



Renovation Fact Sheet

Sections 109, 110, 111 Strata Schemes Management Act 2015
Section 28 Strata Schemes Management Regulation 2016

Cosmetic Works/Renovations

No approval needed for:

- installing or replacing hooks, nails or screws for hanging paintings and other things on walls,
- installing or replacing handrails within lots,
- internal painting,
- filling minor holes and cracks in internal walls,
- laying carpet,
- installing or replacing built-in wardrobes,
- installing or replacing internal blinds and curtains (must comply with scheme by-law "Appearance of lot"),
- any other work prescribed by the regulations for the purposes of this subsection.

Minor Works/Renovations

An owner may carry out minor renovations with the approval of the owners corporation by resolution at a general meeting. They must give written notice of proposed work, including the following:

- (a) details of the work, including copies of any plans,
- (b) duration and times of the work,
- (c) details of the persons carrying out the work, including qualifications to carry out the work,
- (d) arrangements to manage any resulting rubbish or debris.

Minor works include but are not limited to:

- renovating a kitchen,
- changing recessed light fittings,
- installing or replacing wood or other hard floors,
- installing or replacing wiring or cabling or power or access points,
- work involving reconfiguring walls,
- removing carpet or other soft floor coverings to expose underlying wooden or other hard floors,
- installing a rainwater tank,
- installing a clothesline,
- installing a reverse cycle split system air conditioner,
- installing double or triple glazed windows,
- installing a heat pump,
- installing ceiling insulation.

If the AGM is not due to be held shortly and the owner does not wish to wait, they can pay for an EGM to be called to gain approval.

Authority to approve can be delegated to the strata committee if a by-law has been registered allowing this. In such cases, the approval may be given by informal committee instructions and then ratified at the next committee meeting, or the committee may hold a formal meeting at the time approval is sought.

If a meeting is required for approval, the costs will be payable by the owner. The owner must provide written acknowledgement of the process as well as the costs they will incur, along with the renovation application form, before a meeting can be called.

Major Works/Changes to Common Property

If an owner wishes to carry out changes to common property involving:

- work involving structural changes – adding to or altering common property,
- work that changes the external appearance of a lot, including the installation of an external access ramp,
- work involving waterproofing,
- work for which consent or another approval is required under any other Act eg DA,

this requires a by-law setting out terms and conditions under which the owners corporation would permit the work, and then approval of the by-law via a special resolution at a general meeting. If the AGM is not due to be held shortly and the owner does not wish to wait, they can pay for an EGM to be called to gain approval. If so, costs are payable by the owner for the meeting costs and strata manager costs to facilitate registration of the by-law.

The owner will be referred to a solicitor to attend the drafting of the relevant by-law and registration after approval, with the owner being invoiced directly by that company.

The owner must provide written acknowledgement of the process, as well as the costs they will incur, along with the completed renovation application form, before proceeding.

The owner must provide:

- (a) details of the work, including copies of any plans,
- (b) duration and times of the work,
- (c) details of the persons carrying out the work, including qualifications to carry out the work,
- (d) arrangements to manage any resulting rubbish or debris.