

Renovation Application Form

Use this application form to seek approval for material renovation work. This form must be submitted and approved before you start work. We recommend using Adobe Acrobat to fill this form.

1. Class of Project

Please use the information below to determine which class of project you're planning on:

Cosmetic Work – this includes:

- a) installing or replacing hooks, nails or screws for hanging paintings and other things on walls,
- b) installing or replacing handrails,
- c) painting,
- d) filling minor holes and cracks in internal walls,
- e) laying carpet,
- f) installing or replacing built-in wardrobes,
- g) installing or replacing internal blinds and curtains.

Minor Renovations – as per section 110 of the NSW Strata Schemes Management Action 2015, this includes:

- a) renovating a kitchen,
- b) changing recessed light fittings,
- c) installing or replacing wood or other hard floors,
- d) installing or replacing wiring or cabling or power or access points,
- e) installing an electric vehicle wall charger in your garage

Major Renovations – Any other renovation work including but not limited to:

- a) bathroom renovations,
- b) air conditioning installations or replacement,
- c) installing wood or tile flooring,
- d) any work affecting water proofing of your apartment,
- e) changing internal walls
- f) any work on strata common property, such and changes to external walls, windows or doors.

Which class of renovation project are seeking approval for:

Cosmetic work does not require any approval – you do not need to submit this work for cosmetic work.

2. Key Information

Apartment information

Strata Plan No. Unit Number and Building Address:

Applicant Information

Unit Owner Name(s): Contact name:
(if different from owner)

Company name and ABN:
(if relevant)

Primary phone: Alternate phone:

Mailing address: Email:
(if different from unit address)

3. Authorised Person

Only complete this section if you are applying on behalf of the owner as their authorised representative.

Authorised person's
name:

Position title:
(if company)

Contact phone:

Contact email:

Nature of legal authority of owner's representative

Please state the nature of your legal authority and attach documentary evidence (e.g. power of attorney, executor, trustee, company director, etc.).

4. Proposed Renovations

Type of work (check all that apply): ☐ Alterations ☐ Erection of structure ☐ Demolition ☐ Other

Briefly describe all proposed renovations to the lot:

Estimated start date:

Estimated finish date:

Estimated cost:

The estimated cost of the renovations, labour and materials, or contract price should include GST. This information will assist with assessing the extent of renovations and may also need to be provided to the strata insurer.

\$

5. Checklist

For each item below, confirm that the required documentation has been attached or mark the item as *Not Applicable*. (If you are adding an EV wall charger to your garage, you only need to complete the **Qualified tradespersons** item.)

Checklist Item	Applicant
Qualified tradespersons <i>Provide details of the tradesperson(s) to be used. Works will be carried out by appropriately qualified licensed and insured tradespersons in a competent and proper manner in accordance with statutory and council requirements and to the relevant Australian Standards.</i>	☐ Information attached, or ☐ Not Applicable
Electrical work <i>Provide details of any proposed additions or alterations to cables or ducting through ceilings, floors or walls. Provide details of any additions or alterations to the electrical feed to the lot.</i>	☐ Information attached, or ☐ Not Applicable
Plumbing work <i>Where applicable provide details of:</i> • Additions or alterations to pipes through riser ducts, ceiling, floors or walls. • Installation or replacement of hot water services, if fitted, must have overflow trays and drains installed in accordance with Australian Standards. • Installation or replacement of quick-shutting (quarter turn, lever action or similar) taps are to be fitted with water hammer arrestors on both hot and cold-water lines. • All wet areas are to be sealed in accordance with the Building Code of Australia.	☐ Information attached, or ☐ Not Applicable
External changes <i>Attach plans showing the changes to the exterior of the building.</i>	☐ Information attached, or ☐ Not Applicable
Internal structural changes <i>Attach plans showing the changes to the internal structural components of the lot and penetrations of the structural columns of the building, floors or ceiling.</i>	☐ Information attached, or ☐ Not Applicable
Fire safety equipment <i>Provide details of any alterations, connection or disconnection to the fire detectors. If approved, the changes shall be certified by the fire certification contractor appointed by the Owners Corporation at the cost of the lot owner making the application.</i>	☐ Information attached, or ☐ Not Applicable
Air conditioning unit(s) <i>Provide details of the new or replacement unit including manufacturer's noise ratings, compressor size and location of plant and fittings.</i>	☐ Information attached, or ☐ Not Applicable
New 'Common Property rights' By-Law <i>If the work includes any changes to strata common property, the applicant must draft (or arrange for a strata law specialist to draft) a 'Common Property Rights' By-Law for consideration by the Owners Corporation at General Meeting.</i>	☐ Information attached, or ☐ Not Applicable
Council development application <i>A copy of the Development Application supplied to Council (if required) including all supporting documentation that was provided to the council.</i>	☐ Information attached, or ☐ Not Applicable
Architectural integrity evidence <i>The Strata Schemes Management Act (2015) requires all works to be in keeping with the architectural integrity of the existing building. Attach evidence if relevant.</i>	☐ Information attached, or ☐ Not Applicable
Floor coverings acoustic compliance <i>The Strata Schemes Management Regulation (2016) requires for our strata scheme that all non-wet areas are to be covered with soft coverings, such as carpet, or otherwise treated to an extent sufficient to prevent the transmission of noise from floor space that is likely to disturb the peaceful enjoyment of other occupiers. Attach evidence that any flooring work will comply with this requirement (e.g., an acoustic compliance certificate from the manufacturer or installer).</i>	☐ Information attached, or ☐ Not Applicable

6. Warranty and Indemnification

By signing below, the applicant hereby agrees and indemnifies the Owners Corporation as follows:

1. Works will be carried out by appropriately qualified licensed and insured tradespersons in a competent and proper manner in accordance with statutory and council requirements during council permitted hours to Australian Standards.
2. Work will only be carried out during council permitted hours.
3. Areas to which the Owners Corporation may require access to in the future, such as drainage duct covers and windows, will remain fully accessible and of the same existing size.
4. Any damage to adjoining Lots or Common Property as a result of the renovation works will be promptly rectified at applicant's expense.
5. Common property is to be kept clean and all rubbish as a result of the renovation works will be removed promptly.
6. The owner shall place a notice on the notice board or prominent location at the building notifying building occupants in advance of the commencement of the works.
7. In the event the works are likely to create noise the notice must be placed no less than one week prior to commencement of the works and state the duration and times the work will be carried out and the contractors name and phone number in the event there are complaints.
8. The owner indemnifies the Owners Corporation against any loss arising as a result of the works.
9. The owner will be liable for any fees and expenses incurred in enforcing the conditions of approval and any relevant by-laws.
10. The cost of a defects survey (if required) for the common property and neighboring units of the proposed works.
11. An authorised representatives of the Owners Corporation can enter the lot at an agreed time to carry out inspections relating to this application if required. This inspection is a non-routine matter for the Owners Corporation and charges may be applicable for any time spent on this matter.

7. Signatures

Every registered owner of the unit must sign this form. If the owner is a company, this form must be signed by 2 directors or a director and a company secretary.

As owner/s of the property to which this application relates (or as the owner's authorised representative), I/we consent to this application, and I/we apply for approval to carry out the described works.

I/We declare that all the information in this application is, to the best of my knowledge, true and correct. I/We also understand that if the information is incomplete the application may be returned, delayed, rejected or more information may be requested. I/We acknowledge that if the information provided is misleading any approval granted may be void.

Signature 1: _____ Date: _____

Signature 2: _____ Date: _____

You can drop a signature image on this form or print, sign, scan and then email to Stratawide.

Please email the completed form and all attachments to info@stratawide.com.au. **No works are to commence prior to receiving written approval from the Owners Corporation or their authorised representative.**