

BSBPMG521 MANAGE PROJECT INTEGRATION

PRACTICAL ASSESSMENT INSTRUCTIONS

- The following practical assessment will require the participant to complete work related activities.
- Observations will be conducted of the participant's work to determine whether they display sufficient practical skills and knowledge.
- Please fill in the details below, providing your name, signature and date of assessment.
 - Your signature acknowledges that the assessor provided clear instructions and the participant understood what was required to complete this assessment.
- The assessor may substitute a Practical Task with another task of equal value.
 - Alternate tasks must be fully documented by the assessor.

Participant name

Lauren Symonds

Participant signature

Symonds

Assessor name

Grace Martin

Assessor signature

G Martin

Date

Click here to enter a date. 15/10/20

Number of tasks	Number of tasks completed	Satisfactory?	
		Yes	No
1		☒	☐

ASSESSOR COMMENTS

Lauren completes these tasks as a part of her general day to day work.

BSBPMG521 MANAGE PROJECT INTEGRATION

Practical Task 1

Description of task:

A suitable observer is to verify the participant's ability to:

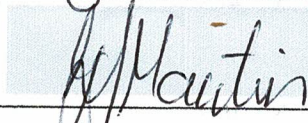
- Integrate and balance overall project management functions of scope, time, cost, quality, human resources, communications, risk and procurement across the project life cycle; and
- Align and track project objective to comply with organisational goals, strategies and objectives

These tasks may be simulated or real. The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.

Resources required:

Project documentation, Organisational documentation.

Assessment of task

Name of participant:	Lauren Symonds		
Name of observer:	Grace Martin		
Role of observer (Confirm suitability to sign)	Manager		
Email address of observer	grace@rhmbi.com.au		
Signature of observer:			
Date:	Click here to enter a date.	15/10/20	
When completing the task, did the participant:			Tick if satisfactorily completed. Provide comments if left unticked.
1 Establish project			
1.1A. Identify, clarify and prepare project initiation documentation.	☒		
1.1B. Identify relationship between the project and broader organisational strategies and goals.	☒		
1.1C. Negotiate and document project objectives, outcomes and benefits.	☒		
1.1D. Negotiate project governance structure with relevant authorities and stakeholders.	☒		
1.1E. Prepare and submit project charter for approval by relevant authorities.	☒		
2 Undertake project planning and design processes			
1.2A. Establish and implement a methodology to disaggregate project objectives into achievable project deliverables.	☒		
1.2B. Identify project stages, phases and structures – considering key requirements for stage completion against client requirements and project objectives.	☒		
1.2C. Analyse project management functions to identify interdependencies and impacts of constraints.	☒		

1.2D.	Develop a project management plan integrating all project-management functions with associated plans and baselines.	☒
1.2E.	Establish designated mechanisms to monitor and control planned activity.	☒
1.2F.	Negotiate approval of project plan with relevant stakeholders and project authority.	☒
3 Execute project in work environment		
1.3A.	Manage the project in an established internal work environment, ensuring effective work throughout the project.	☒
1.3B.	Maintain established links to align project objectives with organisational objectives throughout the project.	☒
1.3C.	Within authority levels, resolve conflicts negatively affecting attainment of project objectives.	☒
4 Manage project control		
1.4A.	Ensure project records remained updated against project deliverables and plans at required intervals.	☒
1.4B.	Analyse and submit status reports on project progress and identified issues with stakeholders and relevant authorities.	☒
1.4C.	Analyse and submit impact analysis of change requests for approval, where required.	☒
1.4D.	Maintain relevant project logs and registers accurately and regularly to assist with project audit.	☒
1.4E.	Ensure associated plans remained updated to reflect project progress against baselines and approved changes.	☒
5 Manage project finalisation		
1.5A.	Identify and allocate project finalisation activities.	☒
1.5B.	Ensure project products and associated documentation were prepared for handover to client in a timely manner.	☒
1.5C.	Finalise financial, legal and contractual obligations.	☒
1.5D.	Undertake project review assessments as input to future projects.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS



RHM Building Innovations

117 Mt Lindesay Hwy Gleneagle

Ph: 1300 858 746

ABN: 76 147 079 598

Project Charter

Client's Name: Mike Ennis	
Prepared by: Lauren Symonds, Project Administration, RHM Building Innovations	
Date: 22 nd August 2019	
Initiation:	This is the project for Mike Ennis, managed by Lauren Symonds
Synopsis:	RHM Building Innovations to supply and install 4 structures to Mike Ennis's property. Mike Ennis has entered a contract with RHM Building innovations to supply these structures to meet with his high standards, and to manage the project from start to finish.
Purpose/Business Need:	Each structure has been designed to add value to Mike Ennis' property, to benefit the home by providing aesthetics that blend well with the established Main house and second dwelling. Adding these structures will provide use for the client in each area of their home. Carport, patio areas for entertainment and a shed extension for more storage space.
Product Description and Deliverables:	The project will include: • Stage 1: Pre-Approval. This will involve submitting engineering and design of the proposed structures, a site plan and QBCC Insurance to a Private Certifier. The Private Certifier is to submit and liaise with council to obtain Approval. • Stage 2: Planning and PreBuilding. Once Approval has been received, kit materials are then ordered, and coordinating with the concreter for the Earthworks and concreting work to be done, for when kit materials will be delivered to site and scheduling in installation of the structures. • Stage 3: Installation. This will involve the installation of all structures once the earthworks and concreting has been completed and dried enough to be worked on. As each stage this project will be liaised with all stakeholders as needed to ensure relevant standards are being met.



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Project Exclusions:	The following will not be included in this project: - Any additional earthworks that hasn't been quoted, such as if a rock-breaker is required. - Termite protection - Connect stormwater to the legal point of discharge as per the Council Approved plans - Any scope not covered in the initial quotation or agreed contract.
Project Management:	The project will be managed using PMBOK methodology
Assumptions, Constraints, Risks:	Assumptions: - The proposed structures will be approved by council - All raw materials will be available when needed at the costs quoted - The construction of the four structures will be installed all at the same time. Constraints: - Council Application and Relaxation applications take 40 working business days. The project is governed by this wait time. - Other Conditions imposed by Council - A fixed budget of \$53,690.00 inc. GST - Completion of all work within 6 months time Risks: - Adverse weather conditions (rain) delaying the project and creating difficult working conditions (mud) - Delays with delivery of raw materials - Delays with the installation - Construction equipment breaking down
Resources:	The resources used in this project include: - RHM Building Innovations (Project Management, supply and installation). Includes a Project Administrator, Construction Manager, and five installers - Adamson Concreting Pty Ltd (Earthworks and concrete subcontractor). Preparing and pouring concrete slabs to engineering specifications for the proposed structures - TJB Building Certifiers. (Private Certifier) - Bluescope Lysaght. (Steel supplier)



RHM Building Innovations
 117 Mt Lindesay Hwy Gleneagle
 Ph: 1300 858 746
 ABN: 76 147 079 598

Stakeholders:	The key Stakeholders of this project include: Mike Ennis – Project Sponsor and Owner RHM Building Innovations (Project supplier and management) - Grace Martin – Director - Darren Martin – Construction Manager TJB Building Certifiers - Matt White – Director & Private Certifier Adamson Concreting - Colin Adamson. Director & Concreter Project Steering Committee: The following Stakeholders will form the project steering committee: - Grace Martin, Director, RHM Building Innovations - Lauren Symonds, Project Administrator, RHM - Mike Ennis, Owner and Sponsor
Approach:	The project will be produced through internal staff managing the project and performing most of the preparation work and installation of the structures. The contractors will be procured to perform the excavation duties and concreting.
Communication and Reporting:	The following communication needs to be implemented between the sponsor, the project team, and the project steering committee: - All urgent informal correspondence to take place directly between Lauren Symonds (Project Administrator), Grace Martin (Director) and Darren Martin (Construction Manager). - Bi-weekly scheduling meetings to be held between all members of the office staff for RHM Building Innovations - Any change requests to Lauren Symonds, Darren Martin, Grace Martin and Mike Ennis. - Formal letters are to be sent to Mike Ennis as each stage begins, providing estimated dates for the project proceeding.
Acceptance:	Acceptance of the Scope of Works at the start of the project, and acceptance of project deliverables at the end of the project to be signed off by Mike Ennis, Grace Martin, Darren Martin.



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Change Management:	All changes to the project are to be quoted and then approved in writing with signatures from Mike Ennis, and Lauren Symonds (Project Administrator)
Approval:	RHM Building Innovations Project Administrator: RHM Building Innovations Director: Sponsor:

QUOTATION REF: 2654 B

July 26, 2019

Mike Ennis,

[REDACTED]
[REDACTED]

Dear Mike,

Thank you for the opportunity to quote on your proposed 12m x 6m x 3.9m Attached Skillion Awning, 8m x 4m x 3.3m Attached Patio, 6m x 5.1m x 2.4m Gable Carport & 6.4m x 3m x 2.97m Freestanding Patio. Following my site visit, I have detailed a quotation for your consideration. This quote is valid for Thirty days and is subject to our standard terms & conditions.



117 Mt Lindsay Hwy Gleneagle 4285

P: 1300 858 746

E: info@rhmbi.com.au

www.rhmbi.com.au

ABN: 76 147 079 598 BSA: 1200878

INCLUSIONS	EXCLUSIONS
Attached Awning 12m x 6m x 3.9m Attached Skillion Awning with 250 C-Section Frame - Colorbond Monoclad 0.42BMT Roof & Wall Sheeting 1x Domestic AA Roller Door 5.1m wide x 3m high 3x Opening only 2.1m x high x 2.1m wide for window - Installation of 2.1m high x 2.1m high window - Insulation for Roof & Back Wall of Awning - Awning Construction 12m x 6m Concrete Slab 100mm thick with SL62 mesh, plastic underlay, 450x450x450 piers at column locations, retained edge beam to front right side and earthworks Attached Patio 8m x 4m x 3.3m Attached Insulated Skillion Patio - Attaching to house fascia via elevated gutter brackets - Colorbond Insulroof 50mm Corrugated Insulated Roof Sheeting 2x Colorbond 90x90 Flanged Post Bolting to concrete slab 7.125m x 3m Concrete Slab 100mm thick with SL62 mesh, plastic underlay, 300x300 thickening beam to outside edge of house and earthworks Gable Carport 6m x 5.1m x 2.4m Gable Carport with C-200 Frame and a 15-degree Roof Pitch - Colorbond Custom Or 0.42BMT Roof & Infill Sheeting - Gable Infill in front gable 4x Gal 75x75 SHS Posts into concrete footings, concrete cutting included Attached awning, Attached Patio & Gable Carport - Standard Council & Relaxation (A and A) Application - QBCC Insurance - Construction of Attached Awning, Attached Patio & Gable Carport - Delivery - Waste Removal Freestanding Patio Kit Only 6.4m x 3m x 2.97m Freestanding Insulated Patio - Colorbond Insulroof 75mm Corrugated Insulated Roof Sheeting 4x Colorbond 90x90 Flanged Posts (these posts don't require the stirrups currently in the concrete) - Delivery	- Items not listed in Inclusions - Connect to stormwater 3x 2.1m x 2.1m Windows - Construction of freestanding patio

QUOTATION REF: 2654 B



117 Mt Lindsay Hwy Gleneagle 4285

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ABN: 76 147 079 598 BSA: 1200878

1. An abbreviated set of our Terms & Conditions are attached for your perusal and do apply to this quotation.
2. If the quote is accepted a progress payment schedule will be set up to reflect the value of the contract.
3. Any pricing is subject to a site inspection by a qualified RHM Building Innovations representative.
4. All storm-water connections to be plumbed to ground unless otherwise agreed upon in contract stage.
5. Pricing may be subject to change due to utility location ie: Sewer, Power, Water & Phone.

12m x 6m x 3.9m Attached Skillion Awning \$15,240

Construction of Skillion Awning \$3,740

Sub Total \$18,980

8m x 4m x 3.3m Attached Insulated Skillion Patio \$8,240

Construction of Attached Insulated Patio \$2,250

Sub Total \$10,490

6m x 5.1m x 2.4m Gable Carport \$3,675

Construction of Gable Carport \$2,100

Sub Total \$5,775

12m x 6m Awning Slab & 7.125m x 3m Patio Slab \$7,980

QBCC Insurance, Standard Council & Relaxation Application \$3,465

6.4m x 3m x 2.97m Freestanding Patio Kit Only \$5,600

TOTAL \$52,290.00

RHM Services Pty Ltd t/as RHM Building Innovations follows safe work practices & is registered with the building National code of practice for building/construction.

I look forward to receiving your feedback regarding our quotation and for the opportunity to assist you with your construction requirements.

Should you have any queries, please do not hesitate to call me at the office on 1300 858 746.

Yours Faithfully

David Buckley
Estimator

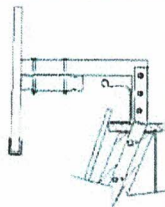
GUTTER: GQ



ROOFING: RS9N50



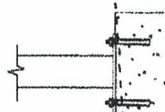
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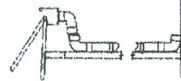
1072: P12



106A: P12



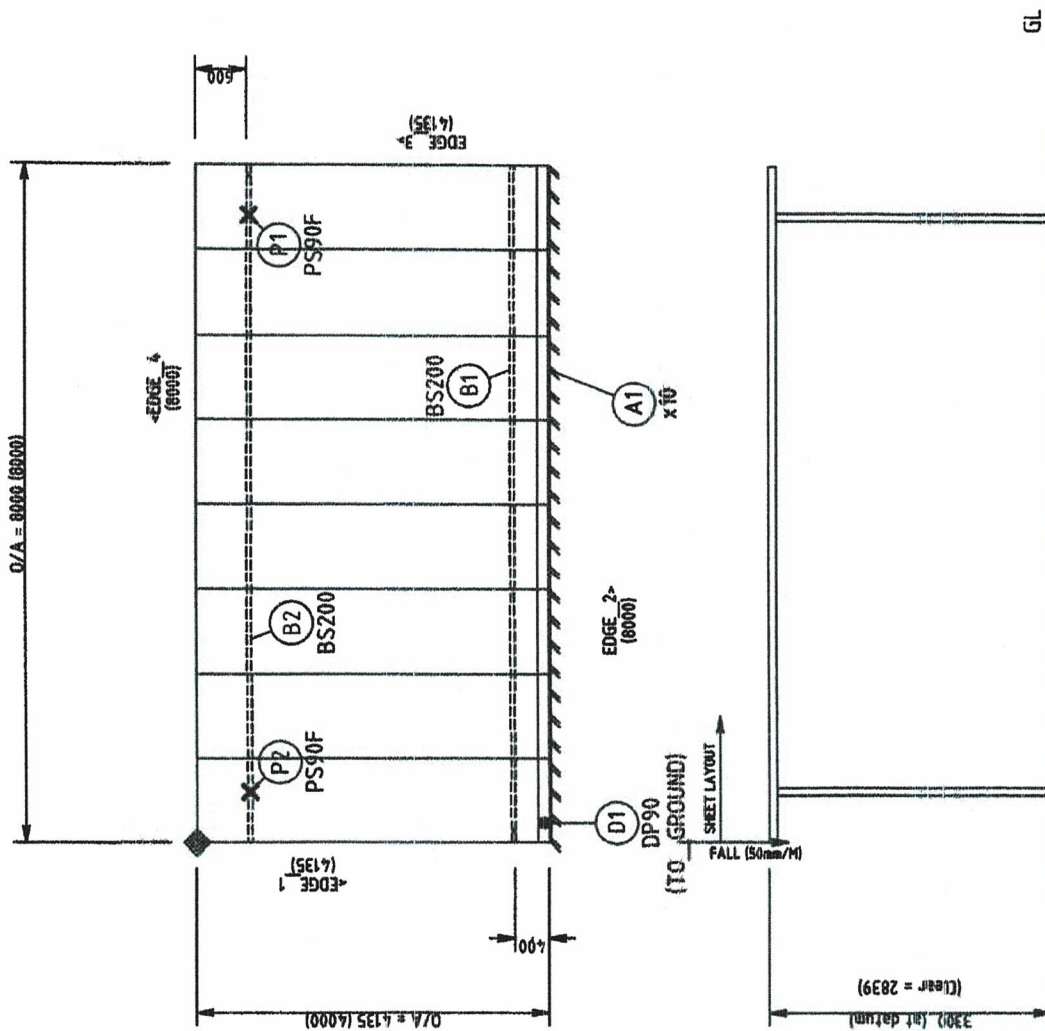
1077: D1



WIND CLASS = N3-W4/M
SIDES BLOCKED = 1
PLAN AREA = 33.1 SQ.M
PERIMETER = 24.3 M
ATTACHED = 8.0 M
MODEL = 1 (customised)

CCBUILDER PLAN (engineered with 'eXact Design' technology)

Cpb, Pu, Pw = 0.5, 150, 0.651 kPa
FDL(90%) , fserv = 0.099 kPa, 0.41
Max Sheet Spans (S1S2) = 5406, 5400
Weight (ex conc.) = 597 kg



File = Ennis
Page of

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I / We Have Read and Clearly Understand this Document

Client Signature: _____
Client Signature: _____
Job No: _____
Delivery Date: _____
Model 1 (Roof=RS9N50)
Plot Date: 23-Jul-2019

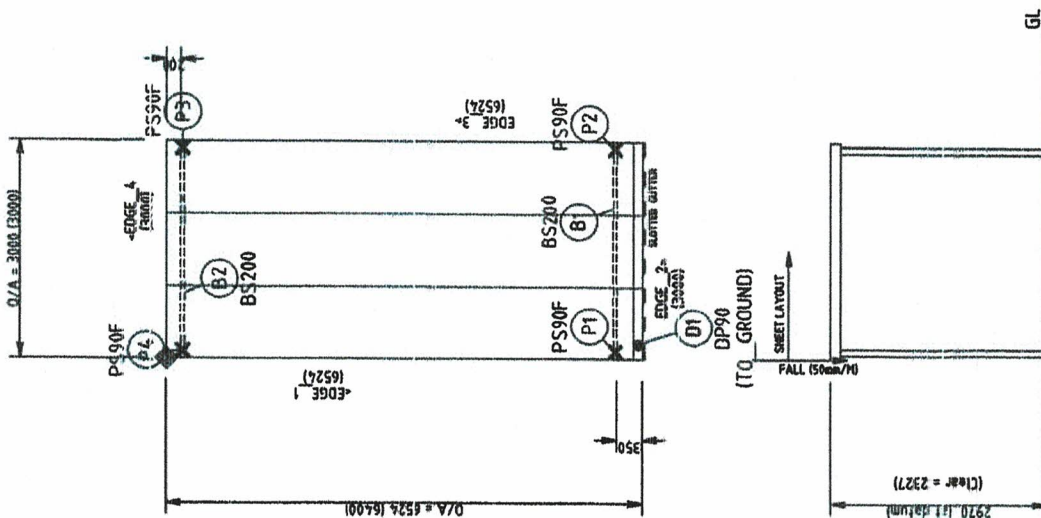
For: Mike Ennis
Address: 5 Renford Court Ormeau Qld 4208
Proposed: Flat structures (attached)
Sales Consultant:



CCBUILDER PLAN (engineered with 'eXact Design' technology)

Cph, P_u, P_u = 0.5, 1.50, 0.651 kPa
 RDL(90%)_u, f_{serv} = 0.099 kPa, 0.41
 Max Sheet Spans [S1,S2] = 6900, 6900
 Weight (ex.conc.) = 4.39 kg

WIND CLASS = M3-W41N
 SIDES BLOCKED = 1
 PLAN AREA = 19.6 SQ.M
 PERIMETER = 19.0 M
 ATTACHED = 0.0 M
 MODEL = 2 (customised)



File = Ennis
 Page of



For: Mike Ennis
 Address: 5 Renford Court Ormeau Qld 4208
 Proposed: Flat structures (attached)
 Sales Consultant:

Job No:
 Delivery Date:
 Model 2 (Roof=RS91N75)
 Plot Date: 23-Jul-2019

Roof Fall (1%) SCALE (Metres) 0 1 2 3 4 5m

I / We Have Read and Clearly Understand this Document

Client Signature:

Client Signature:

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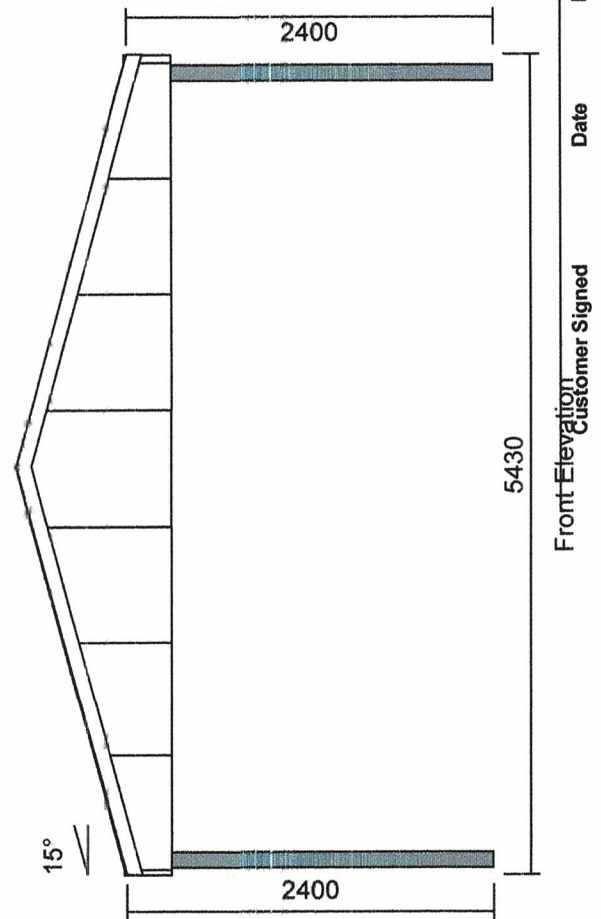
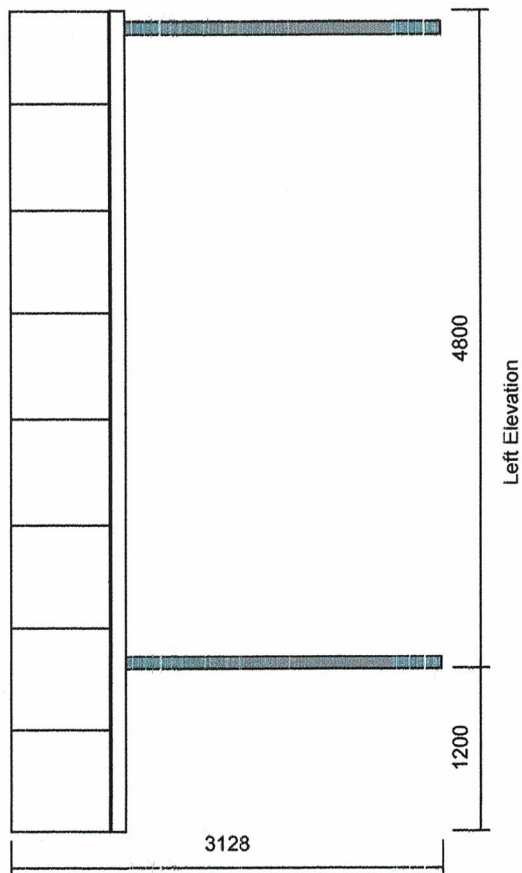
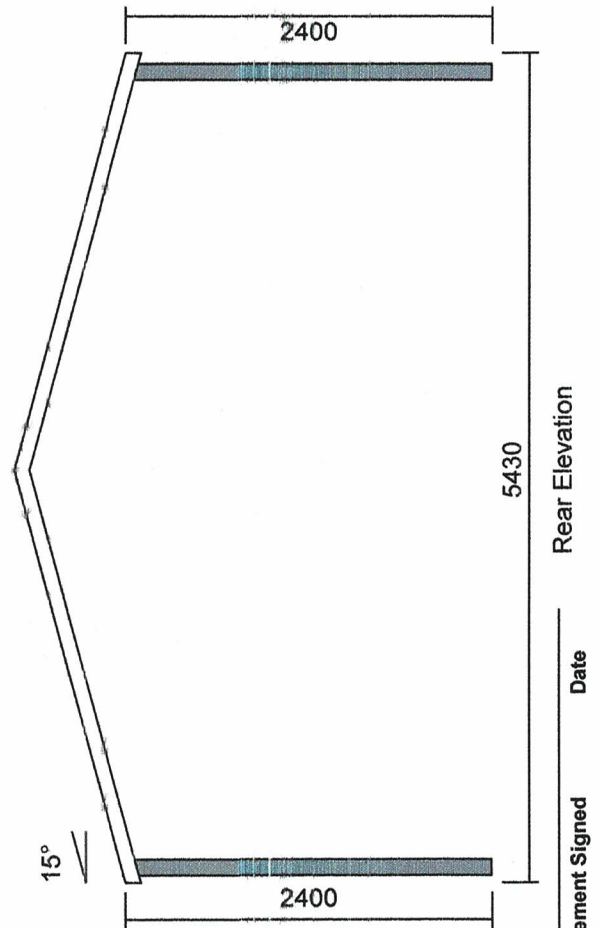
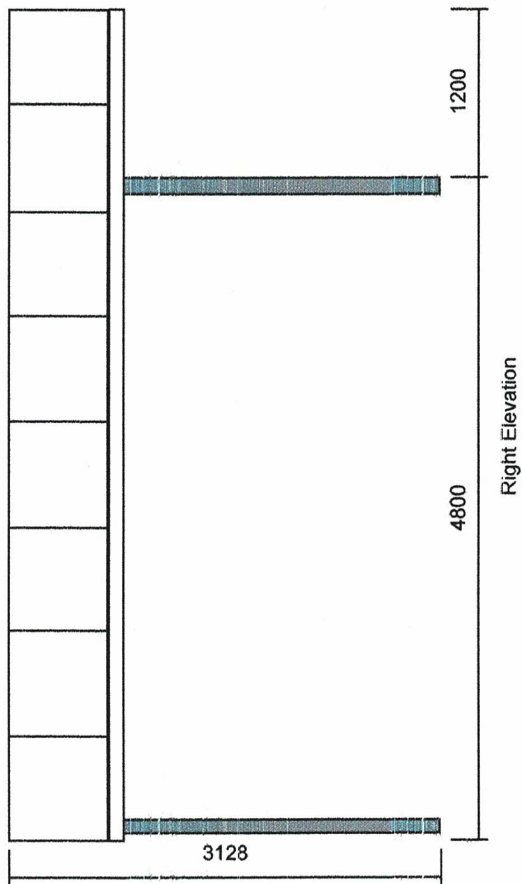
GUTTER: GS

ROOFING: RS91N75

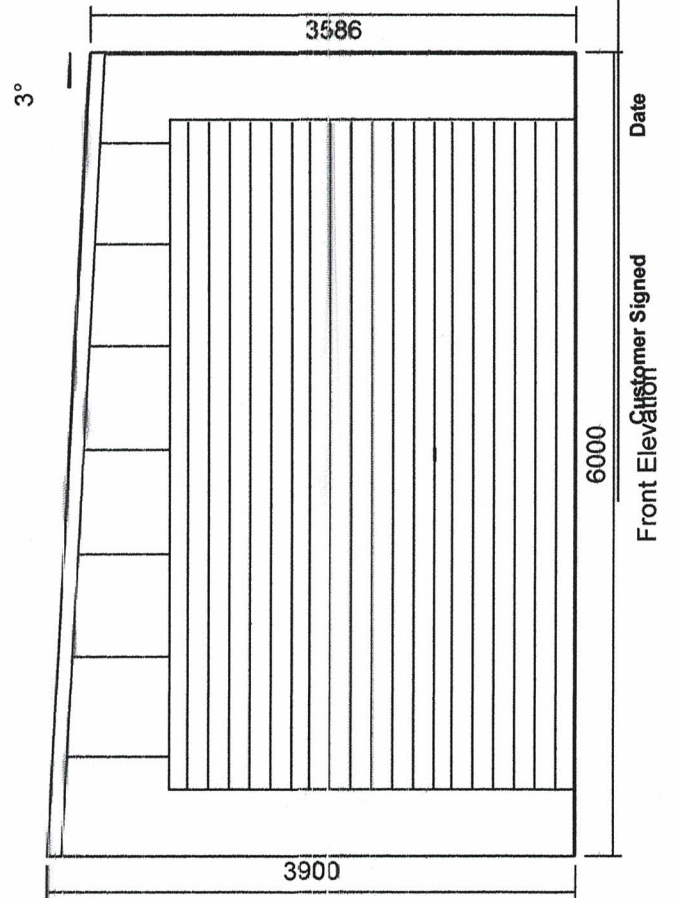
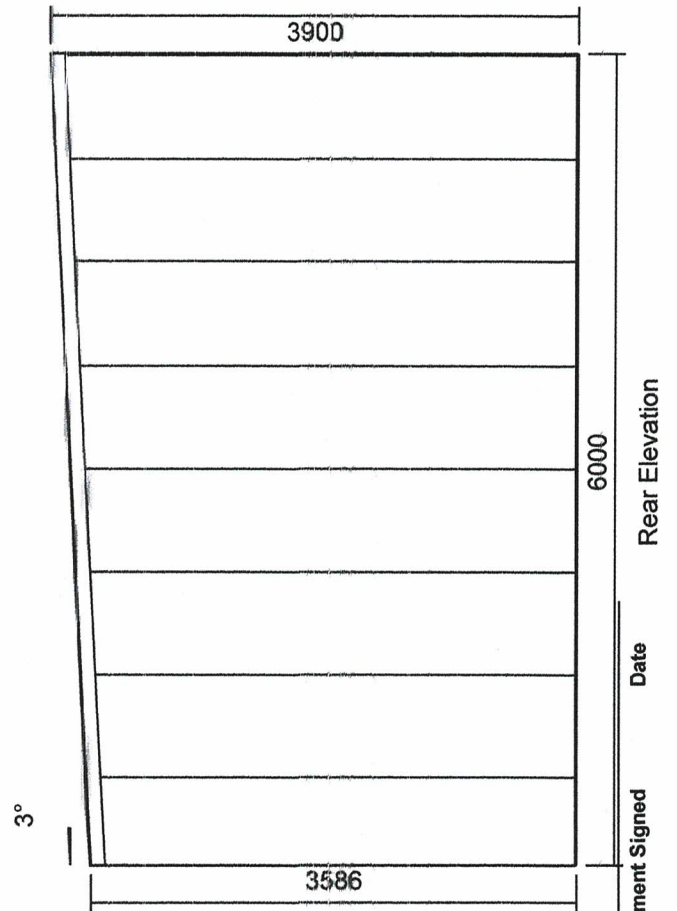
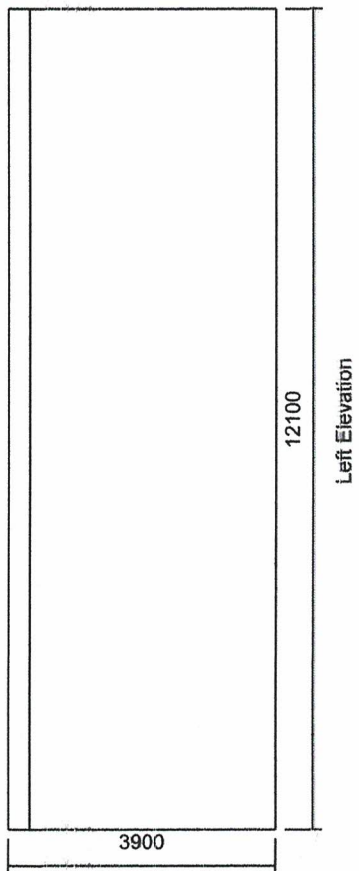
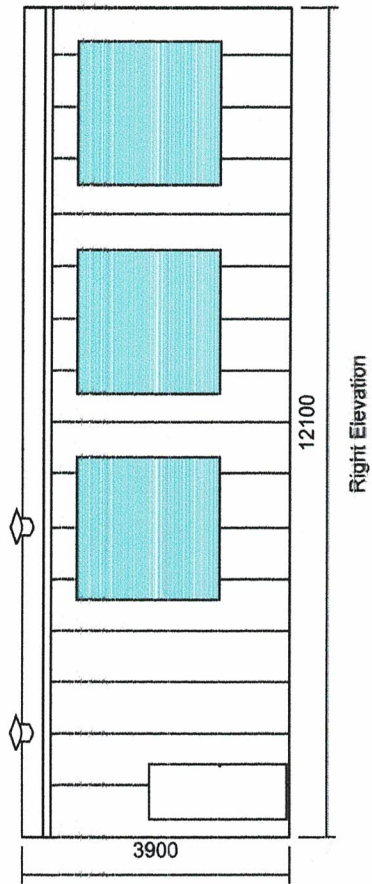
1072: P12,3,4

1084: P12,3,4

1027: D1



Elevations	RHM Building Innovations	Client: Ennis, Mike	Building Type: Gable Carport
	Quote#: 2654CARPORT B	Client Address: 5 Renforc Court, Ormeau QLD, 4208	



Elevations

RHM Building Innovations

Client: Ennis, Mike

Building Type: Awning

Quote#: DNGJIMJ0579

Client Address: 5 Renford Crt, Ormeau QLD, 4208



QUEENSLAND BUILDING AND
CONSTRUCTION COMMISSION

Build better.

QBCC LEVEL 2 RENOVATION, EXTENSION AND REPAIR CONTRACT

THIS DOCUMENT CONTAINS:

- **Schedule for QBCC Level 2 Renovation, Extension and Repair Contract**
- **Prime Cost Items Schedule**
- **Provisional Sums Schedule**
- **Forms**
 - Form 1 – *Commencement Notice*
 - Form 2 – *Extension of Time Claim and Owner's Response to Claim*
 - Form 3 – *Progress Claim*
 - Form 4 – *Notice of Dispute of Progress Claim*
 - Form 5 – *Variation Document*
 - Form 6 – *Defects Document*
 - Form 7 – *Certificate of Practical Completion*

These forms are produced on 'No Carbon Required' (NCR) paper.
(Fold this cover under the triplicate copy when filling out forms)

When each form or Schedule is completed, the Contractor is to retain the original document and give 2 copies to the Owner. Extra copies of forms and Schedules may be downloaded from QBCC's website.

SCHEDULE FOR QBCC LEVEL 2 RENOVATION, EXTENSION AND REPAIR CONTRACT

This Contract is intended to be used for the renovation, extension, improvement or routine repair of a home (including a house, duplex or unit), or associated work (e.g. landscaping, building a pool or garage, etc.), where the Contract Price is \$20,000 or more. For smaller projects priced under \$20,000 the Level 1 version of this Contract should be used.

NOTE TO OWNER: To better understand your contractual rights and obligations, **BEFORE SIGNING** carefully read this Schedule and the accompanying Consumer Building Guide and the General Conditions dated July 2018.

NOTE TO CONTRACTOR: When completed, retain original and give 2 signed copies of this Schedule to the Owner.

The Owner

Owner's name/s: Mike Ennis

Address: [REDACTED] Post Code: 4208

Business Phone: [REDACTED] Home Phone: [REDACTED] Fax: [REDACTED]

Mobile Phone: [REDACTED] Email: [REDACTED]

Owner has checked the Contractor's licence and history via QBCC's Online Licence Search: ☐ Yes ☐ No

The Owner IS IS NOT a Resident Owner. (Tick the appropriate box)

NOTE: An Owner is a Resident Owner if he/she intends to reside in the building where the Works are to be performed on, or within 6 months of, completion of the contracted work.

Owner's Authorised Representative (if any): [REDACTED]

Business Phone: [REDACTED] Home Phone: [REDACTED] Fax: [REDACTED]

Mobile Phone: [REDACTED] Email: [REDACTED]

The Contractor

Contractor's name (must be as shown on licence): RHM Building Innovations

Licence Number: 1200878 ABN No: 76 147 079 598

Contractor confirms: My licence is current, active and appropriate for this work: ☒ Yes ☐ No

Address: 117 Mt Lindesay Highway Gleneagle QLD

Postcode: 4285

Business Phone: 1300 858 746 Home Phone: [REDACTED] Fax: [REDACTED]

Mobile Phone: [REDACTED] Email: info@rhmbi.com.au

Contractor's Authorised Representative (if any): Grace Martin

Business Phone: 1300 858 746 Home Phone: [REDACTED] Fax: [REDACTED]

Mobile Phone: [REDACTED] Email: info@rhmbi.com.au

Item	Subject	Notes	Particulars
1	CONTRACT PRICE Condition 4. WARNING: The Contract Price is subject to change due to Conditions 19, 20, 21 & 24.	For information about Prime Cost (PC) Items and Provisional Sums (PS) see Condition 4 of the General Conditions. If the Contract includes such allowances, a PC/PS Schedule must be completed by the Contractor, signed by both parties and attached.	(a) Fixed Price Component: \$ <u>53,690.00</u> (incl. GST) (includes deposit in Item 2) (b) Prime Cost Items (if any): \$ _____ (incl. GST) (c) Provisional Sums (if any): \$ _____ (incl. GST) CONTRACT PRICE = \$ <u>53,690.00</u> (incl. GST) (a) + (b) + (c)

M. Ennis

Item	Subject	Notes	Particulars
2	DEPOSIT Condition 19 (For further details on maximum deposits see s33 of Schedule 1B of the QBCC Act)	NOTE TO CONTRACTOR: If QBCC Home Warranty Insurance applies, you must collect the premium from the Owner, and pay it to QBCC, within 10 business days after entering the contract and before residential construction work starts (whichever is earlier)	Amount of deposit: \$ <u>2,684.00</u> (incl. GST) (The QBCC Home Warranty Insurance premium forms part of the deposit but is not a taxable supply for the Contractor) The maximum deposit allowed is: • 5% of the Contract Price where Contract Price is \$20,000 or more; or • 20% of the Contract Price where off-site work is valued at more than 50% of total Contract Price (irrespective of the amount of the Contract Price)
3	BRIEF DESCRIPTION OF THE WORKS	Insert a brief description of the contracted work and attach and refer to plans and specifications e.g. <i>kitchen and bathroom renovation as per attached plans dated.../.../... & specifications dated.../.../...</i>	<u>Supply and install a 12.1 x 6 x 3.9 Attached Skillion Awning,</u> <u>A 8x4.35x3.3 Insulayed Patio, a 6x5.45x2.4 gable carport</u> <u>& a 6.4x3x2.97 Freestanding Skillion patio. Refer to Scope</u> <u>of works for specifications</u>
4	SITE Condition 13		Site Address: _____ Real Property Description: Lot No: _____ Plan Type (e.g. RP/SP/BUP): _____ Plan No: _____ Local Authority: <u>Gold Coast</u>
5	STARTING DATE Conditions 1, 10 & 17	NOTE: The Contractor must ensure that the work under this Contract starts by the Starting Date, being the latest of: • the following agreed date _____ / _____ / _____ ; or • 10 business days after the issue of approved plans by the Assessing Certifier; or • 10 business days after the Owner has satisfied its financial obligations under Condition 5.1.	
6	COMPLETION PERIOD (including Construction Days and allowances for likely delays) Conditions 22, 23 & 28	NOTE TO CONTRACTOR: You must state in Item 6B the allowances (in days) you have made for delay factors which are reasonably likely to affect the time required to carry out the work. NOTE TO OWNER: The Contractor is not entitled to claim an extension of the Date for Practical Completion (Schedule Item 7) for a delay stated here (e.g. inclement weather) unless the number of days the Contractor is actually delayed is greater than the allowance stated here in Schedule Item 6B.	6A. Construction Days (excluding delays allowed in 'B') Business days needed to construct the Works = <u>15</u> PLUS 6B. Allowances for likely delays: (i) Inclement weather allowance (business days) = <u>2</u> (ii) Other likely delays, if any (business days) = <u>2</u> Details of delay <u>Supply Delays</u> (iii) Non-working days (incl. w/ends, RDOs, public holidays, etc.) = <u>4</u> Total delay days allowed: (i) + (ii) + (iii) = <u>8</u> ^B COMPLETION PERIOD: Construction Days (Item 6A) PLUS Total delay days allowed above (Item 6B) = <u>23</u> ^{+ B} (This total represents the number of days between the Starting Date and the Date for Practical Completion)

Item	Subject	Notes	Particulars
7	DATE FOR PRACTICAL COMPLETION Conditions 22, 23 & 28	NOTE TO CONTRACTOR: Complete only one of the options in the 'Particulars' column (i.e. Date or Completion Period) and delete the other. The Date/Completion Period stated here includes allowances for likely delays stated in Item 6B.	Date: ____ / ____ / ____ OR Completion Period of 23 calendar days (see Schedule Item 6) from the Starting Date or the date on which the work under this Contract is commenced, whichever is the earlier .
PROGRESS PAYMENTS (Conditions 19 & 28)			
WARNING FOR CONTRACTOR: The QBCC Act requires that all progress payments must be directly related to the progress of the work at the Site and proportionate to the value of the work that relates to the claim (e.g. the total value of the progress claims plus the deposit cannot exceed 50% of the Contract Price until more than 50% of the work has been performed on Site). Breaches of this requirement attract heavy penalties. In presenting each progress claim you are warranting that the work on Site has reached the relevant stage set out below, and that the total amount claimed at any stage (including the deposit) is proportionate to the progress of the contracted work at the Site.			
8	STAGE NO.	Description of Construction Stage when Progress Payment is due (Number of Stages will depend on the nature and value of the contracted work). If insufficient space below, attach further details of payments stages.	% of Contract Price
	1	QBCC Insurance, Standard Council Application & Relaxation Application	% \$ 3,530.00
	2	Earthworks and Concrete	% \$ 7,980.00
	3	Kit Materials	% \$ 29,770.00
	4		% \$
	5		% \$
	6		% \$
	7		% \$
	8		% \$
		PRACTICAL COMPLETION STAGE	% \$ 9,726.00
		TOTAL OF PROGRESS PAYMENTS =	% \$ 51,006.00
NOTE: The total of progress payments above, plus the deposit recorded in Schedule Item 2, must equal the total amount shown for the Contract Price in Schedule Item 1.			
WARNING TO OWNER		Your insurance protection under the Queensland Home Warranty Scheme administered by QBCC may be reduced if you make payments which are greater than, or prior to, what the Contract requires.	

Item	Subject	Notes	Particulars
15	CONTRACT DOCUMENTS Conditions 4, 8 & 30	Any subsequent amendments or ' variations ' to this Contract must be recorded in a Variation Document (such as QBCC Form 5) which then forms part of the Contract.	(a) PLANS (dated and attached) supplied by: Contractor ☒ Owner ☐ on ___/___/___ N/A (b) SPECIFICATIONS (dated and attached) supplied by: Contractor ☒ Owner ☐ on ___/___/___ N/A (c) PRIME COST ITEMS / PROVISIONAL SUMS Are Prime Cost Items included? YES ☐ NO ☒ Are Provisional Sums included? YES ☐ NO ☒ If YES to either question, the Contractor must complete and sign the Prime Cost Items and/or Provisional Sums Schedule/s and copy to Owner. (d) FOUNDATIONS DATA supplied by: Contractor ☐ Owner ☒ on ___/___/___ N/A ☐ NOTE: Foundations Data must be obtained if the contracted work requires the construction or alteration of, or may adversely affect, footings or a concrete slab for a building. Unless appropriate and reliable Foundation Data already exists, the Contractor is required to obtain appropriate Foundations Data and provide a copy to the Owner upon payment of the costs incurred in obtaining the data.
16	SIGNATURES	NOTE: The Contractor must give the Owner: (a) the QBCC Consumer Building Guide before the Owner signs the Contract; and (b) a signed copy of the entire Contract, including plans and specifications, within 5 business days after the Contractor signs the Contract.	Signed by the Owner/s: Owner 1: <u>MICHAEL ENNIS</u> Owner 2 (if any): _____ In the presence of: _____ (signature of witness) Signed by the Contractor: <u>[Signature]</u> In the presence of: <u>[Signature]</u> (signature of witness) Dated this: <u>22</u> day of <u>AUG</u> 20<u>19</u>

IMPORTANT NOTICE TO OWNER: 'COOLING-OFF' PERIOD

Under Schedule 1B of the QBCC Act you may have the right to withdraw from this Contract during the cooling-off period of 5 business days commencing when you have received **both** a signed copy of this Contract and the Consumer Building Guide. If you wish to withdraw under the 'cooling-off' provisions you must give the Contractor a signed written notice stating that you withdraw from the Contract under the cooling-off provisions in section 35 of Schedule 1B of the QBCC Act (see Condition 2 of the General Conditions for more details).

The Owner and the Contractor agree that the Contractor shall carry out the Works described in this Contract for the Contract Price it provides and upon its terms.

This Contract includes:

This Schedule for QBCC Level 2 Renovation, Extension and Repair Contract, PC and PS Schedules (if relevant) and Forms 1 - 7 (if used), all dated July 2018;

General Conditions included in the Homeowner's and Contractor's Booklets dated July 2018, and any special conditions; and

Plans, specifications and any other contract documents described in Item 15 of this Contract Schedule.



RHM Building Innovations
117 Mt Lindesay Hwy Gleneagle
Ph: 1300 858 746
ABN: 76 147 079 598
QBCC: 1200878

Scope of Works

JOB NUMBER: 2654	DATE: 20/08/19
CLIENT NAME: Mike Ennis	
SITE ADDRESS: [REDACTED]	
CONTACT PH:	MOB: [REDACTED]
SCOPE OF WORKS:	
Supply:	
Structure 1 ✓	
- 12.1m x 6m x 3.9m attached Enclosed skillion awning with galvanized C-250 frame attaching to existing gable shed - Monoclad 0.42BMT roof & wall sheeting in the colorbond colour TBA - 1x Domestic AA Roller Door 5.1m wide x 3m high in the colorbond colour TBA - 3x Opening only 2.1m wide x 2.1m high to suite window supplied by the customer - Bradfords polyair performa 4.0 XHD Insulation for roof of awning and back wall (wall opposite to roller door) - 1x Personal access door 0.82m wide x 2m high in the colorbond colour TBA - 2x Whirly Birds in the colorbond colour TBA	
Structure 2 ✓	
- 8m x 4.35m x 3.3m Attached Insulated skillion patio - Attaching to house via elevated gutter brackets - 50mm Insulroof insulated roof sheeting in the colorbond colour TBA - 3x Merbau 90x90 post bolting to concrete slab - Reverse pitch is falling back towards house	
Structure 3 ✓	
- 6m x 5.45m x 2.4m Gable carport with galvanized C-200 frame and 15-degree roof pitch - Custom Orb 0.42BMT Roof and infill sheeting in the colorbond colour TBA - Gable infill in front gable end of carport - 4x Galvanized 75x75 SHS steel posts into concrete footings - Concrete cutting	
Structure 4 ✓	
- 6.4m x 3m x 2.97m Freestanding skillion patio - 75mm Insulroof insulated roof sheeting in the colorbond colour TBA - 4x Flanged 90x90 steel post bolting to existing concrete	

MS ✓

Earthworks & Concrete: ✓

- Earthworks and Concrete slabs to be done by Adamson Concreting Pty Ltd.
- Earthworks allowance for bobcat, excavator and labour to prepare both areas of structure 1 & 2 for concrete
- Structure 1: 12.1m x 6m Concrete slab 100mm thick with SL62 mesh, plastic underlays, 450x450x450 piers at column locations, retained edge beam to front right side of shed & earthworks, to butt up to existing gable shed slab
- Structure 2: 7.125m x 3m Concrete slab 100mm thick with SL62 mesh, plastic underlay and 300mm x 300mm edge beam on 3m sides and earthworks
- Small slab approximately 1m x 2m in front of side entry gate at house

Council Application & QBCC: ✓

- RHM Building Innovations to supply QBCC Insurance, required to submit with the council application
- QBCC Insurance, Standard Council & Relaxation Application to be submitted to TJB Building Certifiers
- Client to confirm site plan is correct and to be submitted as part of the council application

Installation ✓

- All 4 structures to be built by RHM Building Innovations
- 2x Concrete slabs to be completed by Adamsons Concreting
- Waste Removal on completion of build
- Structure 3 (Gable carport) will be plumbed to ground
- Structure 1 (12.1 x 6 Skillion awning) and Structure 4 (6.4 x 3 x 2.97m Freestanding Patio) will be plumbed to existing stormwater pipes
- Structure 2 (Insulated Patio) will be plumbed to fall water on to existing house roof
- Client to connect stormwater for structure 3

PERIOD OF WORKS:

Standard council applications take approximately 20 working Business Days. Relaxation applications take a further 20 working business days. Overall 40 working business days allowed for council.

Materials are then ordered after Council approval received. Approximately 3 to 4 weeks for supply of materials.

23 Days allowed for installation (includes delays e.g. weather)

DELIVERIES SCHEDULE:

Material delivered to site, Client to be notified prior to delivery.

NOTE: Payment of Kit Materials to be paid 7 days prior to delivery. Installation will not begin until payment of kit has been received.

M. ✓

SPECIAL REQUIREMENTS:

- RHM requires a form 15 for the window provided by the customer.

CLIENT'S RESPONSIBILITIES:

For the safety of all parties, the client agrees to the following:

- Client is responsible for ensuring their pets safety (if any)
- Client is responsible to provide a safe working environment on site (e.g. removal of trip hazards, pet waste etc)

Client Name:

MIKE ENNIS

Client Signature:

M. Ennis

Date:

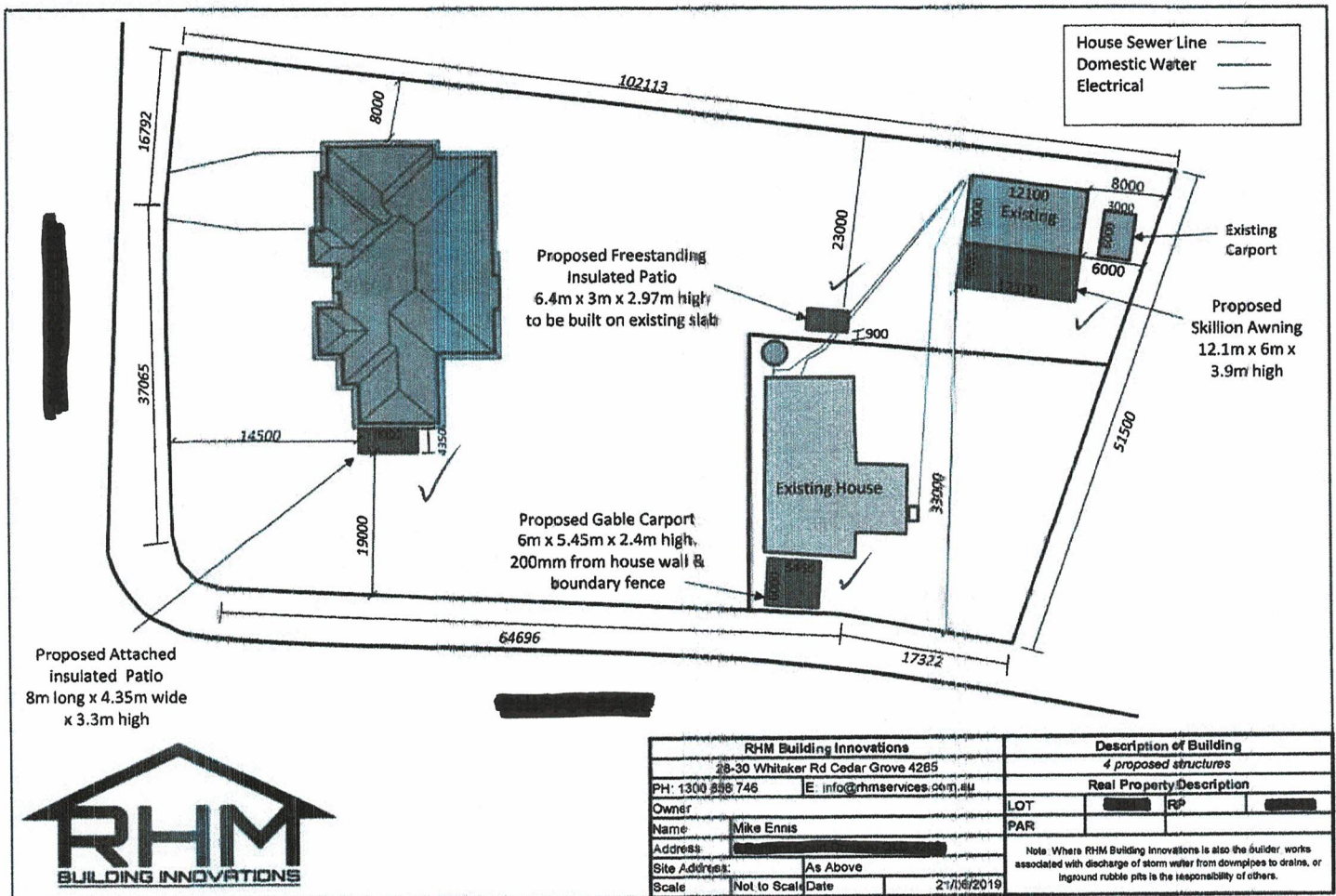
22.8.19

STAFF ONLY

Scope of works prepared by: Lauren Symonds and David Buckley

Signature:

Lauren Symonds



M. Ennis



RHM Building Innovations
 117 Mt Lindesay Hwy Gleneagle
 Ph: 1300 858 746
 ABN: 76 147 079 598
 QBCC: 1200878

STRUCTURE 4: FREESTANDING INSULATED SKILLION PATIO - COLOUR CONFIRMATION

To enable us to order the materials for your project, we require the colours for the items listed below. Please complete this form and return to our office at your earliest convenience.

Name: Mike Ennis	Contract: # 2654
Address: [REDACTED]	

Roof: Topside SURFMIST	Underside: WHITE
Gutter: ALUMINIUM Woodland Grey <i>LS</i>	Barge: ALUMINIUM Woodland Grey <i>LS</i>
Posts: ALUMINIUM Woodland Grey <i>LS</i>	Beams: SURFMIST
Down Pipes: 90mm PVC (white only) ALUMINIUM Woodland Grey <i>LS</i>	
Miscellaneous:	

	Additional Notes/Specifications:
--	---

Signed by Client,		
Name:	MIKE ENNIS	
Signature:		Date: 22.8.19

RHM Services Pty Ltd ABN 76 147 079 598
 117 Mt Lindesay Hwy, Gleneagle QLD 4285



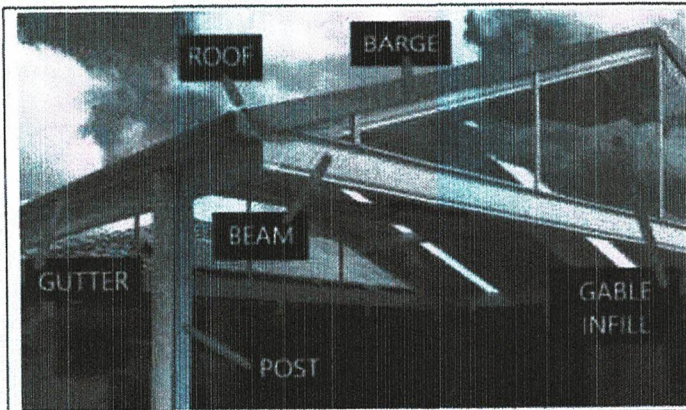
RHM Building Innovations
 117 Mt Lindesay Hwy Gleneagle
 Ph: 1300 858 746
 ABN: 76 147 079 598
 QBCC: 1200878

STRUCTURE 3: GABLE CARPORT - COLOUR CONFIRMATION

To enable us to order the materials for your project, we require the colours for the items listed below. Please complete this form and return to our office at your earliest convenience.

Name: Mike Ennis	Contract: #2654
Address: [REDACTED]	

Roof: JASPER	
Gable Infill: CLASSIC CREAM (Wall Sheet) / Polycarbonate Clear / Opaque	Other Infill Required Details Provided by Client: Yes / <u>No</u>
Gutter: JASPER	Barge: JASPER
Posts: JASPER	Beams: CLASSIC CREAM
Down Pipes: 90mm PVC (white only) JASPER	
Miscellaneous:	



Additional Notes/Specifications:

Signed by Client,	
Name: MIKE ENNIS	
Signature: M.S. [Signature]	Date: 22.8.19

RHM Services Pty Ltd ABN 76 147 079 598
 117 Mt Lindesay Hwy, Gleneagle QLD 4285



RHM Building Innovations
117 Mt Lindesay Hwy Gleneagle
Ph: 1300 858 746
ABN: 76 147 079 598
QBCC: 1200878

STRUCTURE 2: INSULATED SKILLION PATIO - COLOUR CONFIRMATION

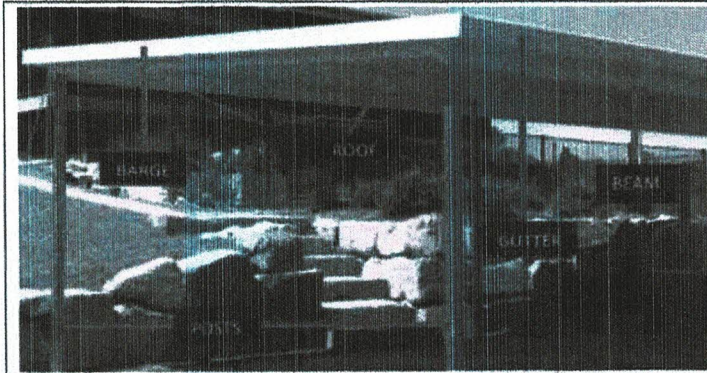
To enable us to order the materials for your project, we require the colours for the items listed below. Please complete this form and return to our office at your earliest convenience.

Name: Mike Ennis

Contract: #2654

Address: [REDACTED]

Roof: Topside	SURFMIST	Underside:	WHITE
Gutter:	WALLABY	Barge:	WALLABY
Posts:	MERBU	Beams:	SURFMIST
Down Pipes: 90mm PVC (white only)			
Miscellaneous:			



Additional Notes/Specifications:

Signed by Client,

Name: MIKE ENNIS

Signature: [Signature]

Date: 22.8.19

RHM Services Pty Ltd ABN 76 147 079 598
117 Mt Lindesay Hwy, Gleneagle QLD 4285



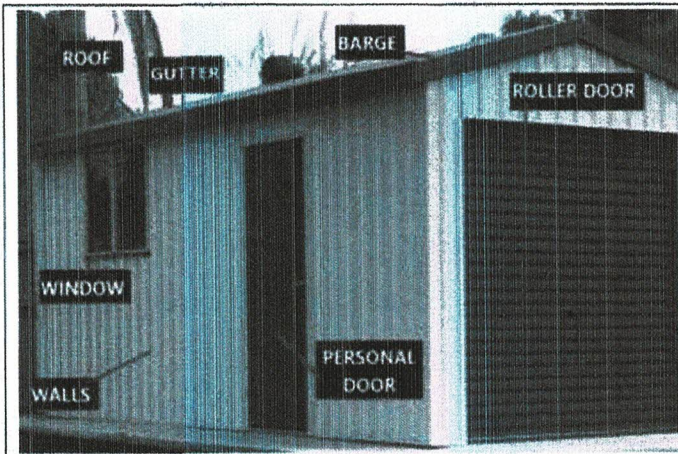
RHM Building Innovations
 117 Mt Lindesay Hwy Gleneagle
 Ph: 1300 858 746
 ABN: 76 147 079 598
 QBCC: 1200878

STRUCTURE 1: ENCLOSED SKILLION AWNING COLOUR CONFIRMATION

To enable us to order the materials for your project, we require the colours for the items listed below. Please complete this form and return to our office at your earliest convenience.

Name: Mike Ennis	Contract: # 2654
Address: [REDACTED]	

Roof: SURFMIST	Walls: SURFMIST
Windows: N/A	Personal Door: SURFMIST
Roller Door: MONUMENT Woodland Grey LS	Whirly Bird: SURFMIST
Gutter: JASPER	Barge: JASPER
Down Pipes: 90mm PVC (white only) JASPER	
Miscellaneous:	



Additional Notes/Specifications:

Signed by Client,	
Name: MIKE ENNIS	
Signature: [Signature]	Date: 22.8.19



Delivery Advice

Customer: Mike Ennis

Job #: 2654

Phone: 1300 858 746

Site Address:

Distance from main towns (kms)		
Distance from main highway (kms)	M1. 2 KM	
Is it possible for a "Semi" truck to gain access to the site?	☒ Yes	☐ No
Does anybody live on site?	☒ Yes	☐ No
Is there access within 10m of construction site? If no please specify	☒ Yes	☐ No
Property Type:	Vacant Block House Block ☒ Acreage Industrial / Commercial	
Street Type:	☒ Dead End Through Road Single Lane Dual Lane	
Is there a suitable turnaround on the property or roadway? Please specify	☒ Yes	☐ No
Access Surface:	☒ Concrete Bitumen Gravel Clay Sand ☒ Grass	
Does rain affect the property access?	☐ Yes	☒ No
Please specify any extra information that may assist in delivery:		

M. G.

This image shows a full page of blank graph paper. The grid consists of small, equal-sized squares formed by thin, light blue or green lines. There are approximately 20 columns and 20 rows of squares across the entire page. The background is white, and there are no margins, text, or other markings present.

Terms and Conditions



1. Definitions

In these terms and conditions: "Purchaser" means the party named in the attached order for buildings; "Seller" means RHM Building Innovations; and "Company" means RHM Services Pty Ltd trading as RHM Building Innovations.

2. Entire Agreement

The only terms which are binding upon the Seller, are those set out in these terms and conditions or agreed to in writing by the Seller and those that are imposed by law that cannot be excluded. The information shown on the contract together with these terms and conditions, comprise the entire agreement.

3. Quotation and Order

The Seller reserves the right to accept or reject in its absolute discretion any orders received. Acceptance is communicated and affected by confirmation from the Seller to the Purchaser in writing. On acceptance of an order, the Seller must supply the building at the price agreed (Subject to clauses 4,5 & 6). All details of the building must be supplied in writing by the Seller to the Purchaser.

4. Pricing and Price Increases

This is a fixed price contract for a term of 30 days. The contract is subject to price increase in accordance with engineering changes and or steel price rises that BlueScope Steel announce. The price rise shall apply where the Seller is unable to commence manufacture or delivery is delayed due to any event or action of the Purchaser. This includes, but is not limited to: non-payment of monies; advice of council approval; missing or conflicting information; delivery times past the price rise date.

5. Deposit, Payment and Commencement

At the discretion of the Seller, production shall not commence until all monies due and payable are paid. The Purchaser agrees to make the progress payments as and when set out on the contract, without retention. Should any payments not be paid in full when due, the Seller reserves the right to charge the Purchaser and the Purchaser agrees to pay interest on the unpaid amount at the rate of 20% per annum. This interest will be calculated on a daily basis from the date the payment was due to the date full payment is received.

6. Credit card Payment

A 1.8% credit card surcharge will apply for all credit card payments

7. Cooling Off Period

The Purchaser may have the right to withdraw from the contract within 5 business days of receiving a copy of the signed contract.

8. Suspension and Termination for Non-Payment

If the Purchaser is in breach of this contract in any way whatsoever, the Seller may suspend the carrying out of the works. The Seller must recommence the works within a reasonable time after the Purchaser remedies the breach and gives the Seller written notice of that fact. In addition to its other rights at law, the Seller may suspend further deliveries or terminate this contract by notice in writing to the Purchaser, if the Purchaser defaults in payment of any amount due.

9. Late payment Costs

If the Purchaser defaults in making payment to the Seller in accordance with the contract and these terms and conditions the Seller may in its absolute discretion charge the Purchaser any price increases and storage fees from the date on which the default arose; and require the Purchaser to reimburse the Seller for all collection costs including legal and debt collecting costs incurred by the Seller associated with the reimbursement for late payment.

10. Site Preparation

It is the Purchasers responsibility to provide a level, properly compacted, vegetation removed and drained Site at the Purchaser's cost, unless otherwise agreed in writing by the seller. The Purchaser must ensure that the conditions of the Site is suitable for the Works to commence when required by the Seller. It is the Purchaser's responsibility to ensure that the footings / piers or slab are suitable for the building kit in accordance with the engineering guidelines.

M-Z

11. Access

Clear and unobstructed access to the site must be provided by the Purchaser, who agrees to pay any costs related to this clause, including but not limited to culvert drains and power line obstructions. The site must be accessible by body truck/semi-trailer via sealed roads. This also includes transporting the materials from their front property alignment to the building site. Should the driver determine that the site is not accessible, the building shall be either (a) unloaded as close to the property as possible for the Purchaser to move to site or (b) returned to the depot for the client to collect. The delivery fee shall still apply. This also includes transporting the materials from their front property alignment to the building site.



12. Stormwater

Where the contract includes construction of the products by the Seller, stormwater will be piped to ground level only. Any further connection / disposal for the stormwater, as may be required by council, is an extra expense to be borne by the Purchaser, unless previously agreed in writing by the seller.

13. Delivery and Storage Fees

The delivery date is an estimate only, and the Seller is not liable for any loss, damage or expense resulting from a delay in delivery whether caused by the Seller or otherwise. The Purchaser agrees that once production has commenced, the delivery date cannot be changed, unless agreed by the seller. Delivery will be made to, the site address shown on the contract. Standard manufacturing lead-time is 20 working days from the date of scheduling the Purchaser's contract with the manufacturer. Whilst the Seller will use all reasonable efforts to meet the estimated delivery date, the Seller will not be liable for any delays in the manufacture, delivery or installation of the order due to weather, strikes or any other causes beyond their control. Should the Purchaser be unable to collect or accept delivery of the building on time, then a storage fee equal to \$250 per week (Inc. GST) shall be payable prior to collection or delivery for each week or part thereof that the collection or delivery is delayed.

14. Variations

The Seller reserves the right to extend, alter or cancel the contract at the end of the term (see clause 5). Any variation to the contract must be in writing, paid for and signed by both parties before the variation becomes valid. The seller reserves the right to not accept a once manufacturing has commenced.

15. Cancellation of Contract

Subject to Clause 7, the Seller may agree, but is not bound to agree, to a request in writing that the contract be cancelled after the contract terms has expired and prior to a building being ordered. However, in any such events, any out of pocket expenses reasonable incurred on the Purchaser's behalf, including but not limited to council fees, engineering fee and certifier fees, up to and including the date of cancellation together with an administration fee of \$100.00 (Plus GST) will be payable by the Purchaser. These costs and outlays will be deducted from the deposit money paid by the Purchaser.

16. Materials

At the point of taking possession of the building, it is the Purchaser's responsibility to ensure that all materials nominated on the delivery dockets are supplied and that they are in a satisfactory condition. The Purchaser must give written notice to the Seller within (2) days of any particulars of claim that the materials are not in accordance with specifications or have not been fully supplied as listed in the bill of materials provided by the Seller to the Purchaser. The Seller or its representatives must be given a reasonable opportunity to inspect materials where any notice is given. If the Purchaser fails to give that notice or provide a reasonable opportunity of inspection, then to the extent permitted by statute the materials are deemed to have been accepted by the Purchaser.

17. Title

The ownership of the building by the Seller to the Purchaser pursuant to this Agreement remains vested in the Seller and shall not pass from the Seller until all other monies due and owing by the Purchaser are paid. The Seller reserves the right to remove the building from the Purchase's premises until full payment has been received by the Seller and the Purchaser acknowledges and unconditionally authorises the Seller to enter his premises for this purpose without liability for any damage or loss caused by such action. All costs, expenses and any subsequent loss suffered by the Seller shall be borne by the Purchaser.

18. Returns

All buildings are manufactured to the Purchaser's specific requirements, sizes and or specifications and will not be accepted for return under any circumstances.

M.S.

19. Risk and Insurance

Materials supplied by the Seller are at the Purchaser's risk immediately on delivery to the Purchaser or into the Purchaser's custody (whichever is the sooner).



20. Purchaser Responsibility for Specifications

The Seller will not be liable for any error, omission or inaccuracy in drawings or specifications provided or approved by the Purchaser and is under no obligation to check or confirm the conformity, accuracy or adequacy of patents, drawings or specifications provided by the Purchaser.

21. Warranty

BlueScope Steel provides a 15 Year structural warranty with each of their products to the specifications as detailed on the contract form. In addition, all COLORBOND® and ZINCALUME® steel components used in the Seller's products come with the manufacturer's warranty of up to 15 years against perforation in the natural elements. Copies of both of these warranties are available on request.

22. Exclusion of Liability

In no event will the Seller be liable in contract, tort (including negligence) or otherwise for any loss of prospective profits or production, wasted overheads or expenses, specials, indirect or consequential damages, machine work or labour charges, materials or any inability to use them. The Seller's liability will in any case be limited to the replacement or repairs of the materials. Repairs or replacement will be the sole and exclusive remedy of the purchaser.

23. Copyright

The Company owns the copyright in all plans, specification and workshop drawings created by or on behalf of the Seller. If the Purchaser provides the Seller with any sketch, plan or other documents which infringes upon another person's copyright or moral right, the purchaser will indemnify the Company and the Seller, and keep the Company and the Seller indemnified, against all claims and costs.

24. Force Majeure

If a party is prevented from or delayed in complying with an obligation (other than to pay money) by an event beyond its reasonable control, performance by it of that obligation is suspended during the time and to the extent that compliance is prevented or delayed.

25. Waiver

A Party's failure or delay to exercise a power of right does not operate as a waiver of that power of right. The exercise of a power or a right does not preclude either its exercise in the future or the exercise of any other power or right. A waiver is not effective unless it is in writing. Waiver of a power or right is effective only in respect of the specific instance to which it relates and for the specific purpose for which it is given.

26. Notices.

A notice given under this agreement ("Notice") must be in writing and either sent by prepaid post or email or hand delivered.

M.S.

V5 \$64540

V2. 62170
-54160

V3 62520

Customer/ Order Details		Deliveries Notification		Customer Payments		Total	
Name	Mike Ennis	Confirmation of deliveries Letter sent to client	Name	Date	Invoice No:	Amount	Date Received
Email	michaelcennis@gmail.com	Supplier Orders	Lauren	30/1	Invoice 1	6214	24/8
Contact 1	Mike	Lysocht - Ennis (cc Builder)	DB	14/1	Invoice 12	16505	23/3/21
Contact 2	Kay (wife)	Lysocht DNGJIMJ0799	LS	14/1	Invoice 13	29725	10/2/21
Job #	2654	Konnect DNGJIMJ0579	LS	14/1	Invoice 14	11670.00	7/4/21
Size	Refer Notes	Konnect DNGJIMJ0799	LS	14/1	Invoice 15	10,076.00	17/4/2021
Site		PFI DNGJIMJ0579	LS	14/1	Invoice 16	10,076.00	17/4/2021
Address		Stramit RHY1310100886	LS	14/1	Contract Variation	8350 - P110	17-4-2021
Phone		Installer					
P/O		Warranty	Date				
Mailing Address	As Above ☒	Warranty sent					
		Warranty No.			Completion of Project	Date	
					CL10 & Feedback Form sent	20-4-20	
EXTRAS: Powdercoat posts. *							
NOTES: Structure 1: 12.1 x 6 x 3.9 Attached, Enclosed Skillionawning Structure 2: 8 x 4.35 x 3.3 Attached insulated Skillion Patio Structure 3: 6 x 5.45 x 2.4 Gable Carport 15° pitch Structure 4: 6.4 x 3 x 2.97 Freestanding Skillion patio 9/10 Advised Mike that Team Planning is required. He will contact TP 11/11/19 Received signed variation 2. Emailed a copy with our signature back to client. 27/11/19 Received TP package from Mike Ennis. Forwarded it on to TJB Building Certifie 10/12 Emailed the build approval to Mike Ennis. 30/11 Advised install delivery date on 17th Feb. Earthworks and concrete starts on 10th							

Order Process & Scope of Works	Name	Date
Customer Contract Pack sent to client - CL1	Lauren	21/8
Signed contract & Scope recieved from client	Lauren	27/8
Site Measure completed by	David	
Site Plan Signed by <u>Salesman</u> Client	Client	22/8
Engineering & Elevation drawings saved to server	David/Grace	27/8
Council/ Engineering Approval	Name	Date
Received Consent to proceed without Council approval		
Sent Council Application to certifiers	Lauren	29/8
Received Council Approval	Lauren	10/12
Application No.	Approval lapses:	10 th June 2021