

Dott & Crossitt

Conveyancing + Solicitors

22/10/2025

The following Vendor Disclosures are made pursuant to *Property Law Act 2023* (Qld):

- ☒ Form 2
- ☒ Title Search
- ☒ Plan Diagram
- ☐ Residential Lease
- ☐ Notice issued about a Transport Infrastructure proposal
- ☐ Notice under section 408(2) of the Environmental Protection Act
- ☐ Notice under section 369(2) of the Environmental Protection Act
- ☐ Notice under section 347(2) of the Environmental Protection Act
- ☐ Order or Application under the Neighbourhood Disputes (Dividing Fences and Trees) Act 2011
- ☒ Pool Compliance Certificate
- ☐ Notice of no pool safety certificate
- ☐ Notice under section 47 of the Queensland Building and Construction Commission Act 1991
- ☐ Council Rates notice (optional)
- ☐ Water Rates notice (optional)
- ☒ Form 33
- ☐ Form 34
- ☐ Form 18
- ☐ Copy of other unregistered easement

Seller disclosure statement



Queensland
Government

Property Law Act 2023 section 99

Form 2, Version 1 | Effective from: 1 August 2025

WARNING TO BUYER – This statement contains important legal and other information about the property offered for sale. You should read and satisfy yourself of the information in this statement before signing a contract. You are advised to seek legal advice before signing this form. You should not assume you can terminate the contract after signing if you are not satisfied with the information in this statement.

WARNING – You must be given this statement before you sign the contract for the sale of the property.

This statement does not include information about:

- » flooding or other natural hazard history
- » structural soundness of the building or pest infestation
- » current or historical use of the property
- » current or past building or development approvals for the property
- » limits imposed by planning laws on the use of the land
- » services that are or may be connected to the property
- » the presence of asbestos within buildings or improvements on the property.

You are encouraged to make your own inquiries about these matters before signing a contract. You may not be able to terminate the contract if these matters are discovered after you sign.

Part 1 – Seller and property details

Seller	Vincenza Aurora Messina
Property address (referred to as the “property” in this statement)	Unit 204/3440 Surfers Paradise Blvd Surfers Paradise, Queensland, 4217
Lot on plan description	Lot 204, Plan SP260792, Title Reference 51029911

Community titles scheme
or BUGTA scheme:

Is the property part of a community titles scheme or a BUGTA scheme:

☒ **Yes**

☐ **No**

*If **Yes**, refer to Part 6 of this statement
for additional information*

*If **No**, please disregard Part 6 of this statement
as it does not need to be completed*

Part 2 – Title details, encumbrances and residential tenancy or rooming accommodation agreement

Title details	The seller gives or has given the buyer the following—
	A title search for the property issued under the <i>Land Title Act 1994</i> showing interests registered under that Act for the property. ☒ Yes
	A copy of the plan of survey registered for the property. ☒ Yes

Registered encumbrances	Registered encumbrances, if any, are recorded on the title search, and may affect your use of the property. Examples include easements, statutory covenants, leases and mortgages. You should seek legal advice about your rights and obligations before signing the contract.
Unregistered encumbrances (excluding statutory encumbrances)	There are encumbrances not registered on the title that will continue ☐ Yes ☒ No to affect the property after settlement. Note—If the property is part of a community titles scheme or a BUGTA scheme it may be subject to and have the benefit of statutory easements that are NOT required to be disclosed. Unregistered lease (if applicable) If the unregistered encumbrance is an unregistered lease, the details of the agreement are as follows: » the start and end day of the term of the lease: 31 October 2024-31 October 2025 » the amount of rent and bond payable: \$ 950.00, \$ 3,800.00 » whether the lease has an option to renew: No Other unregistered agreement in writing (if applicable) If the unregistered encumbrance is created by an agreement in writing, and is not an unregistered lease, a copy of the agreement is given, together with relevant plans, if any. ☐ Yes Unregistered oral agreement (if applicable) If the unregistered encumbrance is created by an oral agreement, and is not an unregistered lease, the details of the agreement are as follows:
Statutory encumbrances	There are statutory encumbrances that affect the property. ☒ Yes ☐ No <i>If Yes, the details of any statutory encumbrances are as follows:</i> All statutory rights relating to water supply, sewerage, drainage, electricity, telephone and other services in passing through or over the property whether or not protected by registered easement including but not limited to any infrastructure or public authority searches included as Annexures to this Form 2.
Residential tenancy or rooming accommodation agreement	The property has been subject to a residential tenancy agreement or a rooming accommodation agreement under the <i>Residential Tenancies and Rooming Accommodation Act 2008</i> during the last 12 months. ☒ Yes ☐ No If Yes, when was the rent for the premises or each of the residents' rooms last increased? (<i>Insert date of the most recent rent increase for the premises or rooms</i>) 31 October 2024 Note—Under the <i>Residential Tenancies and Rooming Accommodation Act 2008</i> the rent for a residential premises may not be increased earlier than 12 months after the last rent increase for the premises. As the owner of the property, you may need to provide evidence of the day of the last rent increase. You should ask the seller to provide this evidence to you prior to settlement.

Part 3 – Land use, planning and environment

WARNING TO BUYER – You may not have any rights if the current or proposed use of the property is not lawful under the local planning scheme. You can obtain further information about any planning and development restrictions applicable to the lot, including in relation to short-term letting, from the relevant local government.

Zoning	The zoning of the property is <i>(Insert zoning under the planning scheme, the Economic Development Act 2012; the Integrated Resort Development Act 1987; the Mixed Use Development Act 199; the State Development and Public Works Organisation Act 1971 or the Sanctuary Cove Resort Act 1985, as applicable)</i>: Residential		
Transport proposals and resumptions	The lot is affected by a notice issued by a Commonwealth, State or local government entity and given to the seller about a transport infrastructure proposal* to: locate transport infrastructure on the property; or alter the dimensions of the property. ☐ Yes ☒ No The lot is affected by a notice of intention to resume the property or any part of the property. ☐ Yes ☒ No <i>If Yes, a copy of the notice, order, proposal or correspondence must be given by the seller.</i>		
Contamination and environmental protection	The property is recorded on the Environmental Management Register or the Contaminated Land Register under the <i>Environmental Protection Act 1994</i>. ☐ Yes ☒ No The following notices are, or have been, given: A notice under section 408(2) of the <i>Environmental Protection Act 1994</i> (for example, land is contaminated, show cause notice, requirement for site investigation, clean up notice or site management plan). ☐ Yes ☒ No A notice under section 369C(2) of the <i>Environmental Protection Act 1994</i> (the property is a place or business to which an environmental enforcement order applies). ☐ Yes ☒ No A notice under section 347(2) of the <i>Environmental Protection Act 1994</i> (the property is a place or business to which a prescribed transitional environmental program applies). ☐ Yes ☒ No		
Trees	There is a tree order or application under the <i>Neighbourhood Disputes (Dividing Fences and Trees) Act 2011</i> affecting the property. ☐ Yes ☒ No <i>If Yes, a copy of the order or application must be given by the seller.</i>		
Heritage	The property is affected by the <i>Queensland Heritage Act 1992</i> or is included in the World Heritage List under the <i>Environment Protection and Biodiversity Conservation Act 1999</i> (Cwlth). ☐ Yes ☒ No		
Flooding	Information about whether the property is affected by flooding or another natural hazard or within a natural hazard overlay can be obtained from the relevant local government and you should make your own enquires. Flood information for the property may also be available at the FloodCheck Queensland portal or the Australian Flood Risk Information portal.		
Vegetation, habitats and protected plants	Information about vegetation clearing, koala habitats and other restrictions on development of the land that may apply can be obtained from the relevant State government agency.		

Part 4 – Buildings and structures

WARNING TO BUYER – The seller does not warrant the structural soundness of the buildings or improvements on the property, or that the buildings on the property have the required approval, or that there is no pest infestation affecting the property. You should engage a licensed building inspector or an appropriately qualified engineer, builder or pest inspector to inspect the property and provide a report and also undertake searches to determine whether buildings and improvements on the property have the required approvals.

Swimming pool	There is a relevant pool for the property.	☐ Yes	☒ No
	If a community titles scheme or a BUGTA scheme – a shared pool is located in the scheme.	☒ Yes	☐ No
	Pool compliance certificate is given.	☒ Yes	☐ No
	OR Notice of no pool safety certificate is given.	☐ Yes	☐ No
Unlicensed building work under owner builder permit	Building work was carried out on the property under an owner builder permit in the last 6 years.	☐ Yes	☒ No
	<i>A notice under section 47 of the Queensland Building and Construction Commission Act 1991 must be given by the seller and you may be required to sign the notice and return it to the seller prior to signing the contract.</i>		
Notices and orders	There is an unsatisfied show cause notice or enforcement notice under the <i>Building Act 1975</i> , section 246AG, 247 or 248 or under the <i>Planning Act 2016</i> , section 167 or 168.	☐ Yes	☒ No
	The seller has been given a notice or order, that remains in effect, from a local, State or Commonwealth government, a court or tribunal, or other competent authority, requiring work to be done or money to be spent in relation to the property.	☐ Yes	☒ No
	<i>If Yes, a copy of the notice or order must be given by the seller.</i>		
Building Energy Efficiency Certificate	If the property is a commercial office building of more than 1,000m ² , a Building Energy Efficiency Certificate is available on the Building Energy Efficiency Register.		
Asbestos	The seller does not warrant whether asbestos is present within buildings or improvements on the property. Buildings or improvements built before 1990 may contain asbestos. Asbestos containing materials (ACM) may have been used up until the early 2000s. Asbestos or ACM may become dangerous when damaged, disturbed, or deteriorating. Information about asbestos is available at the Queensland Government Asbestos Website (asbestos.qld.gov.au) including common locations of asbestos and other practical guidance for homeowners.		

Part 5 – Rates and services

WARNING TO BUYER – The amount of charges imposed on you may be different to the amount imposed on the seller.

Rates	Whichever of the following applies—
	The total amount payable* for all rates and charges (without any discount) for the property as stated in the most recent rate notice is:
	Amount: \$ 1,300.99 Date Range: 1 January - 30 June 2025
	OR
	The property is currently a rates exempt lot.** ☐
	OR
	The property is not rates exempt but no separate assessment of rates is issued by a local government for the property. ☐

*Concessions: A local government may grant a concession for rates. The concession will not pass to you as buyer unless you meet the criteria in section 120 of the *Local Government Regulation 2012* or section 112 of the *City of Brisbane Regulation 2012*.

** An exemption for rates applies to particular entities. The exemption will not pass to you as buyer unless you meet the criteria in section 93 of the *Local Government Act 2009* or section 95 of the *City of Brisbane Act 2010*.

Water	Whichever of the following applies—
	The total amount payable as charges for water services for the property as indicated in the most recent water services notice* is:
	Amount: \$ 332.87 Date Range: 28 May - 22 August 2025
	OR
	There is no separate water services notice issued for the lot; however, an estimate of the total amount payable for water services is:
	Amount: Date Range:

* A water services notices means a notice of water charges issued by a water service provider under the *Water Supply (Safety and Reliability) Act 2008*.

Part 6 – Community titles schemes and BUGTA schemes

(If the property is part of a community titles scheme or a BUGTA scheme this Part must be completed)

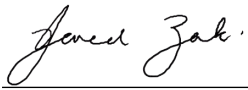
WARNING TO BUYER – If the property is part of a community titles scheme or a BUGTA scheme and you purchase the property, you will become a member of the body corporate for the scheme with the right to participate in significant decisions about the scheme and you will be required to pay contributions towards the body corporate's expenses in managing the scheme. You will also be required to comply with the by-laws. By-laws will regulate your use of common property and the lot.

For more information about living in a body corporate and your rights and obligations, contact the Office of the Commissioner for Body Corporate and Community Management.

Body Corporate and Community Management Act 1997	The property is included in a community titles scheme. ☒ Yes ☐ No <i>(If Yes, complete the information below)</i>
Community Management Statement	A copy of the most recent community management statement for the scheme as recorded under the <i>Land Title Act 1994</i> or another Act is given to the buyer. ☒ Yes Note—If the property is part of a community titles scheme, the community management statement for the scheme contains important information about the rights and obligations of owners of lots in the scheme including matters such as lot entitlements, by-laws and exclusive use areas.
Body Corporate Certificate	A copy of a body corporate certificate for the lot under the <i>Body Corporate and Community Management Act 1997</i>, section 205(4) is given to the buyer. ☒ Yes ☐ No <i>If No</i>— An explanatory statement is given to the buyer that states: ☐ Yes » a copy of a body corporate certificate for the lot is not attached; and » the reasons under section 6 of the <i>Property Law Regulation 2024</i> why the seller has not been able to obtain a copy of the body corporate certificate for the lot.
Statutory Warranties	Statutory Warranties—If you enter into a contract, you will have implied warranties under the <i>Body Corporate and Community Management Act 1997</i> relating to matters such as latent or patent defects in common property or body corporate assets; any actual, expected or contingent financial liabilities that are not part of the normal operating costs; and any circumstances in relation to the affairs of the body corporate that will materially prejudice you as owner of the property. There will be further disclosure about warranties in the contract.

Building Units and Group Titles Act 1980	The property is included in a BUGTA scheme ☐ Yes ☒ No <i>(If Yes, complete the information below)</i>
Body Corporate Certificate	A copy of a body corporate certificate for the lot under the <i>Building Units and Group Titles Act 1980</i>, section 40AA(1) is given to the buyer. ☐ Yes ☐ No <i>If No</i>— An explanatory statement is given to the buyer that states: ☐ Yes » a copy of a body corporate certificate for the lot is not attached; and » the reasons under section 7 of the <i>Property Law Regulation 2024</i> why the seller has not been able to obtain a copy of the body corporate certificate for the lot. Note—If the property is part of a BUGTA scheme, you will be subject to by-laws approved by the body corporate and other by-laws that regulate your use of the property and common property.

Signatures – SELLER



as solicitor
on behalf of the seller

Signature of seller

Signature of seller

Vincenza Aurora Messina

Name of seller

Name of seller

22/10/2025

Date

Date

Signatures – BUYER

By signing this disclosure statement the buyer acknowledges receipt of this disclosure statement before entering into a contract with the seller for the sale of the lot.

Signature of buyer

Signature of buyer

Name of buyer

Name of buyer

Date

Date

CURRENT TITLE SEARCH
QUEENSLAND TITLES REGISTRY PTY LTD

Request No: 53747726
Search Date: 16/10/2025 15:57

Title Reference: 51029911
Date Created: 31/03/2016

Previous Title: 51025854

REGISTERED OWNER

Dealing No: 721673199 09/05/2022

VINCENZA AURORA MESSINA

ESTATE AND LAND

Estate in Fee Simple

LOT 204 SURVEY PLAN 260792
Local Government: GOLD COAST
COMMUNITY MANAGEMENT STATEMENT 48416

EASEMENTS, ENCUMBRANCES AND INTERESTS

1. Rights and interests reserved to the Crown by
Deed of Grant No. 10199066 (POR 32)
2. BUILDING MANAGEMENT STATEMENT No 717092913 25/02/2016 at 12:20
benefiting and burdening the lot
3. AMENDMENT No 718600715 26/02/2018 at 15:24
BUILDING MANAGEMENT STATEMENT: 717092913
4. MORTGAGE No 721673200 09/05/2022 at 14:40
COMMONWEALTH BANK OF AUSTRALIA A.C.N. 123 123 124

ADMINISTRATIVE ADVICES - NIL
UNREGISTERED DEALINGS - NIL

Caution - Charges do not necessarily appear in order of priority

** End of Current Title Search **

COPYRIGHT QUEENSLAND TITLES REGISTRY PTY LTD [2025]
Requested By: D-ENQ INFOTRACK PTY LIMITED

Bennett & Bennett 13051 (13051BFP_E.DWG) SS 26/6/2013, Rev E 4/11/2015 SS

717118314 \$20274.00 09/03/2016 11:42 GC 400 NT		WARNING : Folded or Mutilated Plans will not be accepted. Plans may be rolled. Information may not be placed in the outer margins.																							
1. Certificate of Registered Owners or Lessees. 1/We HB AUSTRALIA PTY LTD A.C.N 130 211 755 (Names in full) * as Registered Owners of this land agree to this plan and dedicate the Public Use Land as shown hereon in accordance with Section 50 of the Land Title Act 1994. * as Lessees of this land agree to this plan. Signature of *Registered Owners *Lessees HB Australia Pty Ltd A.C.N. 130 211 755 by its duly appointed power of attorney Clayton Jon Glenister under registered power of attorney 715731600		5. Lodged by MBA LAWYERS PO BOX 398, Varsity Lakes Qld 4227 Ph: 07 5539 9688 email: manager@mba-lawyers.com.au (Include address, phone number, reference, and Lodger Code) LODGER CODE: GC38																							
2. Planning Body Approval. * COUNCIL OF THE CITY OF GOLD COAST hereby approves this plan in accordance with the: % Sustainable Planning Act 2009 Dated this <u>16th</u> day of <u>March</u> 2016 <u>Andrew Young</u> # Authorising Officer # * Insert the name of the Planning Body. % Insert applicable approving legislation. # Insert designation of signatory or delegation		6. Existing <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Title Reference</th> <th>Description</th> <th>New Lots</th> <th>Road</th> <th>Secondary Interests</th> </tr> </thead> <tbody> <tr> <td>51025854</td> <td>Lot 2 on SP260791</td> <td>101, 201-205, 301-305, 401-407, 501-507, 601-607, 701-707, 801-807, 901-907, 1001-1007, 1101-1107, 1201-1207, 1301-1307, 1401-1407, 1501-1507, 1601-1607, 1701-1707, 1801-1807, 1901-1907, 2001-2007, 2101-2107, 2201-2207, 2301-2307, 2401-2407, 2501-2507, 2601-2607, 2801-2804, 2901-2904, 3001-3004, 3101-3104, 3201-3204, 3301-3304, 3401-3404, 3501-3504, 3601-3604, 3701-3704, 3801-3804, 3901-3904, 4001-4004 & CP</td> <td></td> <td></td> </tr> </tbody> </table> BUILDING MANAGEMENT STATEMENT <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>BMS</th> <th>Lots to be Encumbered</th> <th>Lots to be Benefited</th> </tr> </thead> <tbody> <tr> <td>717092913</td> <td>101, 201-205, 301-305, 401-407, 501-507, 601-607, 701-707, 801-807, 901-907, 1001-1007, 1101-1107, 1201-1207, 1301-1307, 1401-1407, 1501-1507, 1601-1607, 1701-1707, 1801-1807, 1901-1907, 2001-2007, 2101-2107, 2201-2207, 2301-2307, 2401-2407, 2501-2507, 2601-2607, 2801-2804, 2901-2904, 3001-3004, 3101-3104, 3201-3204, 3301-3304, 3401-3404, 3501-3504, 3601-3604, 3701-3704, 3801-3804, 3901-3904, 4001-4004 & CP</td> <td>101, 201-205, 301-305, 401-407, 501-507, 601-607, 701-707, 801-807, 901-907, 1001-1007, 1101-1107, 1201-1207, 1301-1307, 1401-1407, 1501-1507, 1601-1607, 1701-1707, 1801-1807, 1901-1907, 2001-2007, 2101-2107, 2201-2207, 2301-2307, 2401-2407, 2501-2507, 2601-2607, 2801-2804, 2901-2904, 3001-3004, 3101-3104, 3201-3204, 3301-3304, 3401-3404, 3501-3504, 3601-3604, 3701-3704, 3801-3804, 3901-3904, 4001-4004 & CP</td> </tr> </tbody> </table> MORTGAGE ALLOCATIONS <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Mortgage</th> <th>Lots Fully Encumbered</th> <th>Lots Partially Encumbered</th> </tr> </thead> <tbody> <tr> <td>716168375</td> <td>101, 201-205, 301-305, 401-407, 501-507, 601-607, 701-707, 801-807, 901-907, 1001-1007, 1101-1107, 1201-1207, 1301-1307, 1401-1407, 1501-1507, 1601-1607, 1701-1707, 1801-1807, 1901-1907, 2001-2007, 2101-2107, 2201-2207, 2301-2307, 2401-2407, 2501-2507, 2601-2607, 2801-2804, 2901-2904, 3001-3004, 3101-3104, 3201-3204, 3301-3304, 3401-3404, 3501-3504, 3601-3604, 3701-3704, 3801-3804, 3901-3904, 4001-4004</td> <td></td> </tr> </tbody> </table> Notes 1. All lots defined on this plan are wholly contained within the base parcel 2. Minor encroachments are satisfied by the provisions of the BMS No. 717092913 Development Approval: 13/12/2012 I certify that: * As far as it is practical to determine, no part of the building shown on this plan encroaches onto adjoining lots or road; * Part of the building shown on this plan encroaches onto adjoining * lots and road 7. Orig Grant Allocation : 8. Map Reference : 9542-22322 9. Parish : GILSTON 10. County : WARD 11. Passed & Endorsed : By: B.B.H. PTY LTD ACN 010 427 531 Date: 24-2-2016 Signed: <u>[Signature]</u> Designation: Liaison Officer 13. Lodgement Fees : Survey Deposit \$ Lodgement \$ New Titles \$ Photocopy \$ Postage \$ TOTAL \$ 14. 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Mortgage	Lots Fully Encumbered	Lots Partially Encumbered																							
716168375	101, 201-205, 301-305, 401-407, 501-507, 601-607, 701-707, 801-807, 901-907, 1001-1007, 1101-1107, 1201-1207, 1301-1307, 1401-1407, 1501-1507, 1601-1607, 1701-1707, 1801-1807, 1901-1907, 2001-2007, 2101-2107, 2201-2207, 2301-2307, 2401-2407, 2501-2507, 2601-2607, 2801-2804, 2901-2904, 3001-3004, 3101-3104, 3201-3204, 3301-3304, 3401-3404, 3501-3504, 3601-3604, 3701-3704, 3801-3804, 3901-3904, 4001-4004																								
3. Plans with Community Management Statement : CMS Number : 48416 Name : RHAPSODY SURFERS NORTH		4. References : Dept File : 241288/01/02 Local Govt : SCCC Surveyor : 13051																							

LEVEL A
(Basement Level 3)
Scale 1:400

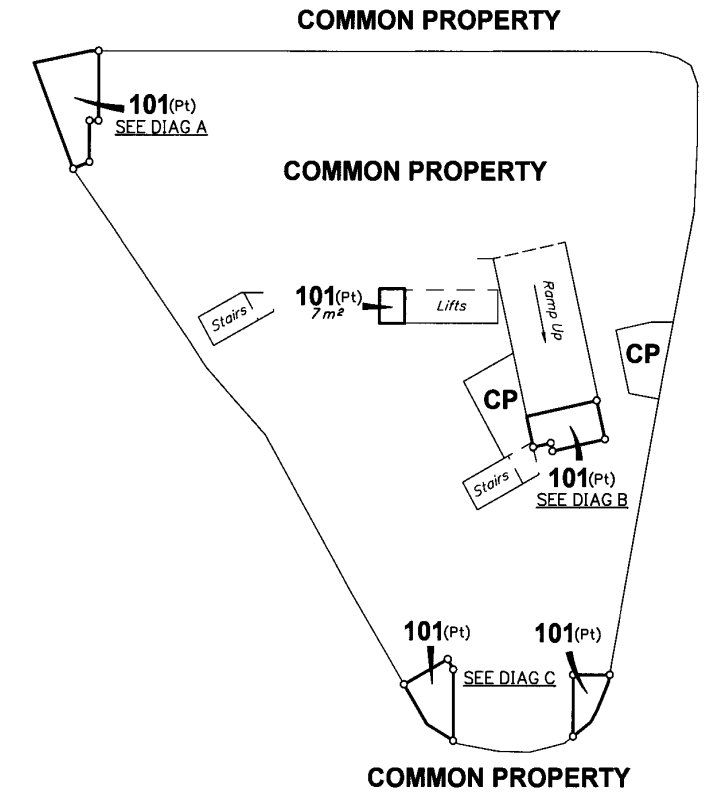


DIAGRAM A
Scale 1:150

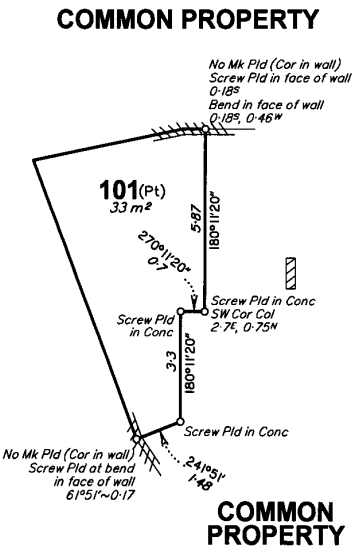


DIAGRAM B
Scale 1:150

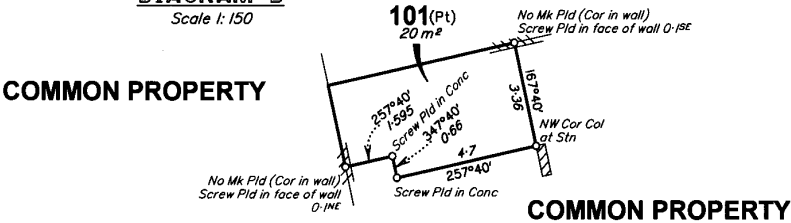
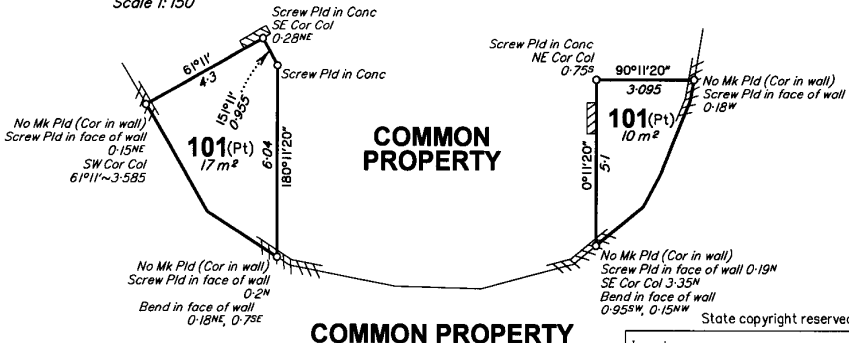


DIAGRAM C
Scale 1:150



Insert Plan Number
SP260792

LEVEL B
(Basement Level 2)
Scale 1:400

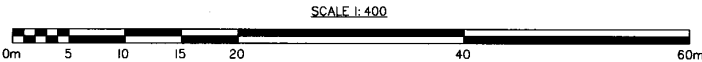
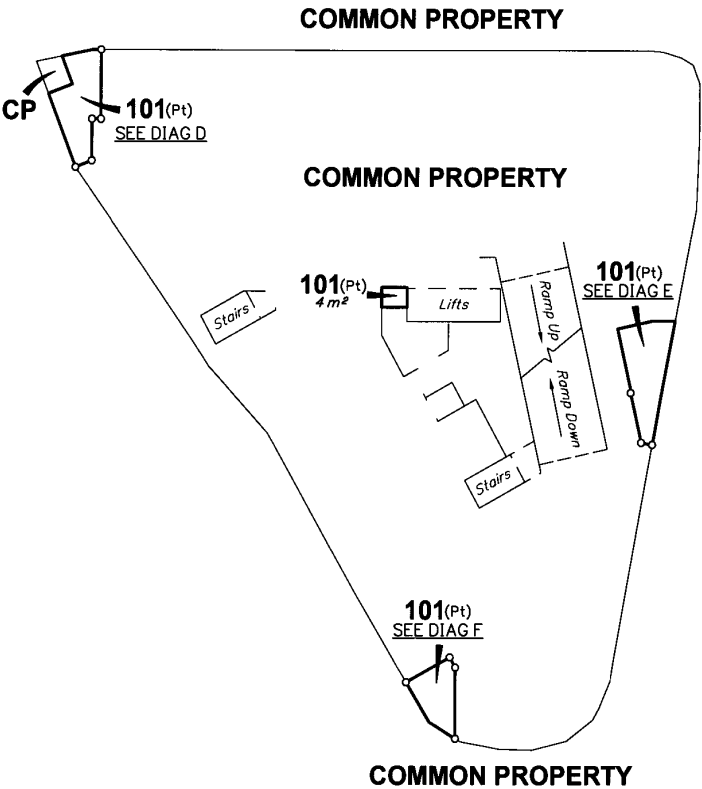


DIAGRAM D

Scale 1: 150

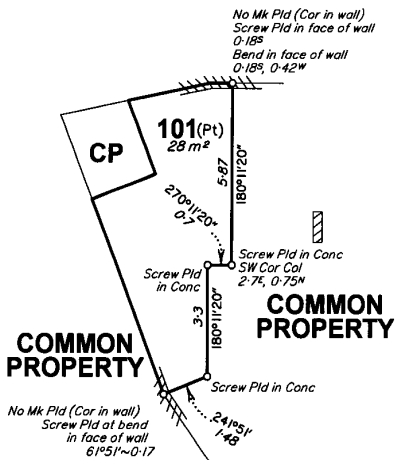


DIAGRAM E

Scale 1: 150

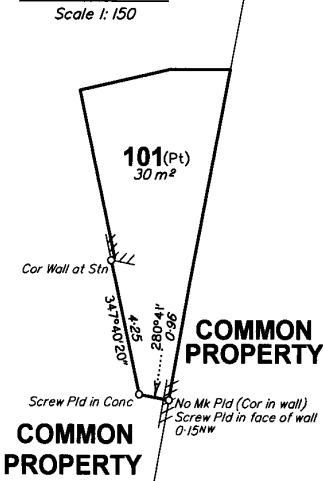
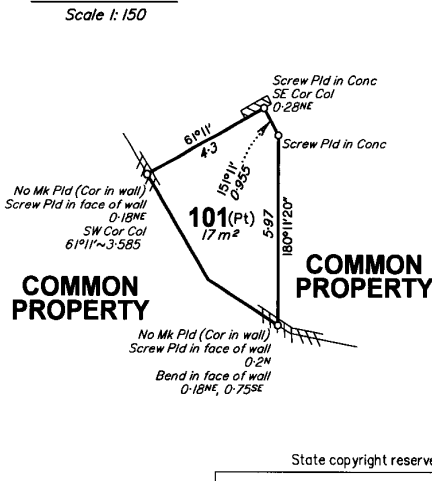


DIAGRAM F

Scale 1: 150



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Insert Plan Number
SP260792

Bennett & Bennett 13051 (13051BFP_E.DWG) SS 26/16/2013, Rev E 4/11/2015 SS

LEVEL C
(Basement Level 1)
Scale 1:400

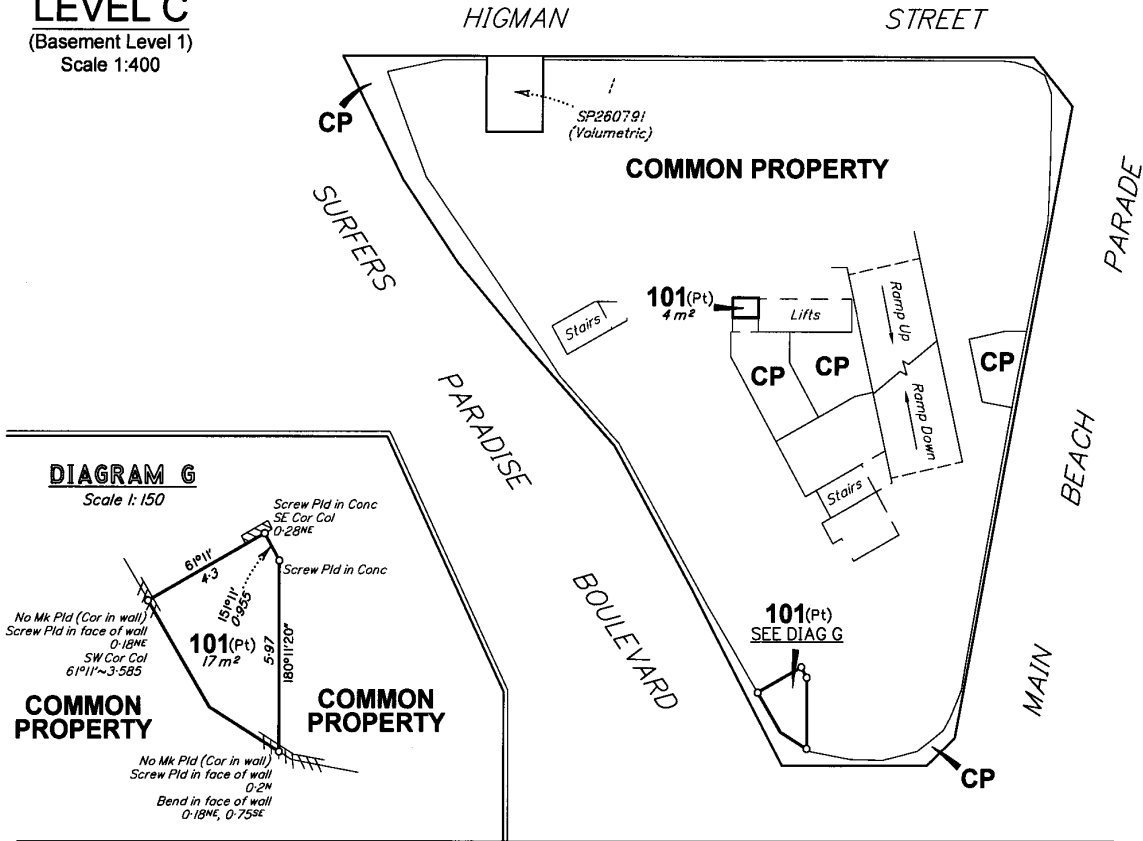
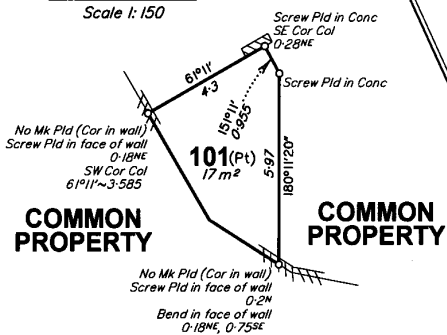


DIAGRAM G

Scale 1: 150



LEVEL D

(Ground/Level 1)
Scale 1:400

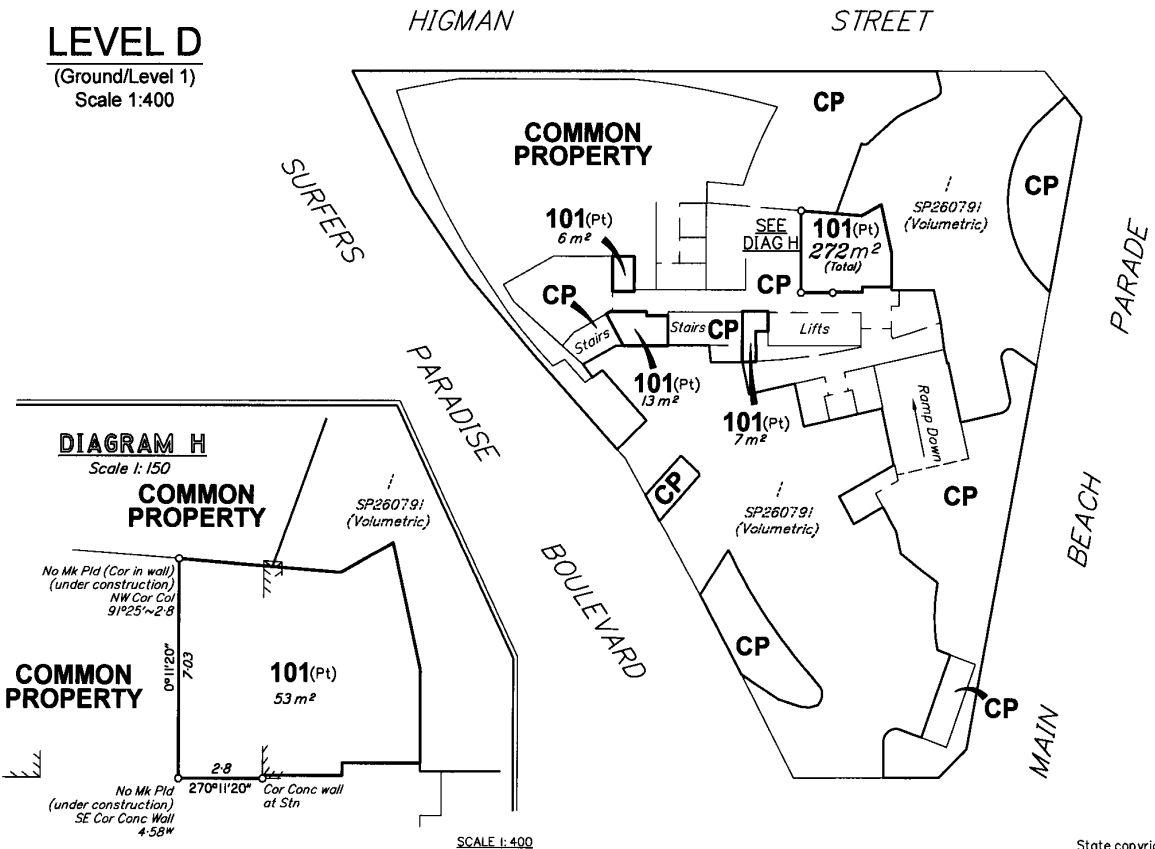
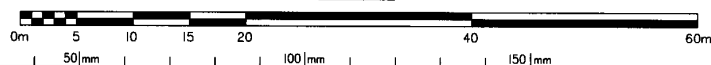
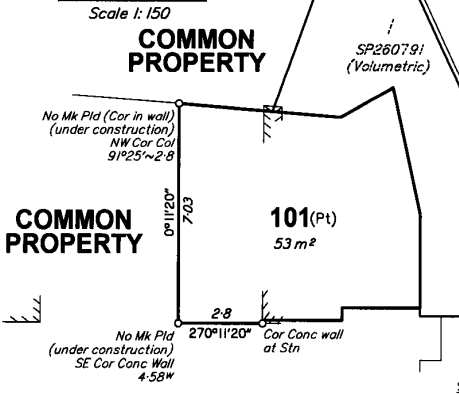


DIAGRAM H

Scale 1: 150



State copyright reserved.

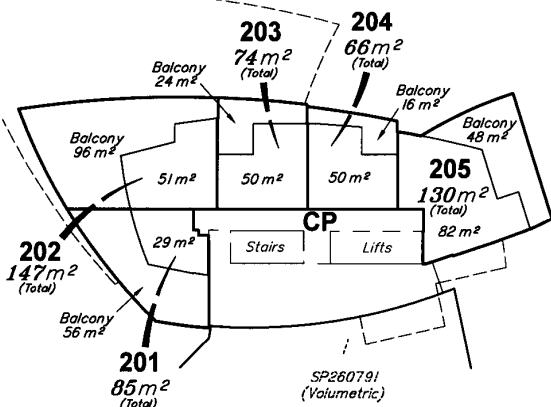
Insert Plan Number
SP260792

Bennett & Bennett 13051 (13051BPP - E.DWG) SS 26/16/2013, Rev E 4/11/2015 SS

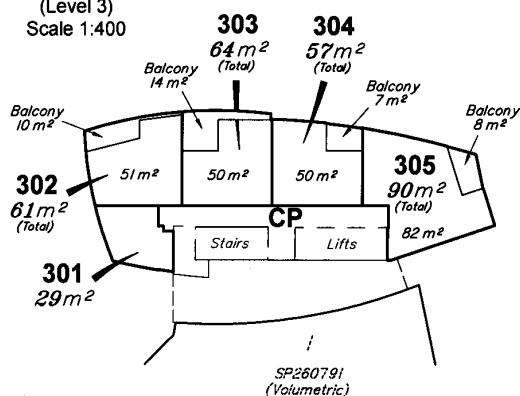
Land Title Act 1994; Land Act 1994
Form 21A Version 1

ADDITIONAL SHEET

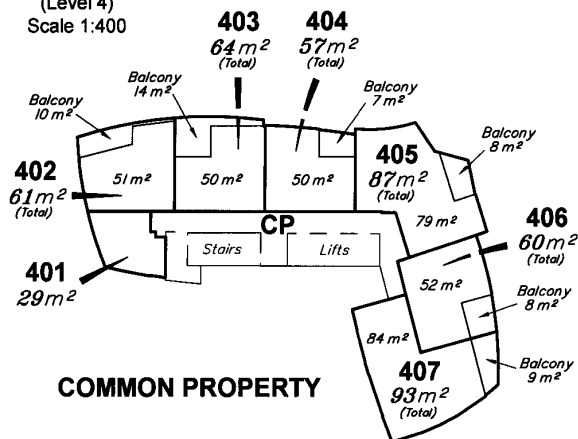
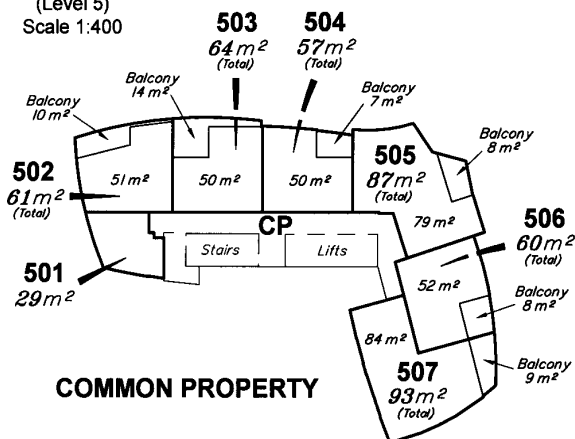
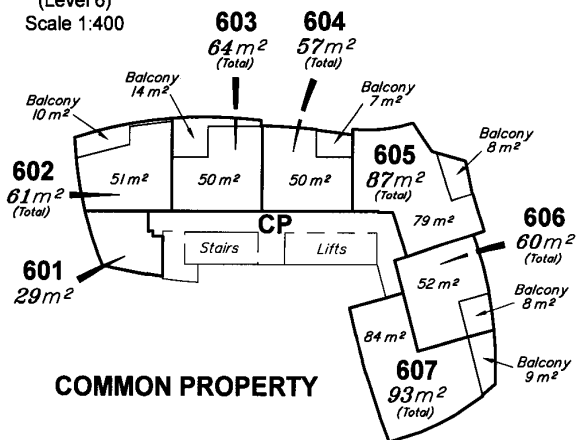
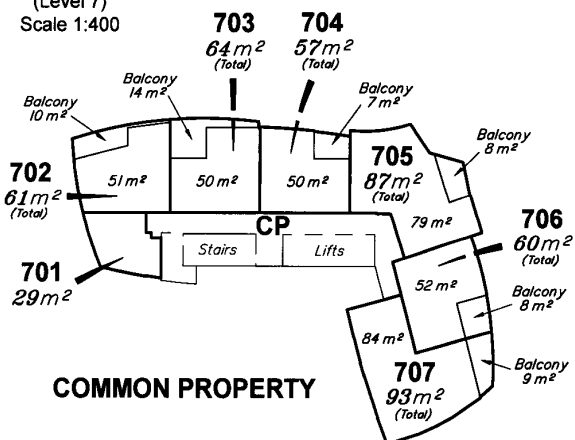
Sheet 5 of 11

LEVEL E(Level 2)
Scale 1:400**COMMON PROPERTY**

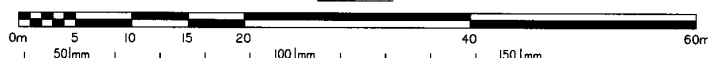
--- Denotes Line of level below

LEVEL F(Level 3)
Scale 1:400**COMMON PROPERTY**

--- Denotes Line of level below

LEVEL G(Level 4)
Scale 1:400**COMMON PROPERTY****LEVEL H**(Level 5)
Scale 1:400**COMMON PROPERTY****LEVEL I**(Level 6)
Scale 1:400**COMMON PROPERTY****LEVEL J**(Level 7)
Scale 1:400**COMMON PROPERTY**

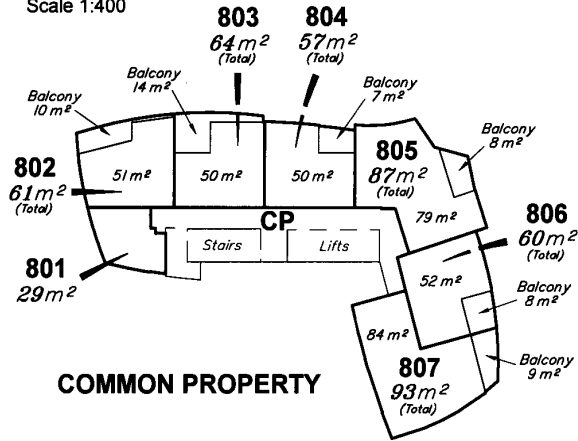
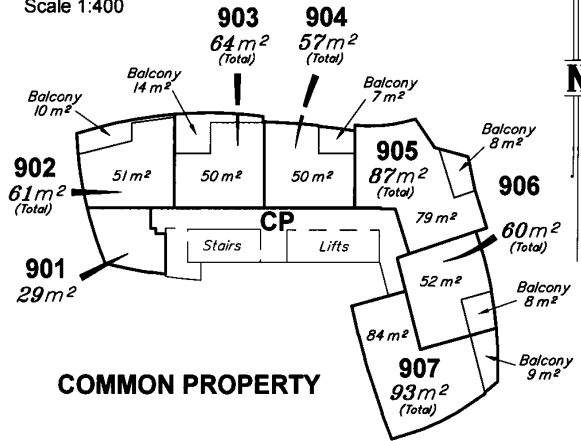
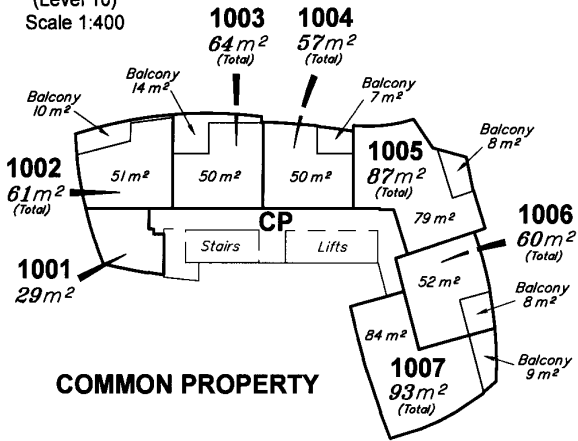
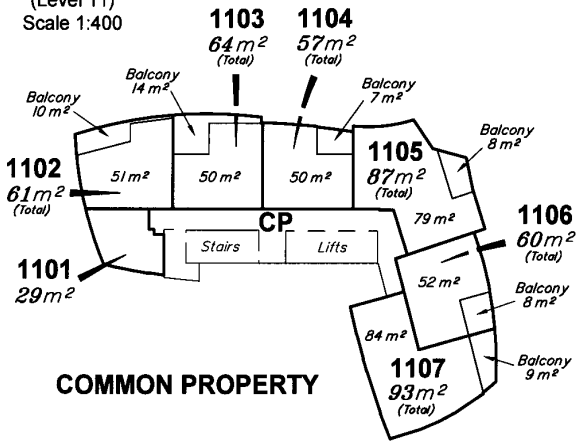
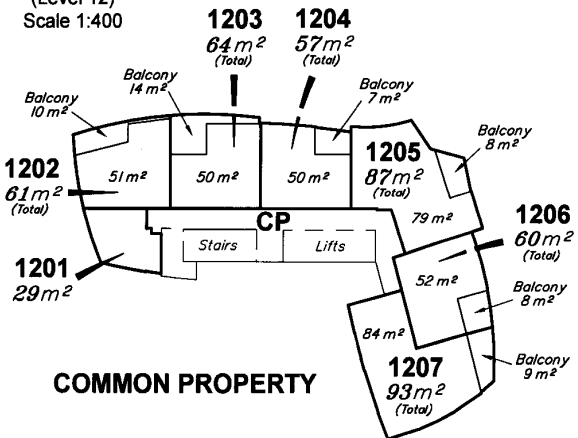
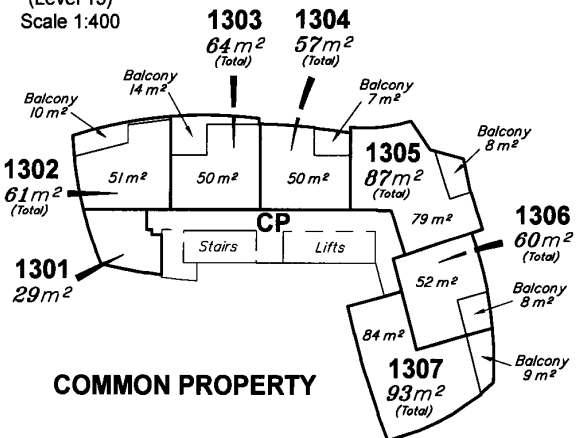
SCALE 1:400



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Insert
Plan
Number
SP260792

Bennett & Bennett 13051 (1305)BFP_E.DWG) SS 26/16/2013, Rev E 4/11/2015 SS

LEVEL K(Level 8)
Scale 1:400**LEVEL L**(Level 9)
Scale 1:400**LEVEL M**(Level 10)
Scale 1:400**LEVEL N**(Level 11)
Scale 1:400**LEVEL O**(Level 12)
Scale 1:400**LEVEL P**(Level 13)
Scale 1:400

SCALE 1:400



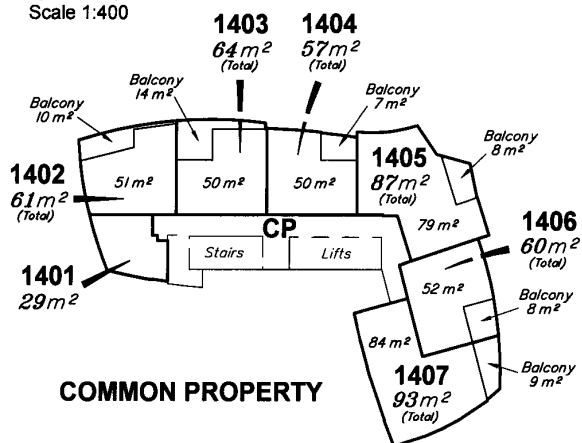
State copyright reserved.

Insert Plan Number
SP260792

LEVEL Q

(Level 14)

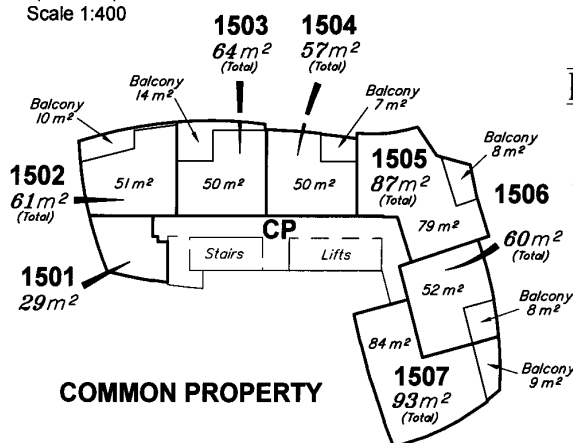
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LEVEL R

(Level 15)

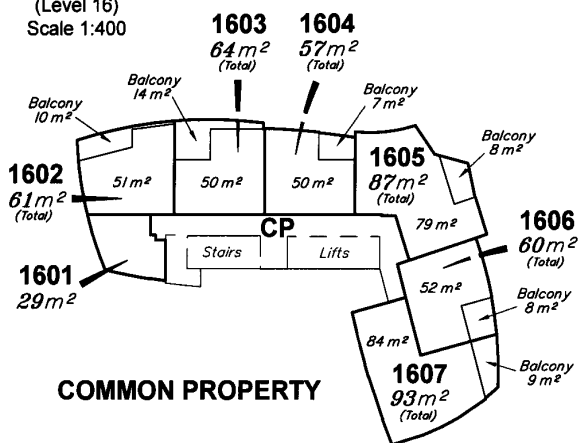
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LEVEL S

(Level 16)

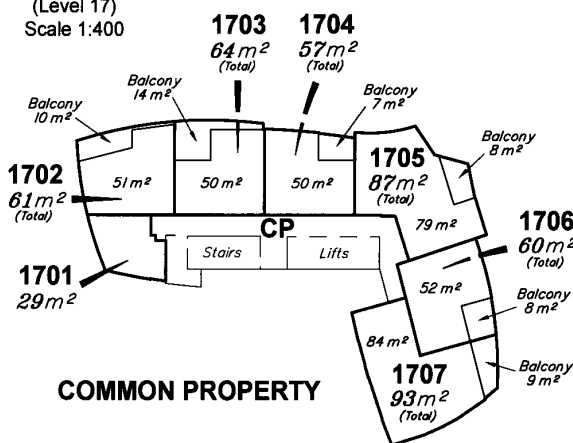
Scale 1:400



LEVEL T

(Level 17)

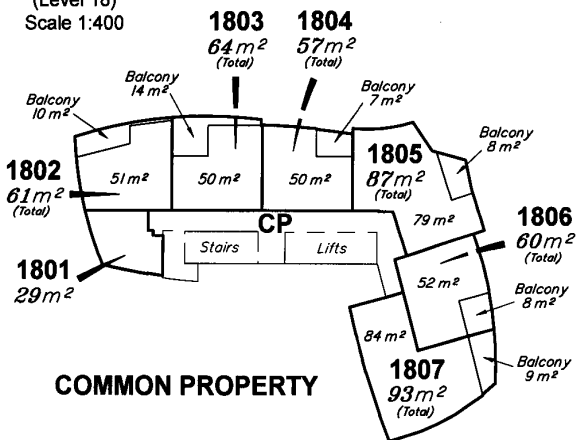
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LEVEL U

(Level 18)

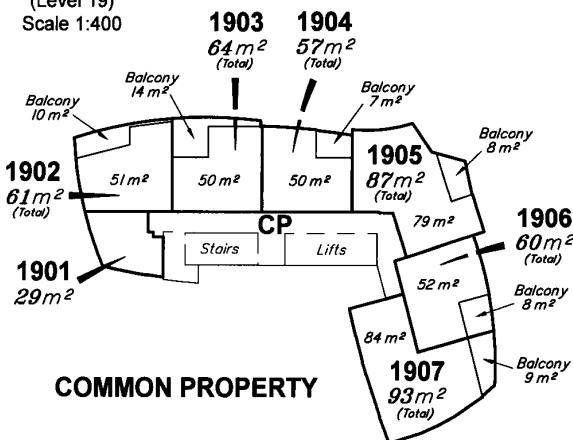
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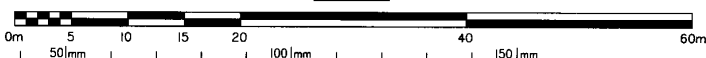
LEVEL V

(Level 19)

Scale 1:400



SCALE 1: 400

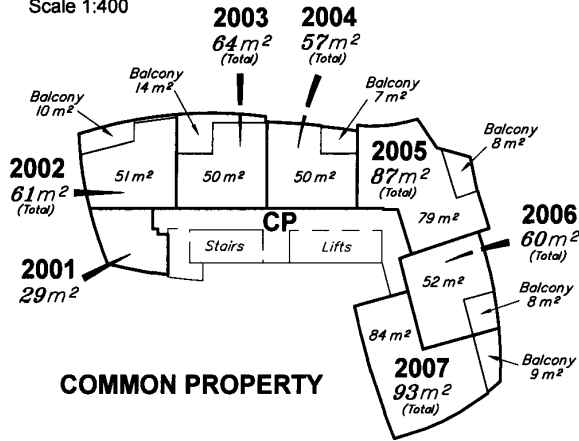


State copyright reserved.

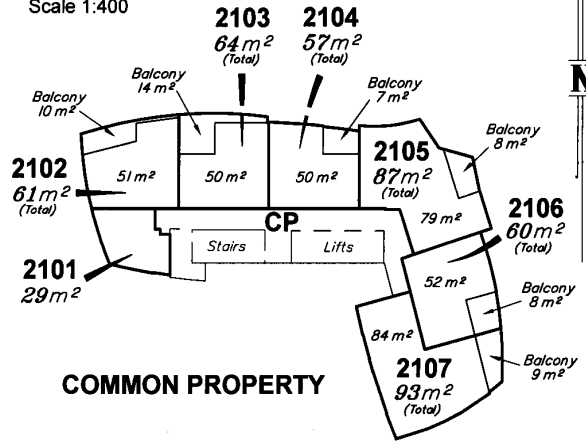
Insert
Plan
Number

SP260792

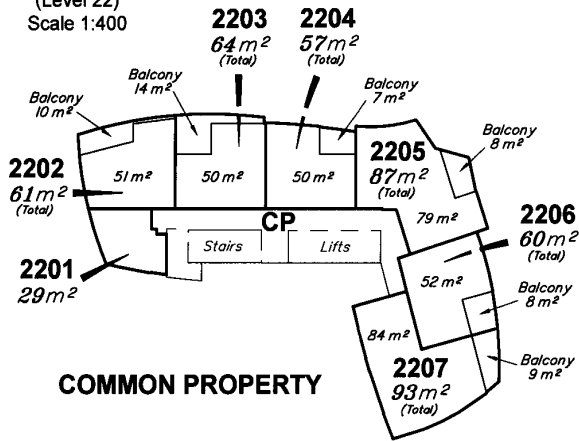
Bennett & Bennett 13051 (13051BFP_E.DWG) SS 26/6/2013, Rev E 4/11/2015 SS

LEVEL W(Level 20)
Scale 1:400

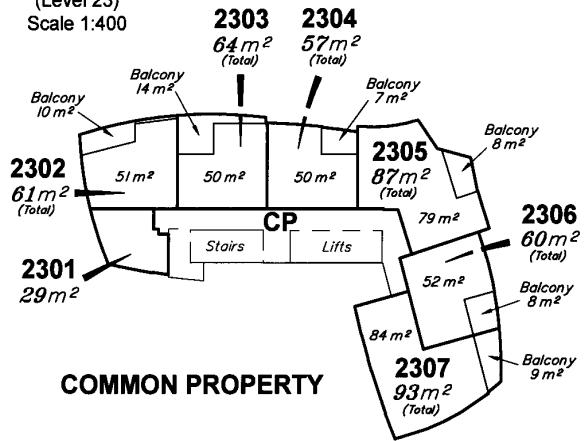
COMMON PROPERTY

LEVEL X(Level 21)
Scale 1:400

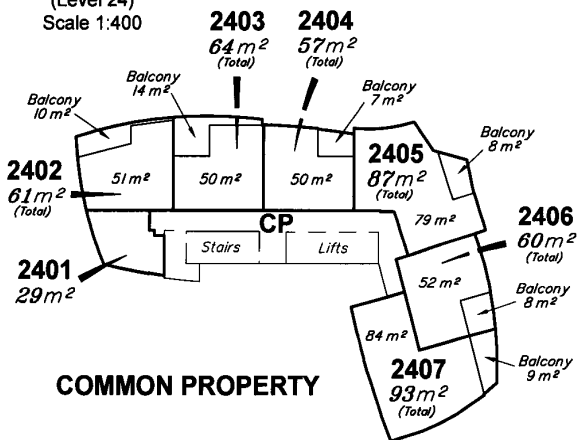
COMMON PROPERTY

LEVEL Y(Level 22)
Scale 1:400

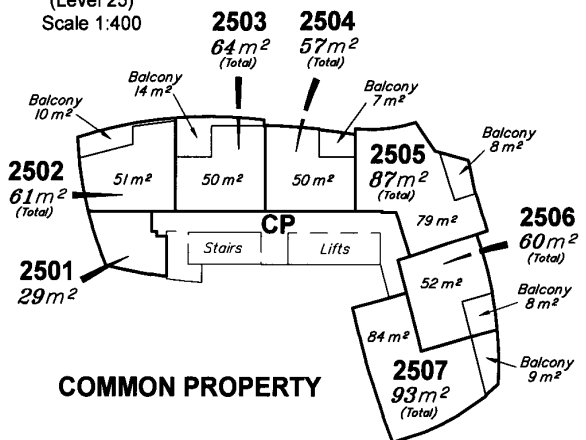
COMMON PROPERTY

LEVEL Z(Level 23)
Scale 1:400

COMMON PROPERTY

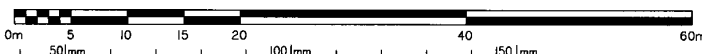
LEVEL AA(Level 24)
Scale 1:400

COMMON PROPERTY

LEVEL AB(Level 25)
Scale 1:400

COMMON PROPERTY

SCALE 1:400

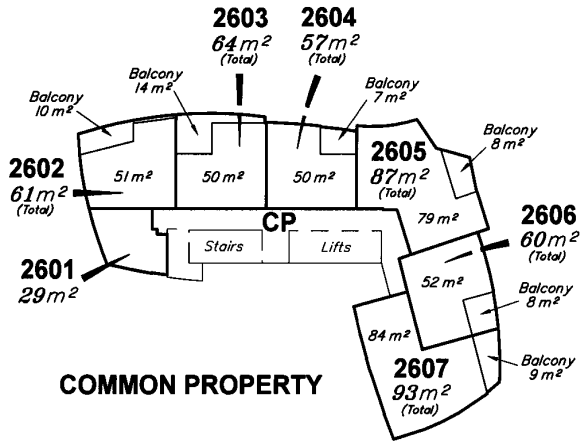


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Insert Plan Number
SP260792

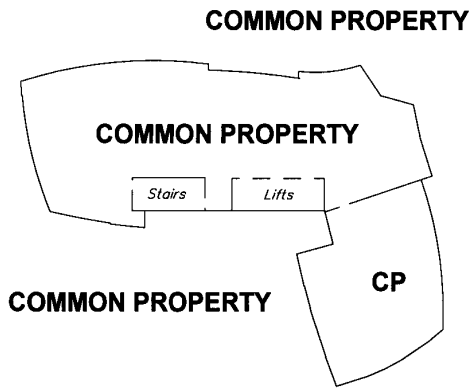
LEVEL AC

(Level 26)
Scale 1:400



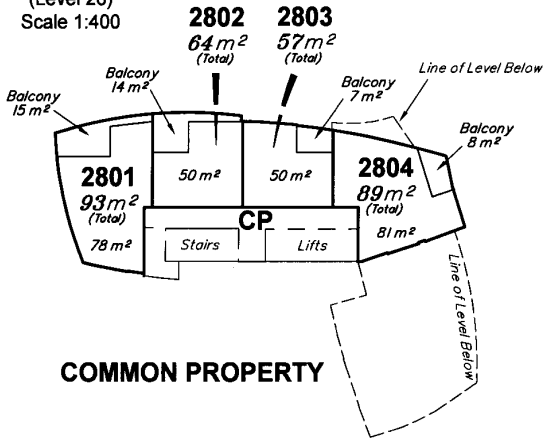
LEVEL AD

(Level 27)
Scale 1:400



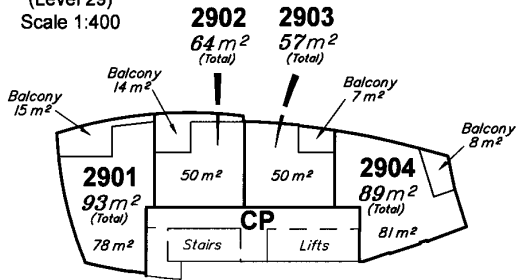
LEVEL AE

(Level 28)
Scale 1:400



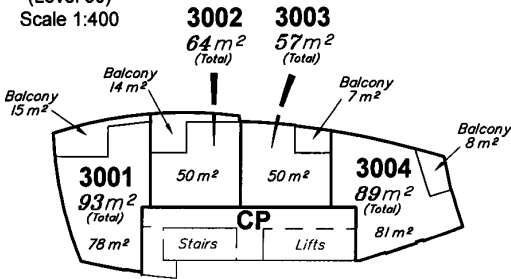
LEVEL AF

(Level 29)
Scale 1:400



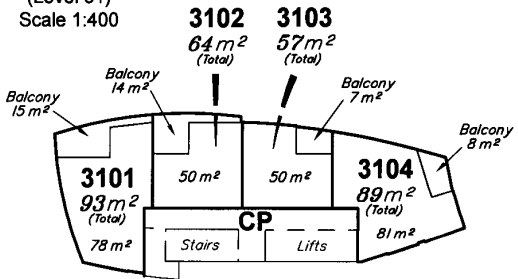
LEVEL AG

(Level 30)
Scale 1:400



LEVEL AH

(Level 31)
Scale 1:400



SCALE 1:400



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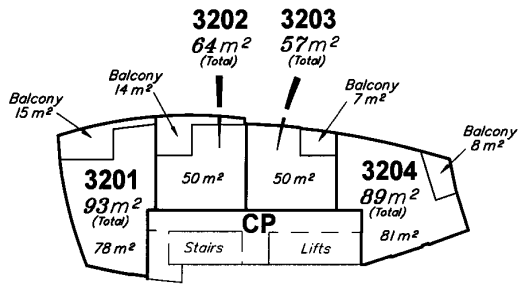
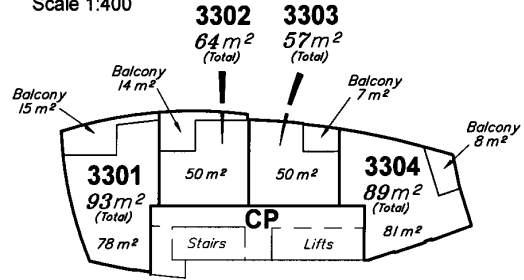
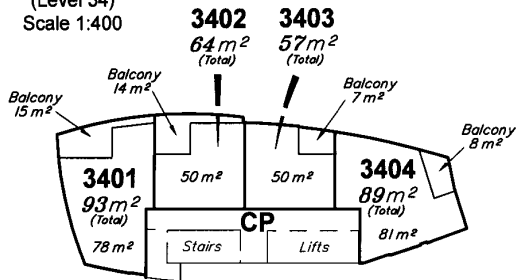
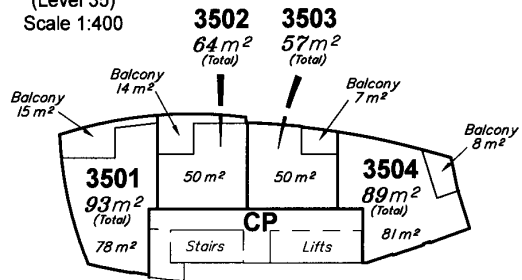
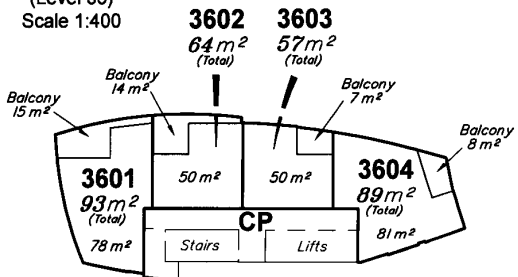
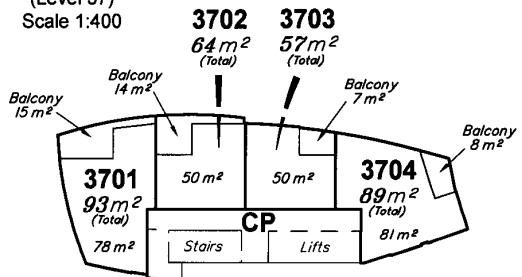
Insert Plan Number SP260792

Bennett & Bennett (2005) (130518FF - E.DWG) SS 26/16/2013, Rev E 4/11/2015 SS

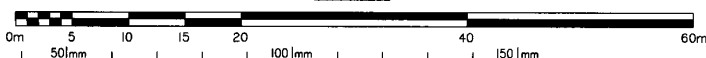
Land Title Act 1994; Land Act 1994
Form 21A Version 1

ADDITIONAL SHEET

Sheet 10 of 11

LEVEL AI(Level 32)
Scale 1:400**COMMON PROPERTY****LEVEL AJ**(Level 33)
Scale 1:400**COMMON PROPERTY****LEVEL AK**(Level 34)
Scale 1:400**COMMON PROPERTY****LEVEL AL**(Level 35)
Scale 1:400**COMMON PROPERTY****LEVEL AM**(Level 36)
Scale 1:400**COMMON PROPERTY****LEVEL AN**(Level 37)
Scale 1:400**COMMON PROPERTY**

SCALE 1:400



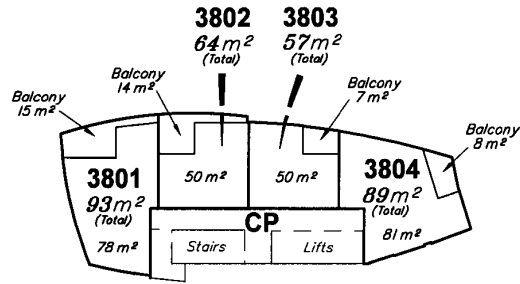
State copyright reserved.

Insert Plan Number
SP260792

Bennett & Bennett (3051) (3051BFP - E.DWG) SS 26/16/2013, Rev E 4/11/2015 SS

LEVEL AO

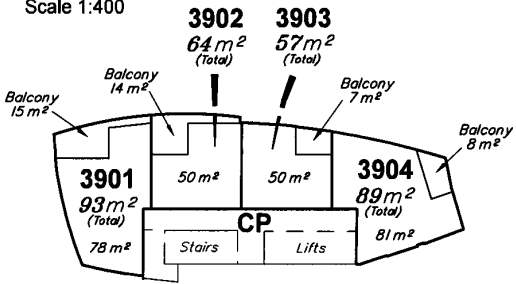
(Level 38)
Scale 1:400



COMMON PROPERTY

LEVEL AP

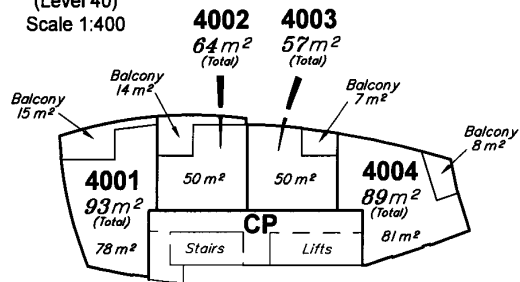
(Level 39)
Scale 1:400



COMMON PROPERTY

LEVEL AQ

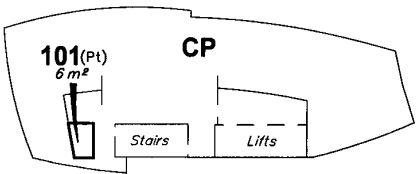
(Level 40)
Scale 1:400



COMMON PROPERTY

LEVEL AR

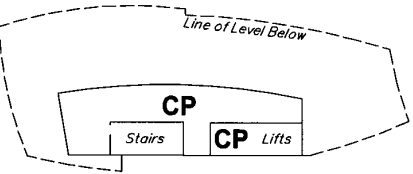
(Level 41)
Scale 1:400



COMMON PROPERTY

LEVEL AS

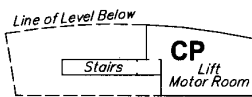
(Level 42)
Scale 1:400



COMMON PROPERTY

LEVEL AT

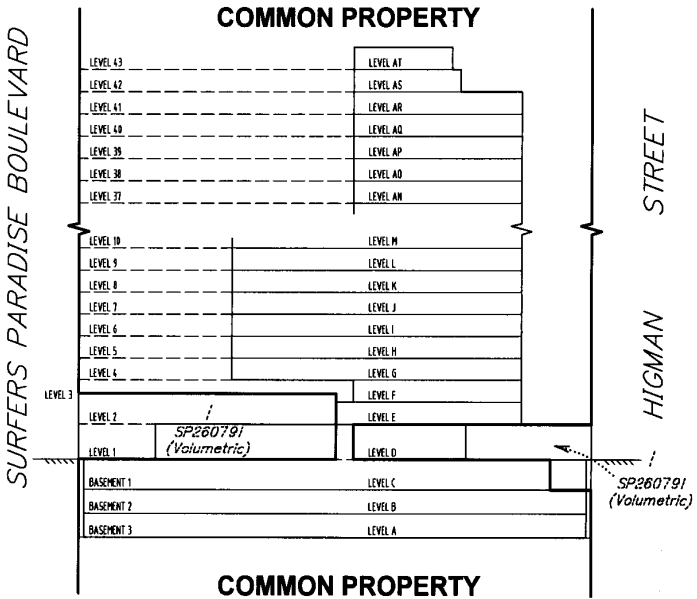
(Level 43)
Scale 1:400



COMMON PROPERTY

LATERAL ASPECT

Looking West
Not to Scale



COMMON PROPERTY

SCALE 1:400

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Insert Plan Number
SP260792

Bennett & Bennett (1305) (1305BPP - E.DWG) SS 26/16/2013, Rev F 4/11/2015 SS

A pool safety certificate is required in Queensland when selling or leasing a property with a regulated pool. This form is to be used for the purposes of sections 246AA and 246AK of the *Building Act 1975*.

1. Pool safety certificate number

Identification number: PSC0270982

2. Location of the swimming pool

Property details are usually shown on the title documents and rates notices

Street address:

3440 GOLD COAST HWY

SURFERS PARADISE QLD

Postcode

4

2

1

7

Lot and plan details:

9999/SP/260792

Local government area:

GOLD COAST CITY

3. Exemptions or alternative solutions for the swimming pool (if applicable)

If an exemption or alternative solution is applicable to the swimming pool please state this. This will help provide pool owners with a concise and practical explanation of the exemption or alternative solution. It will also help to ensure the ongoing use of the pool and any future modifications do not compromise compliance with the pool safety standard.

No disability exemption applies; No impracticality exemption applies

No alternative solution applies

4. Pool properties

Shared pool



Non-shared pool



Number of pools

2

5. Pool safety certificate validity

Effective date:

1

6

/

1

0

/

2

0

2

5

Expiry date:

1

6

/

1

0

/

2

0

2

6

6. Certification

I certify that I have inspected the swimming pool and I am reasonably satisfied that, under the *Building Act 1975*, the pool is a complying pool.

Name:

HELEN GALBRAITH

Pool safety inspector
licence number:

PS101069

Signature:

Other important information that could help save a young child's life

It is the pool owner's responsibility to ensure that the pool (including the barriers for the pool) is properly maintained at all times to comply with the pool safety standard under the *Building Act 1975*. High penalties apply for non-compliance. Parents should also consider beginning swimming lessons for their young children from an early age. Please visit

<https://www.qbcc.qld.gov.au/your-property/swimming-pools/pool-safety-standard> for further information about swimming pool safety. This pool safety certificate does not certify that a building development approval has been given for the pool or the barriers for the pool. You can contact your local government to ensure this approval is in place.

Privacy statement

The Queensland Building and Construction Commission is collecting personal information as required under the *Building Act 1975*. This information may be stored by the QBCC, and will be used for administration, compliance, statistical research and evaluation of pool safety laws. Your personal information will be disclosed to other government agencies, local government authorities and third parties for purposes relating to administering and monitoring compliance with the Building Act 1975. Personal information will otherwise only be disclosed to third parties with your consent or unless authorised or required by law.

RTI: The information collected on this form will be retained as required by the *Public Records Act 2002* and other relevant Acts and regulations, and is subject to the Right to Information regime established by the *Right to Information Act 2009*.

This is a public document and the information in this form will be made available to the public.

22 October 2025

RHAPSODY SURFERS NORTH CTS 48416
Registered for GST

ABN 49 952 175 506

Tax Invoice

V A Messina
1/29 Tarcoola Cres
SURFERS PARADISE QLD 4217

Ref

Re Lot 204 RHAPSODY SURFERS NORTH CTS 48416

Fee 84.10 Paid

Above Fee includes GST

Attached is the Body Corporate Certificate for the above lot.

Please advise if you have any further queries.

Regards

Australasian Body Corporate Management Team

BCCM**Form 33**

Department of Justice

Body corporate certificate*Body Corporate and Community Management Act 1997, section 205(4)**This form is effective from 1 August 2025*

For the sale of a lot included in a community titles scheme under the Body Corporate and Community Management Act 1997 (other than a lot to which the Body Corporate and Community Management (Specified Two-lot Schemes Module) Regulation 2011 applies).

WARNING - Do not sign a contract to buy a property in a community titles scheme until you have read and understood the information in this certificate. Obtain independent legal advice if needed.

You may rely on this certificate against the body corporate as conclusive evidence of matters stated in the certificate, except any parts where the certificate contains an error that is reasonably apparent.

This certificate contains important information about the lot and community titles scheme named in the certificate, including:

- becoming an owner and contacting the body corporate
- details of the property and community titles scheme
- by-laws and exclusive use areas
- lot entitlements and financial information
- owner contributions and amounts owing
- common property and assets
- insurance
- contracts and authorisations

This certificate does not include information about:

- physical defects in the common property or buildings in the scheme;
- body corporate expenses and liabilities for which the body corporate has not fixed contributions;
- current, past or planned body corporate disputes or court actions;
- orders made against the body corporate by an adjudicator, a tribunal or a court;
- matters raised at recent committee meetings or body corporate meetings; or
- the lawful use of lots, including whether a lot can be used for short-term letting.

Search applicable planning laws, instruments and documents to find out what your lot can be used for. If you are considering short-term letting your lot, contact your solicitor, the relevant local government or other planning authority to find out about any approvals you will need or if there are any restrictions on short-term letting. It is possible that lots in the community titles scheme are being used now or could in future be used lawfully or unlawfully for short-term or transient accommodation.

The community management statement

Each community titles scheme has a community management statement (CMS) recorded with Titles Queensland, which contains important information about the rights and obligations of the owners of lots in the scheme. The seller must provide you with a copy of the CMS for the scheme before you sign a contract.

The Office of the Commissioner for Body Corporate and Community Management

The Office of the Commissioner for Body Corporate and Community Management provides an information and education service and a dispute resolution service for those who live, invest or work in community titles schemes. Visit www.qld.gov.au/bodycorporate.

You can ask for a search of adjudicators orders to find out if there are any past or current dispute applications lodged for the community titles scheme for the lot you are considering buying www.qld.gov.au/searchofadjudicatorsorders.

The information in this certificate is issued on 22/10/2025

Becoming an owner

When you become an owner of a lot in a community titles scheme, you:

- automatically become a member of the body corporate and have the right to participate in decisions about the scheme;
- must pay contributions towards the body corporate's expenses in managing the scheme; and
- must comply with the body corporate by-laws.

You must tell the body corporate that you have become the owner of a lot in the scheme within 1 month of settlement. You can do this by using the BCCM Form 8 Information for body corporate roll. Fines may apply if you do not comply.

How to get more information

You can inspect the body corporate records which will provide important information about matters not included in this certificate. To inspect the body corporate records, you can contact the person responsible for keeping body corporate records (see below), or you can engage the services of a search agent. Fees will apply.

Planning and development documents can be obtained from the relevant local government or other planning authority. Some relevant documents, such as the development approval, may be available from the body corporate, depending on when and how the body corporate was established.

Contacting the body corporate

The body corporate is an entity made up of each person who owns a lot within a community titles scheme.

Name and number of the community titles scheme

Rhapsody Surfers North

CTS No. **48416**

Body corporate manager

Bodies corporate often engage a body corporate manager to handle administrative functions.

Is there a body corporate manager for the scheme?

Yes. The body corporate manager is:

Name: **BCM 3**

Company: **Australasian Body Corp Mgmt**

Phone: **07 3357 6667**

Email: **admin@ausbcm.com.au**

Accessing records

Who is currently responsible for keeping the body corporate's records?

The body corporate manager named above.

Property and community titles scheme details

Lot and plan details

Lot number: **204**

Plan type and number: **260792**

Plan of subdivision: **BUILDING FORMAT PLAN**

The plan of subdivision applying to a lot determines maintenance and insurance responsibilities.

Regulation module

There are 5 regulation modules for community titles schemes in Queensland. The regulation module that applies to the scheme determines matters such as the length of service contracts and how decisions are made.

More information is available from www.qld.gov.au/buyingbodycorporate.

The regulation module that applies to this scheme is the:

Accommodation

NOTE: If the regulation module that applies to the scheme is the Specified Two-lot Schemes Module, then BCCM Form 34 should be used.

Layered arrangements of community titles schemes

A layered arrangement is a grouping of community titles schemes, made up of a principal scheme and one or more subsidiary schemes. Find more information at www.qld.gov.au/buyingbodycorporate

Is the scheme part of a layered arrangement of community titles schemes?

If yes, you should investigate the layered arrangement to obtain further details about your rights and obligations. The name and number of each community titles scheme part of the layered arrangement should be listed in the community management statement for the scheme given to you by the seller.

Building management statement

A building management statement is a document, which can be put in place in certain buildings, that sets out how property and shared facilities are accessed, maintained and paid for by lots in the building. It is an agreement between lot owners in the building that usually provides for supply of utility services, access, support and shelter, and insurance arrangements. A lot can be constituted by a community titles scheme's land.

Does a building management statement apply to the community titles scheme?

If yes, you can obtain a copy of the statement from Titles Queensland: www.titlesqld.com.au. You should seek legal advice about the rights and obligations under the building management statement before signing the contract -for example, this can include costs the body corporate must pay in relation to shared areas and services.

By-laws and exclusive use areas

The body corporate may make by-laws (rules) about the use of common property and lots included in the community titles scheme. You must comply with the by-laws for the scheme. By-laws can regulate a wide range of matters, including noise, the appearance of lots, carrying out work on lots (including renovations), parking, requirements for body corporate approval to keep pets, and whether smoking is permitted on outdoor areas of lots and the common property. However, by-laws cannot regulate the type of residential use of lots that may lawfully be used for residential purposes. You should read the by-laws before signing a contract.

What by-laws apply?

The by-laws that apply to the scheme are specified in the community management statement for the scheme provided to you by the seller.

The community management statement will usually list the by-laws for the scheme. If the statement does not list any by-laws, Schedule 4 of the Body Corporate and Community Management Act 1997 will apply to the scheme.

In some older schemes, the community management statement may state that the by-laws as at 13 July 2000 apply. In these cases, a document listing the by-laws in consolidated form must be given with this certificate.

General by-laws

Exclusive use areas

Individual lots may be granted exclusive use of common property or a body corporate asset, for example, a courtyard, car park or storage area. The owner of a lot to whom exclusive use rights are given will usually be required to maintain the exclusive use area unless the exclusive use by-law or other allocation of common property provides otherwise.

Are there any exclusive use by-laws or other allocations of common property in effect for the community titles scheme?

Yes

If yes, the exclusive use by-laws or other allocations of common property for the schemes are:

given with this certificate and listed below

Date of Resolution	Lot	Description	Conditions
25/01/21		Refer to CMS	

Lot entitlements and financial information

Lot entitlements

Lot entitlements are used to determine the proportion of body corporate expenses each lot owner is responsible for. The community management statement contains two schedules of lot entitlements – a contribution schedule of lot entitlements and an interest schedule of lot entitlements, outlining the entitlements for each lot in the scheme. The contribution schedule lot entitlement for a lot (as a proportion of the total for all lots) is used to calculate the lot owner's contribution to most body corporate expenses, and the interest schedule lot entitlement for a lot (as a proportion of the total for all lots) is used to calculate the lot owner's contribution to insurance expenses in some cases. Lots may have different lot entitlements and therefore may pay different contributions to the body corporate's expenses.

You should consider the lot entitlements for the lot compared to the lot entitlements for other lots in the scheme before you sign a contract of sale.

Contribution schedule

Contribution schedule lot entitlement for the lot: **9**

Total contribution schedule lot entitlements for all lots: **2,106**

Interest schedule

Interest schedule lot entitlement for the lot: **9**

Total interest schedule lot entitlements for all lots: **2,106**

Statement of accounts

The most recent statement of accounts prepared by the body corporate for the notice of the annual general meeting for the scheme is given with this certificate.

Owner contributions (levies)

The contributions (levies) paid by each lot owner towards body corporate expenses is determined by the budgets approved at the annual general meeting of the body corporate.

You need to pay contributions to the body corporate's administrative fund for recurrent spending and the sinking fund for capital and non-recurrent spending.

If the Commercial Module applies to the community titles scheme, there may also be a promotion fund that owners of lots have agreed to make payments to.

WARNING: You may have to pay a special contribution if a liability arises for which no or inadequate provision has been made in the body corporate budgets.

The contributions payable by the owner of the lot that this certificate relates to are listed over the page.

Body corporate debts

If any contributions or other body corporate debt (including penalties or reasonably incurred recovery costs) owing in relation to the lot are not paid before you become the owner of the property, YOU WILL BE LIABLE TO PAY THEM TO THE BODY CORPORATE. Before signing the contract, you should make sure that the contract addresses this or provides for an appropriate adjustment at settlement.

Owner contributions and amounts owing

Administrative fund contributions

Total amount of contributions (before any discount) for lot **204** for the current financial year: \$ **5,076.92**

Number of instalments: **4** (outlined below)

Discount for on-time payments (if applicable): **0** %

Monthly penalty for overdue contributions (if applicable): **0.00** %

Period	Due date	Amount due	Amount due if discount applied	Paid
01/03/25 to 31/05/25	01/03/25	1,182.29	1,182.29	26/02/25
01/06/25 to 31/08/25	01/07/25	1,182.29	1,182.29	28/05/25
01/09/25 to 30/11/25	01/09/25	1,356.17	1,356.17	28/08/25
01/12/25 to 28/02/26	01/12/25	1,356.17	1,356.17	
01/03/26****31/05/26	01/03/26	1,269.23	1,269.23	
01/06/26****31/08/26	01/06/26	1,269.23	1,269.23	
Amount overdue				Nil
Amount Unpaid including amounts billed not yet due				\$1,356.17

Sinking fund contributions

Total amount of contributions (before any discount) for lot **204** for the current financial year: \$ **1,701.70**

Number of instalments: **4** (outlined below)

Discount for on-time payments (if applicable): **0** %

Monthly penalty for overdue contributions (if applicable): **0.00** %

Period	Due date	Amount due	Amount due if discount applied	Paid
01/03/25 to 31/05/25	01/03/25	329.06	329.06	26/02/25
01/06/25 to 31/08/25	01/07/25	329.06	329.06	28/05/25
01/09/25 to 30/11/25	01/09/25	521.79	521.79	28/08/25
01/12/25 to 28/02/26	01/12/25	521.79	521.79	
01/03/26****31/05/26	01/03/26	425.43	425.43	
01/06/26****31/08/26	01/06/26	425.43	425.43	
Amount overdue				Nil
Amount Unpaid including amounts billed not yet due				\$521.79

Special contributions - Administrative Fund (IF ANY)

Date determined: (Access the body corporate records for more information).

Total amount of contributions (before any discount) **Nil**

Number of instalments: **0** (outlined below)

Discount for on-time payments (if applicable): **0** %

Monthly penalty for overdue contributions (if applicable): **0.00** %

Period	Due date	Amount due	Amount due if discount applied	Paid
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Amount overdue **Nil**

Amount Unpaid including amounts billed not yet due **Nil**

Special contributions - Sinking Fund (IF ANY)

Date determined: (Access the body corporate records for more information).

Total amount of contributions (before any discount) **Nil**

Number of instalments: **0** (outlined below)

Discount for on-time payments (if applicable): **0** %

Monthly penalty for overdue contributions (if applicable): **0.00** %

Due date	Amount due	Amount due if discount applied	Paid
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Amount overdue **Nil**

Amount Unpaid including amounts billed not yet due **Nil**

Other amounts payable by the lot owner

Purpose	Fund	Amount	Due date	Amount
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No other amounts payable for the lot.

Summary of amounts due but not paid by the current owner

At the date of this certificate

Annual contributions	Nil
Special contributions	Nil
Other contributions	Nil
Other payments	Nil
Penalties	Nil
Total amount overdue (Total Amount Unpaid including not yet due \$1,877.96)	Nil

(An amount in brackets indicates a credit or a payment made before the due date)

Common property and assets

When you buy a lot in a community titles scheme, you also own a share in the common property and assets for the scheme. Common property can include driveways, lifts and stairwells, and shared facilities. Assets can include gym equipment and pool furniture.

The body corporate is usually responsible for maintaining common property in a good and structurally sound condition. An owner is usually responsible for maintaining common property or assets that their lot has been allocated exclusive use of, or for maintaining improvements to common property or utility infrastructure that is only for the benefit of their lot. The body corporate may have additional maintenance responsibilities, depending on the plan of subdivision the scheme is registered under. For more information, visit www.qld.gov.au/buyingbodycorporate.

Sinking fund forecast and balance - maintenance and replacement of common property / assets

The body corporate must have a sinking fund to pay for future capital expenses, such as repairs or replacement of common property and assets. The body corporate must raise enough money in its sinking fund budget each year to provide for spending for the current year and to reserve an amount to meet likely spending for 9 years after the current year. If there is not enough money in the sinking fund at the time maintenance is needed, lot owners will usually have to pay additional contributions.

Prior to signing a contract, you should consider whether the current sinking fund balance is appropriate to meet likely future capital expenditure.

Does the body corporate have a current sinking fund forecast that estimates future capital expenses and how much money needs to be accumulated in the sinking fund?

Yes - you can obtain a copy from the body corporate records - last sinking fund report: 24/11/20

Current sinking fund balance (as at date of certificate): \$ 706,272.35

Improvements to common property the lot owner is responsible for

A lot owner may make improvements to the common property for the benefit of their lot if authorised by the body corporate or under an exclusive use by-law. The owner of the lot is usually responsible for maintenance of these improvements, unless the body corporate authorises an alternative maintenance arrangement or it is specified in the relevant by-law.

Details of authorised improvements to the common property that the owner of the lot is responsible for maintaining in good condition are given with this certificate below

Date	Description	Conditions
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Body corporate assets

The body corporate must keep a register of all body corporate assets worth more than \$1,000.

A copy of the body corporate register assets is given with this certificate below

Description	Type	Acquisition	Supplier	Original Cost	Cost To Date	Market Value
Garbage Doctor Odour Spray Sys	Plant and Machinery	09/06/16	Purifying Solutions	\$0.00	\$0.00	\$3,795.00
22 HP Ride On Mower	Plant and Machinery	08/07/16	Ashmore Mower Centre	\$0.00	\$0.00	\$4,000.00
Janitors Cart	Furniture & Fittings	21/07/16	Total Supply Solutions	\$0.00	\$0.00	\$409.50
9 ltr Dry Vacuum	Plant and Machinery	21/07/16	Total Supply Solutions	\$0.00	\$0.00	\$372.50
Astral VX Chlorinator	Plant and Machinery	12/07/17	Poolwerx Runaway Bay	\$0.00	\$0.00	\$2,285.00
Wet & Dry Vacuum	Plant and Machinery	23/11/17	Goddreys Bundall	\$0.00	\$0.00	\$522.86
Backpack Vacuum	Plant and Machinery	01/02/18	Godfreys	\$0.00	\$0.00	\$349.00
Saltwater Chlorinator	Plant and Machinery	20/02/18	Thrive Revive	\$0.00	\$0.00	\$1,298.00
Freshwater Chlorinator	Plant and Machinery	20/02/18	Thrive Revive	\$0.00	\$0.00	\$2,319.15
Security Camera	Plant and Machinery	11/04/18	SPL Security Solutions	\$0.00	\$0.00	\$500.00
4 x Umbrellas	Furniture & Fittings	11/06/18	SUJV Unit Trust	\$0.00	\$0.00	\$418.00
Pool Cleaner & Pump	Plant and Machinery	09/07/18	Active Pool Supplies	\$0.00	\$0.00	\$4,575.85
Vacuum Cleaner	Plant and Machinery	14/08/19	Total Supply Solutions	\$0.00	\$0.00	\$409.75
HP400 ProDsek G6 SFF (I5-9500 CPU, 8GB RAM, 256GB) (Windows 10 Pro64) (1 Yr Warranty)	Office Equipment	06/11/19	Byron Tech Pty Ltd	\$0.00	\$0.00	\$1,714.90
Spa Heater/Astral HiNRG 250	Plant and Machinery	14/11/19	Advanced Gas Services	\$0.00	\$0.00	\$4,100.00
Shindalwa DH221 Hedge Trimmer 21.2cc 2	Plant and Machinery	06/11/20	Ashmore Mower Centre	\$0.00	\$0.00	\$479.00
Cleaner High Pressure RE120 Stihl	Plant and Machinery	19/11/20	Mitre 10 Bundall See Reimb Rhapsody Resort (08285007) Inv 00000123 Receipt - see Pg 8	\$0.00	\$0.00	\$399.00
Lobby Floor Mat SuperNop 2mtrxLm Charcoal 1 fully edged mat 1.100x2.340	Furniture & Fittings	03/12/20	Mat World - Prestons NSW See Reimb Rhapsody Resort (08285007) Inv 00000123 Receipt - see Pg 15	\$0.00	\$0.00	\$548.90
Carpet Fan Blower Work Hero Carpet Blower SC-900	Plant and Machinery	15/12/20	Godfreys Bundall See Reimb Rhapsody Resort (08285007) Inv 00000123 Receipt - see Pg 18	\$0.00	\$0.00	\$399.00
Waterco Micron S602 Media Filter & Zeolite Filtration Media & PVC Fittings	Plant and Machinery	07/05/21	Gold Coast Pools (08211518) Invoice INV-00001307	\$0.00	\$0.00	\$1,201.53
Trolley Jacks For Car Removal	Plant and Machinery	10/05/21	See Reimb Rhasody Resort 0000166 from Total Tools Online 10/05/ Inv 2000074167 to NeilMunro	\$0.00	\$0.00	\$460.00
Rpl SaltChlorinatorsx2/Replumb Aquarius Ultima Pool Process Controller/Chems Pump.	Plant and Machinery	23/08/21	Gold Coast Pools (08211518) INV-00001398	\$0.00	\$0.00	\$4,864.75
Rpl Sand Filter x 2 & Media HaywardProSeries50mmx2	Plant and Machinery	23/08/21	Gold Coast Pools (08211518) 23.08.21 INV-00001399	\$0.00	\$0.00	\$1,777.48

Body corporate assets

The body corporate must keep a register of all body corporate assets worth more than \$1,000.

A copy of the body corporate register assets is given with this certificate below

Description	Type	Acquisition	Supplier	Original Cost	Cost To Date	Market Value
\$819.09			\$1,777.48 incl GST			
& ZeoliteFilterMedia \$646.80						
Install \$150.00						
AutoHandSoapDispensr	Furniture & Fittings	09/11/21	SYMBIO AUSTRALIA PTY LTD 71 Stradbroke Street HEATHWOOD QLD 4110	\$919.60	\$0.00	\$919.60
Rpl Heater Elements	Plant and Machinery	19/12/21	SAUNA & STEAM SERVICES PO Box 2243 Tingapla Qld 4173	\$784.85	\$0.00	\$784.85
S/I SteamRmGenerator	Plant and Machinery	19/12/21	SAUNA & STEAM SERVICES PO Box 2243 Tingapla Qld 4173	\$4,257.00	\$0.00	\$4,257.00
Robo-Pro15Clnr/Cart	Plant and Machinery	19/01/22	ROBO-TEK INTERNL 6 Lever Street CAMPBELLFIELD VIC 3061	\$2,759.00	\$0.00	\$2,759.00
SI Synthetic Grass	Furniture & Fittings	02/02/22	ENDLESS TURF 1/58 Albion Ave MIAMI QLD 4220	\$2,178.00	\$0.00	\$2,178.00
SIUniliftap12-50Pump	Plant and Machinery	03/03/22	SORRENTO MOTOR REWINDS 3 / 8 Strathaird BUNDALL QLD 4217	\$1,309.00	\$0.00	\$1,309.00
Rpl Pool/Spa Heater	Plant and Machinery	21/05/22	ADVANCED GAS PO Box 1002 Nerang Qld 4211	\$5,800.00	\$0.00	\$5,800.00
Rpl Astral Pool HiNRG 175 Spa Heater with New Pentair HD300 Spa Heater						
RoofAnchorsU43/41/26	Furniture & Fittings	10/06/22	SAFE ACCESS SERVICES PTY LTD PO Box 9248 WYNNYM QLD 4178	\$8,871.50	\$0.00	\$8,871.50
Robo-Pro/CntrlBox	Plant and Machinery	28/06/22	ROBO-TEK INTERNL 6 Lever Street CAMPBELLFIELD VIC 3061	\$550.60	\$0.00	\$550.60
SI EmrgExitLghts x56	Furniture & Fittings	30/06/22	TEMPERCOOL AIRCONDITIONING 3 Dalton Street UPPER COOMERA QLD 4209	\$9,415.92	\$0.00	\$9,415.92
Rpl Grg Door Springs	Furniture & Fittings	07/07/22	GOLD COAST DOOR SERVICE PO Box 3440 Nerang Qld 4211	\$1,096.00	\$0.00	\$1,096.00
SI SyntheticTurf 40m2 35mm Urban Turf/15 Lineal Mtrs 100% UV Stable 7 Yr Manufacturer Warranty	Furniture & Fittings	25/08/22	SURFACE PRO GROUP PO Box 15 GRANGE QLD 4051 25/08/22 Inv 1608	\$4,422.72	\$0.00	\$4,422.72
RprDmstcPrssPumps	Plant and Machinery	01/09/22	BK PUMP SERVICES PTY LTD	\$16,727.15	\$0.00	\$16,727.15

Body corporate assets

The body corporate must keep a register of all body corporate assets worth more than \$1,000.

A copy of the body corporate register assets is given with this certificate below

Description	Type	Acquisition	Supplier	Original Cost	Cost To Date	Market Value
			PO Box 2613 BURLEIGH BC QLD 4220 01/09/22 Inv 14599			
SI A/C Sys B3 PmpRm Split Sys Daikin Cora 5.0kw ReverseCycle IndrMdl:FTXV50WVMA SN:E011541 OutdrMdl: RXV50WVMA SN:E009241	Plant and Machinery	15/09/22	TEMPERCOOL AIRCONDITIONING 3 Dalton Street UPPER COOMERA QLD 4209 15.09.22 INV-2039 \$4,187.70	\$4,187.70	\$0.00	\$4,187.70
SI Saltwater Chlorinator Lincoln LSC HD35	Plant and Machinery	20/10/22	GOLD COAST POOLS PO Box 9066 PORT MACQUARIE NSW 2444 20.10.00 INV-00001821 \$2901.16	\$2,901.16	\$0.00	\$2,901.16
Rpl StrwtrPumpB3	Plant and Machinery	08/11/22	BK PUMP SERVICES PTY LTD PO Box 2613 BURLEIGH BC QLD 4220 08/11/22 Inv 14810	\$1,608.20	\$0.00	\$1,608.20
RoboticPoolCleaner	Plant and Machinery	08/12/22	SWIMART BUNDALL U3/99 Ashmore Road BUNDALL QLD 4217 08.12.22 Inv 76091	\$1,150.00	\$0.00	\$1,150.00
WeightBench&Weights \$2016.50 Ladies Weights \$144.00 (Supplier SouthsideFitness) GymMats \$279 (Sport'sFitness)	Plant and Machinery	13/12/22	RHAPSODY RESORT PTY LTD 13.12.22 0000187 \$6549.34 (inv 00049593 \$2016.50) (inv 00049593 \$144.00)	\$36.05	\$0.00	\$2,440.01
RplOutdrHWUnit&Tap	Furniture & Fittings	27/01/23	ON POINT WATER GAS DRAINAGE 27/01/23 Inv 1646	\$935.00	\$0.00	\$935.00
RplA/CLobbyLngLv27	Plant and Machinery	09/02/23	TEMPERCOOL AIRCONDITIONING 3 Dalton Street UPPER COOMERA QLD 4209 09.02.23 INV-2620 \$18,480.00	\$18,480.00	\$0.00	\$18,480.00
65" QLED Andoid TV Brand: TCL Model: 65C727 65" C727 4K QLED Android TV SalesOdr: C0220396314	Furniture & Fittings	10/02/23	THE GOOD GUYS DISCOUNT WAREHOU 60 City Rd SOUTHBANK VIC 3006 10.02.23 Inv D0221626720	\$1,230.00	\$0.00	\$1,230.00
SI Daikin A/C Lobby Model FDYWN140	Furniture & Fittings	15/02/23	TEMPERCOOL AIRCONDITIONING 3 Dalton Street UPPER COOMERA QLD	\$16,885.00	\$0.00	\$16,885.00

Body corporate assets

The body corporate must keep a register of all body corporate assets worth more than \$1,000.

A copy of the body corporate register assets is given with this certificate below

Description	Type	Acquisition	Supplier	Original Cost	Cost To Date	Market Value
			4209			
			15.02.23 INV-2613			
Rpl SprnkAlarmGong	Plant and Machinery	15/02/23	DAYSHELF FIRE SYSTEMS	\$940.50	\$0.00	\$940.50
			PO Box 6454			
			BUNDALL QLD 9726			
SI Waterwitch/SpaSys	Plant and Machinery	04/04/23	SPLASH POOL SHOP	\$1,320.00	\$0.00	\$1,320.00
			Unit 1/34 Harvest Court			
			Southport Qld 4215			
			04.04.23 Inv 101750			
RplIntrcmsx11 Dep50%	Furniture & Fittings	25/05/23	SPL SECURITY SOLUTIONS	\$1,354.16	\$0.00	\$1,354.16
			P/L			
			P O Box 9373			
			GCMC Bundall QLD 9726			
			25.05.23 40157827 \$1354.16			
			Dep			
SIDormaGateClsr/Pool	Furniture & Fittings	08/09/23	GOLD COAST DOOR	\$2,867.70	\$0.00	\$2,867.70
			CONTROL P/L			
			8 Marjorie Crescent			
			BENOWA QLD 4217			
			08/09/23 Invoice 3822			
Sunlounges x18	Furniture & Fittings	20/09/23	PACIFIC FURNITURE DESIGN	\$8,956.20	\$0.00	\$17,912.40
Tub Cushions x6 Q21890			&			
20.09.23 00061371 \$8956.20			20, The Factory Outlet Centre			
Dep			Warehouse Road			
			SOUTHPORT QLD 4215			
PoolPortableVac	Plant and Machinery	21/09/23	SPLASH POOL SHOP	\$220.00	\$0.00	\$220.00
			34 Harvest Court			
			SOUTHPORT QLD 4215			
			21/09/23 104275 Vekro200			
Rpl BlowerVac	Plant and Machinery	13/12/23	ELECTRIC MOTOR	\$1,366.20	\$0.00	\$1,366.20
			REWINDING			
			PO Box 59			
			ASHMORE CITY QLD 4214			
			13.12.23 215979			
YASH 1.5kw Blower	Plant and Machinery	06/02/24	ELECTRIC MOTOR	\$1,421.20	\$0.00	\$1,421.20
			REWINDING			
			PO Box 59			
			ASHMORE CITY QLD 4214			
SI NewRP40/MainPool	Plant and Machinery	09/02/24	SPLASH POOL SHOP	\$1,760.00	\$0.00	\$1,760.00
			34 Harvest Court			
			SOUTHPORT QLD 4215			
			09.02.24 Invoice 106086			
Sply Waterwitch 30m	Plant and Machinery	05/03/24	SPLASH POOL SHOP	\$990.00	\$0.00	\$990.00
			34 Harvest Court			
			SOUTHPORT QLD 4215			
			05.03.24 106545			
SI Chlorinator RP30	Plant and Machinery	08/03/24	SPLASH POOL SHOP	\$1,320.00	\$0.00	\$1,320.00

Body corporate assets

The body corporate must keep a register of all body corporate assets worth more than \$1,000.

A copy of the body corporate register assets is given with this certificate below

Description	Type	Acquisition	Supplier	Original Cost	Cost To Date	Market Value
			34 Harvest Court SOUTHPORT QLD 4215 08.03.24 Invoice 106610			

Insurance

The body corporate must insure the common property and assets for full replacement value and public risk.

The body corporate must insure, for full replacement value, the following buildings where the lots in the scheme are created:

- under a building format plan of subdivision or volumetric format plan of subdivision - each building that contains an owner's lot (e.g. a unit or apartment); or
- under a standard format plan of subdivision - each building on a lot that has a common wall with a building on an adjoining lot.

Body corporate insurance policies

Details of each current insurance policy held by the body corporate including, for each policy, are given with this certificate.

TYPE/COMPANY	POLICY NO.	SUM INSURED	PREMIUM	DUE DATE	EXCESS
BUILDING CHUBB (MARSH ADV)	04GS014436	133,768,278.00	165,883.62	28/02/26	\$5,000 \$20,000 Earthquake \$25,000 Storm Flood Resultant Damage
PUBLIC LIABILITY CHUBB (MARSH ADV)	04GS014436	30,000,000.00	Included	28/02/26	\$5,000
COMMON AREA CONTENTS CHUBB (MARSH ADV)	04GS014436	1,337,683.00	Included	28/02/26	\$5,000 \$20,000 Earthquake \$25,000 Storm Flood Resultant Damage
BUILDING CATASTROPHE CHUBB (MARSH ADV)	04GS014436	40,531,788.00	Included	28/02/26	\$5,000 \$20,000 Earthquake \$25,000 Storm Flood Resultant Damage
ENVIRO IMPAIRMENT LIA CHUBB (MARSH ADV)	04GS014436	250,000.00	Included	28/02/26	\$5,000
CONSEQUENTIAL LOSS CHUBB (MARSH ADV)	04GS014436	20,065,242.00	Included	28/02/26	\$5,000
FIDELITY GUARANTEE CHUBB (MARSH ADV)	04GS014436	100,000.00	Included	28/02/26	\$5,000
LOSS OF RENT CHUBB (MARSH ADV)	04GS014436	20,065,242.00	Included	28/02/26	\$5,000 \$20,000 Earthquake \$25,000 Storm Flood Resultant Damage
MACHINERY BREAKDOWN CHUBB (MARSH ADV)	04GS014436	100,000.00	Included	28/02/26	\$5,000
AUDIT EXPENSES CHUBB (MARSH ADV)	04GS014436	30,000.00	Included	28/02/26	\$5,000
OFFICE BEARERS CHUBB (MARSH ADV)	04GS014436	5,000,000.00	Included	28/02/26	\$5,000
VOLUNTARY WORKERS CHUBB (MARSH ADV)	04GS014436	200,000.00	Included	28/02/26	7 Days
APPEAL EXPENSES CHUBB (MARSH ADV)	04GS014436	150,000.00	Included	28/02/26	\$5,000

Alternative insurance

Where the body corporate is unable to obtain the required building insurance, an adjudicator may order that the body corporate take out alternative insurance. Information about alternative insurance is available from www.qld.gov.au/buyingbodycorporate.

Does the body corporate currently hold alternative insurance approved under an alternative insurance order?

Lot owner and occupier insurance

The occupier is responsible for insuring the contents of the lot and any public liability risks which might occur within the lot.

The owner is responsible for insuring buildings that do not share a common wall if the scheme is registered under a standard format plan of subdivision, unless the body corporate has set up a voluntary insurance scheme and the owner has opted-in.

More information about insurance in community titles schemes is available from your solicitor or www.qld.gov.au/buyingbodycorporate

Contracts and authorisations

Caretaking service contractors and letting agents – Accommodation Module, Commercial Module and Standard Module

A body corporate may engage service contractors to provide services to the body corporate to assist in the management of the scheme.

If the Standard Module, Accommodation Module, or Commercial Module apply to a community titles scheme, the body corporate may also authorise a person to conduct a letting agent business for the scheme, that is, to act as the agent of owners of lots in the scheme who choose to use the person's services for the letting of their lot.

A service contractor who is also authorised to be a letting agent for the scheme is called a caretaking service contractor. Together, an agreement to engage a person as a caretaking service contractor and authorise a person as a letting agent is typically referred to as 'management rights'.

The maximum term of a service contract or authorisation entered into by a body corporate is:

- 10 years if the Standard Module applies to the scheme; and
- 25 years if the Accommodation Module or Commercial Module applies to the scheme.

You may inspect the body corporate records to find information about any engagements or authorisations entered into by the body corporate, including the term of an engagement or authorisation and, for an engagement, duties required to be performed and remuneration payable by the body corporate.

Has the body corporate engaged a caretaking services contractor for the scheme?

No

Has the body corporate authorised a letting agent for the scheme?

No

Embedded network electricity supply

Is there an arrangement to supply electricity to occupiers in the community titles scheme through an embedded network?

No

More information about embedded networks in community titles schemes is available from www.qld.gov.au/buyingbodycorporate.

Body corporate authority

This certificate is signed and given under the authority of the body corporate.

Name/s Australasian Body Corp Mgmt

Positions/s held Body Corporate Manager

Date 22/10/2025



Signature/s _____

Copies of documents given with this certificate:

- by-laws for the scheme in consolidated form (if applicable)
- details of exclusive use by-laws or other allocations of common property (if applicable)
- the most recent statement of accounts
- details of amounts payable to the body corporate for another reason (if applicable)
- details of improvements the owner is responsible for (if applicable)
- the register of assets (if applicable)
- insurance policy details

QUEENSLAND TITLES REGISTRY
Land Title Act 1994, Land Act 1994

GENERAL REQUEST

FORM 14 Version 4

Page 1 of 36

Duty Imprint

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ing Number

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OFFICE USE ONLY

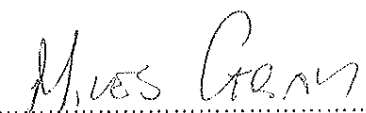
Completion of this form is authorised by legislation and is used to maintain publicly searchable records. For more information see the Department's website.

1. Nature of request	Lodger (Name, address, E-mail & phone number)	Lodger Code
REQUEST TO RECORD NEW COMMUNITY MANAGEMENT STATEMENT FOR RHAPSODY SURFERS NORTH COMMUNITY TITLES SCHEME 48416	MAHONEYS GPO Box 3311 Brisbane Qld 4001 Email: info@mahoneys.com.au Tel: 07 3007 3777 Ref: 36299	BE 2763
2. Lot on Plan Description	Title Reference	
COMMON PROPERTY OF RHAPSODY SURFERS NORTH COMMUNITY TITLES SCHEME 48416	51029906	
3. Registered Proprietor/State Lessee		
BODY CORPORATE FOR RHAPSODY SURFERS NORTH COMMUNITY TITLES SCHEME 48416		
4. Interest		
NOT APPLICABLE		
5. Applicant		
BODY CORPORATE FOR RHAPSODY SURFERS NORTH COMMUNITY TITLES SCHEME 48416		

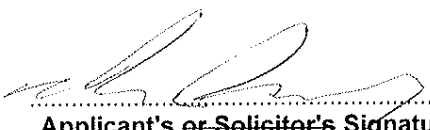
6. Request

I hereby request that the New Community Management Statement deposited herewith which amends Schedule C be recorded as the New Community Management Statement for Rhapsody Surfers North Community Titles Scheme 48416

7. Execution by applicant


.....
CHAIR PERSON
.....
Body Corporate for Rhapsody Surfers North CTS 48416

10/10/2025
Execution Date


.....
Applicant's or Solicitor's Signature

Note: A Solicitor is required to print full name if signing on behalf of the Applicant

48416

TED WITH:

- A FORM 14 GENERAL REQUEST; AND
- A FORM 18C (IF NO EXEMPTION TO THE PLANNING BODY CMS NOTATION APPLIES).

A NEW CMS MUST BE LODGED WITHIN THREE (3) MONTHS OF THE DATE OF CONSENT BY THE BODY CORPORATE

Office use only
CMS LABEL NUMBER

This statement incorporates and must include the following:

- Schedule A - Schedule of lot entitlements*
- Schedule B - Explanation of development of scheme land*
- Schedule C - By-laws*
- Schedule D - Any other details*
- Schedule E - Allocation of exclusive use areas*

1. Name (including number) of CTS

Rhapsody Surfers North Community Titles Scheme
48416

2. Regulation module

Accommodation Module

3. Name of body corporate

Body Corporate for Rhapsody Surfers North Community Titles Scheme 48416

4. Scheme Land

Lot on Plan Description

See ENLARGED PANEL

Title Reference

See Enlarged PANEL

5. Name and address of original owner

NOT APPLICABLE

6. Reference to plan lodged with this statement (if applicable)

NOT APPLICABLE

7. New CMS exemption to planning body community management statement notation (if applicable*)

Insert exemption clause (if no exemption – insert 'N/A' or 'not applicable')

Not applicable pursuant to section 60(6) of the *Body Corporate and Community Management Act 1997*.

*If there is no exemption, a Form 18C must be deposited with the Request to record the CMS.

8. Consent of body corporate

See Form 20 – BCCM Execution

Privacy Statement

Collection of information from this form is authorised by legislation and is used to maintain publicly searchable records. For more information see the Titles Queensland website.

**BCCM EXECUTION /
RELEVANT CERTIFICATE**

1. **Community Titles Scheme (CTS) Name** **CTS Number**

Rhapsody Surfers North Community Titles Scheme

48416

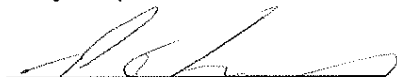
2. **Module Type of BCCM Scheme** **Instrument being executed (using this certificate)**

Accommodation Module

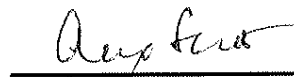
New CMS

3. Execution by the Body Corporate for the above Scheme*

Signature



Signature



Signer Name

MILES GRAY

Signer Name

Alex Scott

Signer Authority

CHAIRPERSON

Signer Authority

ORDINARY MEMBER

Entity (if applicable)

Entity (if applicable)

Execution Date

10 SEPTEMBER 2025

Execution Date

10 September, 2025

*By executing above the Body Corporate confirms it is in compliance with Section 96 of the *Body Corporate and Community Management Act 1997*.

When this Form should be used:

This form should be used for the execution by a Body Corporate of any Titles Instrument other than a Form 14.

Guidance

Please refer to Parts [45-2060] to [45-2081] of the Land Title Practice Manual for guidance on completion and execution of this form and refer to Part 45 generally for further guidance on titles instruments involving Community Titles Schemes. Some brief guidance on the completion of Item 3 has been included below for the quick reference of those who are already familiar with executions of titles instruments by a Body Corporate.

Signer Authority Guidance:

Representative of a Registered Owner means a natural person (individual) whose name is recorded on the body corporate's roll as the representative of the registered owner of a lot that is included in the scheme – Refer to Part [45-2070-1] of the Land Title Practice Manual.

Registered Owner – Individual means a natural person (individual) who is the registered owner of a lot that is included in the scheme. If a lot is owned by 2 or more people, it is acceptable for only one of the registered owners to sign the relevant certificate – Refer to Part [45-2070-2] of the Land Title Practice Manual.

Registered Owner - Corporation means the officeholder of the position of 'Director' or 'Secretary' for the corporate entity that is the registered owner of the lot. It is acceptable for only one office holder (Director or Secretary) of a Corporate Entity to execute on behalf of the Corporation in this instance, as by doing so they confirm they are signing as Agent on behalf of the Corporation and hold the requisite authority to do so – Refer to Part [45-2070-4] of the Land Title Practice Manual. The name and A.C.N of the corporation must be included in the 'Entity' field.

Body Corporate Manager under Chapter 3, Part 5 means a Body Corporate Manager appointed under Chapter 3, Part 5 of the respective Module Regulations to perform the functions of the body corporate committee. This is applicable only to Standard Module, Small Schemes Module and Accommodation Modules. This type of body corporate manager should not be confused with the more common type of body corporate manager that assists with the administration of the body corporate - Refer to Part [45-2070-5] of the Land Title Practice Manual.

Person specified as Signatory in the Body Corporate resolution authorising the transaction means the person identified (by name) and specifically authorised in the body corporate resolution, as the person who should execute the instrument. By signing in this way, the person signing confirms that they are one and the same person as is specified in the resolution to sign the instrument and that they have the authority to sign it. A copy of the resolution is not required to be deposited with this form to confirm this authority – Refer to Part [45-2060] of the Land Title Practice Manual.

Constructing Authority - Authorised Officer means the officer for the Constructing Authority that is authorised to execute on behalf of the Body Corporate pursuant to Section 12A of the *Acquisition of Land Act 1967* and Section 51 or 51A of the *Body Corporate and Community Management Act 1997*. The name of the Authorised Officer must be completed in the 'Signer Name' field, and the name of the Constructing Authority e.g. 'Department of Transport and Main Roads' must be entered into the 'Entity' section – Refer to Part [45-2068] of the Land Title Practice Manual.

ENLARGED PANEL

4. Scheme Land

Lot on Plan Description	Title Reference
Common Property of Rhapsody Surfers North Community Titles Scheme 48416	51029906
Lot 101 on SP 260792	51029907
Lot 201 on SP 260792	51029908
Lot 202 on SP 260792	51029909
Lot 203 on SP 260792	51029910
Lot 204 on SP 260792	51029911
Lot 205 on SP 260792	51029912
Lot 301 on SP 260792	51029913
Lot 302 on SP 260792	51029914
Lot 303 on SP 260792	51029915
Lot 304 on SP 260792	51029916
Lot 305 on SP 260792	51029917
Lot 401 on SP 260792	51029918
Lot 402 on SP 260792	51029919
Lot 403 on SP 260792	51029920
Lot 404 on SP 260792	51029921
Lot 405 on SP 260792	51029922
Lot 406 on SP 260792	51029923
Lot 407 on SP 260792	51029924
Lot 501 on SP 260792	51029925
Lot 502 on SP 260792	51029926
Lot 503 on SP 260792	51029927
Lot 504 on SP 260792	51029928
Lot 505 on SP 260792	51029929
Lot 506 on SP 260792	51029930
Lot 507 on SP 260792	51029931
Lot 601 on SP 260792	51029932
Lot 602 on SP 260792	51029933
Lot 603 on SP 260792	51029934
Lot 604 on SP 260792	51029935
Lot 605 on SP 260792	51029936
Lot 606 on SP 260792	51029937
Lot 607 on SP 260792	51029938
Lot 701 on SP 260792	51029939
Lot 702 on SP 260792	51029940
Lot 703 on SP 260792	51029941
Lot 704 on SP 260792	51029942
Lot 705 on SP 260792	51029943
Lot 706 on SP 260792	51029944
Lot 707 on SP 260792	51029945

ENLARGED PANEL

Lot 801 on SP 260792	51029946
Lot 802 on SP 260792	51029947
Lot 803 on SP 260792	51029948
Lot 804 on SP 260792	51029949
Lot 805 on SP 260792	51029950
Lot 806 on SP 260792	51029951
Lot 807 on SP 260792	51029952
Lot 901 on SP 260792	51029953
Lot 902 on SP 260792	51029954
Lot 903 on SP 260792	51029955
Lot 904 on SP 260792	51029956
Lot 905 on SP 260792	51029957
Lot 906 on SP 260792	51029958
Lot 907 on SP 260792	51029959
Lot 1001 on SP 260792	51029960
Lot 1002 on SP 260792	51029961
Lot 1003 on SP 260792	51029962
Lot 1004 on SP 260792	51029963
Lot 1005 on SP 260792	51029964
Lot 1006 on SP 260792	51029965
Lot 1007 on SP 260792	51029966
Lot 1101 on SP 260792	51029967
Lot 1102 on SP 260792	51029968
Lot 1103 on SP 260792	51029969
Lot 1104 on SP 260792	51029970
Lot 1105 on SP 260792	51029971
Lot 1106 on SP 260792	51029972
Lot 1107 on SP 260792	51029973
Lot 1201 on SP 260792	51029974
Lot 1202 on SP 260792	51029975
Lot 1203 on SP 260792	51029976
Lot 1204 on SP 260792	51029977
Lot 1205 on SP 260792	51029978
Lot 1206 on SP 260792	51029979
Lot 1207 on SP 260792	51029980
Lot 1301 on SP 260792	51029981
Lot 1302 on SP 260792	51029982
Lot 1303 on SP 260792	51029983
Lot 1304 on SP 260792	51029984
Lot 1305 on SP 260792	51029985
Lot 1306 on SP 260792	51029986
Lot 1307 on SP 260792	51029987
Lot 1401 on SP 260792	51029988

ENLARGED PANEL

Lot 1402 on SP 260792	51029989
Lot 1403 on SP 260792	51029990
Lot 1404 on SP 260792	51029991
Lot 1405 on SP 260792	51029992
Lot 1406 on SP 260792	51029993
Lot 1407 on SP 260792	51029994
Lot 1501 on SP 260792	51029995
Lot 1502 on SP 260792	51029996
Lot 1503 on SP 260792	51029997
Lot 1504 on SP 260792	51029998
Lot 1505 on SP 260792	51029999
Lot 1506 on SP 260792	51030000
Lot 1507 on SP 260792	51030001
Lot 1601 on SP 260792	51030002
Lot 1602 on SP 260792	51030003
Lot 1603 on SP 260792	51030004
Lot 1604 on SP 260792	51030005
Lot 1605 on SP 260792	51030006
Lot 1606 on SP 260792	51030007
Lot 1607 on SP 260792	51030008
Lot 1701 on SP 260792	51030009
Lot 1702 on SP 260792	51030010
Lot 1703 on SP 260792	51030011
Lot 1704 on SP 260792	51030012
Lot 1705 on SP 260792	51030013
Lot 1706 on SP 260792	51030014
Lot 1707 on SP 260792	51030015
Lot 1801 on SP 260792	51030016
Lot 1802 on SP 260792	51030017
Lot 1803 on SP 260792	51030018
Lot 1804 on SP 260792	51030019
Lot 1805 on SP 260792	51030020
Lot 1806 on SP 260792	51030021
Lot 1807 on SP 260792	51030022
Lot 1901 on SP 260792	51030023
Lot 1902 on SP 260792	51030024
Lot 1903 on SP 260792	51030025
Lot 1904 on SP 260792	51030026
Lot 1905 on SP 260792	51030027
Lot 1906 on SP 260792	51030028
Lot 1907 on SP 260792	51030029
Lot 2001 on SP 260792	51030030
Lot 2002 on SP 260792	51030031

ENLARGED PANEL

Lot 2003 on SP 260792	51030032
Lot 2004 on SP 260792	51030033
Lot 2005 on SP 260792	51030034
Lot 2006 on SP 260792	51030035
Lot 2007 on SP 260792	51030036
Lot 2101 on SP 260792	51030037
Lot 2102 on SP 260792	51030038
Lot 2103 on SP 260792	51030039
Lot 2104 on SP 260792	51030040
Lot 2105 on SP 260792	51030041
Lot 2106 on SP 260792	51030042
Lot 2107 on SP 260792	51030043
Lot 2201 on SP 260792	51030044
Lot 2202 on SP 260792	51030045
Lot 2203 on SP 260792	51030046
Lot 2204 on SP 260792	51030047
Lot 2205 on SP 260792	51030048
Lot 2206 on SP 260792	51030049
Lot 2207 on SP 260792	51030050
Lot 2301 on SP 260792	51030051
Lot 2302 on SP 260792	51030052
Lot 2303 on SP 260792	51030053
Lot 2304 on SP 260792	51030054
Lot 2305 on SP 260792	51030055
Lot 2306 on SP 260792	51030056
Lot 2307 on SP 260792	51030057
Lot 2401 on SP 260792	51030058
Lot 2402 on SP 260792	51030059
Lot 2403 on SP 260792	51030060
Lot 2404 on SP 260792	51030061
Lot 2405 on SP 260792	51030062
Lot 2406 on SP 260792	51030063
Lot 2407 on SP 260792	51030064
Lot 2501 on SP 260792	51030065
Lot 2502 on SP 260792	51030066
Lot 2503 on SP 260792	51030067
Lot 2504 on SP 260792	51030068
Lot 2505 on SP 260792	51030069
Lot 2506 on SP 260792	51030070
Lot 2507 on SP 260792	51030071
Lot 2601 on SP 260792	51030072
Lot 2602 on SP 260792	51030073
Lot 2603 on SP 260792	51030074

ENLARGED PANEL

Lot 2604 on SP 260792	51030075
Lot 2605 on SP 260792	51030076
Lot 2606 on SP 260792	51030077
Lot 2607 on SP 260792	51030078
Lot 2801 on SP 260792	51030079
Lot 2802 on SP 260792	51030080
Lot 2803 on SP 260792	51030081
Lot 2804 on SP 260792	51030082
Lot 2901 on SP 260792	51030083
Lot 2902 on SP 260792	51030084
Lot 2903 on SP 260792	51030085
Lot 2904 on SP 260792	51030086
Lot 3001 on SP 260792	51030087
Lot 3002 on SP 260792	51030088
Lot 3003 on SP 260792	51030089
Lot 3004 on SP 260792	51030090
Lot 3101 on SP 260792	51030091
Lot 3102 on SP 260792	51030092
Lot 3103 on SP 260792	51030093
Lot 3104 on SP 260792	51030094
Lot 3201 on SP 260792	51030095
Lot 3202 on SP 260792	51030096
Lot 3203 on SP 260792	51030097
Lot 3204 on SP 260792	51030098
Lot 3301 on SP 260792	51030099
Lot 3302 on SP 260792	51030100
Lot 3303 on SP 260792	51030101
Lot 3304 on SP 260792	51030102
Lot 3401 on SP 260792	51030103
Lot 3402 on SP 260792	51030104
Lot 3403 on SP 260792	51030105
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Lot 3502 on SP 260792	51030108
Lot 3503 on SP 260792	51030109
Lot 3504 on SP 260792	51030110
Lot 3601 on SP 260792	51030111
Lot 3602 on SP 260792	51030112
Lot 3603 on SP 260792	51030113
Lot 3604 on SP 260792	51030114
Lot 3701 on SP 260792	51030115
Lot 3702 on SP 260792	51030116
Lot 3703 on SP 260792	51030117

ENLARGED PANEL

Lot 3704 on SP 260792	51030118
Lot 3801 on SP 260792	51030119
Lot 3802 on SP 260792	51030120
Lot 3803 on SP 260792	51030121
Lot 3804 on SP 260792	51030122
Lot 3901 on SP 260792	51030123
Lot 3902 on SP 260792	51030124
Lot 3903 on SP 260792	51030125
Lot 3904 on SP 260792	51030126
Lot 4001 on SP 260792	51030127
Lot 4002 on SP 260792	51030128
Lot 4003 on SP 260792	51030129
Lot 4004 on SP 260792	51030130

SCHEDULE A	SCHEDULE OF LOT ENTITLEMENTS
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Lot on Plan	Contribution	Interest
Lot 101 on SP 260792	1	1
Lot 201 on SP 260792	7	7
Lot 202 on SP 260792	9	9
Lot 203 on SP 260792	9	9
Lot 204 on SP 260792	9	9
Lot 205 on SP 260792	11	11
Lot 301 on SP 260792	7	7
Lot 302 on SP 260792	9	9
Lot 303 on SP 260792	9	9
Lot 304 on SP 260792	9	9
Lot 305 on SP 260792	11	11
Lot 401 on SP 260792	7	7
Lot 402 on SP 260792	9	9
Lot 403 on SP 260792	9	9
Lot 404 on SP 260792	9	9
Lot 405 on SP 260792	11	11
Lot 406 on SP 260792	9	9
Lot 407 on SP 260792	11	11
Lot 501 on SP 260792	7	7
Lot 502 on SP 260792	9	9
Lot 503 on SP 260792	9	9
Lot 504 on SP 260792	9	9
Lot 505 on SP 260792	11	11
Lot 506 on SP 260792	9	9
Lot 507 on SP 260792	11	11
Lot 601 on SP 260792	7	7
Lot 602 on SP 260792	9	9
Lot 603 on SP 260792	9	9
Lot 604 on SP 260792	9	9
Lot 605 on SP 260792	11	11
Lot 606 on SP 260792	9	9
Lot 607 on SP 260792	11	11
Lot 701 on SP 260792	7	7
Lot 702 on SP 260792	9	9
Lot 703 on SP 260792	9	9
Lot 704 on SP 260792	9	9
Lot 705 on SP 260792	11	11
Lot 706 on SP 260792	9	9
Lot 707 on SP 260792	11	11
Lot 801 on SP 260792	7	7
Lot 802 on SP 260792	9	9
Lot 803 on SP 260792	9	9
Lot 804 on SP 260792	9	9
Lot 805 on SP 260792	11	11
Lot 806 on SP 260792	9	9
Lot 807 on SP 260792	11	11
Lot 901 on SP 260792	7	7
Lot 902 on SP 260792	9	9
Lot 903 on SP 260792	9	9

Lot on Plan	Contribution	Interest
Lot 904 on SP 260792	9	9
Lot 905 on SP 260792	11	11
Lot 906 on SP 260792	9	9
Lot 907 on SP 260792	11	11
Lot 1001 on SP 260792	7	7
Lot 1002 on SP 260792	9	9
Lot 1003 on SP 260792	9	9
Lot 1004 on SP 260792	9	9
Lot 1005 on SP 260792	11	11
Lot 1006 on SP 260792	9	9
Lot 1007 on SP 260792	11	11
Lot 1101 on SP 260792	7	7
Lot 1102 on SP 260792	9	9
Lot 1103 on SP 260792	9	9
Lot 1104 on SP 260792	9	9
Lot 1105 on SP 260792	11	11
Lot 1106 on SP 260792	9	9
Lot 1107 on SP 260792	11	11
Lot 1201 on SP 260792	7	7
Lot 1202 on SP 260792	9	9
Lot 1203 on SP 260792	9	9
Lot 1204 on SP 260792	9	9
Lot 1205 on SP 260792	11	11
Lot 1206 on SP 260792	9	9
Lot 1207 on SP 260792	11	11
Lot 1301 on SP 260792	7	7
Lot 1302 on SP 260792	9	9
Lot 1303 on SP 260792	9	9
Lot 1304 on SP 260792	9	9
Lot 1305 on SP 260792	11	11
Lot 1306 on SP 260792	9	9
Lot 1307 on SP 260792	11	11
Lot 1401 on SP 260792	7	7
Lot 1402 on SP 260792	9	9
Lot 1403 on SP 260792	9	9
Lot 1404 on SP 260792	9	9
Lot 1405 on SP 260792	11	11
Lot 1406 on SP 260792	9	9
Lot 1407 on SP 260792	11	11
Lot 1501 on SP 260792	7	7
Lot 1502 on SP 260792	9	9
Lot 1503 on SP 260792	9	9
Lot 1504 on SP 260792	9	9
Lot 1505 on SP 260792	11	11
Lot 1506 on SP 260792	9	9
Lot 1507 on SP 260792	11	11
Lot 1601 on SP 260792	7	7
Lot 1602 on SP 260792	9	9
Lot 1603 on SP 260792	9	9
Lot 1604 on SP 260792	9	9
Lot 1605 on SP 260792	11	11

Lot on Plan	Contribution	Interest
Lot 1606 on SP 260792	9	9
Lot 1607 on SP 260792	11	11
Lot 1701 on SP 260792	7	7
Lot 1702 on SP 260792	9	9
Lot 1703 on SP 260792	9	9
Lot 1704 on SP 260792	9	9
Lot 1705 on SP 260792	11	11
Lot 1706 on SP 260792	9	9
Lot 1707 on SP 260792	11	11
Lot 1801 on SP 260792	7	7
Lot 1802 on SP 260792	9	9
Lot 1803 on SP 260792	9	9
Lot 1804 on SP 260792	9	9
Lot 1805 on SP 260792	11	11
Lot 1806 on SP 260792	9	9
Lot 1807 on SP 260792	11	11
Lot 1901 on SP 260792	7	7
Lot 1902 on SP 260792	9	9
Lot 1903 on SP 260792	9	9
Lot 1904 on SP 260792	9	9
Lot 1905 on SP 260792	11	11
Lot 1906 on SP 260792	9	9
Lot 1907 on SP 260792	11	11
Lot 2001 on SP 260792	7	7
Lot 2002 on SP 260792	9	9
Lot 2003 on SP 260792	9	9
Lot 2004 on SP 260792	9	9
Lot 2005 on SP 260792	11	11
Lot 2006 on SP 260792	9	9
Lot 2007 on SP 260792	11	11
Lot 2101 on SP 260792	7	7
Lot 2102 on SP 260792	9	9
Lot 2103 on SP 260792	9	9
Lot 2104 on SP 260792	9	9
Lot 2105 on SP 260792	11	11
Lot 2106 on SP 260792	9	9
Lot 2107 on SP 260792	11	11
Lot 2201 on SP 260792	7	7
Lot 2202 on SP 260792	9	9
Lot 2203 on SP 260792	9	9
Lot 2204 on SP 260792	9	9
Lot 2205 on SP 260792	11	11
Lot 2206 on SP 260792	9	9
Lot 2207 on SP 260792	11	11
Lot 2301 on SP 260792	7	7
Lot 2302 on SP 260792	9	9
Lot 2303 on SP 260792	9	9
Lot 2304 on SP 260792	9	9
Lot 2305 on SP 260792	11	11
Lot 2306 on SP 260792	9	9
Lot 2307 on SP 260792	11	11

Lot on Plan	Contribution	Interest
Lot 2401 on SP 260792	7	7
Lot 2402 on SP 260792	9	9
Lot 2403 on SP 260792	9	9
Lot 2404 on SP 260792	9	9
Lot 2405 on SP 260792	11	11
Lot 2406 on SP 260792	9	9
Lot 2407 on SP 260792	11	11
Lot 2501 on SP 260792	7	7
Lot 2502 on SP 260792	9	9
Lot 2503 on SP 260792	9	9
Lot 2504 on SP 260792	9	9
Lot 2505 on SP 260792	11	11
Lot 2506 on SP 260792	9	9
Lot 2507 on SP 260792	11	11
Lot 2601 on SP 260792	7	7
Lot 2602 on SP 260792	9	9
Lot 2603 on SP 260792	9	9
Lot 2604 on SP 260792	9	9
Lot 2605 on SP 260792	11	11
Lot 2606 on SP 260792	9	9
Lot 2607 on SP 260792	11	11
Lot 2801 on SP 260792	11	11
Lot 2802 on SP 260792	9	9
Lot 2803 on SP 260792	9	9
Lot 2804 on SP 260792	11	11
Lot 2901 on SP 260792	11	11
Lot 2902 on SP 260792	9	9
Lot 2903 on SP 260792	9	9
Lot 2904 on SP 260792	11	11
Lot 3001 on SP 260792	11	11
Lot 3002 on SP 260792	9	9
Lot 3003 on SP 260792	9	9
Lot 3004 on SP 260792	11	11
Lot 3101 on SP 260792	11	11
Lot 3102 on SP 260792	9	9
Lot 3103 on SP 260792	9	9
Lot 3104 on SP 260792	11	11
Lot 3201 on SP 260792	11	11
Lot 3202 on SP 260792	9	9
Lot 3203 on SP 260792	9	9
Lot 3204 on SP 260792	11	11
Lot 3301 on SP 260792	11	11
Lot 3302 on SP 260792	9	9
Lot 3303 on SP 260792	9	9
Lot 3304 on SP 260792	11	11
Lot 3401 on SP 260792	11	11
Lot 3402 on SP 260792	9	9
Lot 3403 on SP 260792	9	9
Lot 3404 on SP 260792	11	11
Lot 3501 on SP 260792	11	11
Lot 3502 on SP 260792	9	9

Lot on Plan	Contribution	Interest
Lot 3503 on SP 260792	9	9
Lot 3504 on SP 260792	11	11
Lot 3601 on SP 260792	11	11
Lot 3602 on SP 260792	9	9
Lot 3603 on SP 260792	9	9
Lot 3604 on SP 260792	11	11
Lot 3701 on SP 260792	11	11
Lot 3702 on SP 260792	9	9
Lot 3703 on SP 260792	9	9
Lot 3704 on SP 260792	11	11
Lot 3801 on SP 260792	11	11
Lot 3802 on SP 260792	9	9
Lot 3803 on SP 260792	9	9
Lot 3804 on SP 260792	11	11
Lot 3901 on SP 260792	11	11
Lot 3902 on SP 260792	9	9
Lot 3903 on SP 260792	9	9
Lot 3904 on SP 260792	11	11
Lot 4001 on SP 260792	11	11
Lot 4002 on SP 260792	9	9
Lot 4003 on SP 260792	9	9
Lot 4004 on SP 260792	11	11
TOTALS	2,106	2,106

Principle for the Deciding Contribution Schedule Lot Entitlement

The relativity principle in accordance with Section 46 A of the *Body Corporate and Community Management Act 1997* has been the deciding contribution lot entitlement principle for the lots included in this Community Titles Scheme.

The original owner in deciding the relativity principle has had regard to a mixture of the following -

- (a) How the Community Titles Scheme is structured;
- (b) The nature, features and characteristics of the lot;
- (c) The purposes for which the lots are used;
- (d) The impact that the lots may have on the costs of maintaining the common property;
- (e) The market value of the lots.

The Contribution Schedule Lot Entitlement ("CSLE") for the Scheme has been determined based on the market value of the lots.

The Original Owner in deciding the principle in accordance with Section 46A of the *Body Corporate and Community Management Act 1997* in regards to the principle for deciding the Interest Schedule Lot Entitlement ("ISLE") has been determined in accordance with Section 46B of the *Body Corporate and Community Management Act 1997* to be the market value principle.

SCHEDULE B	EXPLANATION OF THE DEVELOPMENT OF SCHEME LAND
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Sections 66(1)(f) and (g) of the *Body Corporate and Community Management Act 1997* are not applicable.

SCHEDULE C	BY-LAWS
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The by-laws in Schedule 2 of the Act will not apply to the scheme and the following by-laws will apply:

1. Interpretation

- 1.1 Headings throughout these By-laws are for guidance only and are not to be used as an aid in the interpretation of these By-laws.
- (a) Plurals include the singular and singular the plural. References to either gender shall include a reference to the other gender.
 - (b) Reference to the whole includes any part of the whole.
- 1.2 Throughout these By-laws, the following terms will, where the context so admits, have the meanings herein ascribed to them.
- (a) **Act** means the Body Corporate and Community Management Act 1997 and the Regulation Module applying to the Scheme;
 - (b) **Body Corporate** means the Body Corporate established upon the registration of the Scheme.
 - (c) **Building** means the building of which the Schemes form part.
 - (d) **Building Management Statement** means the Building Management Statement for the building known as Rhapsody Surfers North.
 - (e) **By-laws** means these By-laws or any specified part of them.
 - (f) **Caretaking and Letting Agreement** means the agreement entered into, or to be entered into, between Resident Caretaker and the Body Corporate under which the Resident Caretaker is required, amongst other things, to keep the Common Property in good order. It includes any agreement that replaces or extends a previous agreement.
 - (g) **Common Property** means the common property referred to in the Community Titles Scheme.
 - (h) **Commercial Lot** means Lot 1 on SP260791 and comprises the commercial/retail precinct in the Building.
 - (i) **Committee** means the Committee of the Body Corporate appointed pursuant to the Act.
 - (j) **Committees Representative** means a member of the Committee appointed from time to time for the purpose of representing the Committee.
 - (k) **Council** means the Gold Coast City Council.
 - (l) **Development Approval** means the letter from the Gold Coast City Council dated 20 December 2012 issued to HB Australia Pty Ltd in respect of a request for a material change of use Development Permit and conditions of approval attaching to the land from which the Scheme Land is derived.
 - (m) **Garbage** includes material to be recycled.

- (n) **GST** means any value added, consumption, turnover or similar tax, impostor duty on goods and/or services which is introduced by the Commonwealth or any State or Territory.
- (o) **Home Occupation** means the use of the relevant Lot as professional offices to provide consulting services or information technologies or as a mail order business, or such other lawful use as the Committee decides but in no circumstances does this allow the relevant Lot to be used to provide real estate agency services.
- (p) **Improvements** means pergolas, walls, windows, garage roller doors, doors, fly screens, gates, walkways, paths, driveways, yard, lawn, landscaping, garden, plants and irrigation, and drainage facilities located within a Lot or an area of Common Property which attaches to a Lot by virtue of an exclusive use by-law.
- (q) **Lot** means a lot in the Scheme.
- (r) **Motor Vehicles** includes motor bikes but does not include caravans, campervans, or mobile homes.
- (s) **Original Owner** has the meaning given to it in the Act.
- (t) **Owner or Occupier** of a Lot has the meanings given to them in the Act.
- (u) **Owner** means the Owner of the Resident Caretaker's Unit.
- (v) **Plan** means the survey plan which, upon registration, identifies the Scheme Land.
- (w) **Recreation Areas** means all improvements on the Common Property used for, or intended to be used for, recreation and/or leisure activities.
- (x) **Resident Caretaker** means the person or corporation that has entered into, or is to enter into, the Caretaking and Letting Agreement. If there is no such person, the Committee may nominate a person as a Resident Caretaker for the purposes of these by-laws.
- (y) **Resident Caretakers Unit** means Lot 101 or such other Lot that may nominated in writing in its place by the Original Owner.
- (z) **Scheme Land** means all the land contained in the Scheme.
- (aa) **Person** includes a company.
- (bb) **Scheme** means the Rhapsody Surfers North Community Titles Scheme
- (cc) **Secretary** means the Secretary of the Body Corporate.

2. Use of lot

- 2.1 Subject to (2.3), each Lot will be used for residential purposes only, or, if permitted by the local government, for a Home Occupation (and then only in accordance with the relevant laws and rules of the local government).
- 2.2 Where a Lot is used for a Home Occupation, no signage must be used to advertise the Home Occupation without the prior written consent of the Committee.
- 2.3 The Resident Caretaker's Lot may be used for any of the followings purposes:
 - (i) residential;
 - (ii) management (including the letting of Lots);
 - (iii) commercial purposes; and
 - (iv) any lawful purpose.

3. General Appearance of Lots

No structural alterations will be made to any Lot (including any alterations to gas, water or electrical installations or work for the purpose of enclosing in any manner whatsoever, the balcony, if any, of any Lot and including the installation of any air conditioning system). An owner or Occupier of a Lot must not in any way alter the exterior appearance of the Lot, nor cause to be constructed or placed upon any part of the Lot, which can be viewed from outside the Lot, any materials or items without prior written consent of the Committee.

4. Maintenance of Lots

4.1 An owner or Occupier of a Lot will:

- (a) be responsible for the proper maintenance and decoration of his Lot;
- (b) maintain in good condition and repair any improvements constructed or installed on the Lot (including where necessary, renewal or replacement of the whole or part thereof);
- (c) maintain the interior of his Lot in a clean condition and take all practical steps to prevent infestation by vermin and/or insects;

4.2 The Committee may give written notice to an Owner or Occupier of a Lot requiring that:

- (a) the improvement be put in a state of good condition and repair (including where necessary, renewal or replacement of the whole or part thereof); and
- (b) the obligations under by-law 4.1 be complied with.

And if such notice has not been complied with to the reasonable satisfaction of the Committee within 14 days of the date of that notice, the Committee may, in its absolute discretion, cause the improvements to be put in such a state and the Owner or Occupier (as the case may be) will forthwith pay the costs incurred or payable by the Body Corporate in that regard on demand.

4.3 An Owner or Occupier of a Lot will allow the Committee and the servants and contractors of the Body Corporate access to the Lot and the Improvements at all reasonable times for the purpose of inspection and carrying out works under this by-law provided that the committee gives the Owner or Occupier reasonable notice of its intention to enter upon the relevant Lot and improvements and carry out works under this by-law.

5. Appearance of Lots

5.1 An Owner or Occupier of a Lot will not hang washing, towels, bedding, clothing or other articles (except on clothes lines in designated areas provided by the Body Corporate (if any)) or display any sign, advertisement, placard, banner, pamphlet or like matter on the Common Property or on any part of his Lot in such a way as to be visible from outside the Lot.

5.2 The Resident Caretaker is permitted to display reasonable signs or notices on the Scheme Land offering for sale or lease any Lot but such signs or notices must not detract from the overall appearance of the development.

6. Apparatus

6.1 An Owner or Occupier of a Lot will see that all water taps on his Lot are properly turned off after use.

6.2 The water closets, conveniences and other water apparatus including water pipes and drains in each Lot must not be used for any purpose other than those for which they were constructed and no sweepings or rubbish and other unsuitable substances shall be deposited therein.

6.3 Any costs or expenses resulting from damage or blockage to such water closets, conveniences, water apparatus, waste pipes and drains from misuse or negligence will be borne by such Owner or Occupier whether the same is caused by his own acts or those of members of his household or his servants or agents or guests.

7. Lighting and Heating of Lots

The Owner or Occupier of a Lot must not use any chemicals, burning fluids, acetylene gas or alcohol in lighting or heating a Lot nor in any other way cause or increase a risk of fire or explosion in such Lot.

8. Storage of Flammable Liquids, etc.

An Owner or Occupier of a Lot must not, except with the prior written consent of the Body Corporate, use or store upon his Lot or upon the Common Property any flammable chemical, liquid, gas or other flammable material, other than chemicals, liquids, gases or other material used or intended to be used for domestic purposes, or any such chemical, liquid, gas or other material in a fuel tank of a motor vehicle or internal combustion engine.

9. Windows

The Windows of a Lot will be kept clean and promptly replace with fresh glass of the same kind colour and weight as at present if broken or cracked.

10. Window Covers

- 10.1 No window will be covered with aluminium foil or similar reflective material or tinted and no shutters awnings or other window cover shall be affixed externally to any building or visible from the exterior of the building without the prior written consent of the Committee. Security screens may only be attached to lots with the prior written consent of the Committee (which may be withheld in its absolute discretion or given with or without conditions). By way of guidance as to the type of security screens that will be approved, only security screens which look like an insect screen are permitted on Lots. The screening material used must be flat and for all purposes viewed as an insect screen so as to not detract from the overall appearance of the building while still offering sufficient security to the Owner and Occupier. Security screens such as diamond mesh, grills or the like are not permitted.
- 10.2 An owner must not hang or erect curtains, blinds, or shutters visible from outside the Lot unless those curtains, blinds, or shutters have a white backing, or unless such colour and design have been approved by the Committee. An Owner must not install, renovate and/or replace a curtain backing or window treatment without having the colour and design of same approved by the Committee. In giving such approvals, the Committee must ensure, so far as practicable, that curtain backing and window treatment used in all Lots have colours that are sympathetic to the tones of the improvements on the Scheme Land and present and aesthetic appearance when viewed from common property or any other lot.
- 10.3 For the purposes of enforcing this By-law, the committee may establish and maintain a policy in respect to window covering.
- 11. Keeping of Animals**
- 11.1 An Owner or Occupier of a Lot is not entitled to keep any animals on his Lot without prior approval of the Committee which may be refused or granted with or without reasonable conditions. To remove doubt, the Committee will not approve the keeping of an animal which is, or which will be when fully grown, greater than the weight decided by the Committee from time to time.
- 11.2 Before approval to keep an animal on the lot will be considered by the Committee the Owner or Occupier must first provide the Committee with full identification details of such animal, such details to include: sex; current weight; likely weight when fully grown; pedigree (or approximate pedigree or description); photo of such animal and copies of any relevant license-related documents.
- 11.3 The Body Corporate Committee is not authorized to approve any application by any unit owner, or lessee, allowing more than one dog or cat per unit.
- 11.4 This by-law is subject to s181 of the Act. For the purpose of this by-law animal includes, without limitation, dogs, cats, fish, birds, snakes, lizards and crustaceans.
- 11.5 The Owner or Occupier of a lot must at all times carry over the Common Property areas any animal to which they are entitled and have obtained approval from the Committee to keep on their lot. To remove doubt, an Owner or

Occupier cannot walk or exercise an animal on Common Property, whether on or off a leash or other form of restraint.

- 11.6 Each Owner or Occupier is liable to all other Owners or Occupiers and their respective guests and invitees for any unreasonable nuisance, noise or injury to any person or damage to any property caused by an animal brought or kept upon the Scheme Land by that Owner and Occupier or invitees, whether permission has been granted by the Committee for the keeping of that animal on the Lot or not.

12. No Variation to Appearance

An Owner or Occupier of a Lot must not do anything to vary the external appearance of the Lot or vary the Common Property without prior written consent of the Committee.

13. Antennae

No television, radio or other electrical antenna or device of any type may be erected, constructed or placed or permitted to remain on any Lot or on the Common Property unless and until the same has been approved in writing by the Committee or unless the same is contained within a Lot and not visible from the exterior of such Lot.

14. Security of Lots

All doors and windows to any lot shall be securely fastened on all occasions when the lot is left unoccupied and the Committee reserves the right to enter and fasten the same if left insecurely fastened.

15. Insurance

- 15.1 An Owner or Occupier of a Lot must not bring to, do or keep anything on his Lot which may increase the rate of fire insurance on his Lot or any other part of the Scheme Land or which may conflict with the laws and/or regulations relating to fires or any insurance policy for such Lot or Scheme land or regulations or ordinances of any public authority for the time being in force.

16. Nuisance

- 16.1 No noxious or offensive trade or activity may be carried on upon the Scheme Land or in any Lot nor may anything be done thereon which may be, or may become an annoyance or nuisance to the neighbourhood or which may be likely to interfere with the peaceful enjoyment of the Owners and Occupiers of other lots or any other person lawfully using the Common Property. In particular and without limiting the generality of the foregoing:

- (a) no loud noises, noxious odours, exterior speakers, horns, whistles, bells, or other sound devices (other than security or warning devices used exclusively for such purposes) noisy or smoking vehicles, large power equipment or large power tools, unlicensed off-road motor vehicles or items which may unreasonably interfere with television or radio reception of any residence may be located, used or placed on any portion of the Scheme Land or exposed to the view of other Owners or Occupiers without the prior written consent of the Body Corporate;
- (b) All musical instruments, wirelesses, radiograms, television sets, stereos and the like shall be controlled so that sound arising therefrom is reasonable and will not cause annoyance to other Owners and Occupiers of Lots on the Scheme Land;
- (c) Guests leaving after 11:00 pm must be requested by their hosts to leave quietly and quietness must also be observed when Owners and Occupiers return to their lots late at night or in the early morning hours;
- (d) In the event of any unavoidable noise in a Lot at any time the Occupier or Owner thereof will take all practical means to minimize annoyance to other residents by closing all doors, windows and curtains of their Lot and also such further steps as may be within their power for the same purpose.

17. Obstruction

An Owner or Occupier of a lot must not obstruct the lawful use of the Common Property by any person. The pathways and driveways on the Common Property and any easement giving access to the Common Property must not be obstructed by any such Owner or Occupier or used by them for any other purpose than the reasonable ingress and egress to and from their particular lot.

18. Deposit Rubbish on Common Property

18.1 An Owner must not:

- (a) deposit or throw upon the Common Property or the exterior of a Lot any rubbish, dirt, dust or other material likely to interfere with the peaceful use and enjoyment of another Owner or Occupier of any person lawfully using the Common Property.
- (b) throw or allow to fall or permit or suffer to be thrown or to fall any paper, rubbish, refuse, cigarette butts or other substance whatsoever out of any window, door, skylight or balcony (if any) of his lot.

18.2 Any damage or costs for cleaning or repair caused by breach hereof will be borne by the Owner or Occupier concerned.

19. Garbage Disposal

19.1 An Owner or Occupier of a Lot must:-

- (a) save where the Body Corporate provides some other means of disposal of garbage, maintain within his Lot, or on such part of the Scheme Land as may be authorized by the Body Corporate, in a clean and dry condition and adequately covered, a receptacle for garbage;
- (b) comply with all local authority By-laws and ordinances relating to the disposal of Garbage;
- (c) ensure that the health, hygiene and comfort of the Owner or Occupier of any other Lot is affected by his disposal of Garbage;
- (d) ensure that Garbage is regularly left for collection at a time and place indicated by Caretaker from time to time;
- (e) ensure that Garbage rooms near the Garbage chute are left free from rubbish and all rules relating to the use of the Garbage chute and Garbage rooms, from time to time, are complied with.

20. Damage to Lawns, etc on Scheme Land

20.1 An Owner or Occupier of a Lot must not:-

- (a) damage any lawn, garden, tree, shrub, plant or flower being part of or situated upon the Scheme Land; or
- (b) except with the prior written consent of the Body Corporate, use for his own purposes as a garden any portion of the Common Property.

21. Damage to the Common Property or Lot

An owner or Occupier of a Lot must not mark, paint, drive nails or screws or the like into, or otherwise damage or deface, any structure that forms part of the Common Property or any Common Property asset except with the consent in writing of the Body Corporate.

22. Committee to be Notified of Accidents etc.

An Owner or Occupier of a Lot must give to the Committee prompt notice of any accident to or defect in any water pipes, gas pipes, electric installations or fixtures which comes to his knowledge and the Committee will have

authority by its servants or agents in the circumstances, having regard to the urgency involved to examine or make such repairs or renovations as they may deem necessary for the safety and preservation of any Lot or any buildings on the Scheme Land as often as may be necessary.

23. Visitor's Car Parking

23.1 Subject to By-law 23.3, the Occupier of a Lot must not, without the Body Corporate's written approval:

- (a) park a vehicle, or allow a vehicle to stand, on the Common Property; or
- (b) permit an invitee to park a vehicle, or allow a vehicle to stand on Common Property.

23.2 An approval under By-law 23.1 must state the period for which it is given. Any approval given under Bylaw 23.1 may be cancelled by the Body Corporate by giving 7 days written notice to the Occupier of a Lot.

23.3 A car parking space which is designated visitor car park must remain available at all times for the sole use of invitees of Occupiers of Lots.

24. Inspection of Lots

24.1 Upon one (1) day notice in writing the Committee and its servants, agents, contractors will be permitted to inspect any Lot and to test any electrical, gas or water installation or equipment thereon and to trace and repair any leakage or defect in the said installations or equipment (at the expense of the Owner or Occupier to the Lot concerned).

24.2 If not so permitted they may affect an entry without liability for any damage occasioned to the Lot or any structure thereon in effecting the entry.

24.3 The Committee, in exercising this power, will ensure that its servants, agents and employees cause as little inconvenience to such Owner or Occupier as is reasonable in the circumstances.

25. Observance of these By-Laws

The duties and obligations imposed by these By-laws on an Owner or Occupier of a Lot must be observed not only by such Owner or Occupier but by the tenants, guests, servants, employees, agents, children, invitees and licensees of such Owner or Occupier. An Owner or Occupier of a Lot must take all reasonable steps to ensure that his invitees do not behave in a manner likely to interfere with the peaceful enjoyment of the Owner or Occupier of another Lot or of any person lawfully using the Common Property.

26. Repairs by the Body Corporate

Where the Body Corporate expends money to make good the damage caused by a breach of the Act or of these By-laws by an Owner or Occupier of a Lot or the tenants, guests, servants, employees, agents or children, invitees or licensees of such Owner or Occupier or of any of them, the Committee will be entitled to recover the amount so expended as a debt in an action in any court of competent jurisdiction from the Owner of the Lot at the time when the breach occurred.

27. Contractors

An Owner or Occupier of a Lot must not directly instruct any contractors or workmen employed by the Committee unless so authorized, and all requests for consideration of any particular matter to be referred to the Committee shall be directed to the Committee's Representative, who shall in turn refer the same to the Committee for determination.

28. Notification of Infectious Diseases

In the event of any infectious disease which may require notification by virtue of any statute, regulation or ordinance affecting any person upon any Lot the Owner or Occupier of such Lot must give, or cause to be given, notice thereof and any other information which may be required relative thereto the Committee and shall pay to

the Committee the expenses of disinfecting the Lot where necessary and replacing any articles or things the destruction of which may be rendered necessary by such disease.

29. Notices to be Observed

An Owner or Occupier of a Lot must observe the terms of any notice displayed on any part of the Common Property by authority of the Committee or of any statutory authority.

30. Rules Relating to Common Property

The Committee may make rules relating to the Common Property and in particular in relation to the use of any improvements on the common property including recreational areas and other facilities, not inconsistent with these by-laws and the same must be observed by the Owners or Occupiers of Lots unless and until they are disallowed or revoked by a majority resolution at a general meeting of the Body Corporate.

31. Rules for Use of Recreational Areas

31.1 All owners or occupiers of lots when making use of the Recreational Areas must ensure:

- (a) the his invitees and guests do not use the same or any of them unless he or another Owner or Occupier accompanies them;
- (b) that children below the age of eighteen (18) years are not permitted to use or operate the gymnasium equipment and children below the age of thirteen (13) years are not in or around any Recreational Areas unless accompanied by an adult Owner or Occupier exercising effective control over them;
- (c) that he and his invitee exercise caution at all times and not behave in any matter that is likely to interfere with the use and enjoyment of the same by other persons;
- (d) they book the relevant Recreation Areas through any reservation system provided by the Resident Caretaker;
- (e) all users of the Recreation Areas must be suitably attired and must observe a dress code suitable for the occasion;
- (f) alcoholic beverages must not be consumed in or around the pool;
- (g) food, glass, breakable items and pets must not be brought into the pool area;
- (h) that all users of the Recreation Areas comply with any rules (including signage) made from time to time by the Committee;
- (i) that an Owner or Occupier of a Lot must not without proper authority operate, adjust, or interfere with the operation of any equipment associated with the Recreation Areas;
- (j) they do not use the Recreation Areas between the hours 11:00 pm and 6:00 am or such other hours as agreed to by the Committee and the Resident Caretaker;
- (k) they use any plant and equipment in accordance with directions or instructions given by the Committee or Resident Caretaker.

32. Shared Car Spaces

32.1 Subject to By-law 33 and By-law 45, and the further six (6) off street parking spaces allocated for the car share scheme, an Owner or Occupier of a lot may park a vehicle, or allow a vehicle to stand within the car parking spaces in Levels B & C (Basements Levels 2 & 3) that are not specifically designated for:-

- (a) Visitor car parking; or
- (b) Commercial car parking; or

- (c) Pooled car parking.

32.2 The Committee may from time to time make rules regarding the use or control over the shared car spaces, the subject of this by-law. Such rules from the Committee must not contravene the Development Approval.

33. Car Pooling

33.1 The Body Corporate shall ensure that at all times at least eighteen (18) residential parking spaces are to be pooled for common use by an Owner or Occupier of a Lot and that the Committee may make rules from time to time concerning the use of those pooled car spaces.

33.2 The said pooled parking spaces shall not be permitted for use by any visitors, invitees of Occupiers of lots, or any other persons from time to time. Such pooled parking spaces must be used only by Owners or Occupiers of a Lot.

33.3 Such pooled car spaces are to be used by any Owner or Occupier of a Lot without charge.

34. Car Share Scheme

34.1 The Body Corporate shall dedicate six (6) off street car parking spaces in accordance with the *Development Approval*. The Body Corporate shall table an operational plan for the use of such car share scheme in accordance with the *Development Approval* and shall ensure that its continued operation pursuant to the operational plan will include:-

- (a) The method of charging to use the Scheme;
- (b) The maintenance responsibilities of all parties to be outlined; and
- (c) Regular scheduling of maintenance of all vehicles in accordance with the recommendation of the supplier of the vehicles.

35. By-Laws to be Exhibited

A copy of these By-laws (or a precis thereof approved by the Committee) must be exhibited in a prominent place in any Lot made available for letting.

36. Speed Limits

An Owner, mortgagee or Occupier of a Lot must not exceed the speed limit nominated by the Committee from time to time and agreed to by the Resident Caretaker (the Speed Limit) while driving any Motor Vehicle on the Common Property and must use his best endeavours to ensure that his invitees do not exceed the Speed Limit in such circumstances.

37. Recovery of Monies

If a person breaches the Act or these by-laws and the Body Corporate spends money to rectify any damage caused by the breach, then the Body Corporate will be entitled to recover the amount spent as a liquidated debt from the Owner or Occupier of the relevant Lot at the time the breach occurred.

38. Recovery of Costs

38.1 An owner must pay on demand the whole of the Body Corporate's costs and expenses (including solicitor and own client costs plus any GST properly chargeable in respect of those costs and expenses) in connection with:

- (a) recovering levies or monies payable to the Body Corporate pursuant to the Act or these by-laws duly levied upon the Owner by the Body Corporate, or otherwise pursuant to these by-laws;
- (b) all legal or other proceedings concluded by way of settlement or Court determination in favour of the Body Corporate taken by or against the Owner or Occupier of a Lot;

- 38.2 The amount of any such costs shall be deemed to be liquidated debt due by the Owner to the Body Corporate;
- 38.3 If the Owner fails to pay any such costs upon demand, the Body Corporate:
- (a) may take action for the recovery of those costs in a Court of competent jurisdiction; and/or
 - (b) enter such costs and expenses against the levy account of the Owner;
- 38.4 In this by-law, references to an Owner shall be deemed to include a reference to a mortgagee in possession of any owner's Lot;
- 38.5 The Body Corporate may include any costs payable to it under this by-law on any certificate issued in respect of the Lot under the Act, including but not limited to a notation of unpaid insurance premiums, telephone charges and excess water charges.

39. Structural Matters

- 39.1 The manner and style of any structural fit out or structural alteration to the interior of any Lot must have the prior written approval of the Committee. Such approval may be granted with or without reasonable conditions. The Committee will be entitled to request copies of such plans and specifications as it might consider necessary to enable it grant its approval and the proprietor of a Lot shall comply with all such requests. Where kitchen facilities are to be installed an extraction system approved by the Committee and relevant statutory authorities must be installed. All reasonable costs of the Body Corporate in considering any fit outs or alterations under this by-law will be payable by the relevant proprietor on demand.
- 39.2 An Owner or Occupier must not do anything to affect the structural integrity of the buildings on the Scheme Land. In particular an Owner or Occupier must not place items (such as pots or furniture) on any balcony or terrace where the total weight of such items exceeds 250 kg without prior consent of the Committee which must not be unreasonably withheld or delayed. In granting consent, the Committee may require the Owner or Occupier to obtain an engineer's certificate stating that there will be no impact on the structural integrity of the building.

40. Alterations to the Exterior of Lots

- 40.1 Where an Owner proposes to carry out work which will alter the exterior of any lot, he must follow the procedure set out below:
- (a) Apply in writing to the Committee, outlining the proposed work and provide plans and specifications. Such plans and specifications must be of the same architectural standard as the development.
 - (b) The Committee, on behalf of the Owner, shall submit to the architect nominated by the Committee from time to time the plans and specifications for his consent in writing. The Committee will use its best endeavours to ensure that the architect gives a decision with reasonable expedition.
 - (c) The decision of the architect to consent or not to any plans and specifications will be Final, provided that the architect will be entitled to consent to such plans with appropriate variations and/or conditions. If the architect refuses to give such consent or consents subject to variations to the plans and/or conditions, the Owner will not be entitled to make the alterations proposes or shall only be able to make them if the variations are incorporated or the conditions complied with (as the case may be).
 - (d) If the architect consents to such plans with or without variations or conditions them at the request of the relevant owner, the proposal will be submitted to a general meeting of the Committee for permission to proceed with the works as approved by the architect.
 - (e) Any reasonable costs associated with the procedure outlined above, including any fee from the architect must be paid by the owner seeking to make the alterations. If requested by the Committee, an estimate of the fee must be paid in advance by the owner to the Committee before it submits the plans and specifications to the architect for approval.

41. Auction Sales

An Owner of a Lot must not permit any auction sale to be conducted or to take place in his lot or in the dwelling or upon the Scheme Land without the prior approval in writing of the Committee. This by-law does not apply to the Original Owner (and any person to whom the Original Owner assigns its rights under this by-law).

42. Access to Meters

If a lot contains a meter and/or switchboard, an Owner or Occupier of that lot must make such meter and/or switchboard available for access at all reasonable times by a nominee of the Committee or the relevant body administering the supply of the relevant service to the lot.

43. Bulk supply of electricity or other utility services

- 43.1 the Body Corporate may supply electricity or other utility services for the benefit of owners and occupiers and in such case this by-law will apply.
- 43.2 the Body Corporate may purchase reticulated electricity or other services on the most economical basis for the whole of the Scheme Land from the relevant authority.
- 43.3 the Body Corporate may sell reticulated electricity or other services to occupiers. Occupiers are not compelled to buy electricity or other services from the Body Corporate.
- 43.4 the Body Corporate must arrange for the installation of a separate electricity or other service meter for each lot.
- 43.5 the Body Corporate is not required to supply to any occupier electricity or other service requirements beyond those requirements which the relevant authority could supply at any particular time.
- 43.6 Insofar as it is lawful, the price to be charged by the Body Corporate to an occupier for the supply of reticulated electricity or other service will be the total of:
- (a) The price paid by the Body Corporate for the electricity or the other service; and
 - (b) Any additional cost incurred by the Body Corporate reading meters and issuing accounts and doing other things required for the supply of the electricity or other service.
- 43.7 The Body Corporate may render accounts to an occupier supplied with electricity or other services under this by-law and such accounts are payable to the Body Corporate within 14 days of delivery of such amounts.
- 43.8 in respect of an account which has been rendered pursuant to these by-laws, then the occupier is liable, jointly and severally with any person who was liable to pay that electricity or other service account when that occupier became the occupier of that lot.
- 43.9 In the event that a proper account for the supply of reticulated electricity or other service is not paid by its due date for payment, then the Body Corporate is entitled to:
- (a) recover the amount of the unpaid account or accounts (whether or not a formal demand has been made) as a liquidated debt due to it in any court of competent jurisdiction; and/or
 - (b) disconnect the supply of reticulated electricity or other service to the relevant lot.
- 43.10 The Body Corporate is not, under any circumstances whatsoever, responsible or liable for any failure of the supply of electricity or other service due to break downs, repairs, maintenance, strikes, accidents or causes of any class or description.
- 43.11 The Body Corporate may, from time to time, determine a security deposit to be paid by each occupier who is entitled to the supply of reticulated electricity or other service as a guarantee against non-payment of accounts for the supply of reticulated electricity or other service.
- 43.12 In this by-law, references to the Body Corporate include any person engaged by the Body Corporate to supply the services.

44. No Enclosure of Balconies, etc.

Despite anything else in this Schedule C, balconies and terraces of any lot are to remain unenclosed and there are to be no shutters, blinds or similar structures on balconies and terraces.

45. Exclusive Use Area - Car Park

45.1 The Original Owner is authorized to allocate the exclusive use of that part of the common property (Car Space) to the occupiers of lots specified in a written notice to the Body Corporate. When the allocations are made they will be identified in Schedule E under the heading By-law 5(ii). The following conditions apply to such use:

- (a) the Car Space must only be used for the purpose referred to in Schedule E;
- (b) the Body Corporate must carry out its duties (including maintenance and operating duties) in respect of the car space;
- (c) the relevant Owner and Occupier allowing the Body Corporate, the Committee and its properly appointed agents, access at all reasonable times to the car space for any proper purpose;
- (d) if there is any air conditioning plant and equipment (including compressors) (equipment) in any car space, the relevant occupier must allow access to the equipment at all reasonable times (except in an emergency when immediate access will be available) to persons who need to inspect, repair, maintain, service, renew or replace the equipment (or any of it);
- (e) An Owner or Occupier of a Lot may not receive an exclusive use car space in accordance with this by-law 45 and Schedule E. In that case, the Owner or Occupier of the Lot will be entitled to use a shared car space in accordance with By-law 32 and By-law 33.

45.2 An Owner of a Lot must not park any Motor Vehicle upon the Common Property unless the exclusive use of that part of the Common Property has been allocated to that Lot for that purpose.

46. Exclusive Use Area - Storage

46.1 The Original Owner is authorized to allocate the exclusive use of that part of the Common Property (Storage Area) to the occupiers of lots specified in a written notice to the Body Corporate. When the allocations are made they will be identified in Schedule E under the heading By-law 46. The following conditions apply to such use:

- (a) the storage area must only be used for the purpose referred to in Schedule E;
- (b) the relevant occupier must carry out the duties of the Body Corporate in regards to the relevant storage area;
- (c) the relevant owner and occupier allowing the Body Corporate, the Committee and its properly appointed agents, access at all reasonable times to the storage area for any proper purpose.

46.2 If an owner or occupier of a lot does not carry out its responsibilities in accordance with this By-law 46.1, then the Body Corporate, and persons authorized by it, may enter upon the Storage Area for the purpose of carrying out such responsibilities and the Owner will be responsible for the costs incurred by the Body Corporate in that regard. Such costs must be paid on demand.

47. Exclusive Use Area - Courtyard

The Occupiers of Lots mentioned in Schedule E under the heading By-law 47 are entitled to the exclusive use of that part of the Common Property (Courtyard) which is identified in Schedule E opposite the relevant Lot. The following conditions apply to such use:

- (a) the Courtyard must only be used for the purpose referred to in Schedule C;
- (b) the relevant Occupier must carry out the duties of the Body Corporate in regards to the relevant Courtyard;

48. Club Lounge

- 48.1 All owners and occupiers have the special right to use the club lounge area on Level 27, subject to the following conditions:-
- (a) Subject to Clause (e) below, the on-site manager is entitled to cancel any prior booking or other arrangement for use of the club lounge area by an occupier (other than a booking for a function taken by the on-site manager) on 24 hours' notice without incurring any liability to the occupier.
 - (b) The on-site manager must ensure that a clear corridor is maintained to allow pedestrian access at all times to the roof terrace and air bridge adjoining the function room.
 - (c) The on-site manager must ensure the function area is left in a clean and tidy condition after each function.
 - (d) The original owner shall be entitled to book the club lounge for promotional and marketing functions during the original control period.

49. Special Rights - Tourist Coaches

- 49.1 The Owner has the special right to allow Tourist Coaches to park on the Common Property on the following conditions:
- (a) The Tourist Coaches must only park on the Common Property for as long as is reasonably necessary to assist in the movement persons travelling to and from the Scheme Land in the Tourist Coaches;
 - (b) Subject to (d), the Body Corporate must carry out its duties in respect of any part of the Common Property on which the Tourist Coaches park;
 - (c) The Tourist Coaches must only park in suitably paved or finished areas (for example, asphalted areas) and not unreasonably interfere with the access and egress of other persons, with or without vehicles, to and from the Scheme Land.
 - (d) If any damage is caused to the Common Property or body corporate assets by the Tourist Coaches the Owner is liable to promptly make good such damage. For example, and without limitation, remove any oil on driveways which has come from the Tourist Coaches.
 - (e) if the Caretaking and Letting Agreements ends, the rights of the Owner under this by-law end.
- 49.2 Tourist Coaches means buses, coaches, Motor Vehicles (including limousines) or any other similar means of transport.

50. Special Rights-Tourist Desk, Brochure Stands, Signage, etc.

- 50.1 The Owner has the special right to place (and, where appropriate, have manned) a tour desk, brochure stands, signage and other similar things (Structures) (for, without limitation, marketing activities) on any part of the Common Property on Level D of the building on the following conditions:
- (a) The Owner must keep any Structure in good condition and repair and to a standard commensurate with the surroundings in which they are located (namely a high quality and standard).
 - (b) The Structures must not materially inhibit the flow of person on the Common Property;
 - (c) The Owner does not have the exclusive use of the area in which the Structures are located;
 - (d) If the erection and use of a Structure causes any damage to the Common Property (except for fair wear and tear), the Owner must promptly make good such damage;
 - (e) The Body Corporate must carry out its duties in respect of the Common Property on which the Structures are placed;
 - (f) If the Caretaking and Letting Agreements ends, the rights of the Owner under this by-law end.

51. Hard Flooring

- 51.1 The Body Corporate requires that each Owner maintains a high standard of soundproofing in their Lot. As such, the following will apply to any application regarding changes to the floor coverings in Lots, or part of Lots.
- 51.2 Owners may replace any carpet laid in the Lot with carpet (so long as it is laid with suitable acoustic underlay), but must not, without obtaining written consent of the Committee:
- (a) Replace carpet with tiles, timber, marble, hybrid, vinyl or other hard flooring material ("hard flooring"); or
 - (b) Replace existing hard flooring with another kind of hard flooring; or
 - (c) Install hard flooring over existing floor coverings (such as installing tiles over tiles); or
 - (d) Remove the existing floor coverings without installing replacement floor coverings.
- ("Hard Flooring Works").
- 51.3 The Committee will provide an Owner with its consent for Hard Flooring Works ("the Approval") if:
- (a) A written proposal is given by the Owner to the Committee setting out the type and specifications of the materials to be used, together with the details of sound-proofing materials to be applied;
 - (b) The Owner provides the Committee with evidence which satisfies the Committee that the proposed hard flooring will, as far as reasonably practicable, not cause a nuisance or sound disturbance to other Lot Owners, and achieve at least a rating of L'nTw 40 dB (6 Star) as per the AAAC Guidelines, being supported or evidenced by either:
 - (i) A report prepared by a suitably qualified acoustic expert has determined that the impact sound transmission of the proposed hard flooring, once installed, will comply with the relevant standard set in the Building Code of Australia ("the Standard"); or
 - (ii) A report prepared by a suitably qualified acoustic expert who certifies that, based on previous testing on a building of the same construction and slab thickness as the Scheme, the impact sound transmission of the proposed hard flooring, once installed, will achieve the Standard; and
 - (c) The Owner provides the Committee with any other evidence or information reasonably requested by the Committee to satisfy itself of the Hard Flooring Works.
- 51.4 Where the Committee grants an Approval, the Owner must comply with the terms of that Approval.
- 51.5 If a Hard Flooring Works proposal requires the consent of the Committee and that consent is refused, then an Owner may amend the proposal (for example, by improving the proposed soundproofing materials) and re-submit it for the consideration of the Committee.
- 51.6 Upon completion of the Hard Flooring Works, the Owner must arrange for an inspection of the Hard Flooring Works by an authorised member of the Committee to ensure that the completed hard flooring complies with the terms of the Approval (including as regards the L'nT,w of the completed hard flooring).
- 51.7 If there are reasonable concerns that the L'nT,w of the completed hard flooring does not meet the Standard, the Owner must, if reasonably requested by the Committee:
- (a) Engage a suitable acoustic expert (at their cost) to undertake testing on the installed hard flooring to measure the impact sound transmission of the hard flooring; and
 - (b) Provide the Committee with the acoustic specialist's report within 7 days of receiving it.
- 51.8 If the L'nT,w of the completed works is determined not to meet the Standard, the Owner must, within a reasonable time and at its cost, cause the removal of the hard flooring and/or have any necessary procedures or additional works undertaken (which must be approved by the Committee) in order for the hard flooring to meet the Standard.

- 51.9 On the completion of any such additional procedures or works, the Committee may reasonably request the Owner:
- (a) Engages a suitable acoustic expert (at their cost) to undertake a further test on the installed hard flooring to measure the impact sound transmission of the hard flooring to ensure it complies with the Standard; and
 - (b) Provide the Committee with the further acoustic specialist's report within 7 days of receiving it.
- 51.10 The preceding 2 paragraphs will continue to apply until the installed hard flooring meets the Standard.
- 51.11 An Owner must comply with all conditions imposed by the Committee and any other by-laws herein when granting its Approval, including any conditions which are imposed by the Committee to prevent or minimise any nuisance or sound disturbance being caused to other Owners or Occupiers due to the installation or use of the hard flooring.
- 51.12 If an Owner fails to comply with the terms of this by-law, then the Owner must, upon receiving written notice from the Committee, remove the hard flooring from the Lot (at their cost). Any replacement flooring must comply with the by-laws (including this by-law).
- 51.13 In addition to complying with the relevant Approval and any associated conditions, hard flooring installed pursuant to this by-law must:
- (a) Be installed in accordance with the specifications laid down by the manufacturer of the hard flooring product;
 - (b) Be installed by appropriately qualified tradespersons; and
 - (c) Comply with the Australian Standards and legislation at the time that the hard flooring is laid.
- 51.14 The granting of any approval by the Committee of the Body Corporate does not in any way relieve an Owner of their responsibility under any other by-laws or the nuisance provisions in the Act.
- 51.15 Should there be an increase in the Body Corporate's insurance premiums due to the new flooring, the Owner will be responsible for same.

52. Games Room

The Owner and Occupier of Lot 101 agree that the part of that Lot set aside as a games room will only be utilized exclusively by residents and guests residing within the Building and will not be available for use by members of the general public or marketed or advertised for commercial use.

53. Restricted Access Area

- 53.1 Any areas of the Common Property used for:
- (a) electrical substations, switchrooms, or control panel; and
 - (b) fire service control panels; and
 - (c) telephone exchanges; and
 - (d) other services to the Lots and Common Property (or either of them)
- may be kept locked by the Committee (or its appointed representative) unless otherwise required by law. Persons may not enter or open such locked areas without the prior consent of the Committee.
- 53.2 The Committee may use appropriate areas of the Common Property to store plant and equipment used for the performance of the Body Corporate's duties in respect of the Common Property. Any such areas may be locked and access is prohibited without the prior consent of the Committee.

54. Marketing/Display Unit

Despite anything else contained in these by-laws, the Original Owner (and any person to whom the Original Owner assigns its rights under this by-law):

- (a) can use any Lot in the Scheme as a display unit for the purpose of selling and marketing other Lots in the Scheme;
- (b) can use reasonable methods in selling and marketing Lots in the Scheme, including, without limitation:
 - (i) erecting and maintaining signs on the Scheme Land;
 - (ii) the use of Common Property;
 - (iii) allowing people to pass over the Common Property to and from any Lot in the Scheme without restriction. For that purpose any security system which restricts such movement must be adjusted or deactivated as appropriate during marketing/display unit hours.

55. Special Rights - Building Levels

55.1 Occupiers and Owners of Lots on each level of the Building will have the special right over that part of Common Property consisting of the foyers on their respective levels (Special Areas) so that a security system can ensure that only Authorised Persons may access that level.

55.2 Authorised Persons are those who are:

- (a) Occupiers of a Lot on the relevant level;
- (b) Invited by an Occupier or Owner of a Lot on the relevant level to visit them;
- (c) Persons maintaining Common Property;
- (d) The resident caretaker; and
- (e) Such other persons as the Committee decided, acting reasonably.

55.3 The Body Corporate must carry out its duties (including maintenance and operating duties) in respect of the Special Areas. If there is any doubt about the location or extent of the Special Areas, the determination of the Chairman of the Body Corporate (or his nominee) (acting reasonably) will be final.

56. Power to Enter into Lease or Licence Agreements

The Body Corporate may enter into lease or licence agreements from time to time, in accordance with its powers under the Act and Module, on terms and conditions as the Body Corporate sees fit, with any person (whether such person owns a lot in the Scheme or otherwise), giving rights in respect of Common Property or Body Corporate Assets.

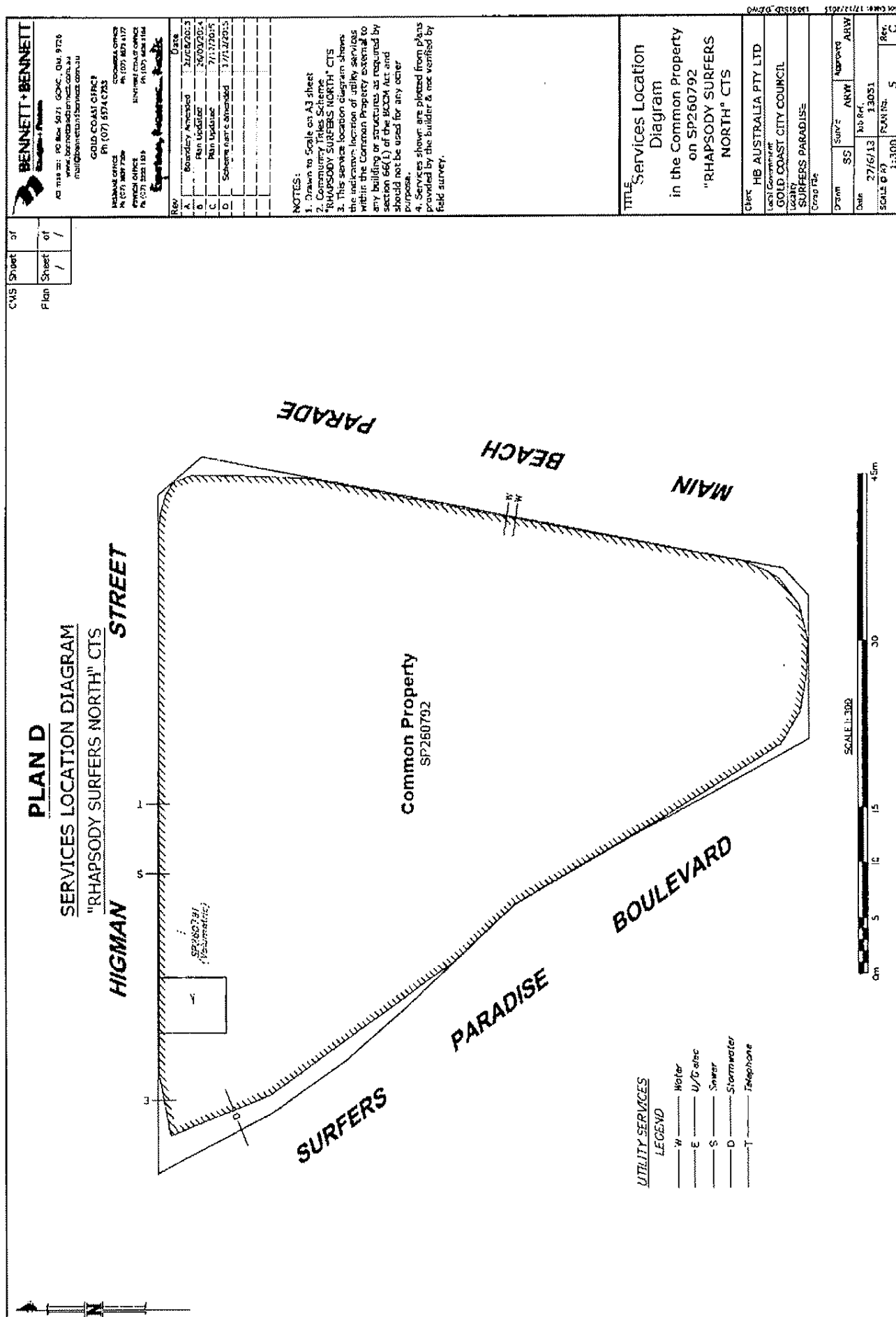
57. Liquor Licence Deed

The Body Corporate, in addition to the powers and authorities conferred upon it by or under the Act or any other By-Law has the power and authority to enter into a deed, agreement or other document with any person holding a liquor licence under the Liquor Act 1992 in respect of the Scheme Land or any part of the Scheme Land, to enable that person to fulfil the obligations under the Liquor Act 1992 by granting to that person the full, free and unfettered control of the Common Property or part of it the subject of activities governed by the relevant licence.

SCHEDULE D OTHER DETAILS REQUIRED/PERMITTED TO BE INCLUDED

The Services Location Diagram is included in this Community Management Statement before it is lodged for recording. Each of the Lots in the Scheme and the Common Property may be affected by the following statutory easements.

Lots on Plan or CP	Statutory Easement	Services Location Diagram
Common Property	Support, Water, Electricity, Gas, Computer Data and Television, Telephone Service, Sewage Drainage, Stormwater, Shelter, Projections and Maintenance	Plan D
All Lots in the Scheme as shown in Schedule A	Support, Water, Electricity, Gas, Computer Data and Television, Telephone Service, Sewage Drainage, Stormwater, Shelter, Projections and Maintenance	Plan D



SCHEDULE E DESCRIPTION OF LOTS ALLOCATED EXCLUSIVE USE AREAS OF COMMON PROPERTY

Lot Description	Area Allocated	Purpose
Lot 101 on SP260792	27 on EU Plan B	Car parking
Lot 101 on SP260792	3 on EU Plan A	Car parking
Lot 202 on SP260792	25 on EU Plan B	Car parking
Lot 304 on SP260792	28 on EU Plan B	Car parking
Lot 505 on SP260792	20 on EU Plan B	Car parking
Lot 804 on SP260792	18 on EU Plan B	Car parking
Lot 1205 on SP260792	9 on EU Plan B	Car parking
Lot 1505 on SP260792	10 on EU Plan B	Car parking
Lot 1604 on SP260792	23 on EU Plan B	Car parking
Lot 1605 on SP260792	12 on EU Plan B	Car parking
Lot 1704 on SP260792	55 on EU Plan B	Car parking
Lot 1803 on SP260792	56 on EU Plan B	Car parking
Lot 1804 on SP260792	57 on EU Plan B	Car parking
Lot 1805 on SP260792	13 on EU Plan B	Car parking
Lot 1904 on SP260792	50 on EU Plan B	Car parking
Lot 1905 on SP260792	43 on EU Plan B	Car parking
Lot 2003 on SP260792	49 on EU Plan B	Car parking
Lot 2004 on SP260792	48 on EU Plan B	Car parking
Lot 2005 on SP260792	5 on EU Plan B	Car parking
Lot 2104 on SP260792	47 on EU Plan B	Car parking
Lot 2105 on SP260792	42 on EU Plan B	Car parking
Lot 2204 on SP260792	46 on EU Plan B	Car parking
Lot 2205 on SP260792	14 on EU Plan B	Car parking
Lot 2303 on SP260792	45 on EU Plan B	Car parking
Lot 2305 on SP260792	15 on EU Plan B	Car parking
Lot 2403 on SP260792	6 on EU Plan B	Car parking
Lot 2404 on SP260792	44 on EU Plan B	Car parking
Lot 2405 on SP260792	16 on EU Plan B	Car parking
Lot 2503 on SP260792	7 on EU Plan B	Car parking
Lot 2505 on SP260792	17 on EU Plan B	Car parking
Lot 2603 on SP260792	8 on EU Plan B	Car parking
Lot 2904 on SP260792	36 on EU Plan B	Car parking
Lot 3001 on SP260792	35 on EU Plan B	Car parking
Lot 3004 on SP260792	34 on EU Plan B	Car parking
Lot 3101 on SP260792	33 on EU Plan B	Car parking
Lot 3201 on SP260792	81 on EU Plan C	Car parking
Lot 3204 on SP260792	29 on EU Plan B	Car parking
Lot 3301 on SP260792	31 on EU Plan B	Car parking
Lot 3304 on SP260792	30 on EU Plan B	Car parking
Lot 3401 on SP260792	40 on EU Plan B	Car parking
Lot 3404 on SP260792	41 on EU Plan B	Car parking
Lot 3501 on SP 260792	38 on EU Plan B	Car parking
Lot 3504 on SP260792	39 on EU Plan B	Car parking
Lot 3601 on SP260792	118 on EU Plan C	Car parking
Lot 3604 on SP260792	114 on EU Plan C	Car parking
Lot 3701 on SP260792	113 on EU Plan C	Car parking
Lot 3704 on SP260792	112 on EU Plan C	Car parking
Lot 3801 on SP260792	26 on EU Plan B	Car parking
Lot 3804 on SP260792	19 on EU Plan B	Car parking
Lot 3901 on SP260792	82 on EU Plan C	Car parking
Lot 3904 on SP260792	92 on EU Plan C	Car parking
Lot 4001 on SP260792	2 on EU Plan A	Car parking
Lot 4004 on SP260792	37 on EU Plan B	Car parking

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[illegible]

[illegible]



Chubb Insurance Australia Limited
ABN: 23 001 642 020 AFSL: 239687
Grosvenor Place
Level 38, 225 George Street
Sydney NSW 2000, Australia
O +61 2 9335 3200
www.chubb.com/au

Date Issued: 28 February 2025

Certificate of Currency

This Certificate of Currency confirms the following **Policy** is current at the date stated below. Please refer to **Policy** documents for full terms and conditions.

Certificate of Currency		
Named Insured:	Rhapsody Surfers North CTS 48416	
Indemnity to Others (Section 5, General Liability Insurance Only)	Not Applicable	
Policy Number:	04GS014436	
Insurance:	Commercial Strata Insurance	
Wording	Chubb Strata Insurance ChubbSTRATA01PDS0224	
Period of Insurance:	From:	4.00pm on 28 February 2025, Local Standard Time
	To:	4.00pm on 28 February 2026, Local Standard Time
The Insurer:	Section 1	100.00% Chubb Insurance Australia Limited
	Section 2	100.00% Chubb Insurance Australia Limited
	Section 3	100.00% Chubb Insurance Australia Limited
	Section 4-10	100.00% Chubb Insurance Australia Limited
Insured Location	3440 Surfers Paradise Boulevard, Surfers Paradise QLD 4217	

Limits of Liability

Section 1: Property Damage Insurance	Buildings and Common Property	AUD 133,768,278
	Common Contents	AUD 1,337,683
	Catastrophe	AUD 40,531,788
Section 2: Machinery Breakdown Insurance	AUD 100,000	
Section 3: Consequential Loss Insurance	AUD 20,065,242	
Combined Section 1 - Property Damage Insurance and Section 3 - Consequential Loss Insurance Limit of Liability	AUD 195,702,991	
Section 4: Crime Insurance	AUD 100,000	
Section 5: General Liability Insurance	Personal Injury	AUD 30,000,000 in respect of any one Occurrence
	Property Damage	AUD 30,000,000 in respect of any one Occurrence
Section 6: Environmental Impairment Liability Insurance	AUD 250,000 in the aggregate Period of Insurance	
Section 7: Management Committee Liability Insurance	AUD 5,000,000 in the aggregate Period of Insurance	
Section 8: Audit Expenses Insurance	AUD 30,000	
Section 9: Appeal Expenses Insurance	AUD 150,000	
Section 10: Voluntary Workers Insurance	Accident each occurrence Limit	AUD 200,000
	Accident aggregate Limit	AUD 200,000 in the aggregate Period of Insurance

All the values on this Certificate of Currency are correct as at 28 February 2025 and may only be subject to change within the **Period of Insurance** by written agreement between the Insurer and the **Insured**.

The insurance afforded by the policies described in this Certificate is subject to all terms, exclusions and conditions of such policies.

This Certificate is furnished as a matter of information only and does not constitute an insurance contract upon which claims can be made. **Policy** terms and conditions incorporate provisions which may enable Insurers to cancel or vary the **Policy** on the happening of prescribed circumstances or events (i.e. non-payment of premium). Therefore, this confirmation of insurance is not to be construed as guaranteeing that the **Policy** will remain in force throughout the **Period of Insurance** as specified herein.

Signed:

A handwritten signature in black ink, appearing to read 'C. McCarthy', with a long, sweeping horizontal stroke extending to the right.

Clayton McCarthy
Strata Underwriter

Authorised Officer, Chubb Insurance Australia Limited
ABN 23 001 642 020 AFSL 239687

Rhapsody Surfers North CTS 48416

3440 Surfers Paradise Blvd Surfers Paradise 4217

BALANCE SHEET

AS AT 30 SEPTEMBER 2025

	ACTUAL 30/09/2025	ACTUAL 28/02/2025
<u>OWNERS FUND</u>		
Admin Fund	211,369.20	(1,093.19)
Sinking Fund	706,291.33	472,348.28
<u>TOTAL</u>	<u>\$ 917,660.53</u>	<u>\$ 471,255.09</u>

THESE FUNDS ARE REPRESENTED BY

CURRENT ASSETS

Cash At Bank	73,648.94	103,664.82
Mbl - At Call	199,564.74	244,068.70
Term Deposit	500,000.00	0.00
Term Deposit 1	170,000.00	52,875.06
Term Deposit 2	0.00	76,200.51
Term Deposit 3	0.00	77,307.20
Term Deposit 4	0.00	52,842.07
Term Deposit 5	0.00	75,000.00
Interest Receivable	0.00	4,184.34
Prepaid Expenses	0.00	163,340.28
Levies Billed Not Due	0.00	353,656.37
Levies Payments In Advance	12,030.41	6,874.44
Levies In Arrears	14,473.80	5,072.57
Other Arrears	9,411.41	3,409.92
Sundry Debtors	0.00	4,673.46
Arrears Clearing Account	(2,541.06)	0.00
<u>TOTAL ASSETS</u>	<u>976,588.24</u>	<u>1,223,169.74</u>

LIABILITIES

P A Y G Clearing Account	800.67	1,029.77
G S T Conversion	18,276.75	(846.05)
Creditors	16,883.05	171,536.31
Accrued Expenses	0.00	79,531.22
Levies Billed Not Due	0.00	321,505.79
Levies - Prepayments	10,936.83	6,249.56
Levies Paid In Advance	12,030.41	172,908.05
<u>TOTAL LIABILITIES</u>	<u>58,927.71</u>	<u>751,914.65</u>

Rhapsody Surfers North CTS 48416

3440 Surfers Paradise Blvd Surfers Paradise 4217

BALANCE SHEET

AS AT 30 SEPTEMBER 2025

NET ASSETS

ACTUAL	ACTUAL
30/09/2025	28/02/2025
<u>\$ 917,660.53</u>	<u>\$ 471,255.09</u>

Rhapsody Surfers North CTS 48416

3440 Surfers Paradise Blvd Surfers Paradise 4217

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 MARCH 2025 TO 30 SEPTEMBER 2025

	ACTUAL	BUDGET	ACTUAL
	01/03/25-30/09/25	01/03/25-28/02/26	01/03/24-28/02/25
<u>ADMINISTRATIVE FUND</u>			
<u>INCOME</u>			
Admin Levy Income	791,506.20	1,080,000.00	1,006,024.71
Other Income	21.00	0.00	0.00
<u>TOTAL ADMIN. FUND INCOME</u>	791,527.20	1,080,000.00	1,006,024.71
<u>EXPENDITURE - ADMIN. FUND</u>			
Bas Lodgement	375.00	1,500.00	1,500.00
Audit Fee	0.00	5,000.00	4,890.00
Caretaker Fees	198,942.73	389,000.00	373,908.25
Bms Administration	960.00	0.00	0.00
Bms Expenses	59,485.01	90,000.00	91,035.77
Bms - Reimb. Commercial Lots	(13,959.05)	(5,000.00)	(10,533.91)
Cleaning - General	5,939.46	15,000.00	11,564.19
Bank Charges	202.89	1,000.00	843.74
False Fire Alarm Cost - Paid	0.00	5,000.00	7,280.50
False Fire Alarm Cost- Billed	0.00	0.00	(1,456.10)
Cleaning - Carpets	550.00	1,000.00	340.00
Cleaning - Windows	0.00	25,000.00	0.00
Fire Services	2,794.73	10,000.00	1,994.96
Garden & Grounds	509.80	5,000.00	410.10
Insurance Claim	18,537.03	0.00	0.00
Insurance Claim Reimbursement	(39,976.07)	0.00	0.00
Insurance - Building	140,424.95	140,315.00	123,384.24
Insurance - Premium Stamp Duty	11,416.18	11,416.00	12,204.15
Garbage Towing/Removal	0.00	1,000.00	790.00
Lift Registration	4,482.27	0.00	0.00
Lift Maintenance	9,212.39	0.00	0.00
Legal Exp. - General	75.40	5,000.00	1,771.42
Secretarial - Admin	13,978.78	24,192.00	24,055.86
Secretarial - Additional	6,212.20	5,000.00	6,071.74
Admin - Print Post Stationery	210.91	0.00	0.00
Stratamax	4,151.25	0.00	0.00
Pest Control	1,206.22	2,500.00	2,275.88
R & M - Gym Equipment/ Service	0.00	1,500.00	534.78
R & M - Building	17,045.52	20,000.00	17,253.44
R & M - Electrical	8,427.50	4,750.00	4,894.00

Rhapsody Surfers North CTS 48416

3440 Surfers Paradise Blvd Surfers Paradise 4217

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 MARCH 2025 TO 30 SEPTEMBER 2025

	ACTUAL	BUDGET	ACTUAL
	01/03/25-30/09/25	01/03/25-28/02/26	01/03/24-28/02/25
R & M - Garage Door	475.00	0.00	0.00
R & M - Plumbing	300.00	5,000.00	1,348.00
R & M - Air Conditioning	2,202.00	3,000.00	1,405.00
R & M - Plant & Equip	4,563.47	5,000.00	4,699.92
R & M - Pool, Spa & Sauna	6,887.00	15,000.00	11,948.74
P P & O - General	2,237.08	1,200.00	495.75
P P & O - Fixed Contract	12,061.81	15,680.00	22,964.87
Utility - Electricity	39,926.86	90,000.00	83,844.41
Utility - Gas	14,640.40	35,000.00	31,090.16
Utility - Water Rates	9,120.81	55,128.00	51,844.69
Security	35,261.21	62,000.00	57,711.59
Security Equipment	0.00	5,000.00	0.00
Sundry Expenses	0.00	1,000.00	320.05
Tax Fee - Income Tax	0.00	500.00	375.00
Telephone - General	184.07	0.00	0.00
Prior Year Adjustment	0.00	0.00	1,216.86
<u>TOTAL ADMIN. EXPENDITURE</u>	579,064.81	1,051,681.00	944,278.05
<u>SURPLUS /(DEFICIT)</u>	<u>\$ 212,462.39</u>	<u>\$ 28,319.00</u>	<u>\$ 61,746.66</u>
Brought Forward	(1,093.19)	(1,093.19)	(62,839.85)
<u>ADMINISTRATIVE FUND BALANCE</u>	<u>\$ 211,369.20</u>	<u>\$ 27,225.81</u>	<u>\$ (1,093.19)</u>

Rhapsody Surfers North CTS 48416

3440 Surfers Paradise Blvd Surfers Paradise 4217

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 MARCH 2025 TO 30 SEPTEMBER 2025

	ACTUAL 01/03/25-30/09/25	BUDGET 01/03/25-28/02/26	ACTUAL 01/03/24-28/02/25
<u>SINKING FUND</u>			
<u>INCOME</u>			
Sinking Levy Income	250,999.17	362,000.00	280,000.24
Interest Received - Sink Fund	9,920.79	21,000.00	9,814.41
Interest Accrued Sf	(4,184.34)	0.00	4,184.34
Interest Received - Ato	70.18	0.00	5.42
<u>TOTAL SINKING FUND INCOME</u>	256,805.80	383,000.00	294,004.41
<u>EXPENDITURE - SINKING FUND</u>			
Air Cond. Equipment	0.00	20,000.00	0.00
Building	0.00	20,000.00	25,014.16
Bms Expenses	0.00	20,000.00	25,435.02
Bms - Reimb. Commercial Lots	0.00	(2,000.00)	(508.70)
Consultants Fees	0.00	4,000.00	2,381.82
Fire Doors	0.00	15,000.00	0.00
Driveway	0.00	10,000.00	0.00
Emergency Lighting	0.00	2,500.00	1,168.00
Fire Equipment	6,500.00	15,000.00	12,821.23
Furniture	0.00	10,000.00	0.00
Gardens	0.00	5,000.00	0.00
Intercom	0.00	1,000.00	0.00
Income Tax - Payg S.F	4,057.25	0.00	1,029.77
Income Tax - Payg Provision	0.00	300.00	2,767.80
Lighting	0.00	2,000.00	4,157.50
Outdoor Furniture	0.00	10,000.00	0.00
Plant & Equipment	139.60	5,000.00	1,976.33
Painting	0.00	12,000.00	8,284.54
Concrete Spalling	0.00	42,600.00	0.00
Plumbing	10,615.00	15,000.00	18,335.00
Pool, Spa, Sauna	0.00	15,000.00	12,001.00
Sauna	1,550.90	2,500.00	1,345.90
Prior Year Adjustment	0.00	0.00	6,746.25
<u>TOTAL SINK. FUND EXPENDITURE</u>	22,862.75	224,900.00	122,955.62
<u>SURPLUS/(DEFICIT)</u>	\$ 233,943.05	\$ 158,100.00	\$ 171,048.79
Brought Forward	472,348.28	472,348.28	301,299.49
<u>SINKING FUND BALANCE</u>	\$ 706,291.33	\$ 630,448.28	\$ 472,348.28

Rhapsody Surfers North CTS 48416

3440 Surfers Paradise Blvd Surfers Paradise 4217

STATEMENT OF INCOME AND EXPENDITURE

FOR THE PERIOD 01 MARCH 2025 TO 30 SEPTEMBER 2025

	ACTUAL	BUDGET	ACTUAL
	01/03/25-30/09/25	01/03/25-28/02/26	01/03/24-28/02/25
<u>BMS FUND</u>			
<u>INCOME - BMS FUND</u>			
Reimb. - Commercial Lots	5,498.10	5,000.00	11,042.63
Reimb. - Residential Lot	56,143.62	85,000.00	105,428.18
<u>TOTAL INCOME BMS FUND</u>	61,641.72	90,000.00	116,470.81
<u>EXPENDITURE - BMS FUND</u>			
Bms False Fire Alarm - Paid	0.00	0.00	1,456.10
Bms Cleaning - General	4,804.64	0.00	7,645.09
Bms Garbage Removal	0.00	0.00	49.00
Bms Air Conditioning	0.00	0.00	710.00
Bms Building	5,535.01	0.00	7,514.25
Bms Garage Door	3,529.85	0.00	773.20
Bms Fire Equipment	17,090.86	0.00	35,669.15
Bms Lifts	23,108.18	0.00	40,886.56
Bms Plant & Equipment	3,638.18	0.00	7,272.23
Bms Plumbing	2,015.00	0.00	1,400.00
Em Lighiing & Exit Stairs	0.00	0.00	9,352.50
Bms Secretarial	1,920.00	0.00	2,920.00
Bms Painting	0.00	0.00	822.73
<u>TOTAL EXPENSES BMS FUND</u>	61,641.72	0.00	116,470.81
<u>SURPLUS/DEFICIT BMS FUND</u>	\$ 0.00	\$ 90,000.00	\$ 0.00
<u>BALANCE BMS FUND</u>	\$ 0.00	\$ 90,000.00	\$ 0.00

RHAPSODY SURFERS NORTH CTS 48416

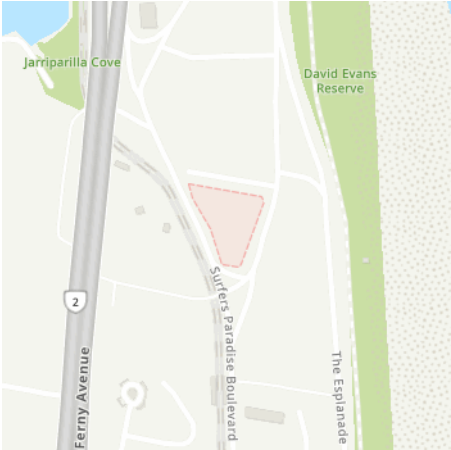
3440 Surfers Paradise Blvd
Surfers Paradise
4217

LOT BALANCE REPORT

30 September 2025

<u>Lot No</u>	<u>Unit No</u>	<u>Admin Fund</u>	<u>Sinking Fund</u>	<u>Other</u>	<u>Total</u>
404	404	193.47	521.79	50.00	765.26
405	405	-484.71	0.00	0.00	-484.71
501	501	785.12	405.84	50.00	1,240.96
503	503	1,356.17	521.79	50.00	1,927.96
505	505	-224.43	0.00	0.00	-224.43
507	507	0.00	0.00	50.00	50.00
602	602	0.00	0.00	15.00	15.00
606	606	0.00	100.00	0.00	100.00
807	807	1,657.54	637.75	50.00	2,345.29
1104	1104	-2,622.04	0.00	0.00	-2,622.04
1204	1204	-641.39	0.00	0.00	-641.39
1301	1301	1,054.80	405.84	50.00	1,510.64
1307	1307	1,657.54	637.75	50.00	2,345.29
1705	1705	-4,546.43	0.00	0.00	-4,546.43
1802	1802	-1,877.96	0.00	0.00	-1,877.96
2104	2104	0.00	0.00	50.00	50.00
2402	2402	0.00	0.15	0.00	0.15
2404	2404	1,356.17	521.79	50.00	1,927.96
3104	3104	0.00	365.00	50.00	415.00
3504	3504	1,657.54	637.75	300.00	2,595.29
3801	3801	-1,633.45	0.00	0.00	-1,633.45
VOL 1	VOL 1	0.00	0.00	8,596.41	8,596.41
Total		(\$2,312.06)	\$4,755.45	\$9,411.41	\$11,854.80

[Review responses online](#) ↗



Received 6 of 6 responses
All responses received

Unit 204 3440 Surfers Paradise Blvd,
Surfers Paradise QLD 4217

Job dates
17/10/2025 → 17/10/2025

These plans expire on
13 Nov 2025

Lodged by
Jared Zak

Authority	Status	Page
✉ BYDA Confirmation		2
🏢 APA Group Gas Networks (90073)	Received	4
🏢 City of Gold Coast	Received	56
🏢 Energex QLD	Received	59
🏢 NBN Co Qld	Received	99
🏢 Telstra QLD South East	Received	110
🏢 TPG Telecom (QLD)	Received	119

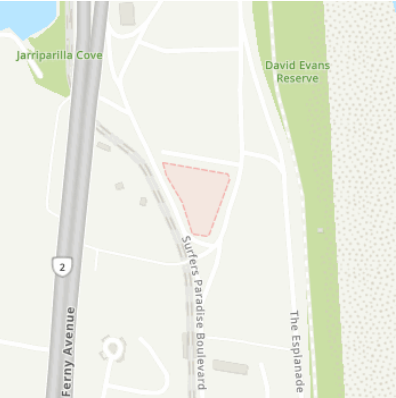
Contact Details

Contact	Contact number	Company	Enquirer ID
Jared Zak	0449 773 105	Dott & Crossitt	3756031
Email		Address	
team.jared@dottandcrossitt.com.au		1-2/2-4 New Street Nerang QLD 4211	

Job Site and Enquiry Details

WARNING: The map below only displays the location of the proposed job site and does not display any asset owners' pipe or cables. The area highlighted has been used only to identify the participating asset owners, who will send information to you directly.

Enquiry date	Start date	End date	On behalf of	Job purpose	Locations	Onsite activities
16/10/2025	17/10/2025	17/10/2025	Private	Design	Both Road, Nature Strip, Footpath	Conveyancing



Check that the location of the job site is correct. If not, you must submit a new enquiry.

If the scope of works change or plan validity dates expire, you must submit a new enquiry.

Do NOT dig without plans. Safe excavation is your responsibility. If you don't understand the plans or how to proceed safely, please contact the relevant asset owners.

User Reference	Address	Notes/description
2518133 EH	Unit 204 3440 Surfers Paradise Bvd Surfers Paradise QLD 4217	-

Your Responsibility and Duty of Care

- Lodging an enquiry does not authorise project commencement.** Before starting work, you must obtain all necessary information from all affected asset owners.
- If you don't receive plans within 2 business days, contact the asset owner & quote their sequence number.
- Always follow the 5Ps of Safe Excavation (page 2), and locate assets before commencing work.
- Ensure you comply with State legislative requirements for Duty of Care and safe digging.
- If you damage an underground asset, you MUST advise the asset owner immediately.
- By using the BYDA service, you agree to the [Privacy Policy](#) and [Term of Use](#).
- For more information on safe digging practices, visit www.byda.com.au

Asset Owner Details

Below is a list of asset owners with underground infrastructure in and around your job site. It is your responsibility to identify the presence of these assets. Plans issued by Members are indicative only unless specified otherwise. Note: not all asset owners are registered with BYDA. You must contact asset owners not listed here directly.

Referral ID (Seq. no)	Authority Name	Phone	Status
262731345	APA Group Gas Networks (90073)	1800 085 628	NOTIFIED
262731343	City of Gold Coast	1300 465 326	NOTIFIED
262731344	Energex QLD	13 12 53	NOTIFIED
262731342	NBN Co Qld	1800 687 626	NOTIFIED
262731347	Telstra QLD South East	1800 653 935	NOTIFIED
262731346	TPG Telecom (QLD)	1800 786 306	NOTIFIED

END OF UTILITIES LIST



Plan

Plan your job. Use the BYDA service at least one day before your job is due to begin, and ensure you have the correct plans and information required to carry out a safe project.



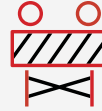
Prepare

Prepare by communicating with asset owners if you need assistance. Look for clues onsite. Engage a skilled Locator.



Pothole

Potholing is physically sighting the asset by hand digging or hydro vacuum extraction.



Protect

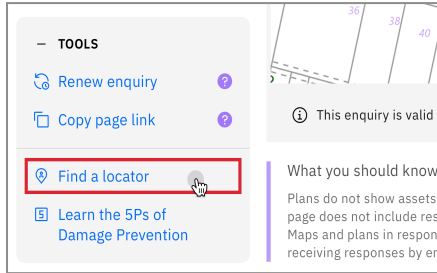
Protecting and supporting the exposed infrastructure is the responsibility of the excavator. Always erect safety barriers in areas of risk and enforce exclusion zones.



Proceed

Only proceed with your excavation work after planning, preparing, potholing (unless prohibited), and having protective measures in place.

Engage a skilled Locator



When you lodge an enquiry you will see skilled Locators to contact

Visit the Certified Locator website directly and search for a locator near you

certloc.com.au/locators

Get FREE Quotes for Contractors & Equipment Fast



GET QUOTE

Use isseekplant's FREE marketplace to get quotes for the equipment or services you need on your project. Compare quotes from trusted local contractors and get your project done on time and in budget.

1. Fill out your job details in our FREE quick quote form.
2. We send the request to trusted local contractors.
3. The local contractors will contact you directly with quotes

Use isseekplant to find trusted contractors near you today, visit:
blog.isseekplant.com.au/byda-isp-get-quotes

Book a FREE BYDA Session



BOOK NOW

BYDA offers free training sessions to suit you and your organisation's needs covering safe work practices when working near essential infrastructure assets. The free sessions are offered in two different formats - online and face-to-face.

To book a session, visit:
byda.com.au/contact/education-awareness-enquiry-form

APA Group Gas Networks (90073)

Referral

262731345

Member Phone

1800 085 628

Responses from this member

Response received Thu 16 Oct 2025 4.55pm

File name	Page
Response Body	5
262731345.pdf	6
400-STD-AM-0001_2 Guidelines for Works Near Existing Gas Assets.pdf	15

PLEASE NOTE: This is an automated response. Please **DO NOT REPLY to this email.** If you require further information in relation to this Before You Dig response, please contact

BYDA_APA@apa.com.au

Enquiry Details:

Impact	affected
Sequence Number	262731345
Enquirer Id	3756031
Activity	Conveyancing
Job Number	51446562
User Reference	2518133 EH
Message	

Site Details:

Address	Unit 204 3440 Surfers Paradise Bvd Surfers Paradise QLD 4217
---------	--

Enquirers Details:

Contact	Jared Zak
Company	Dott & Crossitt
Email	form2@dottandcrossitt.com.au
Phone	+61449773105
Address	1-2/2-4 New Street Nerang QLD 4211

APA Group

APA

Australia's energy
infrastructure partner



Before You Dig Australia

Classification: Networks

Enquiry date	16/10/2025
Sequence number	262731345
Work site address	Unit 204 3440 Surfers Paradise Bvd Surfers Paradise QLD 4217





For your immediate information

**THERE IS A GAS PIPELINE OR INFRASTRUCTURE ASSETS
(GAS ASSETS)**

located in close vicinity to your works.

Enquiry Date: 16/10/2025
Enquirer: Jared Zak
Sequence Number: 262731345
Work Site Address: Unit 204 3440 Surfers Paradise Bvd
Surfers Paradise
QLD 4217

Thank you for your Before You Dig enquiry regarding the location of gas assets.

We confirm there are Gas Assets located in close vicinity of the above location.

Caution: Damage to gas assets may result in explosion, fire and personal injury.

Please ensure you read all the relevant information contained in this response to your BYDA enquiry including reviewing the **APA Guidelines for Works Near Existing Gas Assets** and clearly understand and comply with all requirements relating to your scope of work.

If you have any queries relating to this information, or you are unable to comply with requirements of the APA Guidelines for Works Near Existing Gas Assets contact the APA Before You Dig Officer

- Phone 1800 085 628
- Email BYDA_APA@apa.com.au

for clarification before proceeding with any work.

Before You Dig Checklist



1. Plan

- Review maps provided with this BYDA response and confirm the location of your work site is correct.
 - Review the **APA Guidelines for Works Near Existing Gas Assets** and clearly understand requirements relating to my scope of work.
-



2. Prepare

- Electronically locate gas assets and mark locations.
 - Note: Look for visible evidence of gas assets at the worksite which may not be shown on plans.
-



3. Pothole

- Physically confirm ('prove') the location of gas assets by potholing by hand excavation or non- destructive vacuum excavation methods in accordance with **APA Guidelines for Works Near Existing Gas Assets**.
 - Road authorities, councils, utilities and their authorised contractors and agents are responsible to pothole or use other suitable methods to verify the location and depth of all gas assets, including gas (inlet) services, prior to commencing any works.
-



4. Protect

- Protect gas assets by maintaining clearances whilst excavating and following conditions provided by APA.
 - Where required by APA, only conducting work in proximity to gas assets while Site Watch is on site.
 - Where applicable, APA Authority To Work permit conditions are clearly understood and complied with.
 - Strap and support exposed mains and inlet services. Cover exposed mains to prevent damage until the excavation can be permanently restored.
-



5. Proceed

- Only proceed with your work once you have completed all the planning, preparation, potholing and protection requirements.
 - APA BYDA response (including maps) are on site for reference at all times, and less than 30 days old.
-

Contacts

Contacts APA Group	
Enquiry	Contact Numbers
General enquiries or feedback regarding this information or gas assets.	APA – Before You Dig Officer Phone: 1800 085 628 Email: BYDA_APA@apa.com.au
Gas Emergencies	Phone: 1800 GAS LEAK (1800 427 532)

Site Watch

Site Watch is where an APA field officer attends your work site to monitor and ensure controls are in place to protect critical gas assets from damage during work.

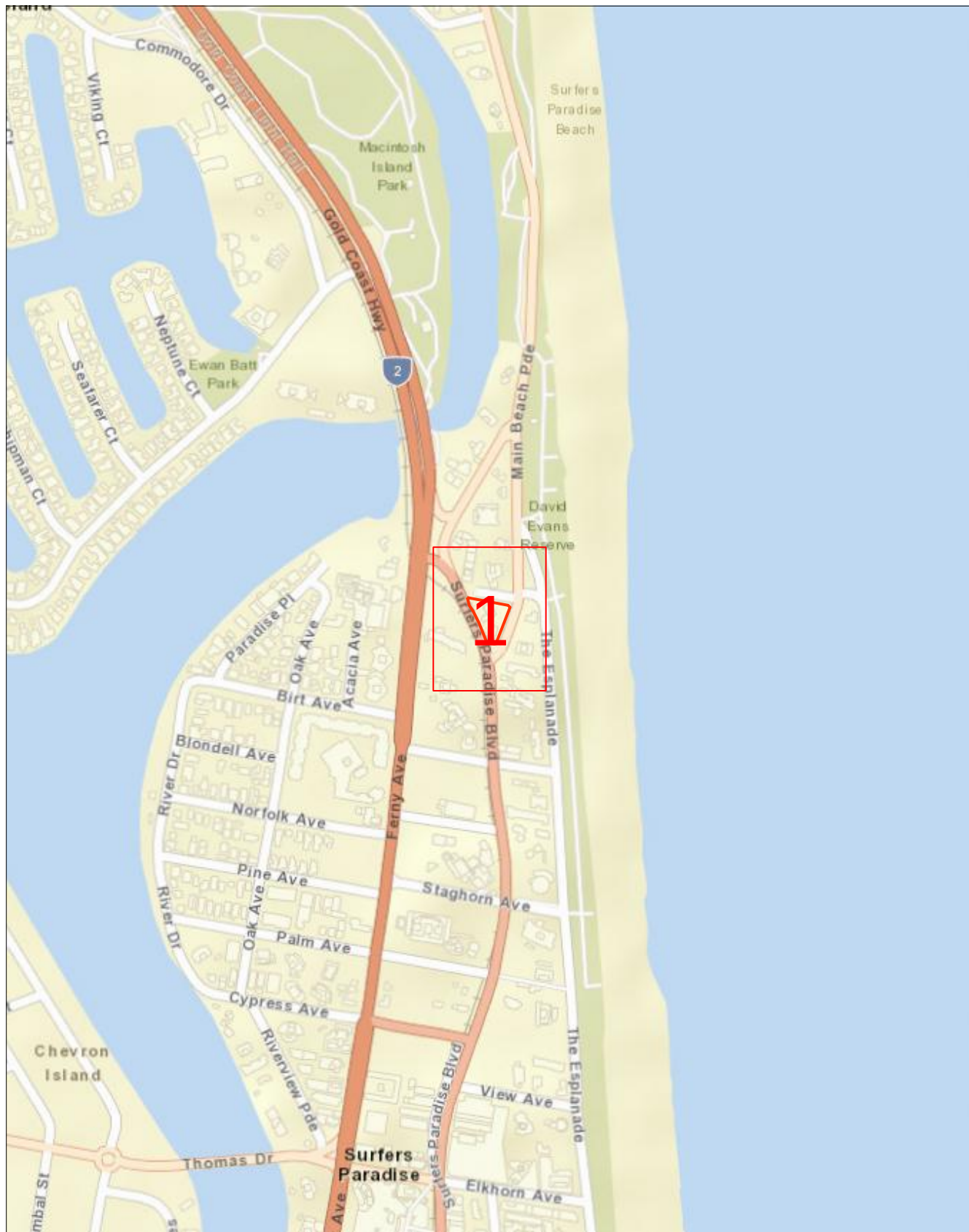
The following rates apply for this service (1 hour minimum charge):

Item	Rate (excl. gst)
Site Watch – Business Hours	\$143.42 per hour
Site Watch – After Hours	\$175.06 per hour
Cancellation Fee	\$286.84
<i>Fee applies where cancelations received after 12pm (midday), 1 business day prior to the booking.</i>	

Contact APA – Before You Dig officer for state specific hours of business.

Site Unit 204 3440 Surfers Paradise Bvd
Address: Surfers Paradise
QLD 4217

Sequence 262731345
Number:



Scale 1: 6000

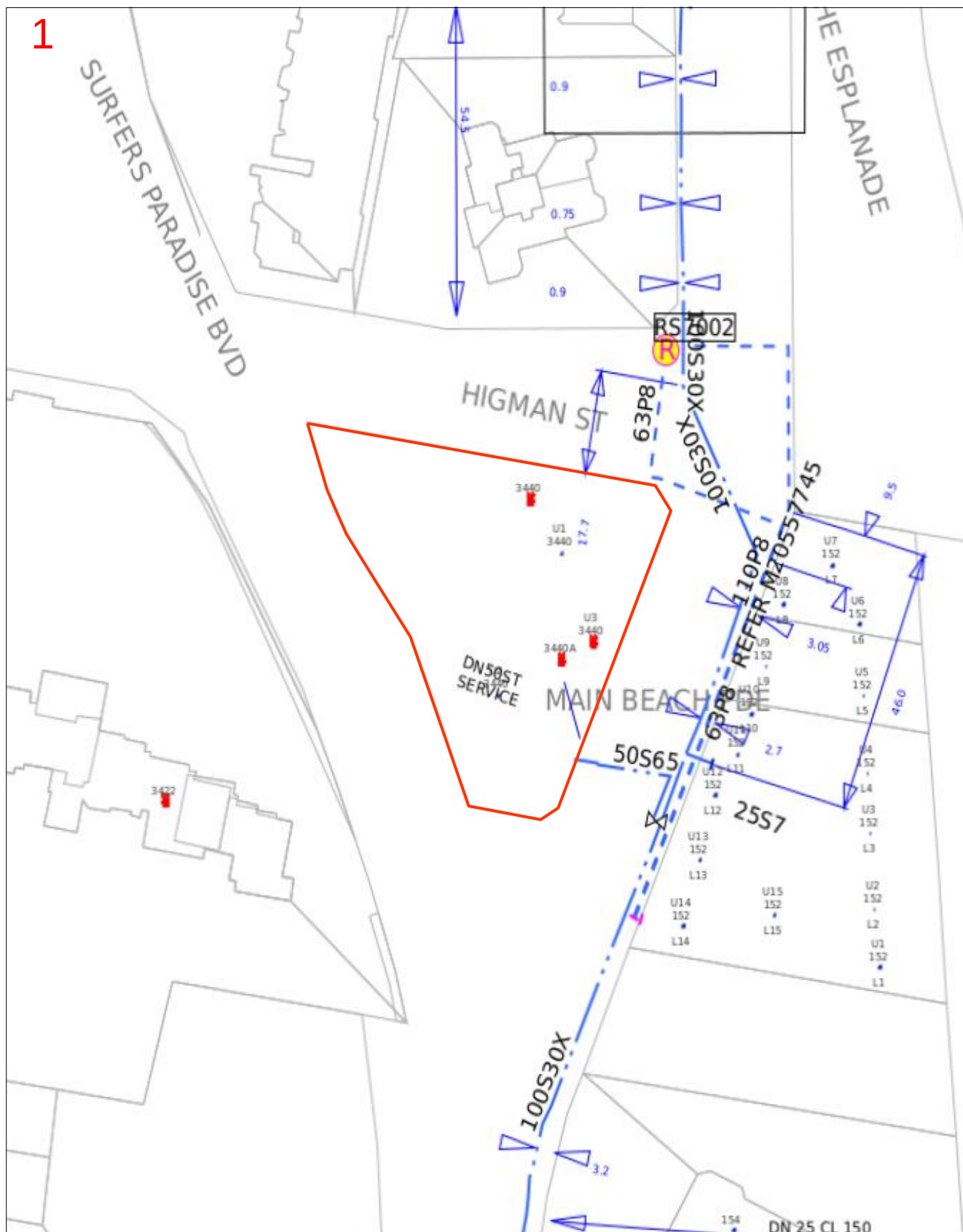
Map Sources: Esri, Garmin, HERE, FAO, NOAA, USGS,
© OpenStreetMap contributors, and the GIS User Community



Enquiry Area

Map Key Area





Scale 1: 700

Map Sources: Esri, Garmin, HERE, FAO, NOAA, USGS,
© OpenStreetMap contributors, and the GIS User Community



Enquiry Area

Map Key Area



Legend

Pipe	Pipe code and material	Object
Low pressure	C* (for example, C2) Cast iron	Valve
Medium pressure	CU Copper	Buried valve
High pressure	N2 Nylon	Regulator
Transmission pressure	P* Polyethylene (PE)	Gas supplied = yes
Critical main (behind pipe)	P3 Polyvinyl chloride (PVC)	CP rectifier terminal
Proposed (pressure by colour)	P6, P7, P9–P12 Medium density PE	CP test station
LPG (pressure by colour)	P2, P4, P8 High density PE	CP anode
Hydrogen blended (pressure by colour)	S* Steel	CP bond wire
Abandoned	W2 Wrought galv iron	Syphon
Idle/inactive	W3 PE coat wrought galv iron	Trace wire point
Sleeve		
Casing (behind pipe)		
Area	Abbreviation	
BYDA area of interest	BoK Back of kerb	FoK Front of kerb
	C Depth of cover	Galv Galvanized
	CP Cathodic protection	NTI Not tied in
Example		
Pipe	Pipe code	
40P6 in 80C2	Pipe diameter in millimetres is shown before pipe code.	This map was created in colour and should be printed in colour
63S8	40P6 = 40 mm nominal diameter	

Important information

- Refer to requirements relating to construction, excavation and other work activities in the **APA Guidelines for Works Near Existing Gas Assets** document with this BYDA response.
- BYDA enquiries are valid for 30 days. If your works commence after 30 days from the date of this response a new enquiry is required to validate location information.
- For some BYDA enquiries, you may receive two (2) responses from APA. Please read both responses carefully as they relate to different assets.
- Gas (inlet) services connecting Gas Assets in the street to the gas meter on the property are not marked on the map. South Australia Only – if a meter box is installed on the property, a sketch of the gas service location may be found inside the gas meter box. APA does not guarantee the accuracy or completeness of these sketches.

Free Gas Pipeline Awareness Training and Information

PROFESSIONALS

APA offers online and in-person toolbox forums to support safe work near underground gas assets. Topics include distribution and transmission pipelines, the permit process, and gas emergencies, with content suited for companies of all sizes. A Continuing Professional Development certificate is available upon completion.

Scan the QR code to register for an online toolbox, or email damageprevention@apa.com.au to request an in-person presentation.

HOMEOWNERS

If you're working near your home's gas pipes stay safe and view APA's video guide '**Working Safely Near Gas Lines: A DIY Homeowner's Guide**' which offers simple tips to avoid damaging gas pipes.

Scan the QR code to view the video, or for more information email damageprevention@apa.com.au



Disclaimer and legal details

- This information is valid for 30 days from the date of this response.
- This information has been generated by an automated system based on the area highlighted in your BYDA request and has not been independently verified.
- Map location information is provided as AS5488-2022 Quality Level D, as such supplied location information is indicative only.
- Whilst APA has taken reasonable steps to ensure that the information supplied is accurate, the information is provided strictly on the condition that no assurance, representation, warranty or guarantee (express or implied) is given by APA in relation to the information (including without limitation quality, accuracy, reliability, completeness, currency, sustainability, or suitability for any particular purpose) except that the information has been disclosed in good faith.
- Any party who undertakes activities in the vicinity of APA operated assets has a legal duty of care that must be observed. This legal obligation requires all parties to adhere to a standard of reasonable care while performing any acts that could foreseeably harm these assets.





Guidelines for Works Near Existing Gas Assets

400-STD-AM-0001

Revision 2

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APPROVAL DATE:	18/08/2023

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DOCUMENT CONTROL & APPROVAL INFORMATION

Summary of Changes

Below is a brief summary of the changes made to the document since the previous issued version.

Revision	Description	Date	Author
0.0	Issue for Use	29.06.2018	Matthew Read
1.0	Issued for Use – document periodic update / major overhaul	01.03.2022	Kahil Parsons
2.0	Removal of incorrect table 2 references to 1. proximity of HV cables 2. Updating separation distances to AS2885.3 BYDA reference update Table 4 Note	16.08.2023	Dale Russell

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It is the responsibility of those with printed copies to ensure that the document is current.

Responsibility

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TERMS OF USE

The “Guidelines for Works Near Existing Gas Assets Standard” is used for APA Networks excavations or third party excavations near APA Network operated assets. This guideline must only be used by the person or entity who received it directly from APA (“You”) to ensure the latest version is used.

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2. This Guidelines document is provided to You to assist in the development of design plans, construction and land use activities.
3. This Guidelines document does not override or supersede APA's Permit to Work (**PTW**) or Excavation policies and procedures.
4. Any proposed works in the vicinity of APA Networks operated assets may also require approval from other utility providers or government agencies. APA Networks has no responsibility for, and makes no representation in relation to, any requirements that may be necessary to obtain such approvals.
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The purpose of this document is to provide guidelines for third parties planning to install new infrastructure or conduct works near existing APA Networks (**APA**) operated assets.

It is intended that this document will be provided to third parties proposing works around existing gas assets for their use during the design and planning phase following initial planning BYDA enquiries. This document does not provide authorisation to undertake the works but provides APA requirements to ensure that any review and acceptance of proposed works is completed as quickly as possible.

1 INTRODUCTION

1.1 Scope of this Document

This document addresses APA's requirements for considering how a third party's proposed works and APA managed works may impact APA Networks operated assets under the following parts:

Part 1 – APA Notification and Authorisation Requirements

Part 2 – Design and Asset Protection Requirements

Part 3 – Construction and Land Use Requirements

Part 4 – Alteration of Existing Gas Assets

APA Networks acts as the asset operator on behalf of entities Australian Gas Networks (**AGN**), Allgas, APA, Origin and Queensland Nitrates (**QNP**) and operates in New South Wales, Northern Territory, Queensland, South Australia and Victoria. The criteria provided in this document only applies to the assets managed by APA Networks on behalf of these companies.

APA also owns and operates natural gas transmission infrastructure on all mainland states and territories of Australia. These assets are operated by a separate APA entity and are out of scope for this document.

A glossary of all terms and abbreviations used in this document is contained in **Section 7**.

A list of all relevant external standards and APA reference documents is contained in **Section 8**.

1.2 Asset Types

APA Networks' operated gas assets include buried pipe, above and below ground stations (e.g. pressure regulation, valves, meters), electrical cables, cathodic protection systems (e.g. test points, anode beds), pits and electrical cabinets. Depending on the gas type and the operating pressure, gas assets are classified as natural gas transmission, natural gas distribution and Liquefied Petroleum Gas (**LPG**) distribution as shown in **Figure 1**.

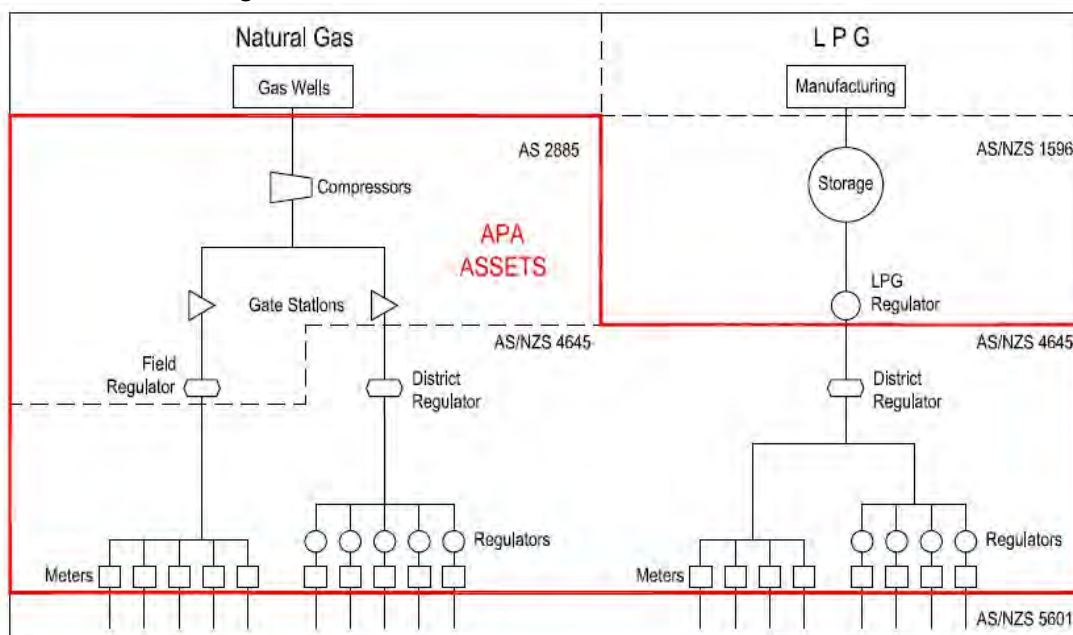


Figure 1 Asset Types and Standards Operated by APA Networks

1.2.1 Natural Gas Transmission

Natural gas transmission pressure assets operate at pressures above 1,050 kPag, and are generally used for transporting large quantities of gas across country. Design, construction and operation of these assets is governed by the AS 2885 suite of Australian Standards (**AS**).

Due to the higher pressure and energy density, there are severe safety, supply and environmental consequences which can result from third party interference. Hence, more stringent requirements and controls are applied to third party works in the vicinity of these assets.

Buried transmission pipelines are constructed from coated steel pipe where the appearance can vary depending on the year of construction, but will generally appear as yellow, black or grey when physically exposed.

1.2.2 Natural Gas Distribution

Natural gas distribution pressure assets operate at pressures below or equal to 1,050 kPag from offtakes of transmission pressure assets, and are generally used to supply consumers such as businesses and homes. Design, construction and operation of these assets is governed by the AS/NZS 4645 suite of Australian Standards.

Due to the lower energy density compared to transmission assets, less stringent requirements and controls are applied to distribution assets. Some distribution assets are deemed critical by APA Networks due to the safety and supply implications that may arise due to a third party strike. These critical distribution assets will be defined on BYDA responses, and some of the controls which are applied to transmission pressure assets (e.g. permit and site watch) will be required.

Buried distribution pressure pipes may be constructed from the following materials and physical appearances when exposed:

- Cast Iron (black);
- Polyethylene (PE) (yellow or black with yellow stripes);
- Steel coated or uncoated (generally yellow, black or grey); and
- Other plastic such as Polyvinyl Chloride (PVC) or nylon (yellow).

Some legacy materials such as cast iron and nylon may require additional protection during construction works due to the unpredictable nature of the materials.

1.2.3 LPG Distribution

LPG distribution pressure assets operate at pressures below 140 kPag from storage compounds and are generally used to supply consumers such as businesses and homes in parts of Queensland, South Australia and Northern Territory. Design, construction and operation of these assets is governed by the AS/NZS 4645 suite of Australian Standards.

Additional safety considerations are required in addition to the requirements for natural gas, as LPG is heavier than air and will pool at the leak point and can accumulate in a trench or excavation.

The same materials used for buried distribution pressure pipes (**Section 1.2.2**) may be used on LPG distribution networks.

1.3 Damage and Emergencies

If you smell gas or damage has occurred, or is suspected, on any gas asset call APA emergency number **1800 GAS LEAK (1800 427 532) or 1800 808 526 for LPG assets.**

Any unreported damage has the potential to escalate and endanger public safety.

Where damage has resulted in a release of gas, you are advised to take the following immediate action:

- Clear the area of all people. Do not under any circumstance re-enter the damage area;
- Where safe to do so, shut off or remove all ignition sources and devices in the area e.g. naked flames, vehicle engines, power tools, mobile phones;
- Do not attempt to stop the flow or repair the damage;
- Allow the gas to vent to air; and
- Once clear of the area, contact the emergency number **1800 427 532 or 1800 808 526 for LPG assets.**

The conditions in this document or as provided by APA Networks are intended to protect the gas assets as well as keep safe any construction crews or general public in the vicinity. Depending on the circumstances, some variation to the conditions in this document may be required or may be provided by an approved APA Networks site watch representative. It is legislated in all jurisdictions that the direction provided by APA is followed.

1.4 General Duty of Care and Responsibility to Obtain Information

Anybody working near a gas asset, or responsible for such work, has a duty of care to exercise caution, to maintain a safe working environment and to meet requirements of all relevant laws and Occupational Health and Safety legislation.

For general enquiries about results from BYDA please contact:

- DBYDNetworksAPA@apa.com.au for Northern Territory, South Australia, Southern New South Wales and Victoria, and;
- PermitsQLD@apa.com.au for Queensland and Northern NSW (incl. Tamworth).

The third party shall make contact with APA through the BYDA process if any clarification is required to determine the approval processes for any proposed land use changes (within the Measurement Length), design works and construction activities within 3 m of a gas asset or within a pipeline easement.

Any works proposed by the third party will only be authorised if APA is satisfied that the works will not affect the integrity of the APA Networks operated assets.

Any person undertaking work near an APA Networks operated asset, or responsible for such work, must ensure that they familiarise themselves with APA requirements.

Working around any gas asset, especially transmission pressure pipelines, without appropriate planning and controls as specified by APA Networks can be extremely dangerous. Damage to a gas asset could result in:

- Possible explosion and fire with the risk of loss of equipment, property, personal injury, and death;
- Loss of gas supply to thousands of customers;
- Substantial repair and gas restoration liability costs to the authority or principal responsible; and,
- Prosecution under the relevant laws governing pipeline and gas safety.

Prior to the commencement of any works within the Protected Zone of transmission pressure or critical gas assets, the Contractor performing the work must receive an Authority to Work Permit (ATWP).

Any works within the Protected Zone of critical assets must comply with any conditions attached to an ATWP and depending upon the nature of the asset and works supported by an approved construction methodology.

Written authorisation in the form of the ATWP must be kept on site at all times, and the holder of the authorisation must comply with all the conditions of the ATWP. The performance of any works near critical APA Networks operated assets without a valid ATWP and full compliance with its conditions will constitute a safety incident and may also result in an infringement notice and associated penalties issued by the regulator of the APA Networks asset.

1.4.1 Additional Transmission Pressure Pipeline Requirements

Where the works proposed by the third party may result in a change in land use within the Measurement Length for a transmission pressure pipeline (as defined in AS/NZS 2885.6 for Pipelines – Gas and Liquid Petroleum), such works may also be subject to formal approval requirements through APA Networks and applicable local and state government planning processes. This may also require a Safety Management Study (**SMS**) Report to be completed and approved by APA Networks. The SMS Report is generated from an SMS workshop involving an SMS facilitator, the third party and APA Networks. APA Networks is the owner of the SMS Report and any resulting recommendations/ actions must be implemented to the satisfaction of APA prior to the commencement of any physical works.

Certain categories of development/ land use change are not appropriate to be located within the Measurement Length of transmission pressure pipelines. In certain circumstances, the otherwise unacceptable risks associated with such developments may be alleviated with the aid of installing protective slabbing over the asset or undertaking other protection and mitigation measures.

2 PROTECTION PROCESS

APA is committed to working cooperatively with third parties to ensure that existing gas assets will be appropriately protected from any proposed works.

The process to be followed for any proposed works is outlined in **Table 1**. This table cross references the relevant section of this document which provides any specific requirements for each gas asset classification. The steps in this table are to be followed in conjunction with the process outlined by BYDA¹, a flow chart is also provided in **APPENDIX A**.

Table 1 Protection Process Summary

Section	Step	Purpose
3	Notification and Authorisation	Identify and locate existing gas assets in the vicinity of any proposed works. Submit BYDA requests to obtain indicative plans of gas assets. Notify APA Networks and obtain approval to verify the exact position by physically proving the position of gas assets at the cost of the third party.
4	Design and Protection Requirements	Review APA Networks design and protection requirements for any proposed infrastructure near gas assets. If acceptable clearance is available in accordance with this section review impact of construction methodology on existing gas assets. If acceptable clearance is not available in accordance with this section and the proposed infrastructure cannot be modified, alteration or protection of the existing gas assets will be required at the cost of the third party.
5	Construction and Land Use Requirements	Review construction methodology for adverse impact to existing gas assets. Some additional protection measures may be required depending on the existing gas assets, the construction methodology and whether land use changes are required. If works meet the requirements of this document, submit work package to APA Networks for review and approval. If approval is given, then undertake works in accordance with APA Networks conditions/ permits. If approval is not given modify work package accordingly. If works do not meet the requirements of this document or APA Networks approval cannot be reached, alteration or protection of the existing gas assets will be required.
6	Alteration	Request alteration of existing gas infrastructure if there is insufficient clearance or construction methods will adversely impact existing gas assets. Alteration of existing gas assets are fully recoverable and may result in delays if not identified early.

2.1 Assessment Information

Throughout the protection process, APA Networks assessment may be required to determine if the proposed works/ installation has sufficient separation or if work can be undertaken with a suitable construction methodology. If APA Networks assessment is required, the following information must be provided to enable an efficient and comprehensive review.

- Due dates or a work program;
- The location / address and extent of proposed works;

¹ BYDA process is available at <https://www.1100.com.au/safety-information/digging-safely/>

- Scope / description of the work impacting APA assets;
- A work package containing detailed design or construction issue drawings with the location of APA assets and the extent of works marked and / or georeferenced. Sufficient details must be provided on the plans to verify locations against APA information, which is typically measured from property boundaries. Plan and cross sectional drawings are typically required, including any proving locations;
- The proposed construction methodology (if available); and
- For critical assets only, a completed permit request form. This form is automatically provided in response to a BYDA enquiry when it is required, with direction for this form included in the BYDA response (refer to **Section 5.2**).

If the information provided is incomplete, or irrelevant information is provided, it may result in a delay of the assessment process and provision of a response. Due to the varying nature of potential works, it is not possible to develop a comprehensive listing of information that will be required for each work type, but the above is provided as a general guideline for what will normally be required.

3 PART 1 - APA NOTIFICATION AND AUTHORISATION REQUIREMENTS

3.1 BYDA Request

The fastest method for obtaining APA Network gas asset locations is to lodge a BYDA request. A response can be expected from APA within two business days, and may include one of three responses as outlined in **APPENDIX A**, depending on the location of the works in relation to existing APA operated gas assets in the vicinity.

For some BYDA requests, APA Networks may provide different responses to different assets affected by the proposed works. In all instances it is the responsibility of the third party to review and follow the direction of all BYDA responses.

The information provided by APA Networks in response to a BYDA request, along with any other plans or subsequent information provided by APA, show only the indicative location of the asset at the time and are a guide only. In most instances it will be necessary to prove the location of all buried assets within the proposed work area.

The following items must be considered when using asset information provided by APA Networks:

- Gas service lines from buried distribution pressure supply mains to consumers may not be shown on plans. Service lines are usually laid at right angles from main to a meter position, except where road conduits are provided; and
- Plans become rapidly outdated and so should be used within 30 days and then destroyed. It is the responsibility of the third party to contact APA Networks to seek the updated or renewal of any information after this time.

APA shall not be liable or responsible for the accuracy of any information supplied.

3.2 Provings and Site Identification

Electronic location (e.g. ground penetrating radar, pipe locators) of gas assets is required to verify the onsite locations and any plans that have been provided.

Physical proving of existing gas assets is required at key locations to verify that the separation and protection criteria provided in this document have been achieved. The location and quantity of provings will depend on the scope of proposed work, but provings will at least be required at infrastructure crossing points or where changes to surface level condition are planned.

Additional verifications are required for works parallel and in close vicinity to existing gas assets. Physical provings at maximum 10 m intervals along straight sections of pipe, along with all bends, branch lines and customer service offtakes to verify asset locations.

Note: Live service offtakes which no longer supply consumers may protrude from the gas asset and are not traceable or identifiable from records.

Note: The maximum physical proving intervals for straight sections of pipe may be adjusted based upon the discretion of APA personnel for extenuating circumstances.

The following items must be considered when proving the location of an existing gas asset:

- Provings must be conducted safely and in accordance with the requirements of **Section 5.5.2**. If damage to a gas asset does occur it should be reported immediately to APA as described in **Section 1.3**.
- Permit and site watch by an APA Networks representative may be required for some proving activities in accordance with **Section 5.2**.

3.3 APA Notification and Authorisation Process

Prior to the third party undertaking any works/ activities or as part of the planning and design phase, the third party shall ensure a BYDA request is submitted. The automated response received from the BYDA system will be tailored based on the criticality of the assets.

For assets operated at distribution pressures and not considered critical mains, a Duty of Care Notice is provided with the BYDA response for the third party to consider. Site watch may be necessary under a duty of care notice where additional protection or other integrity concerns require it.

In the event that works are conducted within the Protected Zone of a transmission pipeline and/ or critical distribution main, these works will require a review approval received from APA prior to commencement of works. Works subject to this requirement are deemed to include, but not limited to, the following activities that fall under **Table 3**;

- Non Destructive Digging (**NDD**);
- Mechanical excavation including trenchless excavation i.e. drilling (boring, horizontal direction drilling (**HDD**), pipeline bursting and tunnelling) for installing infrastructure such as the following;
 - o Roadways, driveways, railways, pavements;
 - o Electrical equipment (cables, overhead transmission lines, telecommunication cable or power poles);
 - o Installation of culverts/ pipes (water, drainage, sewer or reticulation);
 - o Landscaping.

APA will not approve certain activities and structures in the transmission pipeline easement (if applicable), including the following;

- Permanent storage;
- Installation of billboard structures;
- Use and storage for explosives, flammables or corrosives;
- Blasting;
- Structures forming part of any house, house extensions, carports or entertainment areas;
- Dams and other manmade water features. Locations of dams off the pipeline easement/ protected zone must not create run off or drainage towards the pipeline easement;
- Chemically treated effluent coming in contact with the pipeline easement/ protected zone;
- Garbage, sand fill, refuse disposal;
- Airstrips.

The Third Party must submit an enquiry to APA at the earliest possible stage to allow sufficient time for assessment. Submissions should include the following information;

- Land description and map identifying location of the proposed works;
- Types of works to be carried out;
- Intended future use of the land (where relating to change in land use)
- Type and weight of machinery that will be used;
- Any plans or diagrams of the works;
- Timeframe for the works.

The sequence of obtaining APA approval is as follows;

- a) Submit enquiry for Initial Review – The Third Party submits the request prior to works commencing and APA Networks will complete an 'Initial Review'. The third party must not progress any works on site until they receive a response from APA Networks. The two possible outcomes of this stage are a 'No Impact' response or;
- b) Enquiry Escalated for Standard Assessment – The request will be forwarded to APA Networks Field or System Operations personnel for a more detailed appraisal, which may involve contacting the third party, site visits, locating of assets of site, and/or request for additional information. The third party must not progress any work on site until they receive a response from APA Networks. The two possible outcomes of this stage are a 'No Objection under standard conditions' response or;
- c) Enquiry Escalated for Engineering Assessment – The request has been forwarded to the Integrity Third Party Engagement team for additional appraisal and determination of specific conditions. The third party must not progress any works on site until they receive a response from APA Networks. The two possible outcomes of this stage are a 'No Objection under special conditions response' or;

- d) Enquiry Escalated for Alteration – The Integrity Third Party Engagement team triggers the alteration process for this enquiry. The third party will be contacted for additional information and must not progress any work on site until they receive a response from APA Networks.
- e) No Impact – The third party receives a 'No Impact' response and can proceed with the works under appropriate APA Networks requirements e.g. Duty of Care, Authority to Work Permit and/or Site Watch.
- f) No Objection Under Conditions – The third party will receive a No Objection under standard or special conditions response and can progress with the planning of the works under the conditions specified in the response and appropriate APA Networks requirements e.g. Duty of Care, Authority to Work Permit and/or Site Watch.

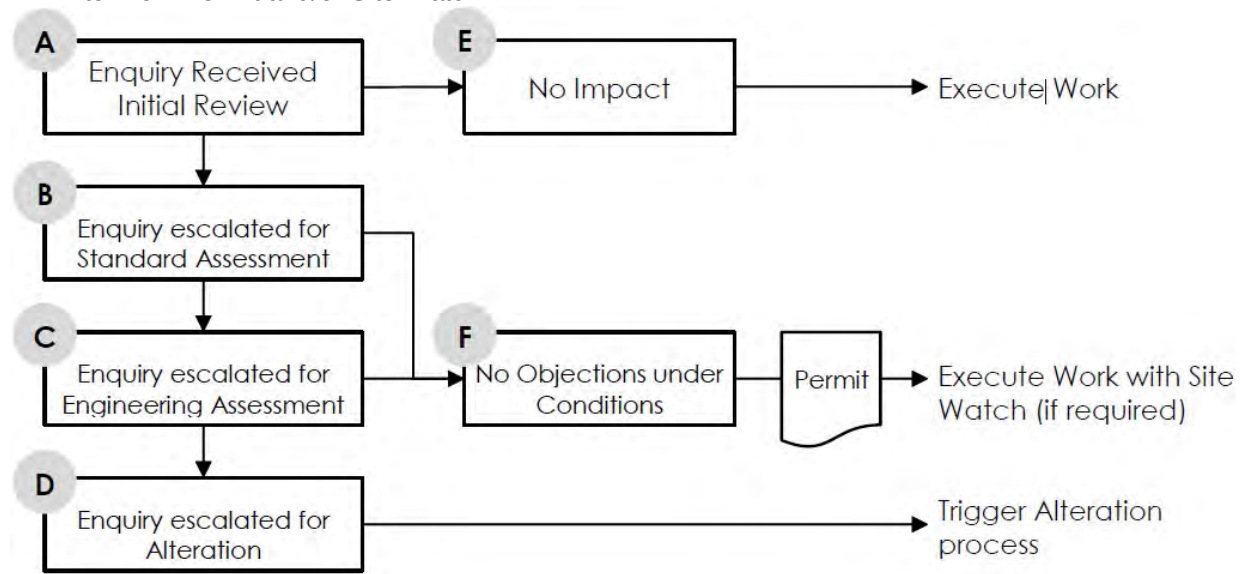


Figure 2 Stages for Third Party Works Authorisation Request

For works around APA Networks transmission pipelines or critical mains the documents take precedence in the following order;

- APA Authority to Work Permit (**ATWP**)
- APA accepted Third Party Construction Drawings
- APA accepted Third Party Construction Methodology
- APA Networks Guidelines for Works Near Existing Gas Assets (this document)
- APA accepted Third Party Safe Work Method Statement (**SWMS**) (if applicable)

3.4 Commercial Agreement and Service Delivery

APA will undertake a review of Third Party Works, as required. At APA's discretion cost recovery for these works may be required. Where APA Networks requires cost recovery a commercial service agreement in the form of a Works Agreement will be required.

Note: Any third party works requiring blasting, seismic and/or tunnelling work near APA Networks operated assets will not be considered "low risk" and cost recovery for detailed review maybe required.

3.5 Decommissioned Gas Assets

Decommissioned gas assets that remain in the ground are not always shown on BYDA plans.

Where unknown assets are identified or suspected on site but are not on APA plans, they must be treated as being live. In this instance, the third party must contact all utility owners and operators in the area of the BYDA and notify them of the findings.

Following review, if APA accepts that it is a decommissioned gas asset, the asset must be treated as per the requirements of this document. APA will take no further action where it is not considered to be a decommissioned gas asset.

In some cases, decommissioned gas assets are required for future use by APA (sometimes noted as “Idle” on APA plans). These assets must be treated as live using the same criteria outlined in this document, and must not be removed or altered without APA’s express written approval.

Where APA confirms there is no future use of a decommissioned gas asset (sometimes noted as “Abandoned” on APA plans), removal of the asset can be undertaken by the third party under the following conditions:

- For assets considered by APA to be decommissioned gas assets, APA must be engaged to verify that the asset is gas free;
- End caps must be permanently sealed, using an APA approved methodology, on any decommissioned sections that are to be left in place to prevent future water ingress into the remaining sections of the decommissioned gas asset;
- An as-built drawing must be submitted by the third party for any section(s) of a decommissioned gas asset removed by the third party or its sub-contractors to ensure BYDA can be updated accordingly; and
- Payment for costs associated with any verification or alteration activities must be provided prior to APA undertaking works.

4 PART 2 - DESIGN AND ASSET PROTECTION REQUIREMENTS

4.1 Standard Clearances

Minimum clearance dimensions outlined in this section must be met to allow for safe future maintainability and protection of existing gas assets. If separation clearances cannot be achieved, APA will review the proposed infrastructure on a case-by-case basis to determine whether a resolution can be achieved before alteration of any existing gas assets is considered. Authorisation of works by APA is still required, regardless of being able to achieve the required separation distances.

Clearances specified in **Table 2** are measured from the closest edges of the existing gas asset to the proposed infrastructure. Depending on the exact nature of proposed infrastructure, additional clearance may be required.

Note: Clearances specified herein are from gas assets, third party utilities may have their own standard separations that exceed APA's minimums specified in **Table 2**.

The future access zone required around a gas asset depends upon a number of factors such as size, operating pressure, depth and soil conditions, but typically this access zone is at least 1000 mm either side and 700 mm below the gas asset. As an aid for design and / or installation, the minimum clearances presented in **Table 2** are provided to allow for safe future access to gas assets. These minimum clearances assume that the asset have been proven and the location verified. There may be circumstances where additional clearances are required.

Table 2 Minimum Clearances

Clearance Type (Note 2, 9)	Minimum Transmission Pressure Asset Clearance	Minimum Distribution Pressure Asset Clearance
Any installation up to 0.6 metres wide which is crossing the gas asset	500 mm Vertical (Note 2)	300 mm Vertical (Note 2)
Any installation over 0.6 metres wide which is crossing the gas asset	500 mm Vertical	300 mm Vertical (Note 2)
Any installation laid by trenchless excavation e.g. HDD, boring, etc.	3000 mm Vertical	600 mm Vertical
	Refer to Section 5.6 for minimum horizontal separation distances	
Any installation laid parallel to a steel gas asset	600 mm Horizontal (Note 2, 3)	
Any installation laid parallel to any gas asset other than steel	N/A	300 mm Horizontal (Note 2, 3)
Trenching separation from edge of gas asset to edge of trench (Note 4)	500 mm Horizontal	300 mm Horizontal
Underground electrical cables laid parallel to any gas asset other than steel	N/A	300 mm Horizontal
Electrical conduits and cables (<11 kV) laid parallel to a steel gas asset	Engineering assessment required (Note 2, 3)	
Electrical conduits and cables (≥ 11 kV) laid parallel to a steel gas asset	(Note 2, 3) Engineering assessment required (Note 7)	

Electrical earthing systems near a steel gas asset	High Voltage: Engineering Assessment Required Low Voltage: 300 mm Horizontal (Note 7)	
Electrical earthing system near any gas asset other than steel	N/A	300 mm Horizontal
Clearance Type (Note 2, 9)	Minimum Transmission Pressure Asset Clearance	Minimum Distribution Pressure Asset Clearance
Undisturbed cover from the top of the gas asset to the underside of trenching or road pavement boxing	500 mm Vertical	300 mm Vertical (Note 1)
Distance from predominant building line	3000 mm Horizontal Where applicable outside pipeline easement	Refer to Section 4.2
Distance from Sensitive Use Locations (Refer Section 7 for Glossary of Terms and Abbreviations)	APA Engineering Assessment Required (Note 8)	N/A
Canopies longer than 15 m parallel to the edge of the gas asset	3000 mm Horizontal (Note 10)	Refer to Table 4 (Note 10)
Any installation that could add excessive loads to the gas asset or restrict access to the gas asset	3000 mm Horizontal (Note 2)	
Any installations that may need require underpinning were APA to expose the gas asset	3000 mm Horizontal	
Any temporary stake, e.g. star picket	300 mm Horizontal	
Electrical poles including street lighting and traffic signals	3000 mm Horizontal Where applicable outside pipeline easement	1000 mm (Note 3, 5, 6, 7)
Fence post, including road safety barriers	3000 mm Horizontal when installed per APA requirements	500 mm Horizontal when installed per APA requirements
Pile or pier	3000 mm Horizontal when installed per APA requirements	500 mm Horizontal when installed per APA requirements
Permanent Heavy Vehicle Loads (Greater than 4.5T)	Refer to Section 4.7 Temporary and Permanent Vehicle Loads	
Tree Root Barrier	3000 mm Horizontal	1000 mm Horizontal Refer to Section 4.3 Landscaping Plans
Separation distances for vegetation	Refer to Section 4.3 Landscaping Plans	

Note 1: For distribution main crossings, where the vertical separation distance is less than 300 mm physical protective slabbing, e.g. HDPE or concrete, shall be installed where the other utility is crossing beneath the APA pipeline/distribution main.

HDPE or concrete, shall be installed where the other utility is crossing above the APA pipeline/distribution main.

No protective slabbing is required for utility crossings greater than 500 mm separation.

Note 2: Structures and large utilities crossing APA Networks operated assets need to be self-supporting so that future repairs or maintenance of the asset can occur as per **Section 4.2 Third Party Assets and Structures**.

Note 3: Horizontal separation includes utility surface access pits, thrust blocks and/ or footings.

Note 4: Additional horizontal separation may be required depending on the extent of the planned works, local soil conditions and trench stability of the existing gas asset. This is particularly relevant where works occur within the angle of repose of the existing gas asset (e.g. parallel trenching that is deeper than the existing gas asset) and may result in undermining.

Note 5: In accordance with 'AS/NZS 4853 – Electrical hazards on metallic pipelines' without further information and APA engineering assessment, no electrical power poles for 66kV or above are permitted within the following separation distances of steel gas assets;

- If the power line has an Overhead Earth Wire (**OHEW**) – 15 m;
- If power line does not have an OHEW – 100 m;

Note 6: Where electrical poles (including street lighting and traffic signals) are proposed which place the gas asset within the no dig zone specified by the electrical authority either of the following shall occur;

- a) The poles shall be designed with deeper foundations to be self-supporting if the gas asset needs to be excavated. Or;
- b) For non-metallic assets relocated into a conduit that extends past the no dig zone.

Note 7: Clearance for electrical cables and earthing systems from steel gas assets must be reviewed in accordance with **Section 4.6 Earthing and Electrical Effects**. Electrical cables, substations and/or earthing systems installed in the vicinity of steel gas assets require an Earth Potential Risk (**EPR**) and Low Frequency Induction (**LFI**) assessment to AS/NZS 4853.

Note 8: Requires a setback distance to stay away from the Measurement Length (refer to **Table 14 Glossary of Terms and Abbreviations**). Alternatively, the setback distance may be reduced if protection slabbing is installed along the Sensitive Use Location where interaction with the Measurement Length occurs. This may also be limited to the development area subject to APA engineering assessment.

Note 9: Pipeline protection needs to be assessed and shown on the design plans with design clearances. This includes recoating, bridge slab or asset strike protection slab.

Note 10: Clearance may be dependent on demonstrating that there is sufficient continuous ventilation.

For construction and land use activities around gas assets the minimum horizontal clearances referenced in **Table 3** must be followed.

Table 3 Minimum Clearances for Construction Works and Land Use Activities

Construction and Land Use Activities	Minimum Horizontal Clearance	
	Transmission Pressure & Critical Distribution Mains	Non-Critical Distribution Pressure Mains
Excavation without APA representative present (Note 1)	3000 mm	N/A
Trenchless Excavation (Note 1)	3000 mm Refer to Section 5.6	1000 mm Refer to Section 5.6
Temporary Heavy Vehicle Traffic (greater than 4.5T)	If the load has not been assessed, maintain a Horizontal separation of 3000 mm. APA engineering assessment must be completed if crossing asset. Refer to Section 4.7 Temporary and Permanent Vehicle Crossings	Refer to Section 4.7 Temporary and Permanent Vehicle Crossings
Installation of Piles, Piers or Poles	Refer to Table 2 and Section 5.7	
Hot Works from Construction Activities	Any hot works within 5000 mm of an open trench containing gas asset or where cover is less than 300 mm. Refer to Section 5.8. (Note 2)	
Compaction	Section 5.10 for Compaction Limits Maximum Compaction Limits	
Vibration Limits	No vibration within 3000 mm of the pipeline and greater distance to comply with Section 5.9	
Blasting, Seismic Survey or the use of Explosives	Approval required for works within 100m. Refer to Section 5.11.	
Lifting over exposed gas asset	Not permitted over the gas asset. Refer to Section 5.12 for Suspended Materials above Gas Assets and No Go Zones for Cranes.	
Clearance of crane outriggers to gas assets	Not permitted within 3000 mm of gas asset. Refer to Section 5.12 for Suspended Materials above Gas Assets and No Go Zones for Cranes.	
Clearance of temporary material from pipeline	Not permitted within 3000 mm of gas assets. Refer to Section 5.13 for Temporary Materials.	

Note 1: Excavation covers NDD, mechanical excavation and trenchless excavation (boring, HDD, pipeline bursting and tunnelling).

Note 2: Horizontal separation distance also applies to any pits or valve covers.

4.2 Third Party Assets and Structures

Structures, including but not limited to buildings, walls, canopies, footings, pile caps or retaining walls, must not transfer any load to or be installed over any gas asset.

The design of any third party asset or structure must take into account future safe access of any gas assets in the vicinity. The proposed third party asset or structure must be installed in a way that prevents the angle of repose from encroaching into the future access zone as specified in **Section 4.1** around the existing gas asset.

Any third party asset or structure installed within proximity to a transmission pipeline or critical distribution pressure main must be designed to be self-supporting and allow for a minimum excavation window 1m on either side of the asset and 700 mm below the edge of the asset, for maintenance of the asset. This self-supporting design information is required to be shown on the construction drawings supported by geotechnical data and calculations. Construction of structures on pipeline easements are not permitted without explicit consent from APA.

Distribution pressure gas mains must be offset from the expected predominant building line at a distance in accordance with **Table 4**. Transmission pressure gas assets shall be per **Table 2**.

Table 4 Minimum Building Offset Distances for Distribution Pressure Gas Mains

Diameter (DN)	MAOP (kPag)			
	≤210	>210 ≤ 420	>420 ≤ 600	>600
≤110	0.5 m	0.5 m	1.0m	3 m
>110 ≤ 160	0.5 m	0.5 m	3 m	5 m
>160	0.5 m	3 m	3 m	8 m

Gas assets may be located underneath curbing or strip footings for road safety barriers for short sections up to 10 m to allow for tapers. The integrity of the gas asset to be located underneath the curbing or strip footing may require inspection, repair, recoating and / or slabbing depending on the existing condition and extent of proposed works.

Posts or poles which are located in road reserve, or otherwise exposed to vehicle impact, must be designed such that there will be no damage to the gas asset in the event of a vehicle impact.

For works in Victoria, consent from the relevant State Minister is required under Section 120 of the *Pipelines Act 2005* (VIC) for the erection of structures or buildings within 3,000 mm of a transmission pressure asset. Ministerial consent must be arranged through Energy Safe Victoria (**ESV**) following review and acceptance of the proposed designs by APA Networks.

4.3 Landscaping Plans

Vegetation may limit line of site, access and passage along an existing gas asset alignment, while the associated roots may damage existing buried pipe, coating or other ancillary equipment (e.g. cables). Above ground gas infrastructure may also be exposed to hazards from falling vegetation and increased fire risk. Additionally, trees and tree roots may limit access to the gas asset in an emergency, during normal operations and when make new connections or modifications.

Landscaping plans which include vegetation should select tree species which do not have vigorous root activity and do not exceed above 5m in height when fully mature when planted within 3m of gas assets. The pre-selection of trees considered suitable for planting within road reserves and near gas assets should also consider interference with, or damage to, other underground and overhead services.

For all landscaping works within 3 m of transmission pressure or critical distribution pressure gas assets the following details must submitted to APA for review and approval prior to planting.

- Tree species – botanical and common name
- Mature tree buttress and canopy diameter
- Mature tree height

- Maximum root ball diameter
- Offset from gas asset
- Method of protection to gas asset

Trees to be planted within 3 m of transmission pressure or critical distribution pressure gas assets, should also adhere to **Table 5** below.

Note: Horizontal separation is measured from pipe edge to edge of mature trunk or mature drip line, whichever is the greater.

Strata cells are not considered an appropriate protection from tree roots. If strata cells are to be installed in the vicinity of existing buried gas assets, the controls identified in **Table 5** must be used for protection.

Table 5 Protection of Distribution Gas Assets from Vegetation

Vegetation Types	Requirements	Horizontal Separation from Pipe Edge to Vegetation			
		Greater than 3 m	1.5 to 3m	1.5 to 0.5 m	<0.5 m
Trees or Large Shrubs	Min. separation of 3 m is required between trees and pipe if no protection methods are utilised.				
Medium and Small Shrubs	Within 1.5 m – 0.5 m protection methods must be utilised.				
Ground cover and grasses	No protection methods required.				
Gas Protection Methods					
	No protection methods required, provided separation limits are followed.				
	Within 3 m, tree species which have mature buttress diameters less than 0.15 m and do not have invasive or deep roots may be accommodated without protection methods after consultation with APA Networks (Note 1). For trees with mature buttress diameters greater than 0.15 m one of the following gas protection methods must be implemented; 1. Lowering or relocation of the gas asset to a minimum of 1.2 m cover. 2. Installation of new gas conduit beyond the structural root zone (SRZ) of the mature tree species for future use. (Note 2) 3. Installation of a root barrier system. System to be 1 m deep or extend 250mm below the gas asset, whichever is the greater.				
	Within 1.5 m installation of a root barriers system is mandatory and gas protection methods are as follows; 1. Installation of a robust root barrier system. System to be 1 m deep or extend 250 mm below the gas asset, whichever is the greater. AND 2. Lowering or relocation of the gas asset to a minimum of 1.2 m cover. OR 3. Installation of new gas conduit beyond the SRZ of the mature tree species for future use. (Note 2)				
	Planting directly over gas assets is not permitted in any location, as it prevents emergency and maintenance access. Tree roots can damage gas asset resulting in gas leaks.				

Note 1: Refers to the minimum 1.5 m structural root zone for a mature buttress diameter less than 0.15 m mandated under AS 4970 – Protection of trees on development sites.

Note 2: Suitable protection method for PE mains only. Conduits to be recorded in Geographic Information System (GIS) for future referencing.

Note 3: On transmission pressure assets vegetation must not limit line of site along the buried gas assets alignment, all signage must remain each in sight of the other.

4.4 Surface Levels and Conditions

Decreases or increases to surface levels must consider depth of cover requirements for gas assets specified in **Table 6**. This is in addition to maintaining a minimum working cover from the top of the gas asset to the underside of trenching or road box out works during construction as specified in **Table 2**. Vehicles must not cross gas assets at covers less than those specified in **Table 6** unless in accordance with **Section 5.10** for Compaction Limits or **Section 4.7** for Temporary and Permanent Vehicle Crossings.

Where existing surfaces are to be modified, finished cover levels are not to be reduced to less than existing levels, unless meeting the minimum requirements of **Table 6**. The requirement for, and the extent of, protective slabbing over any APA Networks operated asset will be determined by APA at its sole discretion with adherence to minimum depth of cover without physical protection as the preference. Depending on the location, local councils and relevant road/ rail authorities may have minimum depth of cover requirements that APA are required to meet which are more stringent than those listed in **Table 6**. Depth of cover requirements for individual consumer offtakes (service connections) are also provided in **Table 7**.

Details of any additional fill proposed to be placed on or within 3 metres of a gas asset, or within any applicable easement, must be clearly shown on plans and must be approved by APA Networks in writing. A maximum depth of cover of 2,500 mm for transmission pressure assets and 2000 mm for distribution assets apply in all locations; however, it is preferred not to exceed 1500 mm for both types of assets.

Table 6 Minimum Depth of Cover Requirements for Pipelines and Mains

Asset Location	Minimum Depth of Cover (Note 3)	
	Transmission Pressure Asset	Distribution Pressure Asset
Under Minor Road Pavement (Note 1)	1,200 mm 1,200 mm to 1,000 mm with physical protection slabbing and APA engineering load assessment	750 mm 750 mm to 600 mm with physical protection slabbing and APA engineering load assessment
Under Major Road Pavement (Note 2)	1,200 mm 1200 mm to 1,000 mm with bridging slabs (Note 4)	1,200 mm 1200 mm to 750 mm with bridging slabs (Note 4)
In Road Reserve but not Under Road Pavement	900 mm 900 mm to 750 mm with protective slabbing contingent upon pipeline location class	750 mm 750 mm to 600 mm with protective slabbing
Not in Road Reserve	900 mm 750 mm with protective slabbing contingent upon pipeline location class	750 mm for > 210 kPa 600 mm for ≤ 210 kPa
Railway Reserve	2000 mm (Note 5)	
Large Open Drain or Major Water Crossing	2000 mm (Note 6)	

Note 1: Minor road pavements typically are owned by local councils.

Note 2: All roads owned by state and federal authorities are major roads. Roads owned by council may be major or minor roads. Covers less than 1200 mm may require dispensation from the relevant road authority.

Note 3: Protective slabbing must be installed where minimum depth of cover requirements cannot be met or are required to meet specific safety requirements. Bridging slabbing for transmission pressure assets may be replaced with protection slabbing following APA engineering assessment.

Note 4: The requirement for bridging slabs can be downgrade to physical protection slabbing where APA engineering assessment is completed and approved.

Note 5: Installation within railway reserve shall be in accordance with both AS 4799 and the respective operating standard for the gas assets i.e. AS 2885 and AS 4645.

Note 6: The minimum depth of cover of 2,000 mm shall consider future scour of the drain or waterway crossing. For man-made drains the depth of cover can be reduced to 1200 mm if sealed (i.e. concreted) and appropriately designed. For transmission pressure assets, waterway crossings shall be designed in accordance with AS 2885.1 – 2018 Clause 5.8.6.2. For all assets, as a minimum the following shall be considered;

- a) A hydrological investigation to determine the stream power under peak stream, watercourse or waterway flows. The investigation shall determine the 1 in 100 year flood and the probable maximum flood and intermediate (optional) flood conditions.
- b) A geotechnical investigation to determine the physical parameters of the crossings, and using the information from the hydrological investigation, the erosion potential. This assessment should also consider the meander potential of the watercourse so that the limits of special construction can be defined.

Table 7 Minimum Depth of Cover Requirements for Customer Offtakes (Services)

Asset Location	Customer Offtake size	
	≤ DN50	> DN50 and ≤ DN110 (Note 1)
Roadway	450 mm	600 mm
Private Property	300 mm	450 mm

Note 1: Customer offtakes (services) with diameters greater than DN110 shall have depth of cover in accordance with **Table 6**.

Changes to surface conditions (e.g. changing from nature strip to road pavement) or which place the gas asset in an inaccessible position (e.g. with excessive cover) may require slabbing, recoating and / or relocation. Changes to surrounding surface levels or conditions must also consider drainage and the potential to result in erosion of cover for gas assets. Additionally, gas fittings such as valves, stopple fittings or flanges must not be located underneath road pavement. An APA Engineering assessment will be required if this is not feasible, refer to **Section 6**.

Where a new hardstand surface is installed on non-metallic distribution pressure mains (e.g. a painted concrete driveway), consideration should be given to including a casing or enveloper pipe to APA requirements for insertion of future gas assets. This will ensure that the new hardstand surface is not modified as part of the future gas installation. Where a casing or enveloper pipe is installed for future insertion works surveyed as-constructed records are to be provided to APA Networks for incorporation into the GIS records.

For transmission pressure gas assets, any landscaping material should be level within the easement or a minimum of 3 m (but preferably 6 m) to each side of the pipeline, to permit excavating equipment to operate without having to destroy the adjacent landscaping.

4.5 Casings Vent Stacks

Casings provide mechanical protection and protection to gas assets from external loadings. Some cased crossings are sealed and fitted with a casing vent stack, which gas leaks are identified via.

The following APA requirements are to be applied for works near casing vent stacks:

- Casing vent stacks cannot be removed unless an alternative arrangement has been approved by APA Networks or they have been assessed as being redundant;
- Unfettered access is to be maintained to casing vent stacks; and
- Minimum distance from casing vent stack discharge point to any electrical installation or overhead structure must be 1000 mm.

4.6 Earthing and Electrical Effects

Steel gas assets are susceptible to adverse effects from electrical sources such as above and below ground cables, substations, transformers, earth rods, cathodic protection systems or electrified tram / train lines.

Without any further information or engineering assessment, earthing systems for distribution ($\geq 11\text{kV}$) and transmission ($\geq 66\text{kV}$) power lines must satisfy the Earth Potential Rise (EPR) Level 1 (Conservative) compliance of AS/NZS 4853 – 2012 Table 4.3 & 4.5 which specifies separation distances from pipe appurtenances (e.g. valves, regulators, isolation joints), access points or earth points (including cathodic protection test points). For the potential hazards to be accepted as low risk on the basis of a Level 1 assessment the separation between a conductive structure or substation and pipeline subject to EPR shall be greater than the values given in **Table 8** below.

Table 8 Separation Distances for Pipeline Subject to EPR from Power Lines (Level 1 Assessment)

Fault Current or Actual Current (A) (Note 2, 3)	Separation Required (m) - Note 1			
	Distribution ($\geq 11\text{kV}$)	Power Line	Transmission ($\geq 66\text{kV}$)	Power Line
	100 $\Omega\cdot\text{m}$	500 $\Omega\cdot\text{m}$	100 $\Omega\cdot\text{m}$	500 $\Omega\cdot\text{m}$
150	40	190	N/A	N/A
300	80	390	N/A	N/A
500	130	660	N/A	N/A
750	200	1,000	N/A	N/A
1,000	270	1,300	60	310
3,000	N/A	N/A	190	940
6,000	N/A	N/A	380	1,900
10,000	N/A	N/A	635	>3,500

Note 1: Earth resistivity of 500 $\Omega\cdot\text{m}$ shall be used for dry sand or rock and 100 $\Omega\cdot\text{m}$ for all other cases.

Note 2: If the fault current is unknown for a distribution power line ($\geq 11\text{kV}$), a fault current of 1000 A shall be used for the first pass assessment.

Note 3: If the transmission power line ($\geq 66\text{kV}$) uses an OHEW, uses values up to 3,000 A (this assumes a current split of 30% of 10 kA). For lines without an OHEW, use values up to 10,000 A for current going down the structure.

Without any further information or engineering assessment, distribution (≥ 11 kV) and transmission (≥ 66 kV) power lines parallel to steel gas assets must satisfy the Low Frequency Induction (**LFI**) Level 1 (Conservative) compliance of AS/NZS 4853 – 2012 Table 4.2 & 4.4 which specifies maximum acceptable power line to pipeline exposure length.

Per AS/NZS 4853 – 2012 the pipeline exposure length (average separation for the parallel section) under LFI conditions shall be less than the values given in **Table 9** below.

Table 9 Exposure Length for Pipeline Subject to LFI from Power Lines (Level 1 Assessment)

Power line to pipeline separation (m)	Exposure Length (m) – Note 1		
	Distribution Power Line (≥ 11 kV) – 100 Ω .m	Transmission Power Line (≥ 66 kV) – 100 Ω .m	
5	180	95	
10	210	110	
20	240	127	
50	310	165	
100	400	210	
200	550	290	
500	950	500	

Note 1: Without soil resistivity data, assessments are to be completed assuming 100 Ω .m. If soil resistivity data is available refer to AS/NZS 4853 – 2012.

Where AS/NZS 4853 Level 1 EPR or LFI requirements cannot be achieved a Level 2 and/or 3 assessment will be required.

The third party must provide to APA detailed plans of any source(s) of earthing and/ or electrical effects proposed to be located in the vicinity of steel gas assets, with an assessment report compliant with AS/NZS 4853 Electrical Hazards on Metallic Pipelines. This assessment report is to determine any effects to existing cathodic protection or induced voltage mitigation systems from these types of installations. The third party must address any relevant requirements and any recommendations and/or actions must be implemented to the satisfaction of APA Networks. All cost association with the study, and implementing its recommendations and/ or actions are to be borne by the third party. The third party must also complete validation testing upon completion of construction and provide all findings/ reports to APA Networks.

Hazards which may arise due to electrical systems located in the vicinity of steel gas assets include the following:

- Accidental contact between gas assets and electrical systems;
- Capacitive coupling;
- Conductive coupling;
- Electromagnetic induction;
- Low Frequency Induction (LFI);
- Earth Potential Rise (EPR), including due to fault current or lightning discharge; and,
- Adverse cathodic protection interference in excess of those allowed under AS 2832.1 or relevant state regulations

4.7 Temporary and Permanent Vehicle Crossings

Vehicle crossings over existing gas assets are limited to light vehicles (Gross Vehicle Mass not greater than 4.5 tonnes unless advised otherwise by APA Networks in writing) on unsealed surfaces or Heavy Vehicles (compliant General Access Vehicles) on established road pavements.

Any proposed new crossings must be assessed and authorised in writing by APA Networks.

A maximum surface pressure of 400 kPa is allowable directly above buried gas assets. However, any surface pressure exceeding this limit or where cover over the gas asset has been reduced from **Table 6** will require an APA Engineering Assessment and approval.

Where soil conditions exhibit poor compaction and load bearing characteristics, such as wet soil conditions, equipment is not permitted to cross the gas asset irrespective of weight without establishing a stable sealed surface or road plates.

Crane footings or bog mats must not be placed where the angle of repose can influence an existing gas asset without express written approval by APA. Where the existing gas asset is within the angle of response, the maximum surface pressure due to the crane must be provided.

5 PART 3 - CONSTRUCTION AND LAND USE REQUIREMENTS

Extreme care should be exercised at all times when working around existing gas assets, as repair works will be fully chargeable and may result in delays to any works. Refer to the duty of care outlined in **Section 1.4** and the requirements of this section when selecting construction methods.

5.1 Land Use Change

Where works proposed by a third party may result in a change in land use within the Measurement Length (as defined in AS/NZS 2885.6 for Pipelines – Gas and Liquid Petroleum) of transmission assets, such works may also be subject to formal approval requirements through APA Networks and applicable local and state government planning processes.

This may also require a Safety Management Study (SMS) report be completed and approved by APA Networks. This SMS report is generated from an SMS workshop involving an independent SMS facilitator, third party and APA Networks. APA Networks is the owner of the SMS report and any resulting recommendation/ actions must be implemented to the satisfaction of APA Networks prior to the commencement of any physical works.

Certain categories of development, such as Sensitive Use Locations (refer to **Table 14 Glossary of Terms and Abbreviations**), are not appropriate to be located with the Measurement Length. In certain circumstances, the otherwise unacceptable risks associated with such developments may be alleviated with the aid of installing protective slabbing over the transmission pipeline or undertaking other protection and mitigation measures.

Sensitive Use Locations near transmission pipelines are designated under AS/NZS 2885.6 and identify land where the consequences of a Failure Event may be increased because it is developed for use by sectors of the community who may be unable to protect themselves from the consequences of a pipeline Failure Event.

Sensitive uses are defined as follows;

- Schools, which includes colleges
- Hospitals and aged care facilities such as nursing homes, elderly people's homes
- Prisons and jails
- Sheltered housing
- Buildings with five or more stories
- Large community and leisure facilities, large open air gatherings
- Day care facilities
- Other potentially difficult to evacuate facilities
- Other structures as defined by relevant local councils.

For further information regarding the SMS process, refer to APA Networks Encroachment and Land Use Change SMS Trigger Procedure, **400-PR-L-0003**.

5.2 Permits and Site Watch

Transmission pressure assets and critical distribution pressure assets, must have a permit issued prior to proposed works in the vicinity of the existing assets, including any proving activities. Following the issue of a permit, a site watch inspector may be required to verify that the activities are carried out appropriately.

Other distribution pressure assets not considered critical will only require site watch as determined by APA Networks.

Where a permit is required, the response provided to the BYDA enquiry will include the relevant forms and process to be followed for submitting a permit request.

While BYDA recommends completing the request two business days prior to undertaking works, this is to ensure that the location information is obtained. This may not allow sufficient time for APA Networks to supply site watch. Further delays may be experienced if the proposed works are significantly complicated, do not meet the requirements of this document or if insufficient information is provided.

It is an offence in all jurisdictions to undertake activities in the vicinity of transmission pipelines without prior authorisation by the operator.

5.3 Coating Surveys and Leakage Surveys

Where proposed works have potential to indirectly damage pipe coating (i.e. due to compaction) or result in a leak of the gas asset (e.g. vibration of cast iron pipes), additional monitoring activities such as Direct Current Voltage Gradient (DCVG) or leakage surveys may be required.

If required, chargeable DCVG surveys will be conducted prior to works to establish any existing coating faults which exist on the gas asset. A subsequent DCVG survey will be conducted at the conclusion of works, and where new faults have developed on the gas asset, repairs shall be made with costs charged to the works owner. Surveys can be conducted prior to finalising road surfaces to avoid costly repairs.

A similar chargeable survey program can be applied where leakage surveys are required. However, additional surveys may be necessary throughout works to ensure work crews do not operate in a gaseous environment once leaks are caused.

5.4 Pipeline Repairs, Recoating and Slabbing

Buried steel assets operated by APA Networks are coated to provide protection from corrosion.

Where the surface conditions above a buried steel pipe are changed which may limit future access to the existing gas asset an assessment of the coating condition will likely be triggered.

The requirement for pipeline recoating is assessed by APA Networks on a case by case basis, based on the proposed works, but will generally be dependent on the following:

- The asset class;
- The existing coating type, age and condition;
- Increase in loading that can bring forward any pipeline anomalies; and,
- Changes limiting access to the existing asset(s), such as the installation of slabbing, road pavement, culverts, embankment ramps or any other feature.

A chargeable coating survey carried out in accordance with **Section 5.3** may be required to assess the condition of the existing gas asset coating.

Recoating and/ or associated slabbing works over any gas asset will be determined by APA Networks Engineering Assessments and any applicable risk assessments (Safety Management Study or Formal Safety Assessment).

Pipeline repairs, recoating and slabbing that form part of any third party commercial agreement will be charged to the third party.

The requirement for, and the extent of, slabbing over any APA Networks operated asset will be determined by APA at its sole discretion and may depend on factors other than only changes in depth of cover discussed in **Section 4.4**. Slabbing may be required for the following reasons:

- Removable protective slab to provide protection from third party mechanical excavation;
- Bridging slab to provide protection from external loadings e.g. insufficient depth of cover combined with vehicle traffic.

Slabbing must be installed with adequate separation from the pipe, which may impact the undisturbed cover requirement, and cannot be installed directly underneath road pavement or at surface level.

Any bridging slab designs prepared by a third party must be accompanied by certification from the registered practising structural engineer (Registered Professional Engineer Queensland (**RPEQ**) required for works in Queensland, and so on as required for other States and Territories) confirming that the design is adequate to prevent pipeline loading.

5.5 Exposure of Buried Gas Assets

5.5.1 General

Excavation works covers Non-Destructive Digging (**NDD**) and mechanical excavation. All such excavations must be completed in accordance with APA's direction.

The Third Party or its Contractor can perform exposure works on APA Networks operated assets via NDD using vacuum excavation and subsequent mechanical excavation works under the following conditions:

- **A current BYDA request is available for the works.**
- An approved Authority to Work Permit (**ATWP**) is issued for works near transmission pipelines or critical mains.
- APA Site Watch Officer is present for works near transmission pipelines or critical mains as outlined on the ATWP.
- The Third Party (or its Contractor) shall ensure they have their own SWMS, Risk Assessment, Environmental Management Plan, Tool Box Talk, Traffic Management and Pre-Start in line with their own corporate policy in place prior to works commencing.
- All underground assets have been identified by surface marking where within or close to the excavation area prior to proceeding with planned proving works (i.e. hand or NDD (e.g. Hydro-Vacuum Excavation). Any non-recorded assets should be identified prior to breaking ground (e.g. excavation or cutting).
- A check for gas leaks has been conducted prior to the commencement of work.
- If the mechanical excavation operator cannot see the spotter (where applicable, APA Site Watch Officer), he or she must stop moving immediately and not resume movement until contact has been established. Spotters must be aware of their surroundings and should never walk into the path of a vehicle, moving equipment or a swinging load. They need to scan the ground to become aware of any trip or fall hazards.
- If excavations are greater than 1.5 m or ground conditions are considered unstable benching/ battering/ shoring must be utilised. Additionally, appropriate ladders/ ramps or steps must be utilised to ensure safe access and egress.
- **Under no circumstances is mechanical equipment to be used within 300 mm of any gas asset.**

5.5.2 Physically Proving Gas Assets

Prior to mechanical excavation of the gas assets, the asset shall be physically proven by NDD or through the use of hand excavation. The method used will vary based on the criticality of the asset. The requirements in **Section 5.5.1** shall be implemented prior to physically proving the gas asset.

Technique 1 – Vacuum Excavation (Critical and Non-Critical Gas Assets)

A vacuum truck can be used to prove and expose the gas asset. Please ensure the requirements detailed in **Section 5.5.3** are adhered to.

Technique 2 – Hand Excavation (Critical and Non-Critical Gas Assets)

If the anticipated depth of cover of the gas asset is less than 1m (measured from the top of pipe) then hand excavation shall be used to expose the gas asset. The use of round edge shovels should be used to avoid damage to the pipe or coating. In the event that the anticipated depth of cover of the gas asset is greater than 1m then mechanical excavation can be undertaken in accordance with the requirements of **Section 5.5.4** but must stop when within 1m of the gas asset (i.e. 1.3m anticipated depth means that 300 mm of cover can be removed by mechanical excavation and the

remainder by hand excavation as described above. The anticipated depth shall be based on the shallowest result from BYDA or pipe locator.

Technique 3 – Hand + Excavation (Non-Critical Gas Assets ONLY)

If the gas asset is deemed non-critical then a combination of hand digging and excavation can be used. This technique requires the third party to hand excavate 300 mm then mechanically excavate the first 150 mm. In this technique the hand excavation shall always lead the mechanical excavation by 150 mm. Once within 300 mm of the gas asset then only hand excavation is allowed.

5.5.3 Hydro-Vacuum Excavation

Where hydro-vacuum excavation is used in the vicinity or to expose existing gas assets, the following conditions must be applied:

- Ensure the general requirements in **Section 5.5.1** are adhered to prior to the works commencing.
- Root cutting heads shall not be used at any time.
- When locating pipelines and mains, a maximum water pressure of 2500 PSI (17200 kPa) may be used to a depth no greater than 450 mm. Below this depth, the maximum water pressure shall be set in accordance with **Table 10** for the asset type in the vicinity.
- When locating customer offtakes (services), a maximum water pressure of 2500 PSI (17200 kPa) may be used to a depth no greater than 300 mm. Below this depth, the maximum water pressure shall be set in accordance with **Table 10** for the asset type in the vicinity.
- Where air is used in place of water the air pressure shall not exceed 175 PSI (1200 kPa).
- A minimum distance of 200 mm shall be maintained between the nozzle tip and subsoil and vertical movements avoided (i.e. nozzle shall not touch or be inserted into soil).
- The wand shall never remain motionless during excavation. Aiming directly at the gas asset shall be avoided at all times.
- NDD vacuum equipment must not come into contact (impact) with the pipe or coating.
- Once a gas asset has been exposed via hydro-vacuum methods, a visual check must be undertaken to ensure no damage has occurred to the pipe or its coating. Damage caused to the pipe coating by the third party will be chargeable.
- A dead man trigger or similar, shall be installed and used on the wand.
- If conduits are to be installed for identification of the gas assets location the conduit shall be offset to one side and recorded or a flexible conduit installed over the gas asset. The placement of PVC pipes directly on the gas asset may cause damage to the pipe coating and require repair at the contractor's expense.
- Vacuum excavated holes shall be cleaned of any rocks and debris and backfilled with a minimum 300 mm of sand.

Personnel operating NDD equipment shall monitor ground conditions to determine and adjust for the lowest water pressure setting and vacuum used to adequately expose the gas asset. The objective shall be to use the lowest possible pressure and vacuum required to adequately excavate in order to minimise risk of coating and/or pipe damage. **Table 10** provides the maximum water pressure to be used for various pipe and coating types.

Table 10 Maximum Water Pressure for Hydro-Vacuum Excavation

Pipe / Coating Type		Max. Water Pressure (PSI)	Pipe / Coating Type	Max. Water Pressure (PSI)
Steel	Coal Tar Enamel Coated	1,000	Steel – Mummified fittings (e.g. valves, flanges)	Not Permitted
	Polyethylene Tape Coated	1,000	Cast Iron	1,000
	Polyethylene Coated	2,000	Polyethylene	2,000
	Trilaminate Coated	2,000	Nylon or PVC	1,500
	FBE or HBE Coated	2,000	Unknown Material or Steel Pipe Coating	1,000
	Uncoated	2,500		

5.5.4 Mechanical Excavation

Prior to commencing any excavation works the general requirements in **Section 5.5.1** must be adhered to.

Where works are to be carried out within 3 m of the gas alignment and to 1 m of the known gas main depth, the contractor is required to pothole and expose the gas asset as outlined in **Section 5.5.5**.

Prior to the mechanical excavation commencing ensure the excavator is in working order and all pre-start equipment checks are completed.

Excavators with general purpose buckets (e.g. mud bucket, general purpose teeth) up to 30 tonnes are permitted to conduct mechanical excavations in the vicinity of existing APA gas assets in accordance with APA requirements. Any variation of excavator size or bucket type will require assessment and approval by APA Networks. Buckets with any type of tiger or penetration teeth are not permitted unless explicitly approved by APA Networks.

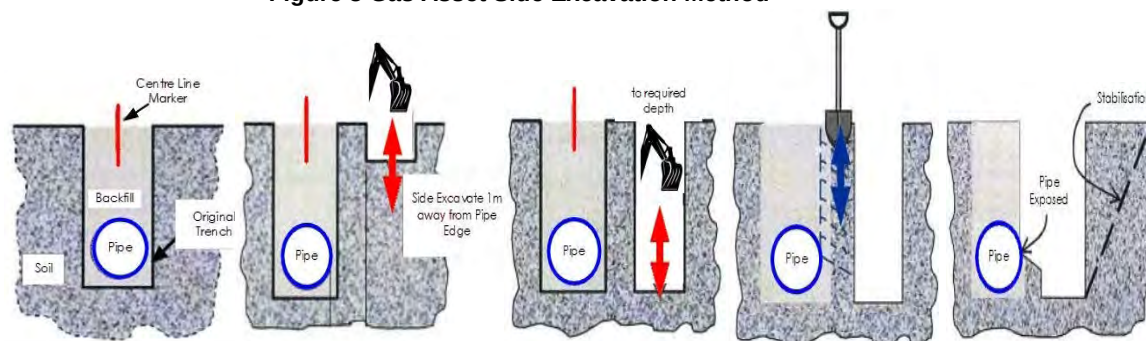
Critical Gas Assets

No mechanical equipment shall be used within 1 m of the potholed depth of the critical gas asset, except under explicit on site direction from an APA representative (i.e. APA Site Watch).

Under no circumstances is mechanical equipment to be used within 300 mm of any gas asset.

Once the gas asset has been positively proven, as outlined in **Section 5.5.2**, mechanical excavations can commence at a minimum of 300 mm offset from the outer edge of the pipe. The third party shall not mechanical excavate directly over a critical gas asset, with hand excavation only directly over the alignment or to expose the asset.

Figure 3 Gas Asset Side Excavation Method



Non-Critical Gas Assets

Mechanical excavation is permitted directly over the top of non-critical gas assets however **under no circumstances is mechanical excavation equipment to be used within 300 mm of any gas asset**. If the third party is in doubt with regards to the criticality of the gas asset, then the excavation method outlined for critical gas assets shall be used.

Prior to the mechanical excavation commencing, the asset shall be physically proved as outlined in **Section 5.5.2**. Once the depth has been physically proven the third party can proceed with excavating around the gas asset until within 300 mm. From this point hand excavation or NDD is required.

5.5.6 Protection During Exposure

Additional protection measures are required where an exposed gas asset may be subject to impact from construction activities, sagging of exposed pipe and trench instability. Any works requiring exposure and protection of the gas asset should have an accompanying methodology and approval by APA Networks.

Physical protection (e.g. structural steel protection, sandbags, wrapped with split PVC pipe) should be installed around the exposed gas asset when exposed, particularly when new infrastructure is planned to be installed crossing below the gas asset. If the gas asset is to be exposed for longer than one day or otherwise left unattended, suitable barricades, security fencing and/ or steel plates will be required to provide protection from vehicles, dropped objects (such as construction materials) or vandalism.

Unsupported exposed pipe lengths require protection from sagging by using suitable supports such as sandbags or slings. Where slings or other support types come into contact with the gas asset, protection methods must be employed (e.g. wrapped with split PVC pipe) to prevent damage to the existing pipe or coating. Exposed unsupported joints must also be identified and supported during works. The maximum allowable length of exposed pipe without support is provided in **Table 11**.

Table 11 Maximum Unsupported Lengths of Exposed Pipe

Table 12 Maximum Unsupported Lengths of Pipe by Type			
Gas Asset Diameter (mm)	Steel Maximum Unsupported Length (mm)	Polyethylene Maximum Unsupported Length (mm)	Other Material Maximum Unsupported Length (mm)
≤20	2,000	1,500	1,500 (Note 1)
>20 & ≤63	2,800	2,000	
>63 & ≤100	3,600	3,000	
>100 & ≤150	4,200		
>150 & ≤250	5,000		
>250	5,700		

Note 1: Particular care should be taken for other materials include cast iron, PVC or nylon due to the unpredictable nature of the joints.

Additional protection and support during trench or bell-hole excavation works to minimise ground instability may also be necessary to protect the integrity of existing gas assets during exposure works. Trenches are to be inspected prior to commencing works each day and monitored by the onsite party responsible for the excavation. APA shall be notified of any condition likely to affect the stability of trench.

Any deep excavations, within 3 m of a gas asset, shall be designed and constructed such that the effects of subsidence, collapse or extreme weather will not affect the gas asset. Any such excavations prepared by a third party must be accompanied by certification from a registered practising engineer (RPEQ required for works in Queensland, and so on as required for other States and Territories) confirming that the design is adequate to protect the gas asset.

5.5.7 Backfill and Reinstatement

Prior to backfilling, a minimum of 150 mm of bedding sand must be placed around all gas assets. Bedding sand shall be in accordance with APA specification **400-SP-L-0002**, which can be provided to third parties upon request. The bedding must be compacted in accordance with **Section 5.10**, including suitable compaction and backfill of the underside of the gas asset to prevent any further vertical movement during subsequent layers above the asset. APA may require geo-fabric installation between different trench reinstatement products to prevent sand migration in which nonwoven fabric is required and needs to extend 1000 mm past either side of the utility crossing.

The bedding material shall be clean, free from all sharp objects, sandbags, clay material, vegetable matter, building debris and disused road paving material to the specification provided by APA. Recycled bedding material and stabilised sand must not be used unless explicitly approved by APA.

The remainder of the excavation shall be backfilled and compacted in accordance with **Section 5.10**, at maximum increments of 300 mm to a density which is similar to the surrounding sub-grade material. Only clean fill material shall be used, preferably the same as the natural soil in the area, and free from ash, weeds and pest plants, salt or any chemicals which could harm the gas assets. Where required, concrete slabbing shall be installed in accordance with **Section 5.4**.

In all circumstances gas warning tape / marker board shall be installed in accordance with the following requirements:

- Gas warning tape installed at 300 mm below finished surface level.
- Gas marker board installed 300 mm above the top of the pipe.

Note, where gas warning tape cannot be installed 300 mm below the finished surface level due to road pavement box out, marker board is to be installed 50 mm below the box out work zone.

In situations where a physical protection slab or bridging slab has been utilised an additional layer of gas marker board must be installed 50 mm above the slabbing.

The excavated area is to be reinstated to the original condition or as approved by APA and the relevant local council, road authority or landowner as applicable. Any marker signs removed during excavation works must also be reinstated in original positions. Additional marker signs may be required at new infrastructure crossings as directed by APA.

5.6 Trenchless Excavation

Trenchless excavation covers horizontal directional drilling (**HDD**), boring, pipe bursting and tunnelling. These activities are considered high risk that require additional controls to prevent damage to existing gas assets. This includes proving the existing gas asset location and depth for all horizontal bores, as well as providing a witness trench to verify that the bore will pass the asset with sufficient separation.

A witness trench must be used in addition to live electronic tracking of the bore head. The witness trench must be prepared to the specification provided in **Table 12**. The progressive measurement of the length of the bore must also be made and plotted along its proposed direction to ensure the bore head has not missed the witness trench. The bore head must be exposed in the witness trench, when the crossing is above the existing gas asset.

For all assets installed via trenchless excavation a vertical separation aligning with the maximum borehole diameter (e.g. reamed diameter) shall be demonstrated. For transmission pressure and distribution pressure assets this vertical separation distance is 1000 mm and 600 mm, respectively.

If the works run parallel to a transmission pressure or critical gas assets a minimum separation distance of 3 m must be maintained. For non-critical gas assets, the minimum separation distance of 1 m must be maintained. For works running parallel to gas assets, proving of the actual location of the gas asset must occur every 4 m.

Note: It is expected that HDD operators working near gas assets hold the national competency RIICCM202 – Identify, location and protect underground service.

Table 12 Minimum Witness Trench Dimensions

Crossing Type	Witness Trench Depth	Witness Trench Dimensions
Crossing Above Existing Gas Asset	To bottom (invert) of gas asset	Witness trench shall be 1000 mm to 2000 mm in front of the gas asset on the approach side.
Crossing Below Existing Gas Asset	To bottom (invert) of gas asset plus 500 mm	Witness trench shall be min. 1500 mm long and 300 mm wide centred on bore centre line.

Dispensation may be considered where detailed long sections are provided for assessment by APA and where depths of existing gas assets or separation to the bore are greater than 2500 mm.

Pipe bursting is not permitted within 1000 mm of an existing gas asset.

5.7 Piles, Piers or Poles

No piling such as pile-driving, sheet-piling or hammer-piling is permitted within 15 m of an existing gas asset unless explicit consent has been provided by APA. In all instances, vertical bored (augured) piles, piers or poles are preferred.

Where installation of piles, piers or poles are proposed between 500 mm and 1000 mm clearance from a gas asset (distribution and transmission pressures, respectively), the area directly below the proposed pile, pier or post location must be excavated to a level equivalent to the bottom (invert) of the existing gas asset, and works started from that depth.

Note: Proving of the gas asset must be completed in accordance with the requirements set out in **Section 5.5.2** prior to the commencement of any works.

Temporary steel plates may also be installed between the gas asset and the proposed pile, pier or post used for vertical bore methods within this clearance to provide extra protection.

Note: Direct vibration monitoring on the gas main may be required depending upon the installation method utilised. Refer to **Section 5.9** for APA Networks vibration limits.

5.8 Hot Works for Construction Activities

Typical hot works include grinding, welding, thermal or oxygen cutting or heating, and other related heat producing or spark-producing operations. Heat sources or hot works must not impact gas assets, taking into consideration that the ground or adjacent structures may also be capable of transmitting heat.

In order to safely undertake hot works, response procedures in the event of fire or flammable gas detection must be prepared and monitoring for flammable gases must be undertaken during works.

APA must approve any hot works where there is less than 300 mm ground cover to buried gas assets, or within 5,000 mm of any exposed gas assets (including any pits or valve covers). A heat shield or barrier may be required to provide protection if it cannot be demonstrated that works can be undertaken without impacting the gas asset.

5.9 Vibration Limits

Significant vibration may arise from activities such as blasting, piling, tunnelling and HDD/boring.

To avoid damage to existing APA Networks operated pipes and coatings, the following vibration limits must not be exceeded at any point on the pipe:

- For cast iron mains: 5 mm/s maximum Peak Particle Velocity (**PPV**) measured on the pipe.
- For steel pipe with a coal tar enamel (**CTE**) coating or with poor coating health: 10 mm/s maximum PPV measured on the pipe.
- For non-coal tar enamel pipe coatings and other pipe materials (i.e. steel, PE, PVC or Nylon): 20 mm/s maximum PPV measured on the pipe.

- d) For blasting, the above vibration limits can be increased if supported by calculations in accordance with Design Guidelines for Buried Steel Pipeline – American Lifelines Alliance American Society of Civil Engineers (**ASCE**) and approved in writing by an APA Networks Integrity Engineer.

Note: Cast iron mains are particularly susceptible to damage by vibration. The PPV limit may not prevent leaks from cast iron and may require additional gas leakage survey activities during works in accordance with **Section 5.3**.

For vibration monitoring adopt an alarm at 80% of the acceptable PPV value and when the alarm is activated, the work must stop and be re-assessed. Short incursions up to 100% are acceptable, for sustained periods of vibration longer than 5 minutes, works must be stopped.

The zone of influence for vibration assessment undertaken by the third party is shown below;

- For compaction, refer to **Table 13**.
- For trenchless excavation (HDD/ boring), refer to **Section 5.6**.
- For piling refer to **Section 5.7**.
- For blasting refer to **Section 5.11**.

5.10 Compaction Limits

Compaction activities such as establishing a base course for a road pavement may result in damage to the pipes and coatings of existing gas assets. Compaction limits in the vicinity of existing gas assets are summarised in **Table 13**.

Table 13 Maximum Compaction Limits

Horizontal Separation (m)	Minimum Cover to Top of Gas Asset (mm)	Compaction Limits
≤3 (Note 1)	300	Small handheld compactor only
	500	Large handheld compactor Maximum 4 tonne tandem drum static roller
	750	Maximum 8 tonne tandem drum static roller
	1200	Maximum 10 tonne tandem drum static roller subject to APA approval
>3 & ≤10	All	Maximum 8 tonne tandem drum vibrating roller
>10 & ≤15	All	Maximum 10 tonne tandem drum vibrating roller
>15	All	Any compaction method

Note 1: Compaction within 3 m of gas assets is limited to static rollers. If vibration compaction is necessary a robust vibration assessment and construction methodology signed off by an RPEQ for works in Queensland, and so on as required for other States and Territories, will need to be produced by the third party for review and approval by an APA Networks Integrity Engineer.

5.11 Blasting / Seismic Survey / Explosives

Blasting, seismic survey or the use of explosives is not permitted within 100 m of a gas asset unless explicit approval is provided by APA Networks. The size and quantity of the explosives to be used will determine how close to the pipeline blasting will be permitted. In all cases, blasting methods must be arranged to limit ground vibrations so that the peak particle velocity does not exceed acceptable limits. At no stages will blasting be permitted within 3 m of the pipeline.

5.12 Suspended Materials above Gas Assets and No Go Zones for Cranes

Where gas assets are exposed, no cranes, excavators or backhoes are permitted to carry or suspend materials directly over or across a gas asset without an APA Networks approved lifting plan and SWMS.

Outriggers must be set up outside a 3 m radius from gas assets unless otherwise approved by APA Networks in writing.

5.13 Temporary Materials

In all instances it is preferred that temporary materials (e.g. soil, shipping containers) are not stored on top of transmission pressure and critical gas assets. Temporary material must not restrict access and should be placed at least 1,500 mm from the alignment of these assets unless otherwise approved by APA Networks.

6 PART 4 - ALTERATION OF EXISTING GAS ASSETS

Where the proposed third party works do not comply with the requirements of this document, and adequate additional controls or a specialised engineering solutions cannot be developed, alteration of the existing gas assets will be required.

Gas asset alterations will only be undertaken under a Recoverable Works Agreement (**RWA**) appropriate to the scope and extent of the works required.

An Early Works Agreement (**EWA**) may also be required where works are proposed which require proving, engineering design activities or purchase of long lead items. This will allow for completion of these items prior to execution of a RWA and avoid delaying works.

If either or both these agreements are required, then APA Networks will enter negotiations with the relevant third party and any costs will be payable by that third party.

7 GLOSSARY OF TERMS AND ABBREVIATIONS

Table 14 Glossary of Terms and Abbreviations

Term/ Abbreviation	Meaning
AGN	Australian Gas Networks
APA	Each entity that forms part of the APA Group
APA Engineering Assessment	Covers technical assessments which may involve field integrity assessments that may or may not include the use of specialist Consultants managed by APA.
APA Networks Operated Assets	APA Networks acts as the asset operator on behalf of entities Australian Gas Networks (AGN), Allgas, APA, Origin and Queensland Nitrates (QNP) and operates in New South Wales, Northern Territory, Queensland, South Australia and Victoria.
APA Permit Issuing Officer	The APA Permit Issuing Officer is responsible for opening the Permit To Work, validating APA Networks assets have been located and being the Site Watch for works within the gas Easement or Protected Zone.
AS	Australian Standard
ASCE	American Society of Civil Engineers
ATWP	Authority to Work Permit
CTE	Coal Tar Enamel
Damage	Physical damage to and interference with APA's assets. Damage includes reducing design life, coating damage, dents, scratches, rupture, cutting of cathodic protection cables. Damage can also include potential impacts that APA pipelines can have on third party assets.
BYDA	Before You Dig Australia (previously known as Dial Before You Dig (DBYD))
DCVG	Direct Current Voltage Gradient
Depth of Cover	Vertical distance from the existing natural ground surface to the top of the buried gas asset
EPR	Earth Potential Rise
ESV	Energy Safe Victoria
EWA	Early Works Agreement

Excavation	Excavation refers to manual digging or mechanised digging operation with plant or equipment which involves trenching and trenchless excavation. Trenchless excavation covers boring, Horizontal Directional Drilling (HDD), pipe bursting and tunnelling.
FBE	Fusion Bonded Epoxy
GIS	Geographic Information System
HBE	High Build Epoxy
HDD	Horizontal Directional Drilling
Hot Works	Hot works are defined as grinding, welding, thermal or oxygen cutting or heating, and other related heat-producing or spark-producing operations. Heat sources or hot works must not impact pipelines, taking into consideration that the ground or adjacent structures may also be capable of transmitting heat.
LFI	Low Frequency Induction
LPG	Liquefied Petroleum Gas
MAOP	Maximum Allowable Operating Pressure
Measurement Length	The maximum length of pipeline route which presents an extended source of hazard on the basis that an event of failure could affect any part of the development or specific location relevant to the development. The maximum length corresponds to the heat radiation hazard associated with a 4.7 kW/m² heat radiation contour for an ignited full bore rupture calculated in accordance with AS/NZS 2885.6. If the pipeline is designed as a no rupture pipe, then the measurement length corresponds to a credible leak size.
NDD	Non-Destructive Digging (NDD) refers to either hand digging or Non-Destructive Pot Holing using a vacuum pipe connected to a vacuum truck with either a water lance or air lance. Hydro-Vacuum Excavation consists of a water lance and vacuum truck and is used to physically prove existing assets.
OHEW	Overhead Earth Wire
PE	Polyethylene
Pipe Bursting	Pipe bursting refers to a pipe being inserted to a larger pipe that results in the larger pipe being damaged. For an example of pipe bursting, refer to the following You-Tube video: https://www.youtube.com/watch?v=HX5beh0ubGY
Pipeline Easement	The pipeline area shown on a survey plan and referenced on the property title.
Predominate Building Line	The expected predominate building line relates to the façade of the building, not necessarily the property boundary.
Protected Zone	A Protected Zone is an area extending both horizontally and longitudinally along a gas asset. It is the area where loads and/or any hot works may potentially cause damage to the gas asset.

	The Protected Zone refers to works near APA Networks gas assets or works within the vicinity of the gas assets that may cause an unacceptable risk to the asset in accordance with Table 2 Minimum Clearances or Table 3 Minimum Clearances for Construction Works and Land Use Activities
PTW	Permit to Work
PPV	Peak Particle Velocity
PVC	Polyvinyl Chloride
QNP	Queensland Nitrates Plant
RPEQ	Registered Profession Engineer Queensland
RWA	Recoverable Works Agreement
Sensitive Use Locations	This is designated as Class “S” as per AS/NZS 2885.6 Pipelines - Gas and liquid petroleum - Pipeline safety management and refers to the sub location class. Sensitive Use Location Class (S) identifies land where the consequences of a FAILURE EVENT may be increased because it is developed for use by sectors of the community who may be unable to protect themselves from the consequences of a pipeline FAILURE EVENT. Sensitive uses are defined as follows: • Schools which includes colleges • Hospitals • Aged care facilities such as nursing homes, elderly people’s homes • Prisons and jails • Convalescent homes • Sheltered housing • Buildings with five or more stories • Large community and leisure facilities, large open air gatherings • Day care facilities • Other potentially difficult to evacuate facilities • Other structures as defined by relevant local councils. The Sensitive Use Location Class “S” must be assigned to any section of a gas transmission pipeline where there is a sensitive development within the applicable Measurement Length.

Site Watch	An APA Site Watch representative can be the Permit Issuing Officer for excavation work within a gas Easement or Protected Zone and is referred to as the primary spotter for excavation works. The secondary spotter is provided by the Contractor. The primary spotter has the ultimate decision regarding works within the gas Easement or Protected Zone which includes the method of excavation, starting and stopping excavation work. The APA Site Watch representative is the nominated competent person responsible for the following; • Making themselves highly visible and everyone on the job site should be aware of the Site Watch's role; • Communication to personnel operating mobile plant and equipment ensuring minimum clearance to above and below ground assets is maintained and the construction methodology is adhered to and complies with APA Networks requirements. Ensuring personnel do not encroach within the swing radius of the operating machinery.
SMS	Safety Management Study
SMWS	Safe Work Method Statement used by APA or Contractors to execute field work. The risks and associated control measures risk assessments should be transferred to SWMS.
SRZ	Structural Root Zone
Structures	Structures refer to third party structures which includes, but is not limited to; temporary or permanent buildings, walls, canopies, footings, pile caps or retaining walls
Third Party	The person or entity and their agents or Contractors that propose to undertake work near APA assets.
Third Party Assets	Third Party Assets include roads, utilities and structures.
Third Party Excavation	Third Party Excavation which is not associated with APA (e.g. road works, utility installation, private development, fencing).
Third Party Works Classification	The Third Party Work Classification as shown in Section 3.3 covers the following three work classifications: 1. No Impact to gas assets 2. No Objection Under Conditions 3. Enquiry Escalated for Alteration
Transmission Pipeline	Gas transmission pipeline which includes all associated equipment such as cathodic protection, earthing grid, instrumentation and electrical cables.
Utilities	Includes water, wastewater, drainage, telecommunications cables, power poles and cables owned by individuals or organisations other than APA Networks.
Voltage	Difference of potential normally between conductors or between conductors and earth as follows: a) Extra-low voltage – Not exceeding 50V a.c. or 120 V ripple-free d.c. b) Low voltage – Exceeding extra-low voltage, but not exceeding 1000 V a.c. or 1500 V d.c.

	c) High voltage – Exceeding low voltage.
Works	The development of any type of buildings, structures and other obstructions (including residential buildings, pools, sheds, carports, major developments, transport infrastructure, services, stockpiles, trees), and any work that causes changes to the ground (including movement of heavy vehicles, blasting, tunnelling, pile driving, ground compaction, earthworks, open and trenchless excavations)

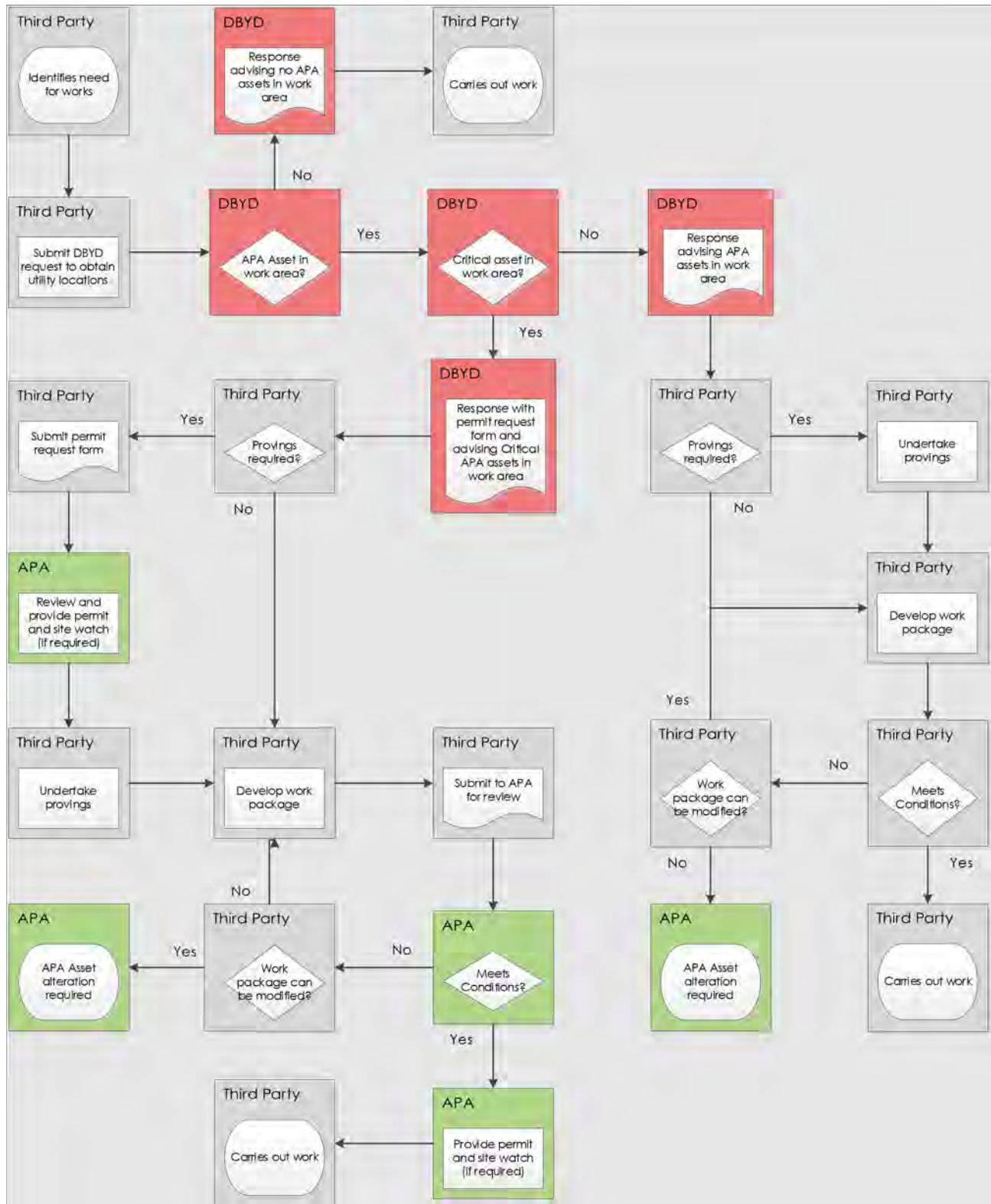
8 DOCUMENT REFERENCES

Table 15 Document References

External Standards	
API RP 1102	Steel Pipeline Crossing Railroads and Highways
AS 2832.1	Cathodic protection of metals: Pipes and cables
AS 2885.0	Pipelines – Gas and liquid petroleum: General requirements
AS/NZS 2885.1	Pipelines – Gas and liquid petroleum: Design and Construction
AS/NZS 2885.2	Pipelines – Gas and liquid petroleum: Welding
AS 2885.3	Pipelines – Gas and liquid petroleum: Operations and Maintenance
AS 2885.5	Pipelines – Gas and liquid petroleum: Field Pressure Testing
AS/NZS 2885.6	Pipelines – Gas and liquid petroleum: Pipeline safety management
AS/NZS 4645.1	Gas Distribution Networks - Network Management
AS/NZS 4645.2	Gas Distribution Networks - Steel Pipe Systems
AS/NZS 4645.3	Gas Distribution Networks - Plastics Pipe Systems
AS 4799	Installation of Underground Utility Services and Pipelines Within Railway Boundaries
AS 4827.1	Coating defect surveys for buried pipelines Part 1: Direct current voltage gradient (DCVG)
AS/NZS 4853	Electrical Hazards on Metallic Pipelines
AS 4970	Protection of trees on development sites
Standard Policies, Procedures, Specifications, Guidelines, Forms and Templates	
400-SP-L-0002	Networks Bedding Material Specification
400-PR-L-0003	Encroachment and Land Use Change SMS Trigger Procedure

APPENDIX A

GENERAL DBYD RESPONSE PROCESS



Referral

262731343

Member Phone

1300 465 326

Responses from this member

Response received Thu 16 Oct 2025 4.56pm

File name	Page
Response Body	57
ASSET 262731343.pdf	58

Attention: **Jared Zak**

Thank you for your Before You Dig (BYDA) enquiry.

Job Number: **51446562**

Sequence Number: **262731343**

Dig Site Location: **Unit 204 3440 Surfers Paradise Bvd Surfers Paradise QLD 4217**

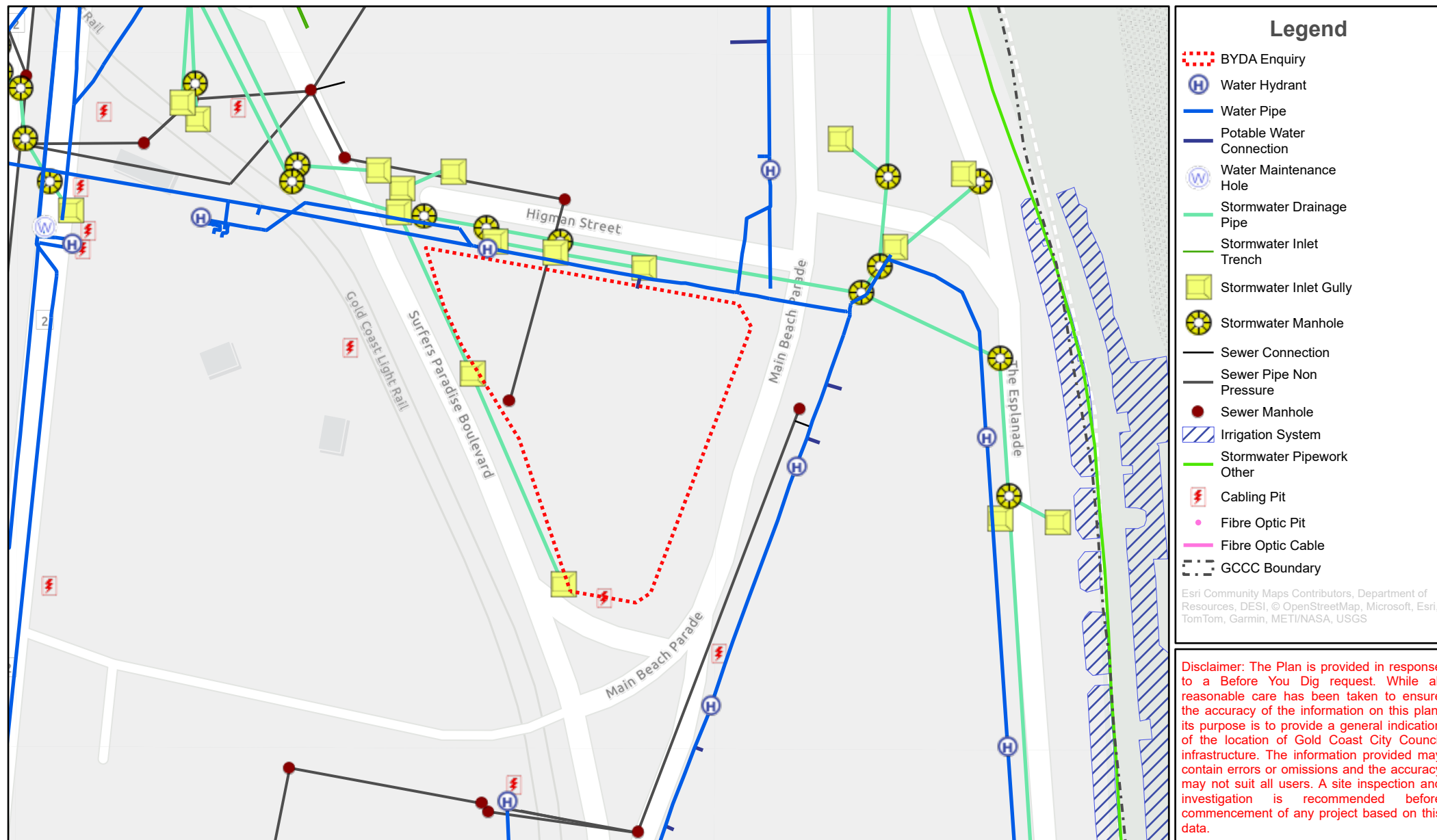
According to our records, your enquiry with the following details **impacts our infrastructure**. Please ensure that you read the attached documents, it contains important information including essential steps that must be undertaken prior to commencing construction activities.

This enquiry is valid for **30 days** from the enquiry date.

If you require further information or assistance with interpretation of plans, please contact **City of Gold Coast** on **1300 465 326**.

This enquiry response, including any associated documentation, has been assessed and compiled from the information detailed within the BYDA enquiry outlined above. Please ensure that the BYDA enquiry details and this response accurately reflect your proposed works.

For more detailed information visit the [City of Gold Coast External Data Portal](#).



Referral
262731344

Member Phone
13 12 53

Responses from this member

Response received Thu 16 Oct 2025 4.57pm

File name	Page
Response Body	60
262731344 - Energex Plan.pdf	63
Energex BYDA Terms and Conditions.pdf	66
Working Near Overhead and Underground Electric Lines.pdf	71

Assets and Planned Assets found Before You Dig Australia (BYDA) Request

Please DO NOT SEND A REPLY to this email as it has been automatically generated and replies are not monitored.

Our search has revealed there is existing and planned Energex Assets within the defined search area.

They are shown on the attached plan.

There is a possibility the planned Assets may have been installed prior to your enquiry.

You:

Jared Zak

BYDA Enquiry No:

262731344

Company:

Dott & Crossitt

Date of Response:

16 Oct 2025

Search Location:

Unit 204 3440 Surfers Paradise Bvd
Surfers Paradise,
QLD 4217

Period of Plan Validity:

4 Weeks

External Comments (if any):

WARNING: When working in the vicinity of Energex's Assets You have a legal Duty of Care that must be observed.

It is important that You note:

1. Immediately report life threatening emergencies to Emergency Services on **000** or to ENERGEX on **13 19 62**.
2. Please read and understand all the information and disclaimers provided - including the Terms and Conditions on the attached pages.
3. We have only searched the area which has been nominated in the request. If this nominated area is not what You require, please resubmit another enquiry with BYDA.
4. Plans provided by ENERGEX are only an indication of the presence of underground assets within the nominated area. Locations provided are approximate and the plans are not suitable for scaling purposes, as exact ground cover and alignments cannot be provided. You must confirm the exact location of underground electrical equipment by use of an electronic cable locator followed by careful, non-mechanical excavation (ie, potholing).
5. Plans provided by ENERGEX do not encompass ENERGEX's overhead Assets.
6. ENERGEX, its servants or agents shall not be liable for any loss or damage caused or occasioned by the use of plans and details supplied pursuant to the BYDA Request and You agree to indemnify ENERGEX against any claim or demand for any such loss or damage to You, Your servants or Your agents.

7. You are responsible for any damage to Assets caused by works pursuant to or in any way connected with this BYDA Request.
8. In addition to Assets marked on attached plan, there could be underground earth conductors, underground substation earth conductors, Multiple Earthed Network (MEN) conductors, Single Wire Earth Return (SWER) Substation Earth Conductors, Air Break Switch (ABS) Earth Mats or Consumer Mains in the vicinity or private underground cables (inc. consumers' mains that may run from ENERGEX mains onto private property) in the vicinity of the nominated work area(s) that are not marked on the plans.
9. Independent underground cable locators can be found via the [Certified Locator website](#) with LV Cable (up to 1kV), HV Cable (1kV-<33kV) & HV cable (33kV and over) displayed.
10. The ENERGEX Before You Dig Australia (BYDA) information map(s) provide the vicinity of underground cable and will not be adequate for conveyancing purposes. A Request for Search (Property Search) can be arranged through ENERGEX.
11. The attached plans are only valid for a period of four weeks from receipt. If excavation does not commence within four weeks, a new plan must be obtained.
12. The ENERGEX BYDA map (named maps.pdf) may contain shaded area(s), indicating the location of planned work(s). Should You find planned works that You believe may affect Your planned work(s), please contact the ENERGEX BYDA team on the details listed below.
13. ENERGEX may contact You to discuss Your proposed excavation in the vicinity of feeders identified on the attached plan(s).
14. Do not access any Assets, for example conduits, cables, pits or cabinets.
15. Your work will need to comply with:
 - [Working near overhead and underground electric lines - Electrical safety code of practice 2020](#)
 - [Managing Electrical Risk in Workplace Electrical Safety Code of Practice \(2013\)](#)
 - [Excavation Work Code of Practice \(2021\)](#)
16. **NOTE:** Where Your proposed work location contains ENERGEX 33kV or greater Underground cables please access the [Energex before you dig Website](#) for more information.

General enquiries (7:00am - 5:30pm Mon to Fri) **13 12 53**
Life threatening emergencies only triple zero (000) or **13 19 62**

To re-submit or change the nominated search area please visit BYDA.com.au

E: custserve@energex.com.au

E: byda@energyg.com.au

ABN: 40 078 849 055



Disclaimer: While reasonable measures have been taken to ensure the accuracy of the information contained in this plan response, neither Energex nor PelicanCorp shall have any liability whatsoever in relation to any loss, damage, cost or expense arising from the use of this plan response or the information contained in it or the completeness or accuracy of such information. Use of such information is subject to and constitutes acceptance of these terms.

If you are unable to launch any of the files for viewing and printing, you may need to download and install free viewing and printing software such as [Adobe Acrobat Reader \(for PDF files\)](#)



BYDA

Sequence: 262731344
Date: 16/10/2025
Scale: 1:1025
Tile No: **OVERVIEW**

CAUTION - HIGH VOLTAGE

LEGEND

- Substation
- Cable Marker
- Pit
- Pole
- Pillar
- LV Cable (up to 1kV)
- HV Cable (1kV - <33kV)
- HV Cable (33kV and over)
- Pit Boundary
- Planned Work Area

AS5488 Category "D" Plan



DISCLAIMER: While reasonable measures have been taken to ensure the accuracy of the information contained in this plan response, neither Energex nor Pelican Corp shall have any liability whatsoever in relation to any loss, damage, cost or expense arising from the use of this plan response or the information contained in it or the completeness or accuracy of such information. Use of such information is subject to and constitutes acceptance of these terms.



BYDA

Sequence: 262731344
Date: 16/10/2025

Scale: 1:500
Tile No: **Tile No: 1**

CAUTION - HIGH
VOLTAGE

LEGEND

- Substation
- Cable Marker
- Pit
- Pole
- Pillar
- LV Cable (up to 1kV)
- HV Cable (1kV - <33kV)
- HV Cable (33kV and over)
- Pit Boundary
- Planned Work Area

AS5488 Category "D" Plan



DISCLAIMER: While reasonable measures have been taken to ensure the accuracy of the information contained in this plan response, neither Energex nor Pelican Corp shall have any liability whatsoever in relation to any loss, damage, cost or expense arising from the use of this plan response or the information contained in it or the completeness or accuracy of such information. Use of such information is subject to and constitutes acceptance of these terms.

All underground cables shall be treated as being energised. Where a cable is located that is not represented on the ENERGEX BYDA map, then ENERGEX shall be contacted immediately.

For Emergency Situations
Please Call 13 19 62



BYDA

Sequence: 262731344
Date: 16/10/2025
Scale: 1:500
Tile No: **Tile No: 2**

**CAUTION - HIGH
VOLTAGE**

LEGEND

- Substation
- Cable Marker
- Pit
- Pole
- Pillar
- LV Cable (up to 1kV)
- HV Cable (1kV - <33kV)
- HV Cable (33kV and over)
- Pit Boundary
- Planned Work Area

AS5488 Category "D" Plan



DISCLAIMER: While reasonable measures have been taken to ensure the accuracy of the information contained in this plan response, neither Energex nor Pelican Corp shall have any liability whatsoever in relation to any loss, damage, cost or expense arising from the use of this plan response or the information contained in it or the completeness or accuracy of such information. Use of such information is subject to and constitutes acceptance of these terms.



Responsibilities – (When Working in the Vicinity of Energex Assets)

Extreme care must be taken during non-mechanical or mechanical excavation as damage to Energex Assets can lead to injury or death of workers or members of the public. Assets include underground cables, conduits and other associated underground Asset used for controlling, generating, supplying, transforming or transmitting electricity.

In accordance with the Electrical Safety Act 2002, a Person Conducting a Business or Undertaking (PCBU) must ensure the person's business or undertaking is conducted in a way that is electrically safe. This includes:

- a) ensuring that all Assets used in the conduct of the person's business or undertaking are electrically safe;
- b) if the person's business or undertaking includes the performance of electrical work, ensuring the electrical safety of all persons and property likely to be affected by the electrical work; and
- c) if the person's business or undertaking includes the performance of work, whether or not electrical work, involving contact with, or being near to, exposed parts, ensuring persons performing the work are electrically safe.

In addition, a PCBU at a workplace must ensure, so far as is reasonably practicable, that no person, Asset or thing at the workplace comes within an unsafe distance of an underground electric line.

Workers and other persons must also take reasonable care for their own and other person's electrical safety. This includes complying, so far as is reasonably able, with any reasonable instructions given by Energex to ensure compliance with the [Electrical Safety Act 2002](#)

General enquiries (7:00am - 5:30pm Mon to Fri) [13 12 53](tel:131253)
Life threatening emergencies only triple zero (000) or [13 19 62](tel:131962)

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E: byda@energyq.com.au

ABN: 40 078 849 055

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The following matters must be considered when working near Energex Assets:

The PCBU must ensure, so far as is reasonably practicable, that no person, Asset or thing at the workplace comes within an unsafe distance of an underground electric line (see section 68 of the [Electrical Safety Regulation 2013](#))

1. It is the responsibility of the architect, consulting engineer, developer and head contractor in the project planning stages to design for minimal impact and protection of Energex Assets.
2. It is the constructor's responsibility to:
 - a) Anticipate and request plans of Energex Assets for a location at a reasonable time before construction begins.
 - b) Visually locate Energex Assets by hand or vacuum excavation where construction activities may damage or interfere with Energex Assets.
 - c) notify Energex if the information provided is found to be not accurate or Assets are found on site that are not recorded on the Energex BYDA plans.
 - d) Read and understand all the information and disclaimers provided.

Note: A constructor may include but not limited to a PCBU, Designer, Project Manager, Installer, Contractor, Electrician, Builder, Engineer or a Civil Contractor

3. Comply with applicable work health and safety and electrical safety codes of practice including but not limited to:
 - a) Working near Assets – [Electrical safety codes of practice 2020](#)
 - b) Managing electrical risk in the workplace – [Managing Electrical Risks in the workplace Code of Practice 2021](#)
 - c) [Excavation work – Code of practice 2021](#)

IMPORTANT NOTES:

- As the alignment and boundaries of roadways with other properties (and roads within roadways) frequently change, the alignments and boundaries contained within Energex plans and maps will frequently differ from present alignments and boundaries "on the ground". Accordingly, in every case where it appears that alignments and boundaries have shifted, or new roadways have been added, the constructor should obtain confirmation of the actual position of Energex cables and pipelines under the roadways. In no case should the constructor rely on statements of third parties in relation to the position of Energex cables and pipelines. It is the applicant's responsibility to accurately locate all services as part of the design and/or prior to excavation.
- Energex does not provide information on private underground installations, including consumers' mains that may run from Energex mains onto private property. Assets located on private property are the responsibility of the owner for identification and location.
- Energex plans are circuit diagrams or pipe indication diagrams only and indicate the presence of Asset in the general vicinity of the geographical area shown. Exact ground cover and alignments cannot be given with any certainty; as such levels can change over time.
- All underground conduits are presumed to contain asbestos. Refer to the:
 - [Electrical safety codes of practice 2020](#)
 - [Model Code of Practice: How to manage and control asbestos in the workplace | Safe Work Australia](#)
 - [How to manage and control asbestos in the workplace code of practice 2021 \(Workplace Health and Safety Queensland \(WHSQ\)\)](#)
 - [How to safely remove asbestos code of practice 2021 \(WHSQ\)](#)
- Plans provided by Energex are not guaranteed to show the presence of above ground Assets.
- In addition to underground cables marked on attached plan there could be underground substation, underground earth conductors, Multiple Earthed Neutral(MEN) conductors, Single Wire Earth Return(SWER), substation Earth Conductors, ABS Earth Mats or Consumer Mains in the vicinity of private underground cables (inc. consumers' mains that may run from Energex mains onto private property) in the vicinity of the nominated work area(s) that are not marked on the plans.
- Being aware of Your obligations including but not limited to [ss 304, 305] Excavation work— underground essential services information under the [Work Health and Safety Regulation 2011](#) , Chapter 6 Construction work, Part 6.3 Duties of person conducting business or undertaking. This includes but is not limited to taking reasonable steps to obtain the current information & providing this information to persons engaged to carry out the excavation work. For further information please refer to: - <http://www.legislation.qld.gov.au/LEGISLTN/SLS/2011/11SL240.pdf>
- Energex plans are designed to be printed in colour and as an A3 Landscape orientation.

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Conditions – (When Working in the Vicinity of Energex Assets)

Records:

The first step before any excavation commences is to obtain records of Energex Assets in the vicinity of the work. For new work, records should be obtained during the planning and design stage. The records provided by Energex must be made available to all construction groups on site. Where Asset information is transferred to plans for the proposed work, care must be exercised to ensure that important detail is not lost in the process.

Plans and or details provided by Energex are current for four weeks from the date of dispatch and should be disposed of by shredding or any other secure disposal method after use. A new BYDA enquiry must be made for proposed works/activities to be undertaken outside of the four-week period.

Energex retains copyright of all plans and details provided in connection with Your request.

Energex plans or other details are provided for the use of the applicant, its servants, or agents, and shall not be used for any unauthorised purpose.

On receipt of BYDA plans and before commencing excavation work or similar activities near Energex's Assets check to see that it relates to the area You have requested and carefully locate this Asset first to avoid damage. If You are unclear about any information contained in the plan, You must contact Energex on the General Enquiries number listed below for further advice.

Energex, its servants or agents shall not be liable for any loss or damage caused or occasioned by the use of plans and or details so supplied to the applicant, its servants and agents, and the applicant agrees to indemnify Energex against any claim or demand for any such loss or damage.

The contractor is responsible for all Asset damages when works commence prior to obtaining Energex plans, or failure to follow agreed instructions, or failure to demonstrate all reasonable measures were taken to prevent the damage once plans were received from Energex.

Energex reserves all rights to recover compensation for loss or damage caused by interference or damage, including consequential loss and damages to its Assets, or other property.

NOTE: Where Your proposed work location contains Energex 33kV or greater Underground cables please access the [Energex BYDA website](#) for more information.

Location of Assets:

Examining the records is not sufficient, as reference points may change from the time of installation. Records must also be physically proven when working in close proximity to them. The exact location of Assets likely to be affected shall be confirmed by use of an electronic cable and pipe locator followed by **careful hand or vacuum excavation to the level of cable protection cover strips or conduits**. When conducting locations, please be aware that **no** unauthorised access is permitted to Energex Assets– including Pits, Low Voltage Disconnection Boxes, Low Voltage Pillars or High Voltage Link Boxes.

Hand or vacuum excavation must be used in advance of excavators. In any case, where any doubt exists with respect to interpretation of cable records, You must contact Energex on the General Enquires number listed below for further advice.

If the constructor is unable to locate Energex underground Assets within 5 metres of nominal plan locations, they must contact the Energex General Enquires number listed below for further advice.

If unknown cables or conduits (i.e. not shown on issued BYDA plans) are located during excavation:

1. Call the ELECTRICITY EMERGENCIES number listed below
2. Treat Assets as if alive, post a person to keep all others clear of the excavation until Energex crew attend to make safe.
3. All work in the vicinity of damaged Asset must cease and the area must be vacated until a clearance to continue work has been obtained from an Energex officer.

General enquiries (7:00am - 5:30pm Mon to Fri) [13 12 53](tel:131253)
Life threatening emergencies only triple zero (000) or [13 19 62](tel:131962)

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E: custserve@energex.com.au

E: byda@energvyq.com.au

ABN: 40 078 849 055



Asset Installation Methods:

Energex Assets are installed with a variety of protection devices including:

1. Clay paving bricks or tiles marked "Electricity" or similar (also unmarked)
2. Concrete or PVC cover slabs
3. PVC, A/C or fibro conduit, fibre reinforced concrete, iron or steel pipe
4. Concrete encased PVC or steel pipe
5. Thin plastic marker tape
6. Large pipes housing multiple ducts
7. Multiple duct systems, including earthenware or concrete 2, 4, and 6-way ducts and shamrocks

Note: Some Assets are known to be buried without covers and may change depth or alignment along the route.

Excavating Near Assets:

For all work within 2.5 m of nominal location, the constructor is required to hand or vacuum excavate (pothole) and expose the Asset, hence proving its exact location before work can commence.

Cable protection cover strips shall not be disturbed. Excavation below these cover strips, or into the surrounding backfill material is not permitted.

Excavating Parallel to Assets:

If construction work is parallel to Energex cables, then hand or vacuum excavation (potholing) at least every 4m is required to establish the location of all cables, hence confirming nominal locations before work can commence. *Generally, there is no restriction to excavations parallel to Energex cables to a depth not exceeding that of the cable.* **Note: Cable depths & alignment may change suddenly.**

Separation from Assets:

Any service(s) must be located at the minimum separation as per the tables below:

Table 1. Minimum Separation Requirements for Underground Services Running Parallel with Energex Assets

(Minimum Separation required in mm)							
Voltage Level	Gas	Communication or TV	Water		Sanitary drainage		Storm Water
			≤DN 200	>DN200	≤DN 200	>DN 200	
LV	250	100	500	*1000	500	1000	500
HV		300					
*Contact Energex/council to obtain specific separation distances							

Table 2. Minimum Separation Requirements for Underground Services Crossing Energex Assets

(Minimum Separation required in mm)					
Voltage Level	Gas	Communication or TV	Water	Sanitary drainage	Storm Water
LV & HV	100	100	300	300	100

Where the above table does not list a separation requirement for a particular underground service then 300mm shall be used.

Excavating Across Assets:

The standard clearance between services shall be maintained as set down in Table 2 above. If the width or depth of the excavation is such that the Asset will be exposed or unsupported, then Energex shall be contacted to determine whether the Assets should be taken out of service, or whether they need to be protected or supported. In no case shall an Asset cover be removed without approval. An Asset cover may only be removed under the supervision of an Energex authorised representative. Protective cover strips when removed must be replaced under Energex supervision. Under no circumstances shall they be omitted to allow separation between Energex Assets and other services.

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Heavy Machinery Operation Over Assets:

Where heavy "Crawler" or "Vibration" type machinery is operated over the top of Assets, a minimum cover of 450 mm to the cable protective cover mains must be maintained using load bearing protection whilst the machinery is in operation. For sensitive cables (i.e. 33 and 110kV fluid and gas filled cables), there may be additional constraints placed on vibration and settlement by Energex.

Directional Boring Near Assets:

When boring parallel to Assets, it is essential that trial holes are carefully hand or vacuum excavated at regular intervals to prove the actual location of the Asset before using boring machinery. Where it is required to bore across the line of Assets, the actual location of the Asset shall first be proven by hand or vacuum excavation. A trench shall be excavated 1m from the side of the Asset where the auger will approach to ensure a minimum clearance of 500mm above and below all LV, 11kV, 33kV & 110/132kV Asset shall be maintained.

Explosives:

Explosives must not be used within 10 metres of Assets, unless an engineering report is provided indicating that no damage will be sustained. Clearances should be obtained from Energex's Planning Engineer for use of explosives in the vicinity of Energex cables.

Damage Reporting:

All damage to Assets must be reported no matter how insignificant the damage appears to be. Even very minor damage to Asset protective coverings can lead to eventual failure of Assets through corrosion of metal sheaths and moisture ingress.

If any Damaged Asset is found:

1. Call the ELECTRICITY EMERGENCIES number listed below
2. Treat Assets as if alive, post a person to keep all others clear of the excavation until Energex crew attend to make safe.
3. All work in the vicinity of damaged Asset must cease and the area must be vacated until a clearance to continue work has been obtained from an Energex officer.

Solutions and Assistance:

If Asset location plans or visual location of Asset by hand or vacuum excavation reveals that the location of Energex Asset is situated wholly or partly where the developer or constructor plans to work, then Energex shall be contacted to assist with Your development of possible engineering solutions.

If Energex relocation or protection works are part of the agreed solution, then payment to Energex for the cost of this work shall be the responsibility of the, PCBU, principal developer or constructor. Energex will provide an estimated quotation for work on receipt of the PCBU's, developer's or constructor's order number before work proceeds.

It will be necessary for the developer or constructor to provide Energex with a written Safe Work Method Statement for all works in the vicinity of or involving Energex Assets. This Safe Work Method Statement should form part of the tendering documentation and work instruction. Refer Interactive Tool on Safe Work Australia site: [Interactive SWMS guidance tool - Overview \(safeworkaustralia.gov.au\)](https://www.safeworkaustralia.gov.au/Interactive-SWMS-guidance-tool-Overview)

Vacuum Excavations (Hydro Vac)

When operating hydro vac equipment to excavate in vicinity of Assets fitted with:

- Nonconductive (neoprene rubber or equivalent) vacuum (suction) hose
- Oscillating nozzle on pressure wand with water pressure adjusted to not exceeding 2000 Pound force per Square Inch (PSI).

Maintain a minimum distance of 200mm between end of pressure wand and underground electrical Assets. DO NOT insert the pressure wand jet directly into subsoil.

Ensure pressure wand is not directly aimed at underground electrical Assets (cables/conduits).

Safety Notices (Underground Work)

It is recommended that You obtain a written Safety Advice from Energex when working close to Energex Assets. For Safety Advice please contact custserve@energex.com.au

Further information on Working Safely around Energex Assets: [Working near powerlines | Energex](#)

Thank You for Your interest in maintaining a safe and secure Electricity Distribution network. Energex welcomes Your feedback on this document via email to byda@energyq.com.au.

General enquiries (7:00am - 5:30pm Mon to Fri) [13 12 53](tel:131253)
Life threatening emergencies only triple zero (000) or [13 19 62](tel:131962)

To re-submit or change the nominated search area please visit [BYDA.com.au](https://www.byda.com.au)

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ABN: 40 078 849 055





Scan to provide feedback

ELECTRICITY ENTITY REQUIREMENTS - WORKING NEAR OVERHEAD AND UNDERGROUND ELECTRIC LINES



Part of Energy Queensland

Purpose: This instruction describes Electricity Entity requirements for working or operating plant near any Electricity Entity Overhead or Underground electric lines.

Scope: This instruction applies to anyone who may be contemplating working or operating plant near any Electricity Entity Overhead or Underground electric lines.

Person responsible for ensuring compliance with this Work Practice:	All EQL employees have responsibility to comply with listed controls.
Measures in place to ensure compliance with the Work Practice:	Team Leaders must provide appropriate supervision and / or assurance in addition to formal assurance activities performed by EQL.
Person(s) responsible for reviewing the Work Practice:	Prior to any task listed on this Work Practice being performed, the contents must be understood by all workers exposed to the hazard on site. (i.e. using HazChat).
Work Practice control and guidance to be reviewed:	All controls for this task must be verified, monitored, and maintained by crews for the duration of works.

Key tools and equipment: N/A

Note:

Prior to works commencing the contents of supporting Work Practices must be understood.

If at any time the control or procedural guidance in this Work Practice cannot be applied or are not suitable, work must cease, and advice must be sought from your leader or a Technical SME before proceeding.

Work Practices may be provided as a means of sharing hazard and control information to EQL contractors. But it is the responsibility of the contractor to provide their own safe system of work (including, consultation, training, instruction, and supervision to reduce risk SFAIRP)

[Table of Contents](#)

1. ABOUT THIS GUIDE

This guide to working near the Electricity Entity network is designed to assist any person working, contemplating work or operating plant near any Electricity Entity overhead or underground electric lines to meet their duties under the Work Health and Safety Act 2011, Electrical Safety Act 2002, Electrical Safety Regulation 2013 and relevant Codes of Practice including Electrical Safety Code of Practice 2020 Working Near Overhead and Underground Electric Lines and help to identify the steps needed to ensure risks are minimised for all who work or are likely to be affected by the work in these situations.

“The Electrical Code of Practice 2020 Working Near Overhead and Under Ground Electric Lines” provides practical advice on ways to manage electrical risk when working near electric lines including the exclusion zones that apply. An electronic copy of this Code of Practice as well as, Electrical Safety Act and Regulation is available at the Queensland Government Electrical Safety Office web site at <https://www.worksafe.qld.gov.au/electricalsafety>. You should obtain a copy and read this material, to enable you to fully understand your obligations, and prospective means of complying with them.

1.1. Who does the Electrical Safety Code of Practice 2020 - Working Near Overhead and Underground Electric Lines and Electricity Entity Requirements apply to?

A person, worker or Person Conducting a Business or Undertaking (PCBU) at a workplace is required to comply with the requirements of Electrical Safety Regulation 2013 Part 5 Overhead and Underground Electric Lines and Electrical Safety Code of Practice 2020 Working Near Overhead and Underground Electric Lines to ensure that no person, plant or thing comes within an unsafe distance (exclusion zone) of an overhead electric line. Compliance with these regulatory requirements is essential to reduce the risk of electric shock and contact with Electricity Entity electric lines and other assets which can have deadly consequences.

Examples of work activities where risk of person, plant or equipment coming near or into contact with overhead electric lines include but are not limited to:

- Pruning or felling trees or vegetation near overhead electric lines, including the service wire into a building.
- Carrying out building work, scaffolding or demolition adjacent to overhead electric lines.
- Painting fascia, replacing roofing, guttering or external cladding near service line point of entry to a building.
- Operating cranes, tip trucks, cane harvesters, elevated work platforms, fork lifts, grain augers, excavators, irrigators, etc near OH electric lines.
- Erecting or maintaining advertising signs or billboards near overhead electric lines.
- Dam or levee bank construction.

Examples of work activities that could involve risk of damage to underground cables or earthing systems include but are not limited to:

- Digging holes, excavating, sawing, trenching, under boring, sinking bore holes, earthworks or laying cables, pipes, etc or driving implements into the ground (e.g. star pickets, fence posts) near where underground cables or earthing systems may be located.

1.2. Are you working or planning to work near overhead or underground electric lines?

Electrical Safety Regulation Section 68 requires that before carrying out any work at a workplace where there is a risk of any person, plant or thing encroaching the exclusion zone of overhead electric lines, the person, worker or PCBU is required to ensure that the potential hazards are identified, a risk assessment conducted and the necessary control measures implemented to minimise electrical safety risks to ensure the safety of all workers and other persons at the workplace. The Electrical Safety Regulation 2013 and Electrical Safety Code of Practice 2020 - Working Near Overhead and Underground Electric Lines detail the Exclusion Zones that must be maintained.

1.2.1 Work near overhead electric lines

Where a risk assessment has been conducted and control measures implemented in accordance with requirement of Electrical Safety Code of Practice 2020 - Working Near Overhead and Underground Electric Lines and Electricity Entity Requirements (this document) and it has identified that exclusion zones from overhead electric lines cannot be maintained, the person, worker or PCBU is then required to contact Electricity Entity and request written Safety Advice (refer Section 1.3 below).

The person, worker or PCBU shall be required to maintain exclusion zones until such times as the Electricity Entity has provided written Safety Advice. A person, worker or PCBU would not be required to contact the Electricity Entity and request a written Safety Advice where their risk assessment and implemented control measures ensure that exclusion zones from overhead electric lines will be maintained throughout performance of work to be undertaken at a particular site.

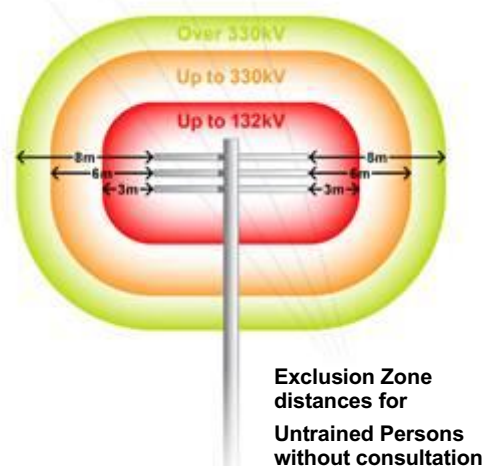
1.2.2 Exclusion Zones

An exclusion zone is a safety envelope around an overhead electric line. No part of a worker, operating plant or vehicle should enter an exclusion zone while the overhead electric line is energised (live).

Exclusion zones keep people, operating plant and vehicles a safe distance from energised overhead lines.

You must keep yourself and anything associated with the work activity out of the exclusion zone (e.g. a safe distance) unless it is not reasonably practicable to do so; and the person conducting a business or undertaking complies with the requirements of Section 68(2) of the Electrical Safety Regulation in relation to:

- conducting a risk assessment.
- implementing control measures
- adhering to any requirements of an Electricity Entity responsible for the line.



Exclusion Zone – Untrained Person (distances in mm)

Nominal phase to phase voltage of electric line	Untrained Person		
	Person	Operating Plant	Operating Vehicles
Insulated LV: Consultation with and verified by AP (Electrical)	No exclusion zone prescribed	1000	300
LV with NO consultation with Electricity Entity	3000	3000	600
LV With consultation with Electricity Entity	1000		
>LV up to 33 kV with NO consultation with Electricity Entity	3000		900
LV up to 33 kV with consultation with Electricity Entity	2000		
>33 kV up to 132 kV	3000		2100
>132 kV up to 220 kV	4500	6000	2900
>220 kV up to 275 kV	5000		

Information extracted from Electrical Safety Regulation 2013 Schedule 2

Exclusion Zone – Instructed Person and Authorised Person (distances in mm)

Nominal phase to phase Voltage of electric line	Instructed Person (IP) & Authorised Person (AP)		
	AP and IP	Operating Plant with Safety Observer or another Safe System of work	Operating of Vehicles
Insulated LV: Consultation with and verified by AP (Electrical)	No exclusion zone prescribed	No exclusion zone prescribed	No exclusion zone prescribed
LV	No exclusion zone prescribed	1000	600
>LV up to 33 kV	700	1200	700
>33 kV up to 50 kV	750	1300	750
>50 kV up to 66 kV	1000	1400	1000
>66 kV up to 110 kV		1800	
>110 up to 132	1200		1200

Information extracted from Electrical Safety Regulation 2013 Schedule 2

1.2.3 Work near underground electrical lines (underground electrical assets)

Before carrying out any earthworks at a location, the person, worker or PCBU is required to ensure that the potential hazards are identified, a risk assessment conducted and the necessary control measures implemented to minimise the risk of damaging identified or unidentified underground electrical assets and to ensure the safety of all workers and other persons at the workplace. The Electrical Safety Regulation 2013 and Electrical Safety Code of Practice 2020 - Working Near Overhead and Underground Electric Lines and Electricity Entity Requirements detail the requirement for work near underground electric lines.

There is no exclusion zone applicable for underground electrical assets – conduits, cables (unless cable is damaged, or conductors or terminations have been exposed) therefore there is **no requirement for a written Safety Advice** to be requested by a person, worker or PCBU, or issued by an electricity entity for work at a site that only involves identified or unidentified underground electrical assets (e.g. does not involved overhead electric lines or other exposed live parts within the work location).

1.3. Obtaining Safety Advice

To obtain written Safety Advice where identified as being required in Section 1.2.1 above, complete and return (by fax or email) the applicable Safety Advice Request Form which is accessible via the electricity entity website link on page 9:

- Energex Form - Application for Safety Advice – Working near Energex exposed live parts
- Ergon Energy Safety Advice Request Form

PROCEDURE / INSTRUCTIONS

On receipt, the Electricity Entity will contact the Applicant to advise date and time to meet at site to provide written Safety Advice. It is advisable to bring to the meeting your copy of the Electrical Safety Code of Practice 2020 Working Near Overhead and Underground Electric Lines (and Before You Dig Australia Plan for location of underground assets where required), as reference to this will be necessary during the meeting. Written Safety Advice and/or other control measures provided by the Electricity Entity may incur a fee.

Failure to adhere to the Electrical Safety Regulation Section 68 requirements and mandatory control measures as documented on written Safety Advice as issued will result in written non-compliance advice being sent to the Electrical Safety Office.

Where this work is required to occur on a regular basis at a workplace, the PCBU may consider arranging to have one or more employees trained and subsequently accredited with the Electricity Entity as Authorised Persons.

1.4. Authorised Person and how to become one?

Under the Electrical Safety Regulation 2013, the exclusion zones for working near or operating plant or vehicles near exposed, low voltage or high voltage electric lines vary depending on whether a person is classed as an “Untrained Person”, “Authorised Person” or “Instructed Person”. An Authorised Person is permitted to carry out work closer to the electric lines than an Untrained Person (refer Electrical Safety Code of Practice 2020 Working Near Overhead and Underground Electric Lines Appendix B Exclusion Zones for Overhead Electric Lines).

To become an Authorised Person, the employer / self-employed person must first satisfy the “person in control” of the electric line, in this case the Electricity Entity, that their Applicants possess the required competencies. They must then apply in writing to Electricity Entity for approval.

Removal or replacement of LV service fuse to permit work on consumers’ mains, installation switchboard, consumer’s terminals or eliminate an exclusion that would exist requires the Electrical Mechanic to hold a current Queensland Electrical Mechanic Licence and perform the work in accordance with their documented safe system of work.

NOTE: It is not permissible to replace a blown LV service fuse(s) after loss of supply to consumer’s installation or to alter Electricity Entity LV aerial services.

1.5. Contacting Electricity Entity for Safety Advice or Authorised Person Enquiries

By phone

- call Electricity Entity on General Enquiries phone number (refer page 3).

By email

- **Energex:** custserve@energex.com.au or authorisedperson@energex.com.au
- **Ergon Energy:** safetyadvice@ergon.com.au

Website

- **Energex:** <https://www.energex.com.au/home/safety/working-near-powerlines>
- **Ergon Energy:** <https://www.ergon.com.au/network/safety/business-safety/the-outdoor-workplace/working-near-powerlines>

2. OVERHEAD ELECTRIC LINES

The following table sets out preparatory work options that may be required to be performed by the Electricity Entity (or electrical contractor where identified as being permitted who is an Authorised Person - Electrical) to assist a person, worker or PCBU in minimising the electrical safety risks of, encroaching within the exclusion zone or contact with electric lines.

Category of work		Description	Costing arrangement
Safety Advice	Base information	Provide Safety Advice	Nil cost to customer
LV Service isolation	1. Isolation carried out by customer's electrical contractor	Isolation of overhead or underground service by removal of the service fuse(s). (Preferred option to isolate supply and eliminate the exclusion zone).	No involvement by the Electricity Entity. May be a cost charged by the customer's electrical contractor.
	2. Isolation carried out by Electricity Entity	Customer requested isolation of overhead or underground service by removal of the service fuse(s); or Customer requested physical disconnection and reconnection of overhead or underground service.	Cost to customer.
Insulation integrity verification	3. Verification of insulation integrity to reduce exclusion zone to no exclusion zone prescribed e.g. no contact permitted	Verification of insulation integrity to classify as insulated service – Insulation integrity can only be verified at the time of inspection – visual inspection is required before confirmation in all cases. When service insulation integrity verified - no exclusion zone prescribed e.g. no contact permitted.	Cost to customer.
Service replacement	4. Open wire service, service fuse(s) at house/building	Replacement of service with new XLPE service cable and service fuse(s) installed at origin (pole end) of service to allow isolation of service. Insulation integrity can be verified for new XLPE services at the time of installation – visual inspection is required before confirmation.	Nil cost to customer for service replacement. Customer responsible for necessary installation, Mains Connection Box and service support bracket upgrade and associated costs if required.
		Service installations where: a. the consumer's mains cannot be insulated and an exclusion zone must be maintained, and b. the service cannot be isolated at the service fuse. Service to be isolated by breaking the service cable connection to the LV mains at the pole. Service fuse(s) to be installed at origin (pole end) of service prior to reconnection.	Nil cost to customer for first disconnection and reconnection. Cost to customer for subsequent requests.

Category of work		Description	Costing arrangement
	5. All other service replacements	Customer requested replacement of existing service with new XLPE service cable to classify as insulated service, in lieu of isolation, to allow work close (no exclusion zone prescribed e.g. no contact permitted). Service fuse(s) to be installed at origin (pole end) of service.	Cost to customer for service replacement. Customer responsible for necessary installation, Mains Connection Box and service support bracket upgrade and associated costs if required.
Tiger Tails	6. Installation of Tiger Tails (for visual indication only – not for providing electrical insulation of LV mains)	Customer requested coverage of LV mains for visual indication only (not permitted on HV mains). The Entity may also fit tiger tails to LV service line for visual indication only.	Cost to customer.
Aerial Markers	7. Installation of aerial marker flags or balls (for visual indication only)	Customer requested temporary or permanent installation of appropriate aerial marker devices on LV or HV mains.	Cost to customer.
Switching	8. Customer requested switching	Customer requested switching to allow customer/contractor to work close (no exclusion zone prescribed e.g. no contact permitted).	Cost to customer.

2.1. Isolation of supply to customer installation to eliminate exclusion zone around LV service line

An Electrical Mechanic (holding current Queensland Licence) working on behalf of an electrical contractor and accredited with the Electricity Entity as an Authorised Person (Electrical) is permitted to remove and replace LV service fuse(s) when isolation of customer LV service line is required to eliminate the exclusion zone around the LV service line, or to work on the customer's mains and/or switchboard. Isolation of the customer's LV service line by an Authorised Person (Electrical) is only permitted at an underground service pillar or service pole by removing a fuse wedge(s) from a service line, in accordance with Electricity Industry practices e.g. from ground level using appropriate insulated tools, PPE and insulating mats. In those situations where the service fuse/circuit breaker is not located at supply end of the LV service, contact the Electricity Entity to arrange for Safety Advice where elimination of exclusion zone around LV service line is required.

Any controls used by the Authorised Person (Electrical) to identify and confirm isolation and ensure supply to the customer's installation is not inadvertently re-energised shall comply with Electrical Safety Regulation 2013 Section 14 and 15 requirements.

NOTE: The Authorised Person (Electrical) will not be permitted to replace a blown LV service fuse(s) after loss of supply to a customer's installation or to alter the Electricity Entity overhead LV services. The low voltage pole top service fuse shall only be removed by use of an approved, in test, insulated telescopic pole device while standing at ground level and wearing class 00 insulating gloves. At no time is it permissible for an Authorised Person (Electrical) to climb or work aloft on the Electricity Entity's poles or assets unless approved by the Electricity Entity.

2.2. Operating Plant

It can be extremely difficult for operating plant operators to see overhead lines and to judge distances from them. Contact with overhead lines can pose a risk of grounding live conductors and electrocution.

In many cases the likelihood of damage or injury can be reduced by setting up and operating the machinery well clear of overhead electric lines.

PROCEDURE / INSTRUCTIONS

In situations where operating plant is operated by an Authorised Person or Instructed Person without a Safety Observer or another safe system, the exclusion zone requirements (refer Section 1) for an Untrained Person applies (refer Electrical Safety Regulation 2013 Schedule 2 or Electrical Safety Code of Practice 2020 Working Near Overhead and Underground Electric Lines).

For an Authorised or Instructed Person and their Operating Plant to approach overhead electric lines closer than the exclusion zone distances for an Untrained Person, a Safety Observer or another safe system shall be used. Refer to the Electrical Safety Regulation 2013 and the Electrical Safety Code of Practice 2020 - Working Near Overhead and Underground Electric Lines for exclusion zone distances for Authorised and Instructed Persons operating plant with a Safety Observer or another safe system.

Where a Safety Observer is used, the Safety Observer shall:

- Be trained to perform the role.
- Not be required to carry out any other duties at the time, and
- Not be required to observe more than one item of plant operating at a time, and
- Attend all times when the item of plant is operating.

Other control measures for operating plant may include, but are not restricted to:

- Constructing physical barriers or height warning indicators either side of the overhead electric line that are lower than the maximum travel height permissible without encroaching within the exclusion zone of the overhead electric line.
- Applying appropriate signage at least 8 to 10 m either side of overhead electric lines.
- Arrange for visual indicators such as Tiger Tails or aerial markers to fitted to the overhead electric lines – only erected by the Electricity Entity (tiger tails are only permitted on LV mains).
- Ground barriers, where appropriate.
- Informing workers of required work practices.
- Ensuring operators are aware of the height and reach of their machinery in both stowed and working positions.
- Lowering all machinery to the transport position when relocating.
- Providing workers with maps or diagrams showing the location of underground and overhead electric lines, and
- Where possible, directing work away from overhead electric lines not towards them.



2.3. Scaffolding Requirements

The following information provided is for guidance only and shall be read in conjunction with the Electrical Safety Regulation 2013, Electrical Safety Code of Practice 2020 - Working Near Overhead and Underground Electric Lines and AS/NZS 4576:1995: Guidelines for Scaffolding.

Requirements shall be complied with where scaffolding is required to be erected within 4 m of nearby overhead electric lines:

- The scaffolding shall not be erected before contacting and obtaining Safety Advice from the Electricity Entity.
- Erection of scaffolding to comply with requirements of AS/NZS 4576:1995: Guidelines for Scaffolding.

The scaffolding can be either:

- nonconductive material scaffolding; or

PROCEDURE / INSTRUCTIONS

- metallic scaffolding with solid nonconductive barriers (with no gaps, holes or cuts) securely fixed to the outside and/or top of the scaffolding to prevent encroachment within exclusion zones or contact with the energised mains.

Where scaffolding is erected within 3 m of nearby overhead electric lines:

- It shall be fitted with fully enclosed non-conductive solid barriers to prevent encroachment within exclusion zones or contact with the energised mains fully enclosed.
- The person required to erect and/or disassemble scaffolding as well as the required solid barrier affixed to the scaffolding should be an Authorised Person (approved in writing by the Electricity Entity - refer requirements of Section 1.4 of this Reference).
- A Safety Observer shall be used during performance of this work where there is a risk of encroachment within 3 m of nearby energised overhead electric lines for voltages up to 33 kV. Additional requirements may apply for voltage levels above 33 kV, contact the Electricity Entity for consultation.
- Alternatively, consideration should be given to the de-energisation of the nearby electric lines where possible for the duration of this work. Additional requirements may apply for voltage levels above 33 kV, contact the Electricity Entity for consultation.
- Comply with the horizontal and vertical statutory clearances from overhead electric lines as set out in Electrical Safety Regulation 2013 Schedule 4.
- Persons are not permitted to go outside of or climb on top of the solid barrier fixed on the outside and/or top of the scaffolding.

Where an insulated low voltage service line passes through the scaffolding, it should either be de-energised for duration of work or be fully enclosed by non-conductive material (e.g. form ply).

Minimum statutory clearances from nearby overhead electric lines for scaffolding erected with barriers affixed.

Voltage Level	Horizontal Distance "A" (in metres)	Vertical Distance "B" (in metres)
Low voltage conductors (uninsulated)	1.5m	2.7m
Low voltage conductors (insulated) – these distances can only be applied after the integrity of the insulation has been verified by the Electricity Entity	0.3m	0.6m
Above LV and up to 33 kV (uninsulated)	1.5m	3.0m
Above LV and up to 33 kV (insulated)	Contact Electricity Entity for consultation.	
Above 33 kV (uninsulated)	Additional requirements may apply for voltage levels above 33 kV, contact the Electricity Entity for consultation.	

NOTE: Dimension's "A" and "B" is between the scaffolding and the closest conductor of the overhead electric line. Dimension B is also taken from the lowest part of the mid span sag adjacent to the scaffolding.

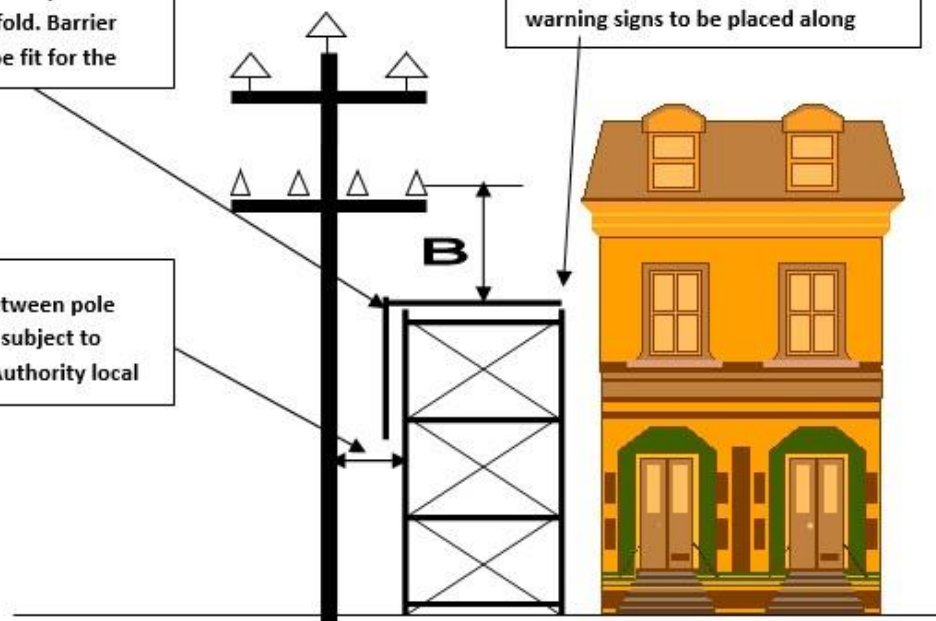
Barrier fixed securely to the face of the scaffold. Barrier material must be fit for the intended purpose.



Barrier fixed securely to the face of the scaffold. Barrier material must be fit for the

Barriers and "Live Conductors" warning signs to be placed along

Min 100 mm between pole and scaffolding subject to relevant Local Authority local



2.4. High Load transport under Overhead Electric Lines

Any person or company transporting a High Load (load in excess of 4.6 m high) under overhead electric lines must comply with Electrical Safety Code of Practice 2020 - Working Near Overhead and Underground Electric Lines is required to submit a Notification to Transport High Load form to the relevant Electricity Entity of the intended route and details of the high load involved. Before any person or company can transport a high load (load in excess of 4.6 m high), authorisation to travel must be received in writing from the Electricity Entity. Refer details below to contact the Electricity Entity for high load enquiries or to submit Notification to Transport High Load form:

Energex:

- **Email:** custserve@energex.com.au
- **Website:** www.energex.com.au
- **Phone:** Energex Contact Centre on 13 12 53 (8am to 5:30pm, Monday to Friday)

Ergon Energy:

- **Email:** Highload2@ergon.com.au
- **Website:** www.ergon.com.au
- **Phone:** (07) 4932 7566 (8am to 4:30pm, Monday to Friday)

2.5. Additional Details and Fact Sheets on Electricity Entity Requirements

Additional details and Fact Sheets on Electricity Entity requirements for working near overhead electric lines are located on the following internet sites

Energex: <https://www.energex.com.au/home/safety/working-near-powerlines>

Ergon Energy: <https://www.ergon.com.au/network/safety/business-safety/the-outdoor-workplace/working-near-powerlines>

3. UNDERGROUND ELECTRICAL ASSETS

3.1. Responsibilities When Working in the Vicinity of Electricity Entity Underground Electrical Assets

Everyone has a legal “Duty of Care” that must be observed when working in the vicinity of underground electrical assets which includes underground cables, conduits and other associated underground equipment. When discharging this “Duty of Care” in relation to Electricity Entity underground electrical assets, the following points must be considered:

1. It is the responsibility of the architect, consulting Engineer, developer, and principal contractor in the project planning stages to design for minimal impact and protection of Electricity Entity underground electrical assets. The Electricity Entity will provide plans on request via BYDA showing the presence of the underground electrical assets to assist at this design stage.
2. It is the constructor’s responsibility to:
 - a. Anticipate and request BYDA plans of Electricity Entity underground electrical assets for a particular location at a reasonable time before earthworks begins.
 - b. Visually locate Electricity Entity underground electrical assets by use of an electronic cable locator followed by careful non-mechanical excavation (potholing using hydrovac or hand tools) when earthworks activities may damage or interfere with Electricity Entity plant.

- c. After completion of steps (a) and (b) above, if there is a risk of the Electricity Entity underground electrical assets being damaged or its structural integrity compromised by your planned earthworks activities, contact the Electricity Entity (General Enquiries phone number – refer page 3) for further advice.

A constructor may include but not limited to designer, project manager, installer, contractor, civil contractor.

3. The alignments and boundaries contained within BYDA plans and maps will sometimes differ from present alignments and boundaries “on the ground”. Accordingly, in every case, the constructor should obtain confirmation of the actual position of Electricity Entity cables and pipelines under the roadways by non-mechanical excavation (potholing using hydrovac or hand tools) when earthworks activities may damage or interfere with Electricity Entity underground electrical assets. In no case should the constructor rely on statements of third parties in relation to the position of Electricity Entity underground electrical assets.

3.2. Conditions of Supply of Information

- Plans and details of Electricity Entity underground electrical assets provided by BYDA are only current for 4 weeks from the date of dispatch and should not be referred to after this period, if you go past this time, please re-apply to BYDA as underground services may have been updated.
- The Electricity Entity agrees to provide plans if an Electricity Entity underground electrical assets location request is made to Before You Dig Australia (BYDA) , online at <https://www.byda.com.au> or the free iPhone Application, only on the basis that at least 2 business day notice is given and the BYDA applicant agrees to the terms of this agreement.



Note that the Electricity Entity only provides information on underground electrical assets it owns. Contact the owner of any privately owned underground electrical assets for details of their assets located at site.

- The Electricity Entity retains copyright of all plans and details provided in connection to your request.
- BYDA plans or other details are provided for the use of the BYDA applicant, its servants, or agents, for the sole purpose of the applicant's responsibilities in relation to the Electricity Entity underground electrical assets and shall not be used for any other purpose.
- BYDA plans are diagrams only and indicate the presence of Electricity Entity underground electrical assets in the general vicinity of the geographical area shown. Exact ground cover and alignments cannot be given with any certainty as such levels can change over time.
- On receipt of BYDA plans and before commencing excavation work or similar activities near Electricity Entity's underground electrical assets, carefully locate this plant first to avoid damage.
- The Electricity Entity, its servants or agents shall not be liable for any loss or damage caused or occasioned by the use of plans and of details so supplied to the BYDA applicant, its servants or agents, and the BYDA applicant agrees to indemnify the Electricity Entity against any claim or demand for any such loss or damage to the BYDA applicant, its servants, or agents or to any third party.
- The constructor is responsible for all damages to the Electricity Entity underground electrical assets when work commences prior to obtaining BYDA plans, or at any time after that for failure to follow agreed instructions contained in this document or any other advice provided by the Electricity Entity.
- By undertaking any work, you acknowledge that the Electricity Entity reserves all rights to recover compensation for loss or damage to the Electricity Entity caused by interference or damage, including consequential loss and damage to its cable network, or other property.
- Be aware that some underground conduits may contain asbestos. Refer to “Code of Practice for the Management and Control of Asbestos in Workplace [NOHSC: 2018 (2005)]” for guidance.

3.3. When Working in the Vicinity of Electricity Entity Underground Electrical Assets, You Must Observe the Following Conditions

3.3.1 Records

The first step before any excavation commences is to obtain BYDA plans of Electricity Entity underground electrical assets in the vicinity of the work. For new work, records should be obtained during the planning and design stage. The records provided by BYDA must be made available to all relevant work groups on site. Where underground electrical asset information is transferred to plans for the proposed work, care must be exercised that important detail is not lost in the process.

3.3.2 Location of underground electrical assets

Examining the records is not sufficient, as reference points may change from the time of installation. Records must also be physically proven when working in close proximity to underground electrical assets. The exact location of underground electrical assets likely to be affected shall be confirmed by use of an electronic cable locator followed by careful non mechanical excavation to the level of concrete slabs or conduits. Non mechanical excavation (potholing using hydrovac or hand tools) must be used in advance of excavators. In any case, where doubt exists with respect to interpretation of cable records, contact the Electricity Entity (General Enquiries phone number - refer page 3) for further advice.

If during excavation, cables or conduits are damaged:

- call Electricity Entity (Emergencies phone number – refer page 3) to report damaged cables or conduits.
- treat cables as if alive, post a person to keep all others clear of the excavation until the Electricity Entity crew attend to make safe.

If **unknown** cables or conduits (e.g. not shown on issued BYDA plans) are located during excavation:

- call Electricity Entity (Emergencies phone number – refer page 1) to report.
- treat cables as if alive, post a person to keep all others clear of the excavation until the Electricity Entity crew attend to make safe.

If the constructor is unable to locate Electricity Entity underground electrical assets within 2.5 m of nominal plan locations, they should contact the Electricity Entity (General Enquiries phone number - refer page 3) for further advice.

3.3.3 Remote or On-Site Cable Location conducted by Electricity Entity

This service shall only be provided at Electricity Entity's discretion:

- The Electricity Entity may provide this site visit only when underground cables (33 kV or above) are present.
- Due to remote locations where external cable locator or hydro vac service providers are not readily available, Electricity Entity may attend site and assist with cable location (fees may apply for this service).
- The Electricity Entity may provide either remote over the phone or on-site cable location advice to assist in the location of Electricity Entity underground electrical assets, including how to visually locate and protect the plant when excavating.
- Where the Electricity Entity provides on-site cable location advice, any markings provided for the purpose of identifying cable location are for general guidance only, and the constructor is still responsible for non-mechanical excavation (potholing using hydrovac or hand tools) to visually locate Electricity Entity underground electrical assets.
- If the constructor is unable to locate Electricity Entity underground electrical assets within 2.5 m of nominal plan locations, they should contact Electricity Entity (General Enquiries phone number - refer page 3) to request further advice.

3.3.4 Electrical Cables

Electricity Entity cables may have warning covers e.g.:

- Clay paving bricks or tiles marked “Electricity” or similar (also unmarked)
- Concrete or PVC cover slabs
- PVC, asbestos or fibro conduit, fibre reinforced concrete, iron or steel pipe
- Concrete encased PVC or steel pipe
- Thin plastic marker tape
- Large pipes housing multiple ducts
- Multiple duct systems, including earthenware or concrete

NOTE: Some cables are known to be buried without covers.

3.3.5 Separation from Electricity Entity underground electrical assets

If location plans or visual location of Electricity Entity underground electrical assets by non-mechanical excavation (potholing using hydrovac or hand tools) reveals that the location of Electricity Entity underground electrical assets is situated where the developer or constructor plans to work, then contact the Electricity Entity (General Enquiries phone number - refer page 3) for further advice.

The developer or constructor shall ensure that minimum separation distance from Electricity underground electrical assets (refer Minimum Separation Requirements tables below) is complied with when installing, altering or repairing other underground services located in the vicinity.

If the Electricity Entity relocation or protection works are part of the agreed solution, then payment to the Electricity Entity for the cost of this work shall be the responsibility of the principal developer or constructor. The Electricity Entity will provide an estimate for work on receipt of the developer's or constructor's order number before work proceeds.

It will be necessary for the developer or constructor to provide the Electricity Entity with a written Work Method Statement for all works in the vicinity of, or involving Electricity Entity underground electrical assets. This Work Method Statement should form part of the tendering documentation and work instruction. All Work Method Statements shall be submitted to the Electricity Entity prior to the commencement of site earthworks.

Underground Services Running Parallel with Electricity Entity Electrical Assets
(Minimum Separation required in mm)

Voltage Level	Gas	Communication or TV	Water		Sanitary drainage		Storm Water
			≤DN 200	>DN200	≤DN 200	>DN 200	
LV	300 (Ergon) 250	100	500	*1000	500	1000	500
HV	(Energex)	300					

*Contact your local utility/council to obtain specific separation distances

PROCEDURE / INSTRUCTIONS

Underground Services Crossing Electricity Entity Electrical Assets (Minimum Separation required in mm)

Voltage Level	Gas	Communication or TV	Water	Sanitary drainage	Storm Water
LV	100	100	300	300	100
HV					

Notes:

- These clearances are each Electricity Entity's minimum requirements, additional separation may be required by the Service Owner. The greater of the separation requirements shall apply.
- Where the above tables does not list a separation requirement for a particular underground service type, the following minimum separation from electricity entity electrical assets shall apply:
 - LV = 100 mm
 - HV = 300 mm
- Compliance with these minimum separation requirements does not guarantee that issues such as Earth Potential Rise (EPR) and Low Frequency Induction (LFI) are managed, where these issues need to be managed, advice will need to be sought from an RPEQ Engineer
- All separation distances are measured from the exterior surface of the conduit / cable not centrelines or inner wall surfaces.

Additional Details and Fact Sheets on Electricity Entity Requirements

Additional details and Fact Sheets on Electricity Entity requirements for working near underground electrical assets are located on the following internet site.

Energex: <https://www.energex.com.au/home/safety/working-near-powerlines>

Ergon Energy: <https://www.ergon.com.au/network/safety/business-safety/the-outdoor-workplace/working-near-powerlines>

4. EXCAVATION

4.1. Excavating near Poles and Stay Wires

The following requirements are to be compiled with to minimise the risk of compromising the structural integrity of the Electricity Entity poles and stay foundations when excavation or trenching work is performed nearby that could result in the failure of one or more poles and grounding of supported electric lines.

- Excavation and trenching work undertaken by a person, worker or PCBU in the vicinity of poles and stay foundations shall:
- only be commenced after requirements of Section 3 have been complied with for any underground electrical assets located within the work site.
- upon completion of excavation and site earthworks do not restrict the Electricity Entity vehicle access to pole site for purpose of carrying out maintenance activities.

PROCEDURE / INSTRUCTIONS

- comply with exclusion zones as detailed in the Electrical Safety Code of Practice 2020 - Working Near Overhead and Underground Electric Lines.
- not be attempted:
 - within 5 m (horizontal distance) of **pole stays** where the excavation depth is greater than 250 mm before contacting the Electricity Entity to determine requirements.
 - within 5 m (horizontal distance) of Electricity Entity poles with earth leads or cables running down into the ground before contacting the Electricity Entity to determine requirements.
 - within "Do Not Disturb" zone of pole prior to a certified engineering assessment having been completed by a Registered Professional Engineer Queensland, and then reviewed and approved by the Electricity Entity before proceeding with work. Approval by the Electricity Entity shall not relieve the PCBU of its duties to perform the work in a safe and proper manner and in accordance with all applicable legislation.
 - if the soil is exceedingly wet (saturated) or there is more than minimal wind loading unless additional pole support is provided in accordance with certified engineering assessment and approved by Electricity Entity.
 - when a severe weather event is occurring or expected (e.g. severe weather warning has been issued by Bureau of Meteorology).
- be backfilled as soon as possible (within same day where pole is required to be supported) soil mechanically compacted in layers of 150 mm and all rock and vegetable material excluded from the backfill.
- be backfilled and pole stabilised before removal of additional support required by a certified engineering assessment are permitted to be removed.

The PCBU shall be responsible for arrangement and costs of required certified engineering assessments, approvals by other regulatory bodies (eg councils, Main Roads pipeline owners, telecomm owns) and installation, maintenance, and removal of associated pole support.

Pole support equipment (where required in accordance with certified engineering assessment) shall be:

- only attached and removed by persons approved by the Electricity Entity.
- used to restrain both the pole head and foot to maintain pole stability during nearby excavation work.
- set up and positioned to maximise support effectiveness and minimise impact on traffic, pedestrian, excavation and machinery at site; and maintain exclusion zone from overhead lines. If insufficient clearance exists to maintain exclusion zone to pole support equipment, arrangements may be required for de-energising the electric line.

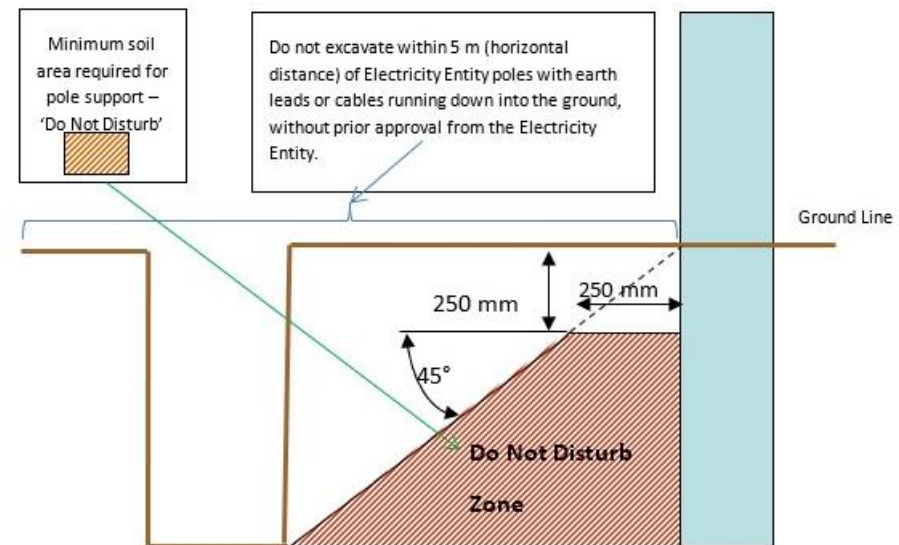


Figure 1 - Do Not Disturb Zone requirements when excavating near poles

Maximum Trench Depth	Minimum Distance from pole without pole support
Not more than 0.25 m (250 mm)	Can trench or hand dig (where cables and leads exist) right up to pole
1.0 m	1.0 m
1.5 m	1.5 m
2.0 m	2.0 m
2.5 m	2.5 m
3.0 m	3.0 m

4.1.1 Certified Engineering Assessment

Where required to be provided by the PCBU, a Certified Engineering Assessment shall:

- Ensure the stability of the Electricity Entity poles and foundations is maintained during and as a result of excavation work completed within the 'Do Not Disturb' zone.
- Include detailed design drawing of pole support method.
- Be completed and certified by a Registered Professional Engineer Queensland.
- Consider and address the following key points as a minimum:
 - Pole loading (vertical and lateral) including line deviation angles, direction of lean (towards or away from resultant loading)
 - Direction of pole lean.
 - Pole inspection (conducted to meet the Electricity Entity's requirements at customer cost)
 - Pole foundation depth
 - Proximity of excavation in relation to pole
 - Soil condition
 - Proposed shoring methods as well as installation and removal process
 - Duration and staging of work
 - Requirement to independently support pole during work
 - Proximity of existing adjacent underground services and excavations
 - Proposed backfilling and reinstatement method
 - Monitoring and engineering/ geotechnical supervision during excavation work progress
 - Other equipment attached to pole (e.g. underground cables, transformer, ACR, ABS.) must be taken into consideration and in some circumstances will prevent the pole being supported.

4.2. Excavating Near Underground Electrical Assets

For all work within 2.5 m of nominal location, the constructor is required to non-mechanical excavation (potholing using hydrovac or hand tools) and expose the underground electrical assets, hence proving its exact location before earthworks can commence.

4.2.1 Excavating Parallel to Underground Electrical Assets

If excavation work is parallel to the Electricity Entity underground electrical cables, then non mechanical excavation (potholing using hydrovac or hand tools) at least every 4 m is required to establish the location of all cables, hence confirming nominal locations before work can commence. If an excavation exceeds the depth of the cables and it is likely that the covers or bedding material around the cables/pipes will move causing Electricity Entity cables or conduits to be unsupported, contact Electricity Entity (General Enquiries phone number - refer page 3) for further advice.

NOTE: Be aware that cable depths and directions may change suddenly along the route.

4.2.2 Excavating Across Underground Electrical Assets

Refer Minimum Separation Requirements table in Section 3.3.5 of this document for distances that shall be maintained to prevent inadvertent contact with or damage to underground electrical assets. If the width or depth of excavation is such that the Electricity Entity cables will be unsupported, contact Electricity Entity (General Enquiries phone number - refer page 3) for further advice. In no case shall a cable cover be removed without approval. A cable cover may only be replaced under the supervision of an Electricity Entity officer. Protective cover strips when removed must be replaced under Electricity Entity supervision. Under no circumstances shall protective cover strips be omitted to achieve the minimum separation distance required between Electricity Entity cables and other underground services.

4.2.3 Heavy Machinery Operation Over Underground Electrical Assets

Where heavy "crawler" or "vibration" type machinery is operated over the top of cables, a minimum cover of 450 mm to the cable protective cover must be maintained. Alternatively, subject to a Certified Engineering Assessment, use load bearing protection whilst the machinery is in operation.

4.2.4 Directional Boring Near Underground Electrical Assets

When boring parallel to cables, it is essential that trial holes are carefully dug using non mechanical excavation (pot holing using hydrovac or hand tools) at regular intervals to prove the actual location of the conduits/cables before using boring machinery. Where it is required to bore across the line of cables/conduits, the actual location of the cables/conduits shall be proven by non-mechanical excavation (pot holing using hydrovac or hand tools). A trench shall be excavated 1 m from the side of the cables where the auger will approach to ensure a minimum clearance of 500 mm from cables/conduits can be maintained.

4.2.5 Hydro Vac Operation

When operating hydro vac equipment to excavate in vicinity of underground electrical assets (cables/conduits):

- Fitted with:
 - nonconductive (neoprene rubber or equivalent) vacuum (suction) hose.
 - oscillating nozzle on pressure wand with water pressure adjusted to not exceeding 2000 psi.
- Maintain a minimum distance of 200 mm between end of pressure wand and underground electrical assets. DO NOT insert the pressure wand jet directly into subsoil.
- Ensure pressure wand is not directly aimed at underground electrical assets (cables / conduits).

4.3. Blasting

Explosives must not be used within 5 m of cables/conduits, unless an engineering report is provided indicating that no damage will be sustained. Clearances shall be obtained from the Electricity Entity for use of explosives in the vicinity of cables/conduits. Contact Electricity Entity (General Enquiries phone number - refer page 3) for further advice.

The Electricity Entity will accept the level of 25 mm / sec as a peak component particle velocity upper limit as defined in AS 2187.2 Appendix J for blasting operations in the vicinity of these power lines.

Electric line insulators and conductors are particularly susceptible to damage from fly rock and adequate control measure including the use of blast mats shall be used to manage this. Contact Electricity Entity for consultation and application.

5. REPORTING DAMAGE CAUSED TO OVERHEAD OR UNDERGROUND ELECTRIC LINES

Any damage caused to the Electricity Entity overhead electric lines, poles, stays, underground cables, conduits and pipes must be reported no matter how insignificant the damage appears to be. Even very minor damage to cable protective coverings can lead to eventual failure of cables through corrosion of metal sheaths and moisture ingress.

All work in the vicinity of damaged overhead or underground electric lines shall cease and the area be made safe and vacated until clearance to continue earthworks has been obtained from the Electricity Entity. Call Electricity Entity (Emergencies phone number – refer page 3).

6. INFRASTRUCTURE NEAR ELECTRIC LINES

6.1. Easements and Wayleaves

This information, whilst not a legal document, has been developed to assist the community in answering some commonly asked questions about our easements and wayleaves, and briefly outlines what you can do where land is affected by an easement or where consent to installing electrical infrastructure has been given.

6.1.1 What is an Electricity Easement?

An electricity easement is the authority held by the Electricity Entity to use your land near overhead and underground electric lines and substations (electrical assets). Electricity Entity holds this authority for your own safety and to allow employees access to electrical assets at all times. Whilst it will depend on the terms of the particular grant of easement, electrical easements generally give the Electricity Entity the right to access, maintain, repair, rebuild and to restrict development within a defined area.

The easement, which is registered on the property's title, contains a plan showing the dimensions of the easement and its location on the property together with the rights and restrictions over the easement area. The Department of Natural Resources and Mines <https://www.resources.qld.gov.au/> or your solicitor will be able to provide this information. Easements may also exist for telephone lines, water and sewage mains and natural gas supply lines.

6.1.2 Why are easements necessary?

Easements are also created to allow the Electricity Entity clear, 24 hour access to the electric lines. It is important to keep the easement clear at all times so regular maintenance, line upgrades, damage or technical faults can be attended to immediately to provide a safe and reliable supply of electricity. Interference with Electricity Entity's rights and electrical equipment may compromise safety of the public and the occupiers of the property. Therefore, it is essential that Electricity Entity's rights are understood and observed.

6.1.3 How do I know if there are easements on my property?

Contact your solicitor or The Department of Natural Resources and Mines to obtain a Title Search that shows all registered easements on the property.

6.1.4 Who owns the land the easement is on?

The ownership of that land encumbered with the easement remains with the property owner.

6.1.5 How does an easement affect what I can do with my property?

An easement controls what you can build, what size trees you can plant and what outdoor activities you can carry out in the easement area.

An easement affects the use of the property by limiting the development that can be undertaken within the easement area. The exact rights granted to an Electricity Entity under an electricity easement will depend on the wording used in the grant of easement. Property owners and occupiers should also be aware that an Electricity Entity has the right of access to land to undertake certain works (including reading meters and disconnecting supply). These rights of access are granted by Queensland legislation not the easement and so may not be registered on the property's title and therefore may not be revealed in a Title Search.

6.1.6 Who is responsible for maintenance of easement area?

You must provide a continuous, unobstructed area along the full length of the easement to allow an Electricity Entity access to electric lines, transformers, underground cables and other equipment at all times. A width of 4.5 m is typically required for the safe passage of vehicles and heavy plant.

You must NOT place obstructions in the easement within 5 m of any electric lines, transformer, power pole, equipment or supporting wire.

Maintenance of the easement area is generally the responsibility of the property owner and/or occupier, however, complying with regulatory and safety requirements associated with Electricity Entity's electrical assets within the easement area is the responsibility of the Electricity Entity.

6.1.7 What type of maintenance work does Electricity Entity undertake on easements?

To enable Electricity Entity to construct, maintain, repair and rebuild electric lines on some properties, access roads and tracks are required on or adjacent to the easement area. As required, Electricity Entity is able to construct access tracks, retain the right of use of these tracks and maintain them to a suitable level to permit access for its vehicles. Where gates are installed within the easement area, an Electricity Entity lock may be required to enable continual access along the easement corridor.

In addition, periodic vegetation management works are also undertaken by Electricity Entity to ensure that a specified minimum clearance between vegetation and the electric lines is maintained.

Where possible, property owners will be contacted prior to easement maintenance and vegetation works commencing.

6.1.8 Where consent (Wayleave) to installing Electricity Entity infrastructure has been given

Much of Electricity Entity's above ground electricity network is constructed without easements. Instead, the consent of the owner of the affected land is obtained and the electrical infrastructure is installed. Historically this consent has been in the form of a document known as a Wayleave.

This consent (or Wayleave) is a document evidencing the agreement from a particular owner, but it is not registered on the title of the land like an easement.

Once consent is obtained from an owner, Queensland legislation (the Electricity Act 1994) says that the consent of all future owners to the electrical infrastructure is not required.

Queensland legislation grants Electricity Entity rights to access, maintain, repair and replace electrical assets installed with consent.

6.2. Contact Electricity Entity when planning construction work near electric lines

When planning and before commencement (regardless of whether or not local council approval is required), it is essential to confirm that the proposed construction work (e.g. building, structure, sign, crane, scaffold) does not breach the minimum statutory clearance distances that must be maintained from nearby Electricity Entity overhead or underground electric lines. Refer Electrical Safety Regulation 2013, Schedule 4 and 5 for information on statutory clearance distances that must be complied with.

It is extremely dangerous and potentially life threatening to allow anything to come in close proximity to the conductors of an electric line.

Where it is necessary for an Electricity Entity to relocate electric lines due to statutory clearance breach caused by construction work performed nearby, the Electricity Entity is entitled to recover costs from the PCBU, property owner or occupier who caused the breach. Refer Electrical Safety Regulation 2013, Section 209 Building or adding to structure near electric lines.

Although it is preferred that the area around Electricity Entity electrical assets (including within an Easement area) is free of development, the following examples provide property owners and occupiers with an indication of what type of development is acceptable and what is not.

NOTE: Do not assume that your local council approval is sufficient approval for you to proceed with your work. The local council may not check whether or not your proposed construction work will comply with the Electricity Entity's statutory clearance requirements

6.3. What clearances must be maintained once construction work is completed?

Electrical Safety Regulation 2013, Schedule 4 - Clearance of overhead electric lines and Schedule 5 – Clearance of low voltage overhead service lines detail the statutory clearances that must be maintained from overhead electric lines for completed buildings and structures. These statutory clearances will need to be taken into consideration during the planning phase of determining the location for a building or structure. The table below sets out the minimum statutory clearances required for voltage levels up to 33 kV. Additional requirements may apply for voltage levels above 33 kV, contact the Electricity Entity for consultation.

Where the Electricity Entity has identified a breach of statutory clearance resulting from erection of a building or structure, the statutory breach will be reportable to the Electrical Safety Office as a Dangerous Electrical Event and any costs incurred in subsequent remedial work to achieve required statutory clearances may be recovered from the person or company who caused the breach of statutory clearance.

PROCEDURE / INSTRUCTIONS

CODE	LOCATION	DIRECTION	INSULATED CABLE (ABC) (Note 1)	BARE	MORE THAN 1000 VOLTS BUT NOT MORE THAN 33kV
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MINIMUM CLEARANCE FROM ROADS, GROUND, OR BOUNDARIES

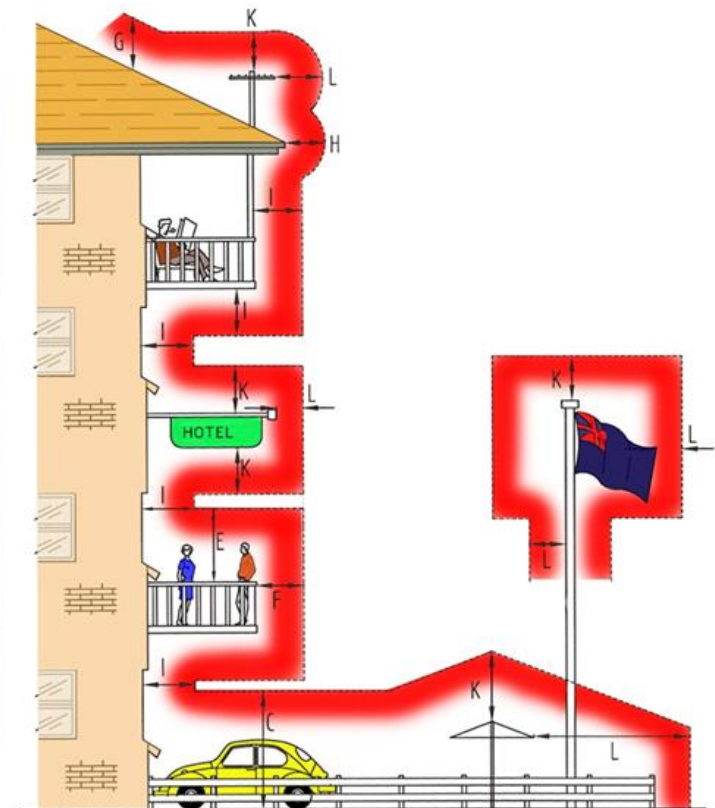
A	Crossing the carriageway, roadway	VERTICALLY	5.5m	5.5m	6.7m
A1	Designated "Over Dimension Routes"	VERTICALLY	7.0m	7.0m	7.5m
B	At other positions, footpath	VERTICALLY	5.5m	5.5m	5.5m
C	Other than roads but trafficable	VERTICALLY	5.5m	5.5m	5.5m
C1	Areas totally inaccessible to traffic or mobile machinery	VERTICALLY	4.5m	4.5m	4.5m
D	Cuttings, embankments, easement boundaries	HORIZONTALLY	1.5m	1.5m	2.1m
X	Real Property Boundaries	HORIZONTALLY	0.0m	0.0m	0.0m

MINIMUM CLEARANCE FROM STRUCTURES AND BUILDINGS

E F	Unroofed terraces, balconies, sun-decks, paved areas, etc, subject to pedestrian traffic only. A hand rail or wall surrounding such an area and on which a person may stand. (Note)	VERTICALLY AND HORIZONTALLY (Note)	2.7m 1.2m	3.7m 1.5m	4.6m 2.1m
G H	Roofs or similar structures not used for traffic or resort but on which a person may stand. A parapet surrounding such a roof and on which a person may stand. (Note)	VERTICALLY AND HORIZONTALLY (Note)	2.7m 0.9m	3.7m 1.5m	3.7m 2.1m
I	Covered places of traffic or resort such as windows which are capable of being opened, roofed open verandahs and covered balconies.	IN ANY DIRECTION	1.2m	1.5m	2.1m
J	Blank walls, windows which cannot be opened. (Note)	HORIZONTALLY	0.6m	1.5m	1.5m
K L	Other structures not normally accessible to persons. (Note)	VERTICALLY HORIZONTALLY (Note)	0.6m 0.3m	2.7m 1.5m	3.0m 1.5m

NOTE:

The vertical clearance and the horizontal clearance specified shall be maintained.



PROCEDURE / INSTRUCTIONS

The following list of examples is not exhaustive, and it may be necessary to contact the Electricity Entity if doubt exists as to what is permitted around electricity assets.

<i>What is PERMITTED around Electricity Entity overhead or underground electric lines</i>	<i>What is NOT PERMITTED around Electricity Entity overhead or underground electric lines</i>
✓ Erection of fences to a maximum height of 2.4 m is generally acceptable, provided they do not affect access to, and work on, the poles, electric lines and/or cables. Trees, shrubs and plants should be located clear of vehicle access. Note: Maximum Growth Height of 3 m. ✓ Clothes hoists and barbecues should be located clear of the vehicle access way. Note: Maximum Height 2.5 m. ✓ Installation of underground utility services, such as low voltage electricity, gas, telephone and water, is generally acceptable, subject to clearances from Electricity Entity poles and supporting structures, and underground electric mains. ✓ Excavating, filling and altering of nearby land may be acceptable but full details need to be provided to the Electricity Entity for assessment. ✓ Vehicles, mobile plant and equipment within the easement area need to maintain the minimum statutory clearances distances from overhead electric lines. Normal farming, grazing and other agricultural activities can be carried out. Take care when ploughing or operating mobile machinery or irrigation equipment near Electricity Entity's equipment. ✓ Parking of vehicles, trucks, trailers, etc. is normally allowed. Note: Maximum Load and Aerial Height of 4 m. Barriers of an approved design (e.g. bollards) may be required to protect poles from vehicle contact damage. Heavy vehicle or operating plant crossings may need a protective concrete cover to ensure underground cables are not damaged.	✗ Build houses, sheds, garages or other large structures. Building of roofed/ unroofed verandahs, swimming pools and pergolas are generally not acceptable. ✗ Flying kites or model aircraft within the easement. ✗ Driving fence posts or stakes into ground within easements where there is underground cabling. ✗ Storing liquids such as petrol, diesel fuel, or any flammable or combustible material that will burn. ✗ Installing lighting poles. ✗ Stockpiling soil or garbage within the easement. ✗ Planting trees in large quantities that could create a fire hazard or that grow in excess of the approved maximum height of 3 m. ✗ Storing or using explosives. ✗ Residing in or occupying any caravan or mobile home within an easement. ✗ Placing obstructions within the vicinity of any Electricity Entity assets (e.g. power pole, overhead electric line, equipment or pole stay) that impede access to or work on these assets.

6.4. What about Electric and Magnetic Fields?

The Electricity Entity operates its electric lines within the current guidelines set by the National Health and Medical Research Council for exposure to 50/60 hertz electric and magnetic fields (EMF) and is mindful of some community concern about such fields and health. Contact the Electricity Entity (General Enquiries phone number - refer page 3). Alternatively, further information can be sourced from:

Energy Networks Association (ENA) brochure - "Electric and Magnetic Fields - What We Know", January 2014

http://www.ena.asn.au/sites/default/files/emf-what-we-know-jan-2014-final_1_1.pdf

Australian Radiation Protection and Nuclear Safety Agency (ARPANSA) brochure - "Electricity and Health", May 2011

http://www.arpansa.gov.au/RadiationProtection/Factsheets/is_electricity.cfm

DEFINITIONS	
Term	Definition
Applicant	A person contacting or applying to the Electricity Entity for a Safety Advice.
Authorised Person	For work near an electrical line, means a person who has enough technical knowledge and experience to do work that involves being near to the electrical line; and has been approved by the person in control of the electrical line (Electricity Entity) to do work near to the electrical line.
Authorised Person (Electrical)	An Electrical Mechanic or Electrical Linesperson (holding current Queensland Licence) working on behalf of an electrical contractor and accredited with the Electricity Entity who is permitted to remove and replace LV service fuse(s) when isolation of customer LV service line is required to eliminate the exclusion zone around the LV service line, or to work on the customer's mains and / or switchboard.
Earthworks	Any digging, penetration or disturbance of ground including but not limited to post hole digging, excavating, trenching, directional boring, bore hole sinking, driving pickets/posts into ground, cut and fill, dam or levee bank construction, blasting.
Electricity Entity	Where Electricity Entity appears throughout this document, it relates to either Energex or Ergon Energy area of responsibility. Refer to respective contact details below.
Instructed Person	For an electrical line, means a person who is acting under the supervision of an Authorised Person for the electrical line.
Safety Advice	A written notice identifying the known electrical hazards at a specific site and advising the control measures required to be implemented by Responsible Person (person responsible for worksite) to reduce the likelihood of harm to person, plant or vehicle at site.
Safety Observer	A safety observer or "spotter", for the operation of operating plant, means a person who: (a) observes the operating plant; and (b) advises the operator of the operating plant if it is likely that the operating plant will come within an exclusion zone for the operating plant for an overhead electric line. This is a person who has undergone specific training and is competent to perform the role in observing, warning and communicating effectively with the operator of the operating plant.
Untrained Person	For an electrical line, means a person who is not an Authorised Person or an Instructed Person for the electrical line.

TRAINING
Staff must be current in all Statutory Training relevant for the task.

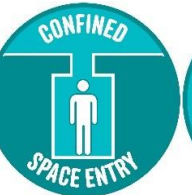
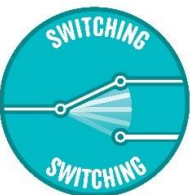
SAFETY / ENVIRONMENTAL CONTROLS

Follow the Safety Policy, procedures and practices set out for Energy Queensland and subsidiary companies.

Personnel are responsible for understanding all the risks and ensuring their individual actions do not endanger the health and safety of themselves or others.



FATAL HAZARDS CRITICAL CONTROLS FOR THE TASK



REFERENCES

Supporting Documents

Electrical Safety Regulation 2013: Part 5 - Overhead and Underground Electric Lines

Electrical Safety Code of Practice 2020 - Working Near Overhead and Underground Electric Lines

Work Health and Safety Act 2011

Work Health and Safety Regulation 2011

Energex documents:

- Application for Safety Advice – Working near Energex exposed live parts
- Important Notice – Working near Energex Power Lines Including Overhead Services
- Safety Advice on working near Energex exposed live parts

Ergon Energy documents:

- Safety Advice Request Form
- Safety Advice on Working around Electrical Parts Form
- Important Notice Regarding Safety Advice QRG

Copies of the relevant Acts, Regulation and Codes of Practice and any other relevant legislation can be found on the Queensland Government web site - <https://www.worksafe.qld.gov.au/>

REFERENCES

Disclaimer

This document refers to various standards, guidelines, calculations, legal requirements, technical details and other information and is not an exhaustive list of all safety matters that need to be considered.

Over time, changes in industry standards and legislative requirements, as well as technological advances and other factors relevant to the information contained in this document, may affect the accuracy of the information contained in this document. Whilst care is taken in the preparation of this material, Energex and Ergon Energy do not guarantee the accuracy and completeness of the information. Accordingly, caution should be exercised in relation to the use of the information in this document.

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Referral
262731342

Member Phone
1800 687 626

Responses from this member

Response received Thu 16 Oct 2025 4.59pm

File name	Page
Response Body	100
262731342_20251016_055836054154_1.pdf	101
4678_NBN_Dial_Before_You_Dig_Poster_20170517.pdf	104
Disclaimer_262731342_20251016_055836054154.pdf	106

Hi Jared Zak,

Please find attached the response to your DBYD referral for the address mentioned in the subject line. The location shown in our DBYD response is assumed based off the information you have provided. If the location shown is different to the location of the excavation then this response will consequently be rendered invalid.

Take the time to read the response carefully and note that this information is only valid for 28 days after the date of issue.

If you have any further enquiries, please do not hesitate to contact us.

Regards,
Network Services and Operations
NBN Co Limited
P: 1800626329
E: dbyd@nbnco.com.au
www.nbnco.com.au

Confidentiality and Privilege Notice

This e-mail is intended only to be read or used by the addressee. It is confidential and may contain legally privileged information. If you are not the addressee indicated in this message (or responsible for delivery of the message to such person), you may not copy or deliver this message to anyone, and you should destroy this message and kindly notify the sender by reply e-mail. Confidentiality and legal privilege are not waived or lost by reason of mistaken delivery to you. Any views expressed in this message are those of the individual sender, except where the sender specifically states them to be the views of NBN Co Limited

Please Do Not Reply To This Mail

To: Jared Zak
Phone: Not Supplied
Fax: Not Supplied
Email: form2@dottandcrossitt.com.au

Dial before you dig Job #:	51446562	
Sequence #	262731342	
Issue Date:	16/10/2025	
Location:	Unit 204 3440 Surfers Paradise Bvd , Surfers Paradise , QLD , 4217	

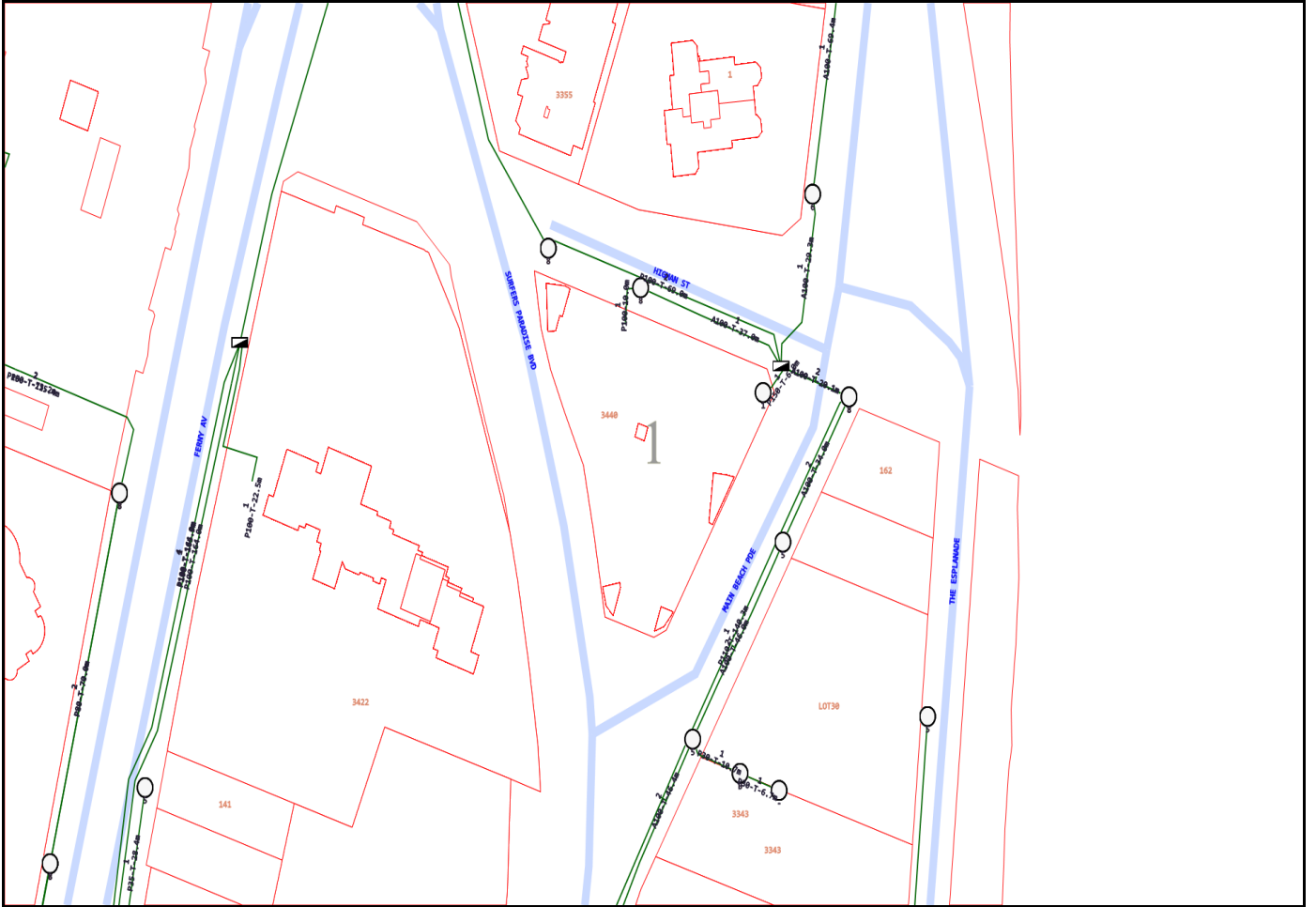
Indicative Plans are tiled below to demonstrate how to layout and read nbn asset plans



LEGEND



	Parcel and the location
	Pit with size "5"
	Power Pit with size "2E". Valid PIT Size: e.g. 2E, 5E, 6E, 8E, 9E, E, null.
	Manhole
	Pillar
	Cable count of trench is 2. One "Other size" PVC conduit (PO) owned by Telstra (-T-), between pits of sizes, "5" and "9" are 25.0m apart. One 40mm PVC conduit (P40) owned by NBN, between pits of sizes, "5" and "9" are 20.0m apart.
	2 Direct buried cables between pits of sizes, "5" and "9" are 10.0m apart.
	Trench containing any INSERVICE/CONSTRUCTED (Copper/RF/Fibre) cables.
	Trench containing only DESIGNED/PLANNED (Copper/RF/Fibre/Power) cables.
	Trench containing any INSERVICE/CONSTRUCTED (Power) cables.
	Road and the street name "Broadway ST"
Scale	0 20 40 60 Meters 1:2000 1 cm equals 20 m



Emergency Contacts

You must immediately report any damage to the **nbn™** network that you are/become aware of. Notification may be by telephone - 1800 626 329.



Working near **nbn**TM cables

nbn has partnered with Dial Before You Dig to give you a single point of contact to get information about **nbn** underground services owned by **nbn** and other utility/service providers in your area including communications, electricity, gas and other services. Contact with underground power cables and gas services can result in serious injury to the worker, and damage and costly repairs. You must familiarise yourself with all of the Referral Conditions (meaning the referral conditions referred to in the DBYD Notice provided by **nbn**).

Practice safe work habits

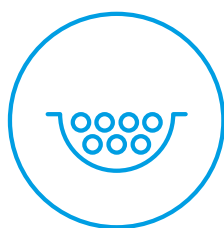
Once the DBYD plans are reviewed, the Five P's of Excavation should be adopted in conjunction with your safe work practices (which must be compliant with the relevant state Electrical Safety Act and Safe Work Australia "Excavation Work Code of Practice", as a minimum) to ensure the risk of any contact with underground **nbn** assets are minimised.



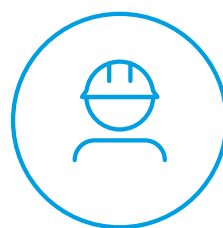
Plan: Plan your job by ensuring the plans received are current and apply to the work to be performed. Also check for any visual cues that may indicate the presence of services not covered in the DBYD plans.



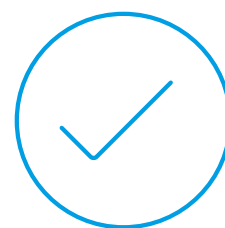
Prepare: Prepare for your job by engaging a DBYD Certified Plant Locator to help interpret plans and identify on-site assets. Contact **nbn** should you require further assistance.



Pothole: Non-destructive potholing (i.e. hand digging or hydro excavation) should be used to positively locate **nbn** underground assets with minimal risk of contact and service damage.

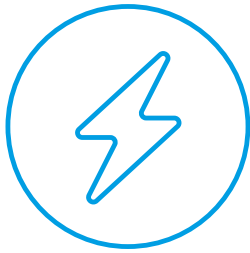


Protect: Protecting and supporting the exposed **nbn** underground asset is the responsibility of the worker. Exclusion zones for **nbn** assets are clearly stated in the plan and appropriate controls must be implemented to ensure that encroachment into the exclusion zone by machinery or activities with the potential to damage the asset is prevented.

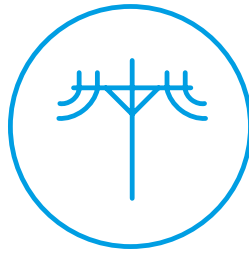


Proceed: Proceed only when the appropriate planning, preparation, potholing and protective measures are in place.

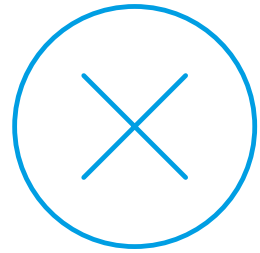
Working near **nbn**[™] cables



Identify all electrical hazards, assess the risks and establish control measures.



When using excavators and other machinery, also check the location of overhead power lines.



Workers and equipment must maintain safety exclusion zones around power lines.

Once all work is completed, the excavation should be re-instated with the same type of excavated material unless specified by **nbn**. Please note:

- Construction Partners of **nbn** may require additional controls to be in place when performing excavation activities.
- The information contained within this pamphlet must be used in conjunction with other material supplied as part of this request for information to adequately control the risk of potential asset damage.

Contact

All **nbn**[™] network facility damages must be reported online [here](#).
For enquiries related to your DBYD request please call 1800 626 329.

Disclaimer

This brochure is a guide only. It does not address all the matters you need to consider when working near our cables. You must familiarise yourself with other material provided (including the Referral Conditions) and make your own inquiries as appropriate.

nbn will not be liable or responsible for any loss, damage or costs incurred as a result of reliance on this brochure.

This document is provided for information purposes only. This document is subject to the information classification set out on this page. If no information classification has been included, this document must be treated as UNCLASSIFIED, SENSITIVE and must not be disclosed other than with the consent of nbn co. The recipient (including third parties) must make and rely on their own inquiries as to the currency, accuracy and completeness of the information contained herein and must not use this document other than with the consent of nbn co. Copyright © 2021 nbn co limited. All rights reserved.



To: Jared Zak
Phone: Not Supplied
Fax: Not Supplied
Email: form2@dottandcrossitt.com.au

Before You Dig Australia Job #:	51446562	
Sequence #	262731342	
Issue Date:	16/10/2025	
Location:	Unit 204 3440 Surfers Paradise Bvd , Surfers Paradise , QLD , 4217	

Information

The area of interest requested by you contains one or more assets.

nbn™ Assets	Search Results
Communications	Asset identified
Electricity	No assets

In this notice **nbn™ Facilities** means *underground fibre optic, telecommunications and/or power facilities, including but not limited to cables, owned and controlled by nbn™*

Location of nbn™ Underground Assets

We thank you for your enquiry. In relation to your enquiry at the above address:

- **nbn's** records indicate that there **ARE nbn™** Facilities in the vicinity of the location identified above ("Location").
- **nbn** indicative plan/s are attached with this notice ("Indicative Plans").
- The Indicative Plan/s show general depth and alignment information only and are not an exact, scale or accurate depiction of the location, depth and alignment of **nbn™** Facilities shown on the Plan/s.
- In particular, the fact that the Indicative Plans show that a facility is installed in a straight line, or at uniform depth along its length cannot be relied upon as evidence that the facility is, in fact, installed in a straight line or at uniform depth.
- You should read the Indicative Plans in conjunction with this notice and in particular, the notes below.
- You should note that, at the present time, the Indicative Plans are likely to be more accurate in showing location of fibre optics and telecommunications cables than power cables. There may be a variation between the line depicted on the Indicative Plans and the location of any power cables. As such, consistent with the notes below, particular care must be taken by you to make your own enquiries and investigations to precisely locate any power cables and manage the risk arising from such cables accordingly.
- The information contained in the Indicative Plan/s is valid for 28 days from the date of issue set out above. You are expected to make your own inquiries and perform your own investigations (including engaging appropriately qualified plant locators, e.g BYDA Certified Locators, at your cost to locate **nbn™** Facilities during any activities you carry out on site).

We thank you for your enquiry and appreciate your continued use of the Before You Dig Australia Service. For any enquiries related to moving assets or Planning and Design activities, please visit the **nbn Commercial Works** website to complete the online application form. If you are planning to excavate and require further information, please email dbyd@nbnco.com.au or call 1800 626 329.

Notes:

1. You are now aware that there are **nbn™** Facilities in the vicinity of the above property that could be damaged as a result activities carried out (or proposed to be carried out) by you in the vicinity of the Location.
2. You should have regard to section 474.6 and 474.7 of the *Criminal Code Act 1995* (CoA) which deals with the consequences of interfering or tampering with a telecommunications facility. Only persons authorised by **nbn** can interact with **nbn's** network facilities.
3. Any information provided is valid only for **28 days** from the date of issue set out above.

Referral Conditions

The following are conditions on which **nbn** provides you with the Indicative Plans. By accepting the plans, you are agreeing to these conditions. These conditions are in addition, and not in replacement of, any duties and obligations you have under applicable law.

1. **nbn** does not accept any responsibility for any inaccuracies of its plans including the Indicative Plans. You are expected to make your own inquiries and perform your own investigations (including engaging appropriately qualified plant locators, e.g BYDA Certified Locators, at your cost to locate **nbn™** Facilities during any activities you carry out on site).
2. You acknowledge that **nbn** has specifically notified you above that the Indicative Plans are likely to be more accurate in showing location of fibre optics and telecommunications cables than power cables. There may be a variation between the line depicted on the Indicative Plans and the location of any power cables.

3. You should not assume that **nbn**™ Facilities follow straight lines or are installed at uniformed depths along their lengths, even if they are indicated on plans provided to you. Careful onsite investigations are essential to locate the exact position of cables.
4. In carrying out any works in the vicinity of **nbn** Facilities, you must maintain the following minimum clearances:
 - 300mm when laying assets inline, horizontally or vertically.
 - 500mm when operating vibrating equipment, for example: jackhammers or vibrating plates.
 - 1000mm when operating mechanical excavators.
 - Adherence to clearances as directed by other asset owner's instructions and take into account any uncertainty for power cables.
5. You are aware that there are inherent risks and dangers associated with carrying out work in the vicinity of underground facilities (such as **nbn**™ fibre optic, copper and coaxial cables, and power cable feed to **nbn**™ assets). Damage to underground electric cables may result in:
 - Injury from electric shock or severe burns, with the possibility of death.
 - Interruption of the electricity supply to wide areas of the city.
 - Damage to your excavating plant.
 - Responsibility for the cost of repairs.
6. You must take all reasonable precautions to avoid damaging **nbn**™ Facilities. These precautions may include but not limited to the following:
 - All excavation sites should be examined for underground cables by careful hand excavation. Cable cover slabs if present must not be disturbed. Hand excavation needs to be undertaken with extreme care to minimise the likelihood of damage to the cable, for example: the blades of hand equipment should be aligned parallel to the line of the cable rather than digging across the cable.
 - If any undisclosed underground cables are located, notify **nbn** immediately.
 - All personnel must be properly briefed, particularly those associated with the use of earth-moving equipment, trenching, boring and pneumatic equipment.
 - The safety of the public and other workers must be ensured.
 - All excavations must be undertaken in accordance with all relevant legislation and regulations.
7. You will be responsible for all damage to **nbn**™ Facilities that are connected whether directly, or indirectly with work you carry out (or work that is carried out for you or on your behalf) at the Location. This will include, without limitation, all losses expenses incurred by **nbn** as a result of any such damage.
8. You must immediately report any damage to the **nbn**™ network that you are/become aware of. Notification may be by telephone - 1800 626 329.
9. Except to the extent that liability may not be capable of lawful exclusion, **nbn** and its servants and agents and the related bodies corporate of **nbn** and their servants and agents shall be under no liability whatsoever to any person for any loss or damage (including indirect or consequential loss or damage) however caused (including, without limitation, breach of contract negligence and/or breach of statute) which may be suffered or incurred from or in connection with this information sheet or any plans (including Indicative Plans) attached hereto. Except as expressly provided to the contrary in this information sheet or the attached plans (including Indicative Plans), all terms, conditions, warranties, undertakings or representations (whether expressed or implied) are excluded to the fullest extent permitted by law.

All works undertaken shall be in accordance with all relevant legislations, acts and regulations applicable to the particular state or territory of the Location. The following table lists all relevant documents that shall be considered and adhered to.

State/Territory	Documents
National	Work Health and Safety Act 2011
	Work Health and Safety Regulations 2011
	Safe Work Australia - Working in the Vicinity of Overhead and Underground Electric Lines (Draft)

	Occupational Health and Safety Act 1991
NSW	Electricity Supply Act 1995
	Work Cover NSW - Work Near Underground Assets Guide
	Work Cover NSW - Excavation Work: Code of Practice
VIC	Electricity Safety Act 1998
	Electricity Safety (Network Asset) Regulations 1999
QLD	Electrical Safety Act 2002
	Code of Practice for Working Near Exposed Live Parts
SA	Electricity Act 1996
TAS	Tasmanian Electricity Supply Industry Act 1995
WA	Electricity Act 1945
	Electricity Regulations 1947
NT	Electricity Reform Act 2005
	Electricity Reform (Safety and Technical) Regulations 2005
ACT	Electricity Act 1971

Thank You,

nbn BYDA

Date: 16/10/2025

This document is provided for information purposes only. This document is subject to the information classification set out on this page. If no information classification has been included, this document must be treated as UNCLASSIFIED, SENSITIVE and must not be disclosed other than with the consent of nbn co. The recipient (including third parties) must make and rely on their own inquiries as to the currency, accuracy and completeness of the information contained herein and must not use this document other than with the consent of nbn co.

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Referral

262731347

Member Phone

1800 653 935

Responses from this member

Response received Thu 16 Oct 2025 5.08pm

File name	Page
Response Body	111
262731347.pdf	113
AccreditedPlantLocators 2025-09-16a.pdf	115
Telstra Duty of Care v33.0a.pdf	116
Telstra Map Legend v4_0c.pdf	118

Attention: Jared Zak

Site Location: Unit 204 3440 Surfers Paradise Bvd, Surfers Paradise, QLD 4217

Your Job Reference: 2518133 EH

Please do not reply to this email, this is an automated message -

Thank you for requesting Telstra information via Before You Dig Australia (BYDA). This response contains Telstra Information relating to your recent request.

 Accredited Plant Locator	General Contact Information including applications required to view Cable Plans - DWF & PDF
 Telstra Duty of Care V32	Your responsibility and Legal requirements working near Telstra's Assets
 Telstra Map Legend 4.0	Common Symbols on Cable Plans and Safe Clearance distances when working near Telstra Assets

Please note:

When working in the vicinity of telecommunications plant you have a 'Duty of Care' that must be observed.

Ensure you read all documents (attached) - they contain important information.

In particular please read and familiarise yourself with the Before you Dig Australia - BEST PRACTISE GUIDES and The five Ps of safe excavation <https://www.byda.com.au/before-you-dig/best-practice-guides/>, as these documents set out the essential steps that must be undertaken prior to commencing construction activities.

 Best practice guides and the five P's of safe excavation	These are the essential steps to be undertaken prior to commencing construction activities	Essential Steps : Link 5 P's: Link
	We highly recommend using certified locators where possible.	CERTLOC : Link
 1800 653 935 Telstra Plan Services	Whenever in doubt please contact this number for Telstra BYDA map related enquiries email Telstra.Plans@team.telstra.com	Note: that Telstra plans are only valid for 60 days from the date of issue
 How to Report Damage to Telstra Equipment	If you think you have damaged Telstra Assets, please Report it ASAP.	Call: 13 22 03 Report Online: Link

	It is a criminal offence under the 'Criminal code act 1995' to tamper or interfere with Telecommunications infrastructure. Telstra will take action to recover compensation for the damage caused to property and assets, and for interference with the operation of Telstra's networks and customer service.
	Telstra plans contain confidential information and are provided on the basis that they are used solely for identifying location or vicinity of Telstra's infrastructure to avoid damage to this infrastructure occurring as part of any digging or other excavation activity. You must not use Telstra's plans for any other purpose or in a way that will cause loss or damage. You must comply with any other terms of access to the data that have been provided by you by Telstra (including conditions of use or access).

WARNING - MAJOR CABLES and/or OPTIC FIBRE IN THE AREA.

Phone 1800 653 935 for further assistance.

Note: In some areas Telstra fibre routes may be marked as "Amcom", as Telstra has purchased much of this infrastructure. If in doubt, please contact Telstra Plan services on the number above. Telstra plans and information are only valid for 60 days from the date of issue.

WARNING:

Telstra plans and location information conform to Quality Level 'D' of the Australian Standard AS 5488 - Classification of Subsurface Utility Information. As such, Telstra supplied location information is indicative only. Spatial accuracy is not applicable to Quality Level D. Refer to AS 5488 for further details. The exact position of Telstra assets can only be validated by physically exposing them. Telstra does not warrant or hold out that its plans are accurate and accepts no responsibility for any inaccuracy. Further on site investigation is required to validate the exact location of Telstra assets prior to commencing work. A Certified Locating Organisation is an essential part of the process to validate the exact location of Telstra assets and to ensure the assets are protected during construction works. See the **Before You Dig Australia - BEST PRACTISE GUIDES and The five Ps of safe excavation**
<https://www.byda.com.au/before-you-dig/best-practice-guides/>.

Please note that:

- it is a criminal offence under the *Criminal Code Act 1995* (Cth) to tamper or interfere with telecommunications infrastructure.
- Telstra will take action to recover compensation for damage caused to property and assets, and for interference with the operation of Telstra's networks and customers' services.

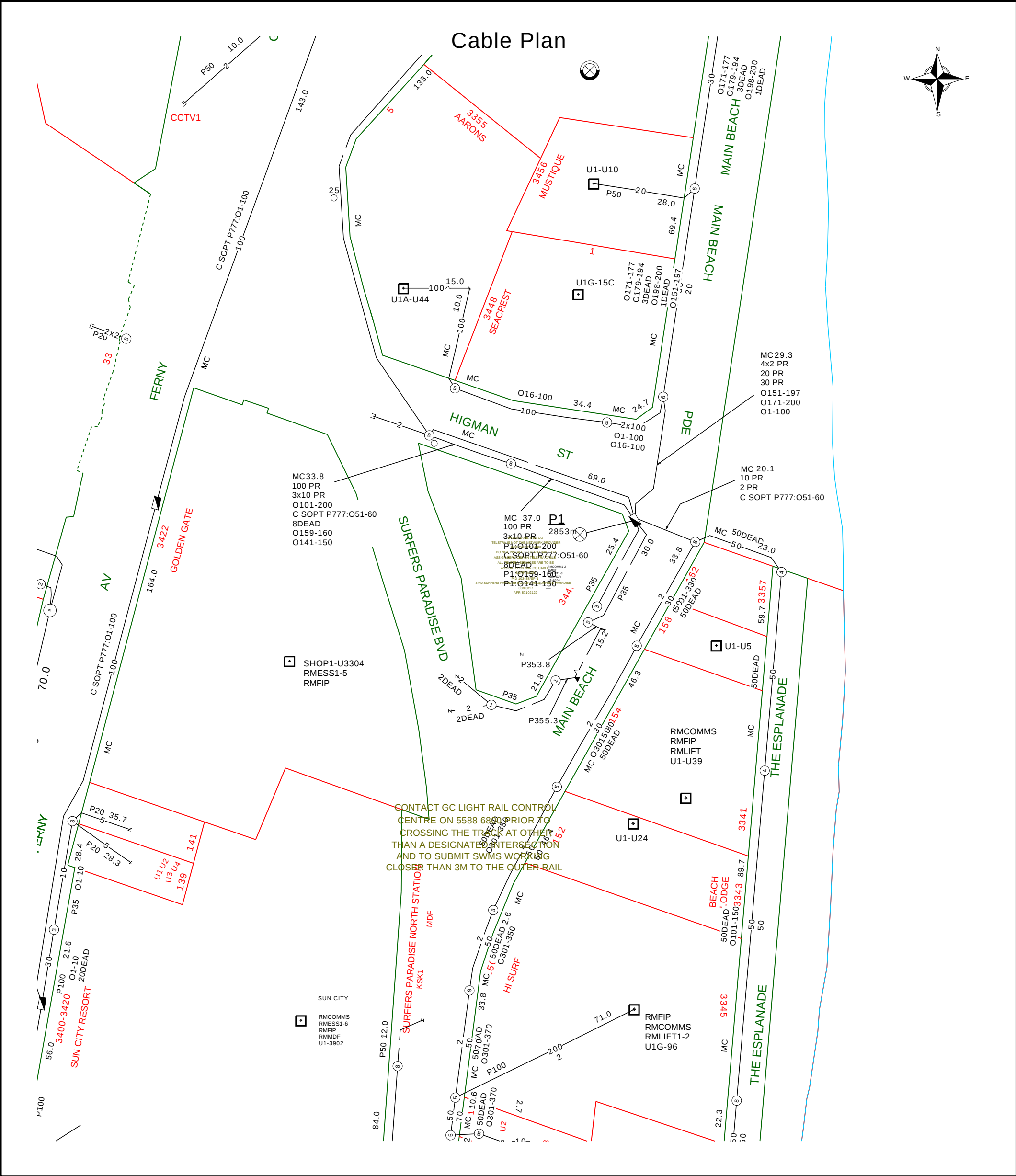
Telstra's plans contain Telstra's confidential information and are provided on the basis that they are used solely for identifying the location or vicinity of Telstra's infrastructure to avoid damage to this infrastructure occurring as part of any digging or other excavation activity. You must not use Telstra's plans for any other purpose or in a way that will cause Telstra loss or damage and you must comply with any other terms of access to the data that have been provided to you by Telstra (including Conditions of Use or Access).

(See attached file: *Telstra Duty of Care v33.0a.pdf*)

(See attached file: *Telstra Map Legend v4_0c.pdf*)

(See attached file: *AccreditedPlantLocators 2025-09-16a.pdf*)

(See attached file: *262731347.pdf*)

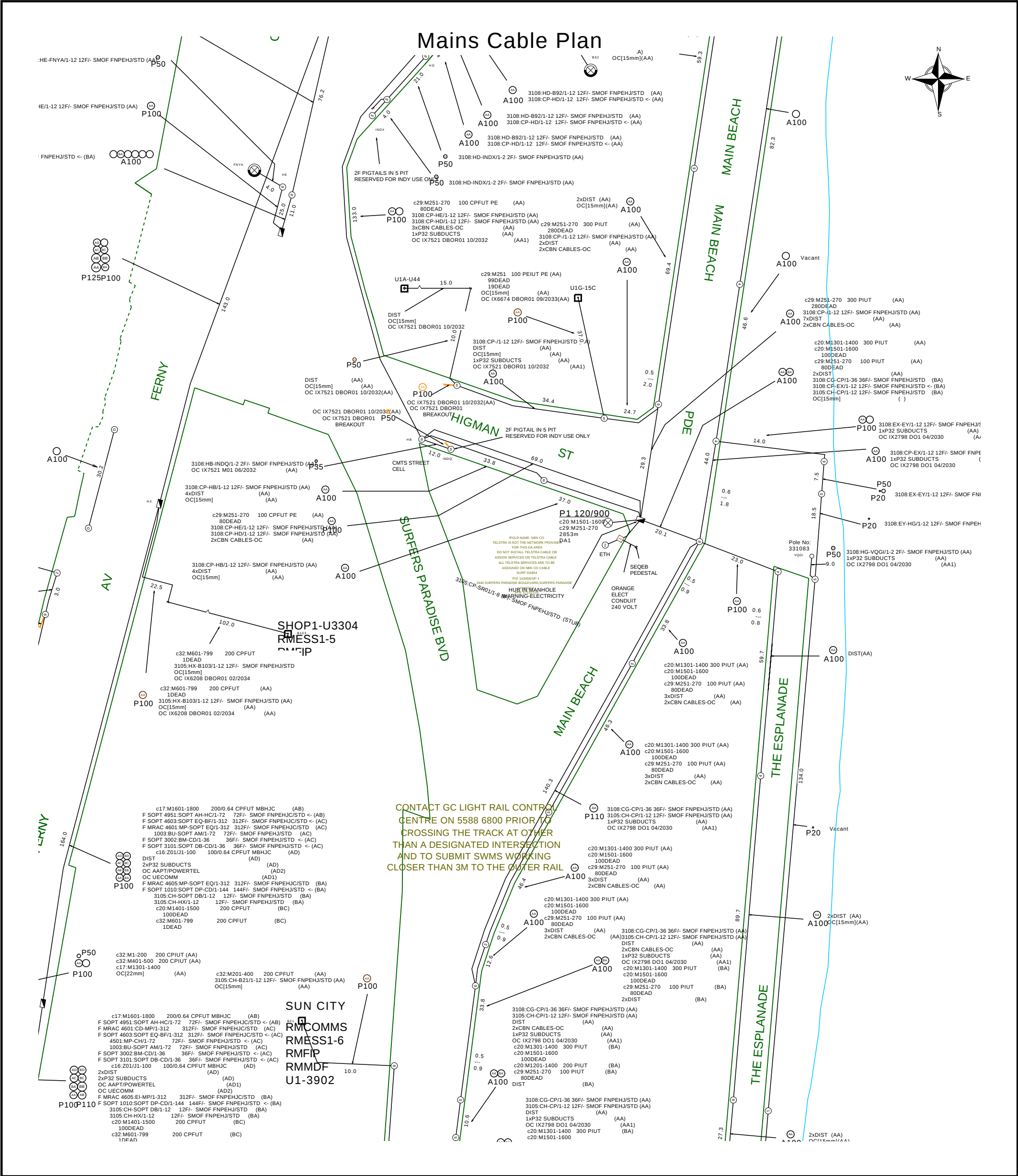


	Report Damage:https://service.telstra.com.au/customer/general/forms/report-damage-to-telstra Ph - 13 22 03 Email - Telstra.Plans@team.telstra.com Planned Services - ph 1800 653 935 (AEST bus hrs only) General Enquiries	Sequence Number: 262731347
TELSTRA LIMITED A.C.N. 086 174 781 Generated On 16/10/2025 17:00:46		CAUTION: Fibre optic and/ or major network present in plot area. Please read the Duty of Care and contact Telstra Plan Services should you require any assistance.

The above plan must be viewed in conjunction with the Mains Cable Plan on the following page

WARNING
Telstra plans and location information conform to Quality Level "D" of the Australian Standard AS 5488-Classification of Subsurface Utility Information. As such, Telstra supplied location information is indicative only. Spatial accuracy is not applicable to Quality Level D. Refer to AS 5488 for further details. The exact position of Telstra assets can only be validated by physically exposing it. Telstra does not warrant or hold out that its plans are accurate and accepts no responsibility for any inaccuracy. Further on site investigation is required to validate the exact location of Telstra plant prior to commencing construction work. A Certified Locating Organisation is an essential part of the process to validate the exact location of Telstra assets and to ensure the asset is protected during construction works.

See the Steps- Telstra Duty of Care that was provided in the email response.



	Report Damage:https://service.telstra.com.au/customer/general/forms/report-damage-to-telstra/ Ph - 13 22 03 Email - Telstra.Plans@team.telstra.com Planned Services - ph 1800 653 935 (AEST bus hrs only) General Enquiries TELSTRA LIMITED A.C.N. 086 174 781 Generated On 16/10/2025 17:00:54	Sequence Number: 262731347 CAUTION: Fibre optic and/ or major network present in plot area. Please read the Duty of Care and contact Telstra Plan Services should you require any assistance.
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The above plan must be viewed in conjunction with the Mains Cable Plan on the following page

WARNING
Telstra plans and location information conform to Quality Level "D" of the Australian Standard AS 5488-Classification of Subsurface Utility Information. As such, Telstra supplied location information is indicative only. Spatial accuracy is not applicable to Quality Level D. Refer to AS 5488 for further details. The exact position of Telstra assets can only be validated by physically exposing it. Telstra does not warrant or hold out that its plans are accurate and accepts no responsibility for any inaccuracy. Further on site investigation is required to validate the exact location of Telstra plant prior to commencing construction work. A Certified Locating Organisation is an essential part of the process to validate the exact location of Telstra assets and to ensure the asset is protected during construction works.

See the Steps- Telstra Duty of Care that was provided in the email response.

General Information



Before you Dig Australia – BEST PRACTISE GUIDES
<https://www.byda.com.au/before-you-dig/best-practice-guides/>

OPENING ELECTRONIC MAP ATTACHMENTS –

Telstra Cable Plans are generated automatically in either PDF or DWF file types.
Dependent on the site address and the size of area selected.
You may need to download and install free viewing software from the internet e.g.



DWF Map Files (all sizes over A3)
Autodesk Viewer (Internet Browser) <https://viewer.autodesk.com/> or
Autodesk Design Review <http://usa.autodesk.com/design-review/> for DWF files.
(Windows PC)



PDF Map Files (max size A3)
Adobe Acrobat Reader <http://get.adobe.com/reader/>



Telstra New Connections / Disconnections
13 22 00



Telstra Protection & Relocation: 1800 810 443 (AEST business hours only).
[Email](#)
Telstra Protection & Relocation Fact Sheet: [Link](#)
Telstra Protection & Relocation Home Page [Link](#)



Telstra Aerial Assets Group (overhead network)
1800 047 909

Protect our Network:

by maintaining the following distances from our assets:

- 1.0m Mechanical Excavators, Farm Ploughing, Tree Removal
- 500mm Vibrating Plate or Wacker Packer Compactor
- 600mm Heavy Vehicle Traffic (over 3 tonnes) not to be driven across Telstra ducts or plant.
- 1.0m Jackhammers/Pneumatic Breakers
- 2.0m Boring Equipment (in-line, horizontal and vertical)

For more info contact a [CERTLOC Certified Locating Organisation \(CLO\)](#) or
Telstra Location Intelligence Team 1800 653 935

Before You Dig Australia

Think before you dig

This document has been sent to you because you requested plans of the Telstra network through Before You Dig Australia (BYDA).

If you are working or excavating near telecommunications cables, or there is a chance that cables are located near your site, you are responsible to avoid causing damage to the Telstra network.

Please read this document carefully. Taking your time now and following the BYDA's Best Practices and 5 Ps of Safe Excavation <https://www.byda.com.au/before-you-dig/best-practice-guides/>

can help you avoid damaging our network, interrupting services, and potentially incurring civil and criminal penalties.

Our network is complex and working near it requires expert knowledge. Do not attempt these activities if you are not qualified to do so.



Disclaimer and legal details

*Telstra advises that the accuracy of the information provided by Telstra conforms to Quality Level D as defined in AS5488-2013.

It is a criminal offence under the Criminal Code Act 1995 (Cth) to tamper or interfere with telecommunications infrastructure.

Telstra will also take action to recover costs and damages from persons who damage assets or interfere with the operation of Telstra's networks.

By receiving this information including the indicative plans that are provided as part of this information package you confirm that you understand and accept the risks of working near Telstra's network and the importance of taking all the necessary steps to confirm the presence, alignments and various depths of Telstra's network. This in addition to, and not in replacement of, any duties and obligations you have under applicable law.

When working in the vicinity of a telecommunications plant you have a "Duty of Care" that must be observed. Please read and understand all the information and disclaimers provided below.

The Telstra network is complex and requires expert knowledge to interpret information, to identify and locate components, to pothole underground assets for validation and to safely work around assets without causing damage. If you are not an expert and/or qualified in these areas, then you must not attempt these activities. Telstra will seek compensation for damages caused to its property and losses caused to Telstra and its customers. Construction activities and/or any activities that potentially may impact on Telstra's assets must not commence without first undertaking these steps. Construction activities can include anything that involves breaking ground, potentially affecting Telstra assets.

If you are designing a project, it is recommended that you also undertake these steps to validate underground assets prior to committing to your design.

This Notice has been provided as a guide only and may not provide you with all the information that is required for you to determine what assets are on or near your site of interest. You will also need to collate and understand all information received from other Utilities and understand that some Utilities are not a part of the BYDA program and make your own enquiries as appropriate. It is the responsibility of the entities arranging for the works to be performed, supervising the works, and undertaking the works to protect Telstra network during excavation / construction works.

Telstra owns and retains the copyright in all plans and details provided in conjunction with the applicant's request. The applicant is authorised to use the plans and details only for the purpose indicated in the applicant's request. The applicant must not use the plans or details for any other purpose.

Telstra plans or other details are provided only for the use of the applicant, its servants, agents, or CERTLOC Certified Locating Organisation (CLO). The applicant must not give the plans or details to any parties other than these and must not generate profit from commercialising the plans or details. If the Applicant is aware of another party or parties about to perform or performing works at the location, it should ensure that the other party or parties have lodged a BYDA enquiry and obtained plans for that location. If you are undertaking excavations works you must follow the 5Ps of Safe Excavation. The 5 Ps of Safe Excavation are set out in the video in the below link.

<https://www.byda.com.au/education/resources/>

Telstra, its servants or agents shall not be liable for any loss or damage caused or occasioned by the use of plans and or details so supplied to the applicant, its servants and agents, and the applicant agrees to indemnify Telstra against any claim or demand for any such loss or damage.

Please ensure Telstra plans and information provided always remains on-site throughout the inspection, location, and construction phase of any works.

Telstra plans are valid for 60 days after issue and must be replaced if required after the 60 days.

Data Extraction Fees

In some instances, a data extraction fee may be applicable for the supply of Telstra information. Typically, a data extraction fee may apply to large projects, planning and design requests or requests to be supplied in non-standard formats. For further details contact Telstra Location Intelligence Team.

Telstra does not accept any liability or responsibility for the performance of or advice given by a CERTLOC Certified Locating Organisation (CLO). Certification is an initiative taken by Telstra towards the establishment and maintenance of competency standards. However, performance and the advice given will always depend on the nature of the individual engagement.

Neither the Certified Locating Organisation nor any of its employees are an employee or agent for Telstra. Telstra is not liable for any damage or loss caused by the Certified Locating Organisation or its employees.

Once all work is completed, the excavation should be reinstated with the same type of excavated material unless specified by Telstra.

The information contained within this pamphlet must be used in conjunction with other material supplied as part of this request for information to adequately control the risk of potential asset damage.

When using excavators and other machinery, also check the location of overhead power lines.

Workers and equipment must maintain safety exclusion zones around power lines

WARNING: Telstra plans and location information conform to Quality Level 'D' of the Australian Standard AS 5488 - Classification of Subsurface Utility Information. As such, Telstra supplied location information is indicative only. Spatial accuracy is not applicable to Quality Level D. Refer to AS 5488 for further details. Telstra does not warrant or hold out that its plans are accurate and accepts no responsibility for any inaccuracy shown on the plans. **FURTHER ON SITE INVESTIGATION IS REQUIRED TO VALIDATE THE EXACT LOCATION OF TELSTRA PLANT PRIOR TO COMMENCING CONSTRUCTION WORK.** A plant location service is an essential part of the process to validate the exact location of Telstra assets and to ensure the assets are protected during construction works. The exact position of Telstra assets can only be validated by physically exposing them. Telstra will seek compensation for damages caused to its property and losses caused to Telstra and its customers.

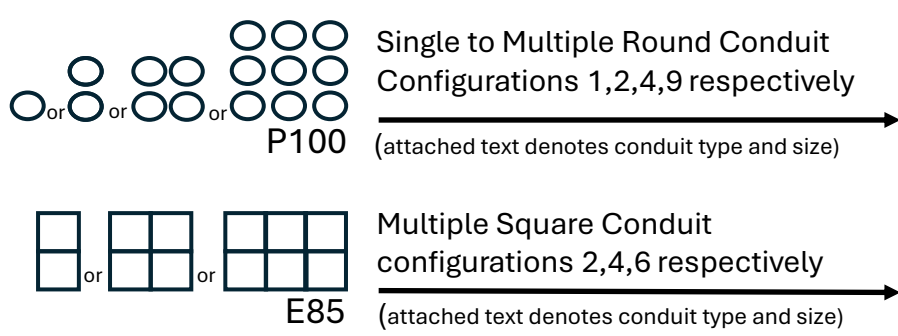
Privacy Note

Your information has been provided to Telstra by BYDA to enable Telstra to respond to your BYDA request. Telstra keeps your information in accordance with its privacy statement. You can obtain a copy at www.telstra.com.au/privacy or by calling us at 1800 039 059 (business hours only).

LEGEND



	Lead-in terminates at a Customer Address		Cable Joining Pit Number / Letter indicating Pit type/size
	Exchange Major Cable Present		Elevated Joint (above ground joint on buried cable)
	Pillar / Cabinet Above ground Free Standing		Telstra Plant in shared Utility trench
	Above ground Complex Equipment Please note: Powered by 240v electricity		Aerial cable / or cable on wall
OC	Other Carrier Telecommunication Cable/ Asset. Not Telstra Owned		Aerial cable (attached to joint use Pole e.g., Power Pole)
DIST	Distribution cables in Main Cable Ducts		Marker Post Installed
MC	Main Cable ducts on a Distribution Plan		Buried Transponder
	Blocked or Damaged Duct		Marker Post & Transponder
	Footway Access Chamber (can vary between 1-lid to 12-lid)		Optical Fibre Cable Direct Buried
	NBN Pillar		Direct Buried Cable
	Third Party Owned Network Non-Telstra		nbn owned network



Some examples of conduit type and size:

A - Asbestos cement, P - PVC / Plastic, C - Concrete, GI - Galvanised Iron, E - Earthenware

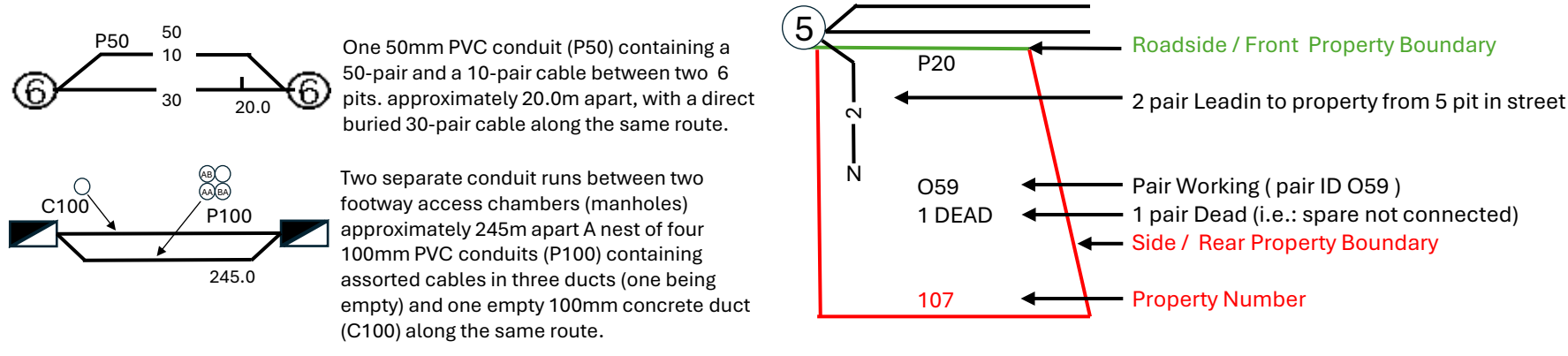
Conduit sizes nominally range from 20mm to 100mm

P50 50mm PVC conduit

P100 100mm PVC conduit

A100 100mm asbestos cement conduit

Some Examples of how to read Telstra Plans



The 5 Ps of Safe Excavation

<https://www.byda.com.au/before-you-dig/best-practice-guides/>

Plan Plan your job. Use the BYDA service at least one day before your job is due to begin, and ensure you have the correct plans and information required to carry out a safe project.	Prepare Prepare by communicating with asset owners if you need assistance. Look for clues onsite. Engage a Certified Locator.	Pothole Potholing is physically sighting the asset by hand digging or hydro vacuum extraction.	Protect Protecting and supporting the exposed infrastructure is the responsibility of the excavator. Always erect safety barriers in areas of risk and enforce exclusion zones.	Proceed Only proceed with your excavation work after planning, preparing, potholing (unless prohibited), and having protective measures in place.
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Referral

262731346

Member Phone

1800 786 306

Responses from this member

Response received Thu 16 Oct 2025 4.56pm

File name	Page
Response Body	120
262731346.pdf	121

Request: 262731346 Enquirer: Dott & Crossitt - 3756031 Contact: Jared Zak Email:
form2@dottandcrossitt.com.au Phone: +61449773105 Address: 1-2/2-4 New Street Nerang QLD 4211 Site
Address: Unit 204 3440 Surfers Paradise Bvd Surfers Paradise QLD 4217 Activity: Conveyancing Job
Number: 51446562

Date: 16/10/2025

Enquirer Name: Jared Zak
Enquirer Address: 1-2/2-4 New Street
Email: form2@dottandcrossitt.com.au
Phone: +61449773105

Dear Jared Zak

The following is our response on behalf of each of the TPG carriers (listed below) to your Before You Dig Australia enquiry – Sequence 262731346

It is provided to you on a confidential basis under the following conditions and must be shredded or securely disposed of after use.

Assets Affected: Unit 204 3440 Surfers Paradise Bvd Surfers Paradise

Carriers (each a “TPG carrier”) and assets affected:

PIPE Networks

Location:

According to our records, the underground assets in the vicinity of the location stated in your enquiry are **AFFECTED**. Please read the below information and disclaimers in addition to the any attached plans provided prior to any construction activities.

IMPORTANT INFORMATION

- The information provided is valid for 30 days from the date of this response. If your work site area changes or your construction activity is beyond 30 days please contact Before You Dig Australia on 1100 or www.1100.com.au to re-submit a new enquiry.
- Due to the nature of underground assets and the age of some assets and records, our plans are indicative of the general location only and may not show all assets in the location. You should not solely rely on these plans when undertaking construction works. It is also inaccurate to assume depth or that underground network conduit and cables follow straight lines, and careful on-site investigations are essential to locate an asset's exact position prior to excavation. It is your responsibility to locate and confirm the exact location of our infrastructure using non-destructive techniques. We make no warranty or guarantee that our plans are complete, current or error free, and to the maximum extent permitted by law we exclude all liability to you, your employees, agents and contractors for any loss, damage or claim arising out of or in connection with using our plans.
- Please note that some of our conduits carry electrical cables and gas pipes. Please exercise extreme care when working within the vicinity of these conduit and take into account the minimum clearance distances under Duty Of Care below.
- You (and your employee and contractors) must not open, move, interfere, alter or relocate any of our assets without our prior approval.
- **Note** It is a criminal offence under the *Criminal Code Act 1995 (Cth)* to tamper or interfere with communication facilities owned by a carrier. Heavy penalties may apply for breach of this prohibition, and any damages suffered, or costs incurred by us as a result of such unauthorised works may be claimed against you.

DAMAGE

- You must report immediately any damage to our network on **1800 786 306** (24hrs). We will hold you liable and seek compensation for any loss or damage to our network, our property and our customers that is caused by or arises out of your activities.

DUTY OF CARE

You have a duty of care to carefully locate, validate and protect our assets when carrying out works near our infrastructure. For construction activities that may impact on or interfere with our network, you will need to call us on **1800 786 306** to discuss a suitable engineering solution, lead time and cost involved. The below precautions must be taken when working in the vicinity of our network:

- Contact us on **1800 786 306** to discuss and obtain relevant information and plans on our infrastructure in a particular location if the information provided in this response is insufficient.
- Physically locate and mark on-site our network infrastructure using non-destructive techniques i.e. pot holing or hand digging every 5 metres prior to commencing any construction activities. Assets located must be marked to AS5488 standard. **NO CONSTRUCTION WORK IS ALLOWED UNTIL THIS STEP IS COMPLETED.** You must use an approved telecommunications accredited locator, or we can provide a locator for you at your expense. If we provide you with a locator, and this locator attended the site and is proven to be grossly negligent in physically locating and marking our infrastructure, then to the extent any TPG carrier is liable for this locator's negligence, acts and omissions, the total liability aggregated for all TPG carriers is limited, at our option, to attend the site and re-mark the infrastructure or to pay for a third party to re-mark the infrastructure.
- If you require us to locate or monitor our infrastructure, please allow five business days' notice for us to respond.
- Ensure all information, including our network requirements and any associated plans provided by us are kept confidential and remain on-site throughout your construction works.

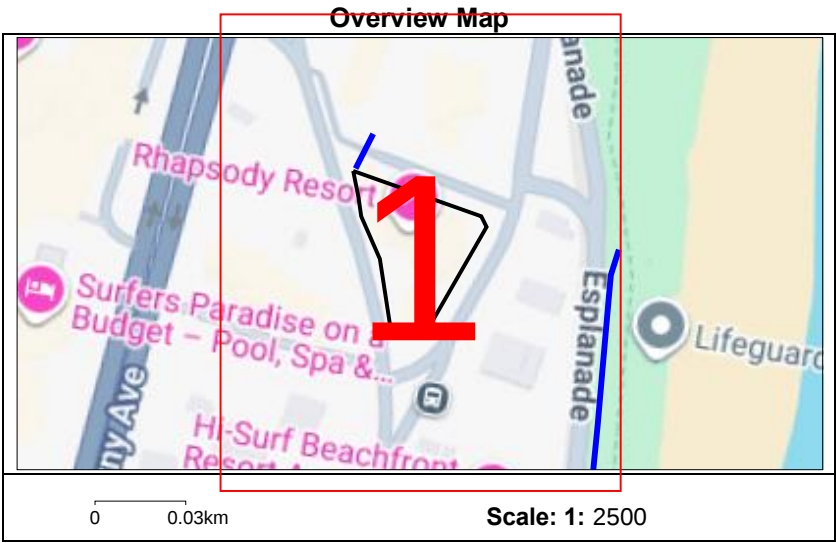
- Use suitably qualified and supervised professionals, particularly if you are working near assets that contain electricity cables or gas pipes.
- Ensure the below minimum clearance distances between the construction activities and the actual location of our assets are met. If you need clearance distances for our above ground assets, or if the below distances cannot be met, call **1800 786 306** to discuss.

Minimum assets clearance distances.

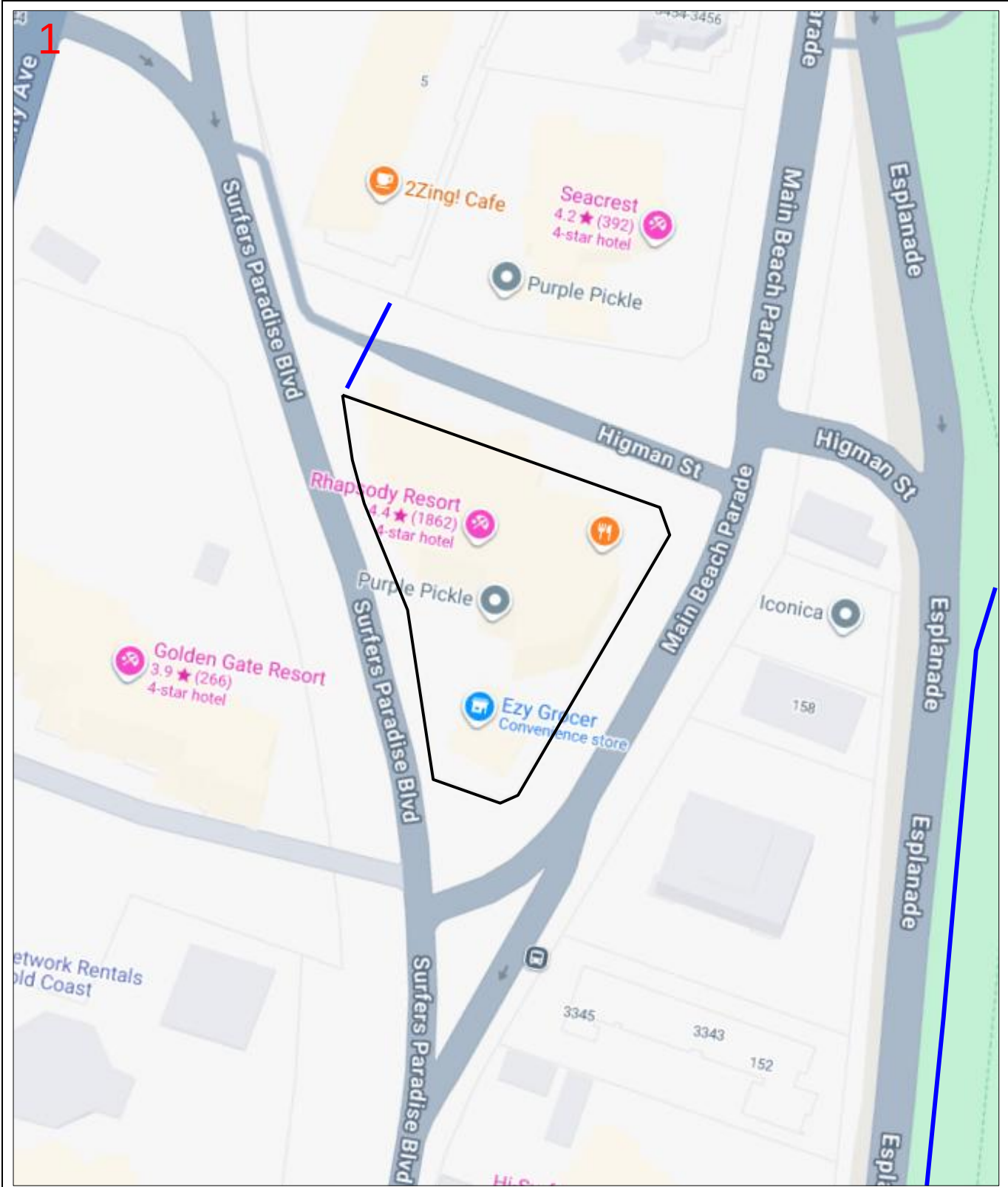
- 300mm when laying asset inline, horizontal or vertical.
 - 1000mm when operating vibrating equipment. Eg: vibrating plates. No vibrating equipment on top of asset.
 - 1000mm when operating mechanical excavators or jackhammers/pneumatic breakers.
 - 2000mm when performing directional bore in-line, horizontal and vertical.
 - No heavy vehicle over 3 tonnes to be driven over asset with less than 600mm of cover.
- Reinstate exposed TPG network infrastructure back to original state.

PRIVACY & CONFIDENTIALITY

- Privacy Notice – Your information has been provided to us by Before You Dig Australia to respond to your Before You Dig Australia enquiry. We will keep your personal information in accordance with TPG’s privacy policy, see www.tpg.com.au/about/privacy.
- Confidentiality – The information we have provided to you is confidential and is to be used only for planning and designing purposes in connection with your Before You Dig Australia enquiry. Please dispose of the information by shredding or other secure disposal method after use. We retain all intellectual property rights (including copyrights) in all our documents and plans.



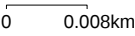
TPG Telecom Limited



Enquiry Number: 262731346

Map Sheet: 1

Scale: 1: 750



LEGEND

BYDA Work Area 

AAPT/PowerTel Pit		TransACT Pit	
AAPT/PowerTel Duct		TransACT Duct	
DDA Pit		SOUL Pattinson Telecoms Pit	
DDA Duct		SOUL Pattinson Telecoms Duct	
Agile/Adam Pit		PIPE Networks Pit	
Agile/Adam Duct		PIPE Networks Duct	

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End of document

i This document may exclude some files (eg. DWF or ZIP files)

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