

**ACCESS APPLICATION FOR CONTRACTORS AND SERVICE PROVIDERS**

**Estate 1:** ☐

**Estate 2:** ☐

Biometric : ☐

Access Card: ☐

Lot number: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/20\_\_\_\_

Physical Address: \_\_\_\_\_

Registered owner'(resident): \_\_\_\_\_ Cell: \_\_\_\_\_

Contractor's name: \_\_\_\_\_

Contact person: \_\_\_\_\_ Tel: \_\_\_\_\_

Foreman's Name: \_\_\_\_\_ Tel: \_\_\_\_\_

Onsite Health & Safety and COVID-19 Compliance officer: \_\_\_\_\_ Tel: \_\_\_\_\_

Duration of Work: \_\_\_\_/\_\_\_\_/\_\_\_\_ until \_\_\_\_/\_\_\_\_/\_\_\_\_

DOCUMENTS TO ACCOMPANY THIS FORM	YES	NO
Workplace Plan – Refer to Annexure E of Government Gazette	<input type="checkbox"/>	<input type="checkbox"/>
Original ID's *	<input type="checkbox"/>	<input type="checkbox"/>
COVID-19 Compliance officer appointed (name / details on this form)	<input type="checkbox"/>	<input type="checkbox"/>
Money for purchase of access cards	<input type="checkbox"/>	<input type="checkbox"/>

\* Original ID Documents to be submitted to Access Office on date of application

ON THE DAY OF APPLICATION		
Staff temperatures tested by Meccema security	<input type="checkbox"/>	<input type="checkbox"/>
All staff equipped with masks	<input type="checkbox"/>	<input type="checkbox"/>

**FULL DESCRIPTION OF WORKS TO BE CARRIED OUT:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

## **NON-REGISTERED CONTRACTORS' ACKNOWLEDGEMENT**

I further hereby acknowledge that my request to engage the services of a non-registered contractor will entail me taking full responsibility for whatever work is carried out on my property. I will be responsible in complying with the statutory Health & Safety act.

I take full responsibility in advising the contractor and ensuring that the following will be adhered to:

### **Work Hours**

Unless otherwise approved by Meccema, work shall be limited to the time between 07h00 – 17h00 (Meccema 1) and 06h00 and 18h00 (Meccema 2), Mondays to Fridays. No work will be allowed on Saturdays, Sundays or Public holidays.

### **Behaviour**

All workers are expected to behave in a respectable manner. They shall not disturb other residents or activities on the Estate. The Estate Management shall have the right to control behaviour and noise generated by workers and to ban disruptive or disrespectful workers from the Estate. No workers may leave the site at any time save in the exercise of their duties, and only then by vehicle and not on foot.

### **Supervision**

A principal contractor or foreman shall be appointed to control the site. He is to be on site or immediately available during working hours and will be deemed to be representing the contractor in that person's absence.

### **Security, Access to the Estate**

The Contractor will ensure that all contractor and sub-contractor employees engaged in this contract are aware of and abide by the Security rules. The Contractor shall ensure that all vehicles use the roads with due care and consideration for passenger safety. Should any of the road edgings/verges, Telkom and electricity manholes, sewer connections, irrigation valves, metro water pipes, fire hydrants, any other services or trees on the property or verge be damaged by the said vehicles or persons of the Contractor, then the Contractor shall be responsible for repairing such damage at the Contractor's own cost or me the homeowner as I am responsible for my contractor. Precautionary measures should be taken at the outset to prevent any such damage. Care shall be taken when transporting materials to the site that the Estate speed restriction of 40 kph is adhered to and that all material is contained within the vehicle. Any spillage onto Meccema's roads must be cleared and cleaned on the same day.

1. A contractor is not permitted to walk on the estate.
2. Changing and or washing in full view of public is not permitted.
3. The speed limit on the estate is strictly 40 km/h.
4. Overloading of vehicles, including overloading with passengers, is not permitted.
5. Parking of vehicles is not permitted on pavements, verges and/or in such a manner as to obstruct other vehicles and or pedestrians.

Failure to take due care or to adhere to the traffic regulations, speed restriction and Rules of the Estate may result in the contractor being fined or banned from access to the Estate and the site.

### **Breach**

In the event of the Contractor being in breach of any obligations under this agreement, then MECCEMA shall be entitled to one or more of the following remedies: Close the Contractor's access to the site, Imposition of a fine or Banning from the Estate.

*Once the work being carried out is approved by Meccema kindly advise the contractor to register for either an access cards at a cost of R100 per person for the duration required (contract specific) OR Biometric access (a cost of R50 per person, up to 15 days access – Meccema 2 only). Please ensure that contractors come in with their valid SA ID's.*

*All contractors working on Meccema 1 are charged R250-00 per week for access.*

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CONTRACTOR NAME

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CONTRACTOR SIGNATURE

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DATE

## LIST OF STAFF

(this can also be provided on a company letterhead if the below is not sufficient space)

NAME	ID NUMBER	ID COPY (office to complete)

## ACKNOWLEDGEMENT BY OWNER:

I the registered owner of the above property hereby acknowledge that the work to be carried out does not entail any sort of building/structural work whether inside or outside, changes to the exterior of the property in any form and does not require approved plans. I further acknowledge that should any work be carried out over and above the items stipulated above, I will officially submit plans or notify MECCEMA prior to commencing. Failing which I will be liable to pay all penalties imposed for non-compliance and all work on site stopped immediately until such time as the necessary protocols have been adhered to.

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I the registered owner of the above property hereby acknowledge that Plans have been approved for the work I need to carry out.

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I acknowledge that any work that entails painting, that the correct procedures will be followed in terms of the colour, all safety measures are in place and that no paint brushes will be washed on site i.e. Washing of brushes on site that lead into the stormwater system.

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I hereby acknowledge that any window or door being changed does not require plans as they are exactly the same profile, style and operating system as existing, except it is being changed from wood to aluminium. I further acknowledge that should they not be in accordance with the Association's rules I undertake to replace them immediately.

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I hereby declare that as the homeowner of the above property I take full responsibility to ensure that the contractor working at my home is in full compliance with the COVID 19 health & Safety regulations. All employees on site will have adequate and relevant PPE.

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\_\_\_\_\_  
REGISTERED OWNER

\_\_\_\_\_  
BODY CORPORATE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

## OFFICE TO COMPLETE

### ACCESS GROUP CATEGORY

	Contractor MECCEMA 1 **
	Contractor MECCEMA 2 **
	Household Staff MECCEMA 1 Access
	Household Staff MECCEMA 2 Access
	Landscaper Estate 1
	Landscaper Estate 2
	Long Term Maintenance Contractor MECCEMA 1 Access **
	Long Term Maintenance Contractor MECCEMA 2 Access **
	Sub- Contractor MECCEMA 1 **
	Sub-Contractor MECCEMA 2 **
<b>Additional required information:</b>	
	Required to Pay
MECCEMA 1	Monday to Friday Access 07h00 – 17h00
MECCEMA 2	Monday to Friday Access 06h00 – 18h00

Their access will fall within the parameters of the selected access groups, unless otherwise stipulated.

Due to the access being job specific access for the following duration is authorised:

Access Period Authorized	From Date	To Date

\*\* required for Contractors as per specific work being carried out\*\*

### AUTHORISED BY PLANNING AND AESTHETICS DEPARTMENT

I confirm that all the required documents, as per the Rules and SOP's has been submitted and perused prior to authorising the above access.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### AUTHORISED BY SECURITY ACCESS OFFICE

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_