

As per section 65(A) of the Strata Titles Management Act owners proposing to undertake renovations to common property must first obtain approval off the Owner's Corporation via the Executive Committee. While not all renovations will affect common property, the majority do as it is virtually impossible to renovate main parts of your apartment 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 required specifications to avoid unnecessary costs and inconvenience to other residents.

*The main types of renovations that require approval are:*

- Kitchen renovations;
- Bathroom and laundry renovations;
- 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 Owner's Corporation to remove the installation or a by-law established putting future apartment buyers on notice that the works are not approved.

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## APPLICATION PROCESS

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- 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 AS IT WILL DELAY THE APPLICATION PROCESS.**

- 2) Lodge your application and all accompanying information with Building Management by forwarding (email preferred) all documents to [info@sydneybmc.com.au](mailto:info@sydneybmc.com.au) .

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## THE APPROVAL PROCESS

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- 3) Once your completed application has been received and reviewed by Building Management it will be forwarded to the Strata Manager who will further review the application and then forward to the Executive Committee for approval. You will be cc'd on the email sent to the Strata Manager.

**Questions:** If you have any questions regarding your application once it has been sent to the Strata Manager please contact the Strata Manager directly.

### **STRATA MANAGER DETAILS**

Natalie Fitzgerald                      Company: Strata Sense

Phone: 1300 859 044                      Email: natalie.fitzgerald@stratasense.com.au

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

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### **ONCE APPROVED**

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- 5) Confirmation of approval will be provided by the strata manager via email or in writing and minuted in the next Executive Committee meeting minutes.
- 6) Prior to proceeding with the renovation you must co-ordinate your renovation dates with Building Management so that your renovations can be co-ordinated with other work around the complex, neighbouring residents appropriately notified, and the lift and loading area booked.
- 7) You will also need to complete a moving and renovations form which outlines the conditions you and your contractors must obey when carrying out work in the complex and you may be required to pay a bond of up to \$2,000.
- 8) Once the renovation is complete Building Management 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 any bond will be returned.

Please do not start your renovation without notifying Building Management.

# RENOVATIONS APPLICATION FORM

Name of Applicant:			
Apartment Number:			
Contact Details:	(H)	(Mob)	(Email)
Please provide a summary of the renovation work to be undertaken?			
Who will be carrying out the work?			
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

To prevent the transmission of noise between apartments all flooring installations must include an acoustic underlay that complies with a noise/impact isolation product equal or better than an Impact Insulation Class (IIC) rating of 57 or it's approximate equivalent Weighted Normalised Impact Sound Pressure Level (Ln, w) of 53. That is the IIC rating must be 57 or HIGHER, the weighted normalised ISP must be 53 or LOWER. CERTIFICATION THAT THE INSULATION MEETS THE ABOVE STANDARD MUST BE PROVIDED BY THE INSULATION MANUFACTURER IN THE FORM OF A LETTER CONFIRMING THAT THE INSULATION MEETS THE ABOVE STANDARD, A PRODUCT SPECIFICATION SHEET OR CERTIFICATION FROM AN ACOUSTIC ENGINEER. APPLICATIONS FOR FLOORING WILL NOT BE CONSIDERED UNLESS APPROPRIATE CERTIFICATION IS SUPPLIED.

Please specify the type of flooring to be laid? (timber, tiles, etc)	
Have you provided confirmation from the insulation manufacturer that the acoustic underlay adhere's to the building's acoustic standards as stated above?	Circle one:                      Yes                      No
Have you attached a product brochure of the flooring being laid?	Circle one:                      Yes                      No

### SPECIFIC QUESTIONS - INSTALLATION OF AIR CONDITIONING

Has a product brochure from the manufacturer outlining the air conditioning units specifications been provided:	Circle one:                      Yes                      No
Has certification that the air conditioning unit does not exceed 50 dB(a) when operating been provided?	Circle one:                      Yes                      No
Please advise where the cooling unit condensation run-off will drain to?	
Please advise how and where the cooling unit pipes are to penetrate common property walls?	
Have you provided a sketch of where the indoor and outdoor cooling units are to be located?	Circle one:                      Yes                      No
Please provide details of where the coolant pipes are to be laid and how they will be enclosed (Please note: any trunking should also be specified on your drawing):	

### 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: / /
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**Office Use - Required forms checklist**

**Kitchen & Wardrobe Renovations**

**Bathroom & Laundry**

Quote from Contractor		Quote from Contractor	
Drawing/Sketch of work being completed		Drawing/Sketch of work being completed	
Contractors public liability insurance		Contractors public liability insurance	
Trade licence (not essential)		Building , tiling or waterproofing licence (one is essential)	
No walls/common property pipes being moved		Details of membrane	

**Hard Flooring**

**Air-Conditioning**

Quote from Contractor		Quote from Contractor	
Drawing/Sketch of work being completed		Drawing/Sketch of work being completed	
Contractors public liability insurance		Contractors public liability insurance	
Certification of underlay (verify acoustic level)		Certification of unit (verify operating dB)	
Brochure of product to be installed		Trade licence (essential)	
Tilers licence (essential if laying tiles)		Details regarding trunking and pipe penetrations	
Trade licence (not essential)			