Scenic Point Apartments

CTS 12031

Move Notification Form

This form must be submitted to the Body Corporate Committee at least 7 days prior to any move into or out of the building. Please complete all fields and attach the required documents.

Resident Details

Resident Name

Apartment Number

Phone Number

Email Address

Type of Move

☐ Move In ☐ Move Out

Move Details

Proposed Moving Date

Proposed Moving Hours (preferred between 9:00am and 3:00pm)

Name of person onsite overseeing the move (if different from resident)

Contact Number for above

Contractor Details

Removalist Contractor Name (if different from above)

Contractor Contact Number

Contractor Public Liability Insurance Certificate of Currency attached?

☐ Yes ☐ No

"I agree to abide by the Scenic Point moving procedures as detailed in this document."

Name

Signature

Please submit this form and the required insurance documents to the Committee Secretary:
scenicpointtoowong@gmail.com

By order of the Body Corporate Committee – Scenic Point CTS 12031

Approved by Committee Chairman/Secretary: _____

Moving Procedures

For Residents & Contractors

To ensure the safety, security, and amenity of all residents, the Body Corporate Committee of Scenic Point has adopted the following mandatory procedures for all moves into or out of the building. These requirements apply to residents, contractors, tradespersons, and removalists handling goods or furniture on site.

Advance Notice and Approvals

All Tenants/Owners must complete the Scenic Point Move Notification Form and submit to the Body Corporate Committee at least 7 days in advance of any move.

The Committee will post the approved notice in the building at least 48 hours prior to the move.

Access and Movement

All access must be via the P1 carpark, using the lift or fire stairs to reach apartment levels. Moving through the ground level foyer is strictly prohibited.

Vehicle Parking

Moving vehicles (e.g. trucks or utes) must be parked at the bottom of the driveway, outside the P1 garage door. It is recommended to secure this space the night before using bollards/witch hats.

Vehicles must be parked without obstructing resident vehicle access to the P1 carpark.

If the P1 garage door is held open during the move, a person must be stationed at the gate at all times for security and to monitor vehicle movement.

Lift Use

The preferred hours for lift use during moves are 9:00am to 3:00pm. The lift must not be held for exclusive use at any time—it must remain available for other residents.

Care of Common Property

All workers must take reasonable care to avoid damage to walls, floors, lifts, stairwells, and other common property. Any damage must be reported to the Committee immediately.

Goods must not be left unattended in hallways or stairwells where they may obstruct fire exits or paths of egress. Fire exit doors must not be left open and unattended at any time.

Clean-Up Requirements

All tools, equipment, packaging, and waste must be removed from site at the end of each day.

The building's general waste and recycling bins must not be used for the disposal of any packing materials, transit waste, or contractor rubbish. Removalists are responsible for disposing of such waste externally.

We thank you for your cooperation and ask that you share these requirements with all parties involved in your move.

By order of the Body Corporate Committee – Scenic Point CTS 12031