



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

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)

Tenancy Name:		Date:	
Centre/Location:			
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?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure		
Will the works impact on common areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will the works create noise or dust?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Goods Lift Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Loading Dock Access Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Contractor(s) required?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
After hours access required?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

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

Permit Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Permit Type:	<input type="checkbox"/> Hot Work	<input type="checkbox"/> Penetrations	<input type="checkbox"/> Excavations
	<input type="checkbox"/> Fire Service Impairment	<input type="checkbox"/> Roof Access	<input type="checkbox"/> Critical Lift
	<input type="checkbox"/> Confined Space		
Contractor Induction Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Additional Controls Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Insert Details:	

### Centre Management Approval Centre Management Approval

Vicinity Centres Representative Name:		Date:	
Signature:			