

# Emerald Bay

## Body Corporate

Registration No's SS 11/1996,



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Kusweg /Beach Road, Strand, 7140

Trustees: Mr. Paul Cummins (Chairperson), Mr. Rolf Svahn, Dr. Wolfgang Breidert, Mrs. Marietjie du Plessis, Mr. Isak Minnaar, Mr. Philip Lourens, Dr. Raj Parikh

### Application for Renovations

I/We, the undersigned, ....., being the owner(s) or alternatively duly authorized to act on behalf of Section(s)....., vide Sectional Title Plan SS 142/1996, Surveyor-general Diagram No. 55/1996)

Hereby apply for permission from the Trustees of Emerald Bay Body Corporate for the following renovations/alterations/improvements as per the attached sketch plan and a copy of the contractor's quotation:

Commencement date : ..... Time frame : .....

Estimated cost of the renovations : Value R .....

Contact Numbers:.....

E-mail : .....

I/We want to increase the insurance value of my unit : YES / NO (tick which is applicable)

I/We hereby agree to abide by the terms and conditions as set out in the Conduct Rules of the Emerald Bay Body Corporate, and the Builders Code of Conduct of Greenways Home Owners Association.

#### **I/WE ALSO AGREE TO THE FOLLOWING**

1. An applicable sketch plan with full details of the proposed renovations/alterations/improvements must be submitted in every application when a wall or part of it, is removed or reconstructed, or if major plumbing is envisaged during bathroom and kitchen alterations, or if the electrical layout is changed.
2. No structural alterations, like removal or reconstruction of any weight-bearing or exterior wall, or a major interior wall or window or floor or ceiling concrete slab, may be done without the written consent of the Trustees, and approved plans by the local authority. No drilling into the reinforced concrete floor to accommodate a water trap for a walk-in shower or for any other purpose will be allowed.
3. A copy of the Council's approved plans in case of structural alterations, signed by the Body Corporate must be lodged with the Managing Agents prior to construction commencing.
4. A deposit as determined by the Trustees from time to time to cover major damage to the common property, and based on the extent of the work and the time span thereof, shall be payable to Emerald Bay by the owner before work may commence. (Usually between R2, 000 and R50, 000).

**Bank Details:**

Emerald Bay Body Corporate  
ABSA Bank  
Account Number: 4075 9477 38  
Branch Code: 632 005

**Reference: Your Unit Number**

5. This deposit, minus R500.00 for minor cosmetic damages and admin costs, will be refunded to the owner once inspection is done and approval is given by the Body Corporate upon completion of the renovations/alterations/improvements. Any applicable penalties, or the cost of repairing any damage caused to the common property of the Body Corporate or to the property of any other owner in Emerald Bay, will be deducted from the deposit.
6. Where necessary, any tarmac area of the common property used for building materials or rubble during the work shall at all times be protected by a layer of sand or plastic sheeting.
7. All rubble shall be removed daily by 17h00. The contractor may apply to the Trustees for parking space for a “skip” to accommodate rubble.
8. At commencement of work and for the duration thereof, the owner must at all times exercise strict supervision over the contractor. Any area of the common property affected by the work shall be kept clean and tidy throughout the day.
9. A contractor or any of his employees is not permitted to wander around on the common property.
10. Work is only permitted during the hours **08:00 to 17:00** on week days and must be concluded as expeditiously as possible, within the **time specified in this application. Or penalties may be applied**
11. No work is permitted on Saturdays, Sundays, public holidays or during the annual builders’ holiday which normally is between the 15<sup>th</sup> of December and the 10<sup>th</sup> of January.
12. The owner accepts responsibility and shall be liable to the Body Corporate for any damage caused by him, his contractor or the contractor’s workmen to the common property and likewise to the property of any other owner in Emerald Bay.
13. The Complex Manager or the Trustees may at any time during work hours enter the section for the purposes of ensuring that the provisions of the Conduct Rules and the approval of this application are being observed.
14. Penalties in the discretion of the Trustees will be applicable if the work is not completed within a reasonable time span, or if this signed undertaking is contravened.
15. Once this application has been granted the owner will notify in writing his/her immediate neighbours (both sides and below and above) about the intended work. A copy of the notice must be handed to the Complex Manager.

***On completion of the work, kindly notify the Body Corporate to inspect and certify that the work has been done to satisfaction according to the requirements of this approval.***

Signed at Centurion on this 19th day of June 2025  
Signature of Owner or authorized representative :

**APPROVAL OF APPLICATION      This application is approved subject to the conditions stated above.**

Signed at ..... on this ..... day of .....20.....

Name of Trustee 1: ..... Signature

Name of Trustee 2: ..... Signature