

**Application to Request Consent for Minor Renovations**

To the Secretary  
The Owners Corporation -Strata Plan No. \_\_\_\_\_

c/-All Suburbs Strata Management  
PO Box 142  
LIVERPOOL BC NSW 1871

**APPLICANT DETAILS**

\*Please note that the applicant is the only person that the Owners Corporation will communicate with in the matter.

Re: Lot No. \_\_\_\_\_

Strata Plan No. \_\_\_\_\_

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

I/We, \_\_\_\_\_ the owner/s of Lot No. \_\_\_\_\_ in the abovementioned Strata Plan, kindly request pursuant to Section 110 of the Strata Schemes Management Act 2015 and the relevant By-laws, that the Owners Corporation approve this application for the following minor renovations.

The works proposed in this application, to be carried out for the benefit of my/our Lot, will or may involve associated works on or to common property.

Details of proposed works:

Alteration  Erection of Structure  Demolition  Cosmetic Work

Minor Renovation  Other

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Cost of work: \$

Name, contact details of qualified person carrying out works (please provide copy of quotation):

\_\_\_\_\_  
\_\_\_\_\_

Duration and times of the work: \_\_\_\_\_

Details and qualifications of who will be carrying out the work:

\_\_\_\_\_

(Note: If insufficient space provided above please attach additional details)

Arrangements to manage/remove any resulting rubbish or debris:

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(Note: If insufficient space provided above please attach additional details)

In submitting this application, I/We, the owner/s of Lot No. \_\_\_\_\_ confirm that:

- all necessary council applications and approvals required for the proposed works will be obtained at our own cost and will be promptly submitted to the Owners Corporation and;
- all relevant photographs and/or plans of the proposed works are attached;
- all work will be carried out in a competent and proper manner (Name, Licence No. & Insurance details of the builder/s is attached. Plumbing, Electrical, Fire: All plumbing and electrical work to be performed by a licenced tradesperson only. Evidence of licence must accompany application);
- installation, ongoing repairs and maintenance, cleanliness and tidiness will be at our cost and responsibility;
- any repairs of damage to any part of the common property or reinstatement of common property required as a result of the carrying out of these renovations will be repaired at our expense and as directed by the Owners Corporation; and
- all costs including all legal, expert or administrative out of pocket expenses incurred by the Owners Corporation/Strata Committee to review, consider, approve or reject this application will be paid by the applicant lot owner and I/ we agree that all such costs will be debited to our lot owner account held by the Owners Corporation upon receipt of a tax invoice issued by the Owners Corporation to the lot owner.

I/ We hereby indemnify the Owners Corporation against:

1. Any damage to the common property, or the lot or the lot or another owner, resulting from the works outlined in this application;
2. the cost of repair to the common property and that any such damage will be made good by the applicant at his/her expense within seven (7) days;
3. Any fees and expenses incurred in enforcing the conditions of approval and any relevant by-laws; and
4. The cost of a defects survey which may be required for the common property and neighbouring units of the proposed works.

I/ We the undersigned Owner/s submit application for approval to carry out the renovation works described in this application. I declare that all the information in the application and checklist is true and correct, to the best of my knowledge. I also understand that if the information is incomplete the application may be returned, delayed, rejected or more information may be requested.

I acknowledge that if the information provided is misleading, any approval granted may be void.

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Owner/s name—PLEASE PRINT

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Owner/s Signature

Date

**Contact details:**

Owners Phone No: \_\_\_\_\_

Owners Email No: \_\_\_\_\_

<u>REQUIRED</u>	<u>APPLICANT</u>		<u>OFFICE USE ONLY</u>		
	YES	N/A	YES	NO	N/A
<input type="checkbox"/> <b>Complete application form</b> Original plus two copies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>Internal structural changes (plans attached)</b> Plans showing the changes to the internal structural components of the lot and penetrations of the structural columns of the building, floors or ceiling are to be provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>External changes (plans attached)</b> Plans showing the changes to the exterior of the building are to be provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>Development Application (copy attached)</b> A copy of the Development Application supplied to Council (if required) including all supporting documentation must be provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>Architectural integrity (evidence attached)</b> The Strata Schemes Management Act 2015 (NSW) requires all works to be in keeping with the architectural integrity of the existing building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>Floor coverings (evidence attached)</b> The Strata Schemes Management Act 2015 (NSW) requires that all non-wet areas are to be covered with soft coverings, such as carpet, or otherwise treated to an extent sufficient to prevent the transmission of noise from floor space that is likely to disturb the peaceful enjoyment of other occupiers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>Air conditioning (evidence attached)</b> Air conditioners, ventilations or associated ducting shall not be installed, modified or removed without written approval of the Owners Corporation noise ratings, compressor size, location of plant and fittings must be supplied.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>Plumbing, electrical and fire (evidence attached)</b> <ul style="list-style-type: none"> <li>• All plumbing and electrical work to be performed by a licensed tradesperson to the standards of relevant authorities. Evidence to be attached.</li> <li>• Installation or replacement of hot water services, if fitted, must have overflow trays and drains installed in accordance with Australian Standards. Evidence to be attached.</li> <li>• Installation or replacement of quick-shutting (quarter turn, level action or similar) taps are to be fitted with water hammer arrestors on both hot and cold water lines. Evidence to be attached.</li> <li>• All wet areas are to be sealed in accordance with the Building Code of Australia. Evidence to be attached.</li> <li>• Additions or alterations to the electrical or water supply to the lot are to be detailed. Additions or alterations to cables, pipes through riser ducts, ceiling, floors or walls (or works of such nature when impacting on common property are to be detailed).</li> <li>• Any alterations, connection or disconnection to the fire detectors are to be detailed. If approved, the changes shall be certified by the fire certification contractor appointed by the Owners Corporation.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>Access to ducts, risers and windows</b> Areas to which the owners corporation may require access to in the future, such as drainage duct covers and windows, must remain fully accessible and of the same existing size.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>Estimated start and finish dates</b> The applicant is to provide details of the estimated start and finish dates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> <b>Exclusive Use By-Law (copy attached)</b> In the event that any changes are to be made to common property and the obligation to repair and maintain the affected common property is to be passed to the lot owner, the applicant must accept and agree to pay the costs incurred in engaging an appropriately qualified law specialist to draft an exclusive use by-law for consideration by the owners corporation at general meeting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>