



# Tenant Notification of Works Form HS-FR-19-03

This form must be completed by the tenant where the works may impact on the base building, property boundary or create excessive noise or dust. This form must be submitted to Centre Management 7 days prior to works. Refer to the Retailer Handbook for further information.

## Section A - Tenancy Notification Works (to be completed by tenant)

Centre/Location:

Tenancy Name:

Date:

Tenant Representative Name:

Contact Name:

Contact Ph.:

Description of Works to be Completed – e.g. Electrical, plumbing, fitout, ceiling works, wall/slab penetrations

## Work Details

Proposed Commencement Date:

Proposed Completion Date:

Location of Works:

Will the works impact on the base building?  Yes  No  Unsure

Will the works impact on common areas?  Yes  No

Will the works create noise or dust?  Yes  No

Goods Lift Required?  Yes  No

Loading Dock Access Required?  Yes  No

Contractor(s) required?  Yes  No

After hours access required?  Yes  No

## Section B – Centre Management Review (to be completed by Centre Management)

Permit Required?  Yes  No

Permit Type:  Hot Work  Penetrations  
 Fire Service Impairment  Excavations  
 Roof Access  Critical Lift  
 Confined Space

Contractor Induction Required?  Yes  No

Additional Controls Required?  Yes  No Insert Details:

## Centre Management Approval

Vicinity Centre Representative Name:

Date:

Signature: