



Renovations Form

Strata Plan No: _____

Lot No: _____ Unit No: _____

Address of property : _____

Registered Owner/s: _____

Contact Ph: _____ Email Address: _____

Proposed date for commencement of works: _____

Proposed date for completion of works _____

Details of proposed work: (A copy of the quotation must be attached)

Does the renovation involve waterproofing work? YES NO

(If yes, please provide details of the waterproofing product to be used)

Does the renovation involve structural work? YES NO

Does the renovation involve the removal or partial removal of wall(s)
YES NO

(If yes, please attach details including complete plans and engineers certification)

Please note: If you answer 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 of costs involved.

Will there be removal of material through the common property? YES NO

(If yes, what type of materials will be transported through the common property, e.g. tiles, kitchen/bathroom items?)



What provisions will be made for protection of the common property?

What arrangements will be made for rubbish/building materials removal from the site?

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

Will the works involve an alteration to the plumbing configuration?
YES NO
(If yes, please attach detailed plans with advice from the plumber on how it will affect the common property.)

Will the works involve re-configuration of the electrics or television wiring?
YES NO
(If yes, please attach full details.)

Will the works involve disruptions to the services to the building, i.e. water and electrical services?
YES NO
(If yes, please attach full details.)

If the unit has smoke or heat detectors, please advise of steps to 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. Also, 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 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



ALL OWNERS MUST COMPLETE

Please advise details of trades involved in the renovation.

Trade	Business Name	Contact Name	Contact Phone	Licence No

Do the tradespeople have effective insurance cover for public liability and workers compensation if applicable? YES NO

(Please ensure copies of all relevant insurances are attached.)

Does any works contract exceed \$20,000? YES NO

(If yes, please attach a copy of the Home Owners Warranty policy as required.)



Conditions

- Unless stipulated in a by-law, renovation works can only be performed during the hours in accordance with the Council Local Environment Plan;
- Do not create noise that causes unreasonable discomfort, disturbance or interference with activities of any other occupier of the building;
- All work must comply with the relevant Australian codes and standards and 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. Minor works approvals will incur a cost to the applying owner of \$50, unless otherwise advised, to help cover owners corporation costs in processing my application.**
- 2. I agree that no works will commence until approval has been provided by the owners 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 of Owner: _____ Date: ____/____/____

Lot: _____ Print Name: _____