

STRATA LOT RENOVATIONS - APPLICATION FORM

OWNER DETAILS			
Owner (Applicant) Name:			
Email:		Phone:	
Postal Address			
Suburb / State		Postcode	

BUILDING DETAILS			
Building Name & CTS / SP Number		Lot No.	
Building Address			
Suburb / State		Postcode	

DESCRIPTION OF WORKS
<p><i>Please provide a description of the proposed renovation works below and attach a copy of the quotation to this form.</i></p>

DATE OF WORKS	
Proposed Date of Commencement of Works:	
Proposed Date of Completion of Works:	

PLEASE CONTINUE TO PAGE 2 AND ENSURE THAT ALL QUESTIONS ARE COMPLETED.

RENOVATION INFORMATION

Does this proposed renovation involve waterproofing work?

- Yes No

If you selected 'YES', please provide details of the waterproofing products to be used.

Does the proposed renovation involve the removal or partial removal of a wall / walls?

- Yes No

If you selected 'YES', please attach details including complete plans and engineer's certification.

Does the proposed renovation involve structural work?

- Yes No

If you selected 'YES', please attach details including complete plans.

Please note: If you answered yes to any of the above questions, you will most likely require a by-law drafted which will need to be passed by special resolution at a general meeting. Please liaise with your Strata Manager who will be able to guide you through this process and advise applicable fees,

Will you require access to the common property to transport materials into / out of your unit?

- Yes No

If you selected 'YES', please specify:

- a) what type of materials, e.g. tiles, kitchen/bathroom items etc and;*
- b) what provisions will be made to protect the common property during this process*

What arrangements will be made for the disposal of rubbish, site waste and building materials (etc) and the removal of these items from the site?

Please note: Building materials are not to be disposed of in the strata bin/s. These are to be used for the disposal of household rubbish only.

If using a 'skip' bin, where will it be placed?

Will the works involve an alteration to the plumbing configuration?

Yes No

If you selected 'YES', please attach detailed plans with a report from the plumber on how this will affect the common property (if applicable)

Will the works involve re-configuration of the electrical or television wiring?

Yes No

If you selected 'YES', please attach full details or a report from the electrician.

Will the works involve disruptions to building services such as water or electricity?

Yes No

If you selected 'YES', please specify the expected dates and timeframes for these disruptions.

If the unit has smoke or heat detectors, please advise what steps will be taken to prevent false alarms:

Please note that painting over these facilities will violate the Australian Standards and any replacement will be at your expense. Further, any false alarms charges from the fire brigade, that occur during the renovations, will be charged to your lot.

Will the works involve replacement of soft flooring with hard flooring?

Yes No

If you selected 'YES', please advise rooms involved and what acoustic underlay you propose to install under the flooring to ensure noise transmission is compliant with Building Code of Australia and/or the buildings by laws. A copy of the acoustic certificate must be attached.

Do the tradespeople have adequate and current insurance cover for public liability?

Yes No

Please ensure you attach copies of the relevant insurance.

Does any works contract exceed \$20,000?

Yes No

If you selected 'YES', please attach a copy of the Homeowners Warranty Policy as required.

SUPPORTING DOCUMENTATION

Please ensure you include ALL required documentation with your completed application form.

CONDITIONS - LOT RENOVATIONS

- Unless stipulated in a by-law, renovation works can only be performed during the hours in accordance with the Council Local Environment Plan.
- Works are not to create noise that causes unreasonable disturbance or interference with activities of any other occupier of the building.
- All work must comply with the relevant Australian codes, standards & the Building Code of Australia.
- Owners Corporation Strata Committee members or representative (Building Manager) must be permitted reasonable access to inspect renovations at any time.
- A notice of your intention to start work must be communicated with the Building Manager at least 7 days prior to work commencing.

PLEASE READ THE FOLLOWING VERY CAREFULLY:

1. I agree to abide by the conditions above and that any costs involved with having these works approved will be charged to the lot.
2. I agree that no works will commence until approval has been provided by the owner's corporation.
3. I hereby acknowledge that all work will be carried out in a professional manner and in accordance with the Building Code of Australia.
4. I accept responsibility for any damages caused by the work whether on common property or private property and agree to bear the reparation costs should any damage occur by myself or associated subcontractors, and that such costs be charged to my levy account.
5. I have attached copies of all relevant documentation including a copy of the quotation, the contractors' insurances, and if applicable, copies of any plans/drawings or an acoustic underlay certificate etc.

SIGNATURE			
Name		Date	
Signature			

Please return your signed, completed form with supporting documents to your Strata Manager, or email to: info@tcmstrata.com

STRATA LOT RENOVATIONS – KEY INFORMATION

- All owners require permission to complete a kitchen or bathroom renovation.
- You also need permission to change the walls, floors, or ceilings.
- You don't need permission to make cosmetic changes that don't affect the structure or require waterproofing.
- If you don't follow the correct process, you risk having to pay money to put the property back to how it was before you renovated it.

Please complete the Renovation Application Form and forward to your Strata Manager who will check your scheme's by-laws before you start renovating so you know what approvals are needed and how to obtain them.

Are you considering a renovation that will cost over \$5,000.00?

If you're planning any renovation to your apartment, duplex or other strata property, there are rules you should know about. Any strata building work must be done safely and meet building standards. This protects the builders, the residents and helps to reduce the risk of defects to the property in the future. To make sure all work is safe and up to standard:

- A registered design practitioner must prepare regulated designs.
- A registered building practitioner must oversee the work.

The three types of renovations

1. Cosmetic work

Cosmetic work doesn't need approval. Cosmetic work includes any changes that don't affect the structure or outside of your apartment, duplex or strata property and don't require waterproofing. Some examples of cosmetic work include:

- Installing or replacing hooks, nails, screws, handrails, blinds, curtains or built-in wardrobes
- Painting the interior
- Filling minor holes and cracks in internal walls
- Laying carpet.

Your strata scheme can choose to add more types of work to the list of cosmetic work; check your by-laws to see what applies in your scheme.

2. Minor renovations

Minor renovations need approval. To do minor renovations, you will need to contact the owners corporation, strata committee or strata managing agent and request permission. You will need to show them:

- Plans of the work, including dates and times of when the work will be done
- The qualifications and details of the tradespeople who will do the work
- If you're installing flooring, an acoustic certificate to show sound insulation.

They will ask you to submit your changes to a vote at a strata meeting. You'll need more than 50% of the votes cast in favour of the work at the meeting. Minor renovations include kitchen renovations (for example, installing or removing cupboards), changes to internal walls or changes to recessed light fittings. They also include installing or replacing:

- Wood, tile or other hard flooring, including removing carpets
- Wiring, cabling, power, or access points
- A rainwater tank
- A clothesline
- A reverse cycle air conditioner
- Double or triple glazed windows
- A heat pump
- Ceiling insulation.

Your strata scheme can choose to add more types of work to the list of minor renovations; check your by-laws to see what applies in your scheme.

Minor renovations cannot change the outside or structure of your apartment, duplex or strata property or require waterproofing. If you do not get permission for minor renovations, you may need to pay money to put the property back to how it was before you renovated it.

3. Major renovations

Only the owners corporation can approve major renovations. Major renovations need a special resolution vote at an annual general meeting (AGM) or other general meeting of the owners corporation. This means no more than 25% of the value of the votes cast are against the work. If your work will change the structure of your property (for example, removing a wall), you must also give the owners corporation 14 days' written notice before the work starts. This notice should describe how your renovations will change the property structure. Major renovations include:

- Changes that affect the outside or structure of your apartment, duplex or strata property
- Changes that require waterproofing
- Changes to the ceiling
- Work that needs approval under other laws (for example, council approval).

Some examples include moving a structural internal wall, bathroom renovations, installing an access ramp or installing a false ceiling. If you're using a building contractor or tradesperson, make sure that they have a valid contractor licence. If you do not get permission for major renovations, you may need to pay money to put the property back to how it was before you renovated it.

How long can renovation approvals take? This will depend on what renovation work is being completed and which process the owner is to follow.

Tenants

If you're a tenant, you should write to your landlord to ask for permission before you make any changes. The landlord cannot unreasonably reject requests for cosmetic or minor renovations. If the landlord agrees to the renovation, they must follow the strata approval process above, on the tenant's behalf.

Renovations and common property

If you want to make renovations that affect common property, you may need to change the by-laws in your scheme. This could include creating or changing by-laws about who is responsible for maintaining common property, getting the right to use a part of the common property exclusively or getting other special privileges.

The type of by-law change you may have to make usually depends on how much your renovations affect the common property. Check the by-laws in your scheme and speak to the owners corporation, strata committee or strata manager about what you might need. By-laws are changed by vote at a strata meeting. Any owners affected by changes to common property need to agree to the changes in writing.