

## CONTRACTOR WORKS NOTIFICATION FORM

Anyone engaged to undertake the repairs or construction works within Sandhurst Club estate, must notify Sandhurst Club's Asset Protection department in writing of their contact details and advise of the location to be repaired or replaced prior to commencement of works. Please complete this form and return to Sandhurst Club's Asset Protection department 14 working days prior to commencement of construction. Failure to notify the Club when work will commence, could trigger the Club to rectify any damage on your behalf and the costs will be your responsibility.

Further queries regarding Asset Protection or construction works can be directed to Grahame Rigby, Assistant Estate Manager – Services on office – 9702-7870, mobile 0400-336-188 or email [grigby@sandhurst.com](mailto:grigby@sandhurst.com) .

| SECTION 1             | BUILDER / CONTRACTOR DETAILS |
|-----------------------|------------------------------|
| Builder Company Name: |                              |
| Office Contact Name:  |                              |
| Contact Numbers:      |                              |
| Office:               | Fax:                         |
| Email:                | Mobile:                      |
| Site Supervisor Name: |                              |
| Mobile:               |                              |

| SECTION 2   | LOCATION AND WORKS DESCRIPTION  |     |    |
|---|---|-----|----|
| Construction Commencement Date:                               | Completion Date:  |     |    |
| Location works to be conducted:                               |   |     |    |
| <i>Photos and sketches can be used to aid in description:</i> |   |     |    |
|   |   |     |    |
|   |   |     |    |
|   |   |     |    |
|   |   |     |    |
|   |   |     |    |
| <i>Photos / Sketches attached</i>                             | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">YES</td> <td style="width: 50%; text-align: center;">NO</td> </tr> </table> | YES | NO |
| YES   | NO  |     |    |

| SECTION 3     | OFFICE USE ONLY |
|---------------|-----------------|
| DATE RECEIVED |                 |

Sandhurst Club reserves the right to vary this information sheet as required without notice.



Sandhurst Club Limited  
 Proudly Managed By: PGA LINKS Management Pty Ltd ACN: 099 690 301  
 75 Sandhurst Boulevard SANDHURST VIC 3977  
 Asset Protection - Phone: 03 9702-7870 Fax: 03 9702-7689 Email: [grigby@sandhurst.com](mailto:grigby@sandhurst.com)

