

AVANTI APARTMENTS

90 George St | 1C Burdett St
Hornsby NSW 2077

P 02 9476 5016

F 02 9476 2908

avanti@transparentfm.com

AVANTI APARTMENTS INSTALLATION OF SECONDARY GLAZING

GENERAL INFORMATION ON INSTALLATION OF SECONDARY GLAZING

1. Secondary glazing is the retrofitting of an additional layer of glazing to the inside of an existing window or door. Secondary glazing can have both acoustic and energy properties.
2. Only lot owners can apply for secondary glazing.
3. Permission to install secondary glazing must be received from the Owners Corporation prior to installation.
4. Under Work Health and Safety requirements all tradespeople must sign in with the Building Manger prior to commencing and at the completion of the work. Times for installation should be arranged with the Building Manager at least four days prior to the work commencing.
5. Tradespeople are to be advised that the car parks are for owners and occupiers not the parking of trade vehicles and they should arrange with the building manager where to park their motor vehicles.

Provide all the required documentation to the Avanti Building Manager by email, fax or in person.

AVANTI APARTMENTS
INSTALLATION OF SECONDARY GLAZING
TERMS AND CONDITIONS

Lot Number:

Apartment Number:

1. I/we indemnify the Owners Corporation from any liability being structural or personal injury associated with the installation of secondary glazing.
2. I/we will make good any damage to common property.
3. If during installation (or subsequent removal) of the secondary glazing and for a period of 7 days after the event, the original glass is cracked, and there is no other reason for the damage, then the owner is liable for the cost of replacing the glass.
4. If the secondary glazing is removed I/we will be responsible for returning the window and door frames to their original condition. I acknowledge that it is a condition of approval that if the property is sold, the new owner must agree to the secondary glazing and accept liability for replacing the frames if the secondary glazing is removed at a later date.
5. I/we will advise contractors that they must comply with Avanti WHS requirements including insurance, licences, WHS induction and sign- in sign-out procedures.
6. The building manager will be permitted to inspect the area(s) where the secondary glazing is to be installed prior to installation and will also be permitted to inspect the installation within 7 days of the completion of the installation.
7. All secondary glazing must be fitted to the inside of doors and windows. Secondary glazing on the outside is not permitted.

I/we understand that violation of any of these terms and conditions or failing to obtain permission from the Owners Corporation prior to installation will result in an order to remove the secondary glazing and return the frames to their original condition.

Name(s) of owner(s):

Signature(s)

Date:

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AVANTI APARTMENTS INSTALLATION OF SECONDARY GLAZING APPLICATION

I/we hereby apply for permission from the Owners Corporation to install secondary glazing.

We have attached the following:

- Signed Terms and Conditions for the Installation of Secondary Glazing
- Trading Name and contact details for the installer
- List of doors/windows to be fitted with Secondary Glazing

Lot Number:

Apartment No:

Contact phone number:

Name(s) of owner(s):

Signature(s):

Date:

Office Use Only

Date received:	
T&C signed	
Installation Date:	
List of doors and windows:	
Approved Date:	