

## Renovation Application Special By-Law for Cosmetic, Minor and Major Renovations

Owners seeking to undertake renovations to their lots are required to comply with the Special By-Law for Cosmetic, Minor and Major Renovations (Renovations By-Law) and the following procedures:

1. Lot owners are required to provide details of the proposed Minor & Major renovations by completing the following Application Form and submitting it with the required supporting documents to The Strata Manager at least 21 days before undertaking any work.
2. Cosmetic renovations do not require strata approval, so you are free to proceed with those works without approval unless Minor or Major renovations also form part of your renovations.
3. The completed Application Form and supporting documents will then be circulated to the Strata Committee for review.
4. You will be advised if any further information is required to be provided.
5. You will be advised if approval has been provided in accordance with the Renovations By-Law.
6. Should a specific by-law be required (for works outside the scope of the Renovations By-Law) you will be asked to have one drafted, ideally by a strata specialist lawyer, which will then need to be submitted to a general meeting of the Owners Corporation.

**No work may commence without the written approval of the Owners Corporation and non-compliance may result in penalties being applicable.**

### Other documentation that may be required:

Subject to the nature of the works you may also be asked to submit an Engineers Report, a Dilapidation Report or further detailed drawings, plans etc.

Should the works also require Council approval, a Development Approval (DA) or Complying Development Certificate (CDC) would need to be obtained from Council and a copy provided to the Owners Corporation. Please check with your local council to see if your proposed works fall into this category. Please note your works may be approved by Council and not by the Owners Corporation or vice versa. Works cannot commence until all require approvals have been obtained.

### Hard Flooring

Should your application include to install hard flooring, please check whether there is a specific hard flooring by-law for your strata plan. These applications will then be dealt with either under the Hard Flooring By-Law or as a Minor Renovation under the Renovations By-Law.

Should you proceed to install hard-flooring you are encouraged to use the highest grade of underlay/sound insulation available (if not defined in the by-laws) to minimise the risk of any breaches of by-laws in relation to causing noise disturbance to other residents. You should be aiming to install flooring that creates no more noise to adjoining residents than would a good quality carpet and underlay. Please ensure that you independently check the quality of the underlay being proposed by your flooring installer as they frequently quote for the lowest cost rather than the highest quality. If noise complaints are received from adjoining residents you may be required to remove the timber flooring or install additional carpets, mats, runners, etc.

## Application & Indemnity Form Minor & Major Renovations

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Owners Name(s)

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Property Address

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Postal Address (if different from above)

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Email Address

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Phone Number(s)

For Minor and Major Renovations, the following documents should be provided with the completed application form (please refer to Renovations By-Law for further detail on items required):

- Plans, drawings, specifications and product brochures
- Project Manager & Contractors documents, including copy of insurances, licensing etc.
- Program of works including proposed start and end dates
- Program of any noisy works including demolition, wall removal, tile removal, etc.
- List of any works that will be visible from outside of the lot such as changes to walls/doors, pipes, cables, ducts
- Payment of Security Deposit - \$1,000 if works under \$20,000 or \$5,000 if works \$20,000 or greater
- Structural Engineers Report (if works include removal and/or replacement of load-bearing walls)
- Dilapidation Report (if required by the strata committee)
- Copy of Homeowners Warranty Insurance Policy (if works exceed \$20,000)
- Copy of Development Approval or Complying Development Certificate (if required by Council)

## Declaration:

1. I/We lodge this application in accordance with the terms and conditions of the Cosmetic Works, Minor Renovations and Major Renovations By-Law (Renovations By-Law) and agree to those terms and conditions.
2. I/We certify that the details provided in this application are to the best of my/our knowledge correct.
3. I/We agree to pay the Application Fee of \$120 + GST (allowance of 1 hour) for The Strata Manager to review this application, research by-laws and obtain instructions from the Strata Committee. That this amount will be charged directly to my strata levy account and that additional charges may apply if further time is required.
4. I/We agree that should permission be given by the Owners Corporation to proceed with the Major Renovations then the attached 'Consent Form' will be signed and returned to the Strata Manager prior to the commencement of works.
5. I/We confirm that the works will be carried out in accordance with the plans and specifications provided in my application, and that any modifications to the plans and specifications are to be approved by the Owners Corporation.
6. I/We will use the services of appropriately qualified and licensed contractors who are covered by Public Liability insurance of at least \$10 million, as well as Workers Compensation insurance (where required) and will supply this information to the Owners' Corporation.
7. I/We will properly manage, supervise and be responsible for all activities of my/our tradespeople and will ensure they:
  - a. Comply with these conditions.
  - b. Only conduct work during Council permitted hours.
  - c. Notify all residents of the any noisy works that will take place, and the expected duration, at least one week before the commencement of noisy works.
  - d. Will be responsible for the daily cleaning of any dirt or debris left on common property, including the floors, walls, lifts, carparks, driveways, etc.
  - e. Will not store building materials or rubbish on common property at any time.
  - f. That all rubbish will be removed from the property and the common property waste bins will not be used under any circumstances.
  - g. Will not obstruct common property (inside or out) at any time and will ensure the safety of residents and the site throughout the project.
8. I/We will be personally responsible for any damage to common property as a result of these works and acknowledge that any damage to common property will be dealt with in accordance to Clause 12(h) of the Renovations By-Law.
9. I/We agree that a representative of the Owners Corporation has the right to inspect the work at any time with one day's notice.
10. Following completion of the works, I/We will provide written notice to the Strata Manager / Owners Corporation that the works have been completed.
11. When requested by the Owners Corporation at any time following completion of the works, I/We will provide the following documents:
  - a. a certification by a structural engineer appointed by the Owners Corporation at the Owner's cost as to the structural integrity of the building;

- b. if the works involved waterproofing works, a waterproofing certificate by a Master Plumber or Certifier to evidence that the waterproofing has been applied in accordance with industry best practice and AS/NZS standards;
- c. if the works involved the installation of a ducted or reverse cycle split system air conditioner, the owner must provide to the Owners Corporation a report from a qualified technician certifying that, upon inspection, the air conditioning and its associated condenser, pipes and conduit does not:
  - (i) reduce the fire resistance level of any wall, or
  - (ii) produces noise that exceeds the dB(A) allowed under the Protection of the *Environment Operations Act 1997* (POEO Act); and
  - (iii) meets the energy consumption standards as prescribed under the relevant AS Standards;
- d. if the works involved the installation or replacement of wood or other hard flooring, the Owner must provide to the Owners Corporation a report from an acoustic engineer of suitable expertise which certifies that the acoustic engineer has inspected the new flooring installations which form part of the works and those new flooring installations now achieve the anticipated performance standards that is expected of works carried out in accordance with clause 12(e) of this by-law;
- e. a certification from a Principal Certifying Authority under the *Environmental and Planning Assessment Act 1979* evidencing approval and sign-off of the relevant Building Certificates and Town Planning Approval;
- f. any other document reasonably required by the Strata Committee in relation to the works undertaken by the Owner.

Signature of Owner(s):

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Owners Names

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Owners Signatures

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Date