

RENOVATIONS APPLICATION

Owners proposing to undertake renovations to common property must first obtain approval of the Owners Corporation or Strata Committee. While not all renovations will affect common property, the majority do as it is virtually impossible to renovate main parts of your apartment such as floors, boundary walls or ceilings, without affecting common property in some way. It is therefore best to seek approval for all renovation work which will ensure the work is carried out to the requirements of the Owners Corporation to avoid unnecessary costs and inconvenience to other residents.

The main types of renovations that require approval are:

- Kitchen renovations;
- Bathroom and laundry renovations;
- Structural alterations;
- Installation of air-conditioning;
- Installation of floor boards, tiles or other hard flooring;
- Installation of fly-screens; and
- Balcony and outdoor works including painting the balcony, replacing tiles or light fittings and installing blinds or a pergola.

The following items do not require approval:

- Replacement of carpet; and
- Painting the internal walls of an apartment.

Should works be undertaken without approval further action may be taken by the Owners Corporation to remove the renovation or a by-law established putting future apartment buyers on notice that the works are not approved.

APPLICATION PROCESS

- 1) Complete the below application form answering all questions that are specific to your type of renovation and provide all accompanying information requested;

PLEASE NOTE INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. PLEASE DO NOT SUBMIT APPLICATIONS THAT ARE INCOMPLETE, WE HAVE BEEN INSTRUCTED BY THE STRATA COMMITTEE NOT TO FORWARD ON INCOMPLETE APPLICATIONS.

- 2) Lodge your application and all accompanying information with the strata Manager by forwarding (email preferred) all documents through elizabeth.higgins@bcsm.com.au

THE APPROVAL PROCESS

- 3) Once your completed application has been received by the Strata Manager it will be forwarded to the Strata Committee for approval. You will be cc'd on the email.

Questions: If you have any questions regarding your application please contact the Strata Manager directly.

STRATA MANAGER DETAILS

Elizabeth Higgins Company: Body Corporate Services Address: Locked Bag 22 Haymarket NSW 1238
Phone: 02 8216 0397 Fax: 02 8216 0563 Email: elizabeth.higgins@bcsm.com.au

- 4) Assuming all information has been provided the Strata Committee can generally approve applications via email within approximately 2-4 weeks. If the application is for major renovations, not straight forward or there are items in the application that require discussion the application may be deferred until the next Strata Committee Meeting or General Meeting which you may be asked to attend and discuss the application with the committee or owners.

PLEASE DO NOT SUBMIT YOUR APPLICATION UNLESS IT IS COMPLETE WITH ALL ACCOMPANYING INFORMATION AS IT WILL NOT BE ACCEPTED WHICH WILL DELAY YOUR APPROVAL.

ONCE APPROVED

- 5) Confirmation of approval will be provided by the strata manager via email or in writing and minuted in the next Strata Committee meeting or General meeting minutes.
- 6) Once the renovation is complete the Strata Committee will carry out a final inspection and assuming the renovation has been carried out in line with your approval and there has been no damage to common property the bond will be returned.

Please do not start your renovation without notifying the Strata Committee.

RENOVATIONS APPLICATION FORM

Name of Applicant:	
Apartment Number & Lot Number:	
Building:	
Contact Details:	(H) (Mob) (Email)
Please provide a summary of the renovation work to be undertaken. Please also provide an estimate of the duration of that work.	
Who will be carrying out the work? Please provide the person's name and telephone number.	
Have you attached a copy of the quotation from your contractor? <i>(a copy of the quotation must be supplied for approval to be given)</i>	Circle one: Yes No
Have you attached a copy of your contractor's trade licence (for example builders/carpenters/tilers license) certifying that they are suitably qualified to carry out the work? <i>(Only qualified tradespeople are permitted to carry out work on common property. If you are not providing a builders license a license specific to the work being undertaken must be provided)</i>	Circle one: Yes No
Have you attached a copy of your contractor's public liability insurance? <i>(All contractors working on-site must hold public liability insurance, applications will not be accepted without evidence of this insurance)</i>	Circle one: Yes No
Additional comments regarding the contractor being used:	
Has a sketch/drawing of where the renovations are to be undertaken been provided <i>(Please use a separate sheet or provide floor plans if preferred)</i> :	Circle one: Yes No

SPECIFIC QUESTIONS - INSTALLATION OF FLOOR BOARDS/TILES**SP**

Please specify the type of flooring to be laid? (timber, tiles, etc)

Note - flooring will have an acoustical star rating of 5 Stars or better, according to the Guideline for Apartment and Townhouse Acoustic Rating promulgated by the Australian Association of Acoustical Consultants, such certification to be in favor of the owners corporation.

Have you attached a copy of the acoustic testing report

Circle one: Yes No

SPECIFIC QUESTIONS - BATHROOM RENOVATIONS

Please provide a summary of the work being carried out:

Please provide details of the type of tiles being installed and their cost per sqm:

Please provide details of the water proof membrane to be laid:

Please provide details of who will be laying the water proof membrane:

Signed:

Print Name:

Date: / /

Office Use - Required forms checklist

Kitchen & Wardrobe Renovations

Quote from Contractor	
Drawing/Sketch of work being completed	
Contractors public liability insurance	
Trade licence (not essential)	
No walls/common property pipes being moved	

Bathroom & Laundry

Quote from Contractor	
Drawing/Sketch of work being completed	
Contractors public liability insurance	
Tilers or Builders licence (essential)	
Details of membrane	

Hard Flooring

Quote from Contractor	
Drawing/Sketch of work being completed	
Contractors public liability insurance	
Certification of underlay (verify acoustic level)	
Verify Acoustic test are completed on 180mm slab	
Brochure of product to be installed	
Tilers licence (essential if laying tiles)	
Trade licence (not essential)	