

# **BREAKFAST POINT COMMUNITY ASSOCIATION DP 270347**

## **APPLICATION – LOT IN A SUBSIDIARY SCHEME**

### **INTRODUCTION**

Breakfast Point Community Association DP270347 comprises a number of Subsidiary Bodies including Precinct and Neighbourhood Associations and Owners Corporations.

A Community Management Statement (CMS) has been made under the Community Lands Management Act 1989 and it applies to Breakfast Point. The CMS controls and preserves the essence of the Community Scheme and it contains requirements for compliance with its By-laws and Architectural and Landscape Standards.

The CMS is controlled and administrated by the Community Association. Owners proposing to undertake work must obtain approval from the Community Association prior to the commencement of any work.

### **PURPOSE**

A fast track Works Application System has been developed, in compliance with Section 8 of the CMS, to assist owners to submit applications for approval to undertake works requiring the approval of the Community Association.

The Community Association has a strong commitment to the expeditious and professional assessment of applications to undertake work. The success of the system relies on this commitment and the support of the various parties in attending to their responsibilities.

### **PROCESS**

The Works Application process is as follows:

- 1 An Owner proposing to undertake work is to submit an application, using the attached Work Application Form to their Subsidiary Body (e.g. Owners Corporation) in the first instance.

The applicant (owner) is to complete the application form enclosed in every respect and to include all documents necessary for the assessor, the Scheme Architect, to make an informed assessment.

Documentation accompanying the application includes plans or drawings (including a site plan), specifications, certificates and any other information required to undertake the assessment process.

- 2 Upon completion of the application, an owner in the Subsidiary Body, must then engage the services of the Community Schemes Architect, to assess the application and either accept, accept subject to any conditions or decline the application.
- 3 The Scheme Architect may request the applicant to submit any further information necessary to complete his assessment and the applicant will comply with such a request.

- 4 Upon completion of the assessment the Scheme Architect will submit a report on the application to the owner together with a recommendation for approval, approval subject to any conditions or refusal. Any conditions of approval will be clearly listed in the recommendation. The recommendation shall be of a quality capable of being used as a motion in a meeting agenda of the Subsidiary Scheme Executive Committee.
- 5 The application must then be approved by the Subsidiary scheme and minuted accordingly. If approval is required by the City of Canada Bay Council, the Subsidiary scheme manager is to affix the seal to the City of Canada Bay Council Development Application Form.
- 6 The application must then be forwarded to the Community Manager who will, in consultation with the Executive Committee Secretary, include the application, the Scheme Architect's report, minutes approving the application from subsidiary scheme and any other plans and specifications in the next agenda of the Executive Committee's Assets and Standards Sub Committee.
- 7 The Sub Committee will review the application for compliance to the Community By-Laws and the Landscape and Architectural Standards. The recommendation of the Assets and Standards Sub Committee will be included on agenda of the Community Association Executive Committee meeting. The Community Association Executive Committee will deal expeditiously in determining the application.
- 8 On determination of the application the Community Manager will immediately notify the applicant and the Subsidiary Body as to the terms of the resolution of the Executive Committee.
- 9 The Community Manager will affix the Community Association Seal to the Seal of the City of Canada Bay Council Development Application Form.
- 10 The applicant must then lodge the application to council for approval (**if required by council**).
- 11 At completion of the work the applicant will submit to the Community Manager a certificate issued by a competent person to the effect that the work has been completed in compliance with the approval within 21 days of its completion.
- 12 On receipt of the certificate of completion the Community Manager will make a notation in the register to that effect and forward a copy of the certificate to the Subsidiary Body.

## **RESPONSIBILITIES**

The success and expediency of the system relies on each party involved in the process accepting in good faith their responsibilities as set out above and doing everything necessary to minimise and to avoid any unnecessary delay in attending to those responsibilities.

Where any uncertainty arises in respect to the process to be followed, the Community Manager will determine, in a consultative manner, the process to be followed and the party will accept and comply with that decision.

### CHECKLIST

**1. Submit an Application.**

Supported with appropriate evidence  Yes  No Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**2. Community Schemes Architect Services' Engaged.**

Supported with appropriate evidence  Yes  No Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**3. Scheme Architect's Further Information.**

Supported with appropriate evidence  Yes  No Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**4. Scheme Architect's Report and Recommendation.**

Supported with appropriate evidence  Yes  No Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**5. Approval and Minuted by the Subsidiary Scheme. Affix Seal to DA.**

Supported with appropriate evidence  Yes  No Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**6. Application and Supporting material to be included on EC Agenda**

Supported with appropriate evidence  Yes  No Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**7. Sub-Committee Review of Application.**

Supported with appropriate evidence  Yes  No Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**8. Notification to Applicant by Community Manager.**

Supported with appropriate evidence  Yes  No Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**9. Community Manager to affix Community Association Seal to Canada Bay Council DA Seal.**

Supported with appropriate evidence  Yes  No Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**10. Applicant to lodge Application to Council for approval.**

Supported with appropriate evidence  Yes  No Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**11. Applicant to submit to Community Manager Certificate of Completion in Compliance within 21 days.**

Supported with appropriate evidence  Yes  No Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**12. Community Manager notes in Register and Subsidiary Body receives copy of Certificate.**

Supported with appropriate evidence  Yes  No Signed: \_\_\_\_\_ Date: \_\_\_\_\_

