

RENOVATION APPLICATION FORM

APPLICANT CONTACT DETAILS

Name:

Position: Lot Owner/Company Nominee/Tenant.

Note: Tenants must obtain and provide written approval from the landlord or agent before returning this form.

Address:

Phone (during business hours):

Mobile:

Email Address:

BUILDING DETAILS

Strata Plan:

Unit/Lot No:

Address of Property:

PROPOSED RENOVATION WORKS (PROVIDE DETAILED INFORMATION ABOUT THE WORK YOU INTEND TO CARRY OUT.)

Summary of proposed works:

Proposed Contractor:

Estimated Duration:

Contractors Contact Number:

Contractors License Number:

CONTRACTOR INFORMATION REQUIRED

Please **attach** the following documentation:

- ✓ Scope of work / Copy of quotation(s).
- ✓ Sketch or plans of the renovations.
- ✓ Copy of contractor's trade license.
- ✓ Copy of contractor's certificate of currency/public liability insurance.
- ✓ Any additional information regarding the proposed works e.g.
- ✓ A draft bylaw (for Major Renovations)

FLOORING RENOVATION

Proposed flooring material:

Location of the new flooring:

To prevent the transmission of noise between apartments, all flooring installations **must include** an acoustic underlay that complies with noise/impact isolation equal or better than that specified in the National Construction Code.

-You must attach a copy of the Acoustic Certificate.

AIR CONDITIONING RENOVATION

Brand and model number of Air Conditioner:

Details of cooling unit condensation run-off to drainage:

Details of cooling unit pipes and conduit wall penetrations:

You must attach the following documents:

- Sketch of where the indoor and outdoor cooling units are to be located.
- Certification that the noise level of the Air Conditioning Unit will not exceed 60dBA when operating.

BATHROOM RENOVATIONS *(Waterproofing and other works may require a by-law)*

Summary of proposed works:

Details of tiles (including total area and weight per square metre):

APPLICANTS DECLARATION AND INDEMNITY

By signing this Renovation Application, the Owner/Applicant agrees and acknowledges that:

- Acknowledges Section 110 of the Strata Schemes Management Act 2015 and the relevant By-Laws (Minor Renovations)
- Acknowledges Section 108 and 142-145 of the Strata Schemes Management Act 2015 and the relevant By-laws (Major Renovations)
- All necessary council applications and approvals required for the proposed works will:
 - Be obtained at our own cost.
 - Be promptly submitted to the Owners Corporation.
- All relevant photographs and/or plans of the proposed works are attached.
- All work will be carried out in a competent and proper manner, with:
 - Name, Licence No., and Insurance details of the builder/s attached.
 - Plumbing, electrical, and fire-related work performed by licensed tradespeople only, with evidence of their licence attached to the application.
- Installation, ongoing repairs and maintenance, cleanliness, and tidiness will be our cost and responsibility.
- Any repairs to damage or reinstatement of common property resulting from the renovations will:
 - Be repaired at our expense.
 - Be carried out as directed by the Owners Corporation.
- All costs, including 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.
 - Be debited to our lot owner account held by the Owners Corporation upon receipt of a tax invoice.

I/We hereby indemnify the Owners Corporation against:

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

Declaration:

I/We, the undersigned Owner/s, submit this application for approval to carry out the renovation works described herein.

- I declare that all the information provided in this application and checklist is true and correct to the best of my knowledge.
- I 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.

APPLICANTS SIGNATURE

Name:	Signature:	Date:
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<u>REQUIRED</u>	<u>APPLICANT</u>		<u>OFFICE USE ONLY</u>		
	YES	N/A	YES	NO	N/A
☐ Complete application form Original plus two copies.	☐	☐	☐	☐	☐
☐ Internal structural changes (plans attached) 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.	☐	☐	☐	☐	☐
☐ External changes (plans attached) Plans showing the changes to the exterior of the building are to be provided.	☐	☐	☐	☐	☐
☐ Development Application (copy attached) A copy of the Development Application supplied to Council (if required) including all supporting documentation must be provided.	☐	☐	☐	☐	☐
☐ Architectural integrity (evidence attached) The Strata Schemes Management Act 2015 (NSW) requires all works to be in keeping with the architectural integrity of the existing building.	☐	☐	☐	☐	☐
☐ Floor coverings (evidence attached) 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.	☐	☐	☐	☐	☐
☐ Air conditioning (evidence attached) 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.	☐	☐	☐	☐	☐
☐ Plumbing, electrical and fire (evidence attached) - All plumbing and electrical work to be performed by a licensed tradesperson to the standards of relevant authorities. Evidence to be attached. - 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. - 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. - All wet areas are to be sealed in accordance with the Building Code of Australia. Evidence to be attached. - 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). - 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.	☐	☐	☐	☐	☐
☐ Access to ducts, risers and windows 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.	☐	☐	☐	☐	☐
☐ Estimated start and finish dates The applicant is to provide details of the estimated start and finish dates.	☐	☐	☐	☐	☐
☐ Exclusive Use By-Law (copy attached) 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.	☐	☐	☐	☐	☐