



THORNHILL ESTATE
DOCUMENT CONTROL SYSTEM

ADD:004:F

**ADDENDUM 4:
CONTRACTOR RULES**

Original Issue 'B'	Name	Signature	Date	
Prepared:	Gov Committee	ORIGINAL	18/01/2012	
Recommended: by Sub-Committee.				
Authorised for Issue: THOA Chairman.	Ian Boxall	Signed I. Boxall	08/05/2012	
Note: Rev A was never formally issued. It was later updated and issued in accordance with 2011 Constitution				
REV	DESCRIPTION	DATE	CONTENT APPROVED	AUTHORISED
C	Revised the term Estate Manager	03/06/2015	Trustees Meeting on 26/05/2015	S. Burrow 09/06/2015
D	General update in regard to working hours	07/07/2015	THOA Board 21/07/2015	S Burrow 21/07/2015
E	Clarifying detail for overtime work.	09/07/2019	THOA Board 11/07/2019	S Burrow 11/07/2019
F	Amending points 5, 6, 7 and 20	14/11/2019	THOA Board 14/11 2019	I Boxall 14/11/2019

Thornhill Homeowners Association

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ADDENDUM 4: CONTRACTORS RULES

(To read in conjunction with the Code of Conduct, Rules and Regulation of Thornhill Estate)

1. INTRODUCTION

- 1.1** These rules have been formulated and put in place to improve the security and to control heavy duty traffic on the estate that causes damage to our parks, pavements and streetlights. They have also been designed to enforce a code of conduct conducive to a spirit of good neighbourliness and consideration for all residents who enjoy the tranquil quiet life in Thornhill.
- 1.2** We thank you in advance for your co-operation in maintaining these values and will be at your service to assist wherever we can to make sure that your building operation is not hindered, but that it is undertaken in a reasonable manner within these rules.
- 1.3** THOA Board of Trustees and Estate Management affirm that the liability for any transgressions of the following rules will fall upon the homeowner:

2. REGISTRATION:

- 2.1** All contractors and sub-contractors must register with the THOA and obtain access permits from the Estate Office before commencing work.

3. HOURS OF WORK:

3.1 Normal Working Hours:

Contractor activity is limited to the following working hours:

Monday – Friday: 07:00 – 18:00.

Saturday: 07:00 – 13:00.

3.2 Overtime Work

- 3.2.1** No building work or related activity is normally permitted on Saturdays after 13H00, Sundays and Public Holidays. Such activities may take place only in an emergency at these times.

- 3.2.2** Overtime work at other times shall likewise be limited to those activities required to deal with emergency situations only. Roofing, hammering and grinding activities will not be permitted after normal working hours.

- 3.2.3 No building or related work will normally be permitted during the officially recognised Builder's Holidays, usually from about 16 December to 5 January every year. Such activities may take place only in an emergency during this period.
- 3.2.4 No workers may remain on site at any time after normal working hours except as dictated by an emergency situation, and no worker may sleep on site. Night watchmen are expressly forbidden.
- 3.2.5 In cases where emergency work has been undertaken after hours as set out in items 3.2.1 to 3.2.4 inclusive, it is requested that the property owner report such activities to the site office within normal working hours after the event.

4. ACCESS TO THORNHILL ESTATE

- 4.1 The Estate is a "Security Estate" and all contractors will at all times adhere to the security regulations and controls, and agree to co-operate with the THOA in the interest of maintaining security on the Estate.
- 4.2 All contractors, sub-contractors and their workers must enter the Estate through the designated entrance and must adhere strictly to the security rules and regulations in force at the time.
- 4.3 Workers will only be allowed to access and exit once per day. Vehicle drivers are to be identified and flagged on application.
- 4.4 The Estate security personnel may subject any vehicle or person leaving the Estate to a search.

5. CONTRACTOR MOVEMENTS ON SITE:

All contractors and sub-contractors are to transport their workers to and from the work site. Any worker found wandering around the estate will be requested to leave by the security guards..

6. VALID IDENTIFICATION

All workers should be in possession of a valid identity document or work permit. THOA reserves the right to limit access to anyone not in possession of the above documents. The appointed security company personnel on routine patrols have standing instructions to request any loiterers to leave.

7. RECKLESS DRIVING

All contractors, sub-contractors and workers must abide by the estate speed limit of 40kms per hour. Anyone caught speeding or driving recklessly will be subject to the imposition of a penalty and have their future access limited.

8. RUBBLE AND TRASH DISPOSAL:

The contractor shall provide facilities for rubbish disposal in the case of small renovations and waste skips in the event of larger operations, and ensure that the workers use the facility provided and the rubbish is removed at least weekly, and skips should not overflow.

9. NO FIRES ON SITE

No fires are to be made on site and no rubbish is to be burned on site.

10. REGULAR CLEANING OF THE BUILDING SITE AND SURROUNDING AREAS

The Building site and all surrounding areas must be kept clean at all times. Clearing of building rubble and litter, must be weekly or at more frequent intervals, as needed during the entire duration of building operations. The contractor or sub-contractor / Owner will be fined should the site not be kept clean to the satisfaction of the THOA.

11. DEFINITELY NO DUMPING

No dumping of rubble or fill on other sites will be tolerated under any circumstances unless the written consent of the owner is obtained and registered with THOA.

12. TOOLSHEDS

No contractor may lay concrete slabs or erect a permanent structure to serve as a tool shed unless it forms part of the planned building being erected.

13. PARKS AND PAVEMENTS AND OPEN AREAS

Any open parkland and or pavements or neighbouring sites are not to be used for any building activity whatsoever including labourer's lunch and tea breaks and rest breaks.

14. STORAGE- AND CLEANING OF BUILDING MATERIALS ON PAVEMENTS AND ROADWAYS

Where materials are off-loaded by a supplier and are encroaching onto the roadway, the contractor must move these materials onto the site. No materials must be allowed to remain on the roadway, and no materials may remain on the pavement without THOA permission. It is the contractors and owners responsibility to clean the roadway of all such materials on a daily basis; and the same applies to sand or rubble washed or moved by stormwater or any other means onto any adjoining road during building operations.

15. DELIVERIES OF MATERIALS

Deliveries from suppliers must be scheduled during the following times:

Monday – Friday: 07:00 - 18:00. Saturday: 07:00 – 13:00

Delivery vehicles must be off site by: Monday – Friday: 18H00. Saturday: 13H00

16. VEHICLES EXCEEDING 8 TONS ARE NOT PERMITTED WITHOUT PRIOR AUTHORISATION.

Vehicles that will be allowed with prior permission are as follows:

Concrete Ready Mix Materials, Aggregate tip trucks, Skip carriers, truss carriers and removal vans. These will only be allowed in with pre-authorization permits and these vehicles may be escorted by THOA security staff while on the estate.

Any spillage on the roads or access shall be cleaned and removed immediately.

17. TOILETS, WATER, AND WASTE SKIPS

No building operation will commence before toilet facilities are provided, legal water connections are in place and waste skips are on site. Any worker found using any other area as a toilet facility may face charges.

18. SIGN BOARDS

Only one contractor’s sign board per site must be erected with the builders name and contact details thereon. Boards may not be erected on pavement areas and may not exceed A2 (420mm x 600mm) in size. No sub-contractors boards are allowed and all boards must be removed after completion of construction. The THOA “Authorised Building Site Board” shall be displayed on the palisade fence until completion of building operations. These boards must be obtained at the THOA Office on registration.

19. LIABILITY FOR DAMAGE

19.1 The owner shall be responsible for any damage to kerbs, roads, parks or sidewalks and/or plants on sidewalks, and / or damage to private or estate property caused by contractors or delivery or removal vehicles. Due care should be taken to ensure that this does not happen.

19.2 The building contractor acknowledges that he shall be liable for a financial or other penalty as determined by the THOA should he be in breach of the Estate Rules

20. UNDESIRABLE CONDUCT

Should THOA have any concern with the conduct of the contractor and/or sub-contractor, or any labourer’s, THOA may request the party involved to leave the estate and/or request rectification as deemed necessary and/or reserve the right to suspend building activity.

21. AFFIRMATION

The owner of the property acknowledges and affirms that he fully understands the above rules and acknowledges his responsibility for any and all liability for any penalties imposed by THOA.

The Contractor, Sub Contractors and any Subsequent Sub Contractors hereby acknowledge the obligations of the Owner of the property and agree to abide by the Code of Conduct of the Estate available on www.thoa.co.za, and the Contractors Rules above, which will also be available on the THOA website. All Parties furthermore agree to any changes or further reasonable conditions that may be imposed from time to time by THOA, provided 24 hour prior notice will be given.

22. PRECEDENCE:

Any Rules on this document which may be in conflict with THOA Code of Conduct, then the rules contained in the document Addendum 4 shall take precedence.

MAIN CONTRACTOR

Contractor: Signed:

Owner: Signed:

Operations Manager: Signed:
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Agreement signed on:

SUB CONTRACTOR

Subcontractor: Signed:

Owner: Signed:

Operations Manager: Signed:
.....

Agreement signed on:

SUB CONTRACTOR

Subcontractor: Signed:

Owner: Signed:

Operations Manager: Signed:
.....

Agreement signed on:

SUB CONTRACTOR

Subcontractor: Signed:

Owner: Signed:

Operations Manager: Signed:
.....

Agreement signed on:

THOA OFFICE USE ONLY

Date Document Given to Contractor /Owner:

Date Document Returned:

Date Main Contractor Approved:

Date Sub Contractor 1 Approved:

Date Sub Contractor 2 Approved:

Date Sub Contractor 3 Approved:

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Operations Manager