any deductions that may be made for costs and damages in terms of these rules.

3.16 If required in terms of the Act, the owner shall ensure that the alteration is registered in the deeds registry, such as in the instance of the extension of a section.

3.17 Any alteration, device or addition made or installed by or on behalf of an owner in terms of these rules shall be maintained by the owner of the section and his successors in title in a state of good repair and in a clean, neat, hygienic, and attractive condition, at his own expense.

4.0 **Insurance**

4.1 The body corporate shall have no responsibility whatsoever for the insurance of the contents of any section, which shall at all times, be the sole responsibility of the owner in question.

4.2 An owner shall not do or permit to be done in his section or on the common property anything which will or may increase the rate of premium payable by the body corporate on any insurance policy or which may tend to vitiate any such insurance policy.

4.3 An owner shall not store or harbour upon the common property or any part thereof or in his section any goods which may vitiate any fire insurance policy held by the Body Corporate or increase the premium payable in respect of such policy.

5.0 **Appearance from the Outside.**

5.1 The owner or occupier of a section used for residential purposes shall not place or do anything on any part of the common property, including patios, stoeps, balconies, decks, cabanas, yards and gardens which, in the discretion of the trustees, is aesthetically displeasing or undesirable when viewed from the outside of the section.

6.0 **Vehicles**

6.1 No owner or occupier shall park or stand any vehicle upon the common property or permit or allow any vehicle to be parked or stood upon the common property, without the consent of the trustees in writing.

6.2 The trustees may cause to be removed or towed away, at the risk and expense of the owner of the vehicle, any vehicle parked, and standing or abandoned on the common property without the trustees' consent.

6.3 Owners and occupiers of sections shall ensure that their vehicles, and the vehicles of their visitors and guests, do not drip oil or brake fluid onto the common property or in any way deface the common property.

7.0 **Breach**

7.1 Paragraph 20 of the Registered Rules will apply to the owner if the owner is in breach of these rules.

8.0 **Advertisings**

8.1 No owner or occupier of a section, used for residential purposes, shall place any sign, notice, billboard, or advertisement of any kind whatsoever on any part of the common property or of a section, so as to be visible from outside the section, without the written consent of the trustees first having been obtained.

Appendix 4

Extract from
SECTIONAL TITLES SCHEMES MANAGEMENT ACT, 2011 (Act No 8 of 2011)
SECTIONAL TITLES SCHEMES MANAGEMENT REGULATIONS

5. (1) The owner or occupier of a section must not, without the trustees' written consent, make a change to the external appearance of the section or any exclusive use area allocated to it unless the change is minor and does not detract from the appearance of the section or the common property.

(2) The owner or occupier of a section must not, without the trustees' written consent—

Use of sections and common property.

30. The body corporate must take all reasonable steps to ensure that a member or any other occupier of a section or exclusive use area does not—

(a) use the common property so as to unreasonably interfere with other persons lawfully on the premises, in breach of section 13(1)(d) of the Act.
(b) use a section or exclusive use area so as to cause a nuisance, in breach of section 13(1)(e) of the Act.
(c) contravene the provisions of any —
  (i) law or by-law relating to the use of a section or an exclusive use area; or
  (ii) conditions of a license relating to use of the building or the common
  This gazette is also available free online at property, or the carrying on of a business in the building; or
  (iii) conditions of title applicable to sections or exclusive use areas.
(d) make alterations to a section or an exclusive use area that are likely to impair the stability of the building or interfere with the use and enjoyment of other sections, the common property, or any exclusive use area.
(e) do anything to a section or exclusive use area that has a material negative affect on the value or utility of any other section or exclusive use area.
(f) subject to the provisions of section 13(1)(g) of the Act, use a section or exclusive use area for a purpose other than for its intended use as —
  (i) shown expressly or by implication on a registered sectional plan or an approved building plan.
  (ii) can reasonably be inferred from the provisions of the applicable town planning by-laws or the rules of the body corporate; or

(iii) is obvious from its construction, layout, and available amenities.

(g) construct or place any structure or building improvement on an exclusive use area which in practice constitutes a section or an extension of the boundaries or floor area of a section without complying with the requirements of the Act and the Sectional Titles Act, provided that the body corporate may by ordinary resolution —

(i) give consent for such a structure or building improvement if they are satisfied that it does not require compliance with such requirements.

(ii) prescribe any reasonable condition regarding the use or appearance of the structure or building improvement; and

(iii) withdraw any consent if the member or other occupier of a section breaches any such condition.

Obligation to maintain.

31 (1) Notwithstanding that a water-heating installation forms part of the common property and is insured by the body corporate, a member must maintain, repair and, when necessary, replace such an installation which serves that member's section or exclusive use area; provided that where such an installation serves sections owned or exclusive use areas held by more than one member, the members concerned must share the maintenance, repair and replacement costs on a pro-rata basis.

(2) If despite written demand by the body corporate, a member refuses or fails to —

(a) carry out work in respect of that member's section ordered by a competent authority as required by section 13(1)(b) of the Act; or

(b) repair or maintain a section owned by that member in a state of good repair as required by section 13(1)(c) of the Act; and that failure threatens the stability of the common property, the safety of the building or otherwise materially prejudices the interests of the body corporate, its members or the occupiers of sections generally, the body corporate must remedy the member's failure and recover the reasonable cost of doing so from that member; provided that in the case of an emergency, no demand or notice need be given to the member concerned.

Appendix 5

Health and Safety Certificate

As required to any contractor/worker that will be visiting the Estate as detailed in the OHS Act

Site/Block/Unit no ---------- **Date ----------**
Contractor's name ---------- **Company name ----------**

1. Ensure that you wear a hard hat (if required) and using safety gear when necessary and that you are wearing adequate footwear i.e. closed safety shoes.
2. Only use the access routes provided as indicated by the Estate Manager.
3. Once unsafe acts or conditions come to your attention or you should injure yourself, report it to the Estate Manager directly or the latest before you leave the Dolphin Beach estate.
4. Stay away from the open edges and floor openings.
5. Obey all notices and signs at the Dolphin Beach estate.
6. Be aware of overhead work and do not walk under suspended loads.
7. All vehicles have the right of way, please be out of their way, especially when they are reversing.
8. You require being safety conscious e.g., standing still when answering a cell phone.
9. Ensure that you stay/walk/work together while on the estate when necessary, from a safety point of view.
10. Make use of all your senses and do anything possible to prevent accidents or to minimize risks.
11. Visitors/owners must stay away as reasonably practicable form the work activities.
12. Only authorised persons may operate machinery.
13. Report back to the Estate Manager office before departure.
14. This form confirms that before starting working on the estate you received an estate introduction briefing from the Estate Manager confirming all relevant hazards.

Contractor's/Worker name ---------- **Signature ----------**

Appendix 6

Receipt of Deposit Alterations/Renovations

1.0 An amount of R 5 000 for Alterations was paid to the Dolphin Beach/Four Bodies Corporate banking account as deposit in respect of possible damages to common property or neighbour's property that may be incurred during construction work done.

2.0 The deposit will be forfeited under the following conditions:

2.1 If the timetable is not adhered to.

2.2 If damage was done to other apartments or common property.

2.3 If the workers did not abide by the registered rules.

2.4 If rubble was left in an area or time not specified by the Estate Manager.

3.0 I further undertake to pay any additional costs that exceed the aforesaid amount for the repair of any damage caused by either myself or by my appointed contractors to Dolphin Beach/Four Bodies Corporate.

4.0 I acknowledge that no indulgence or extension of time afforded to me can be regarded as an ovation of my liability in terms of this Acknowledgement of Debt.

Signed at ---------- on this the ---------- day of ---------- 201