



## Application for Minor Renovations

Name:

Date:

Property Address:

Email Address:

Phone Number:

*This form is to be used for gaining approval for Minor Renovations in accordance with Section 110 of the Strata Schemes Management Act 2015 (the Act). Minor Renovations includes:*

- renovating a kitchen,
- changing recessed light fittings,
- installing or replacing wiring or cabling or power or access points,
- work involving reconfiguring non-structural walls,
- removing carpet or soft floor to expose or replace with hard flooring,
- installing rainwater tanks,
- 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 you wish to gain approval for this work, please ask for a copy of our Application for Flooring.*

*Minor Renovations **does not** include:*

- work involving structural changes,
- work that changes the external appearance of a lot, including the installation of an external access ramp, and
- work involving waterproofing (e.g. bathroom renovations).

*If you wish to gain approval for work of this nature, please ask for a copy of our Application for Major Works. If you're unsure if you have the correct form, please contact our office to discuss the nature of your application.*

Any Minor Renovations will only be permitted to be carried out by persons legally and professionally qualified and licensed to do so and are to be in accordance with the relevant Australian Standards, BCA and any other relevant regulations in force at the time.

If you require any building plans or drawings you must provide your Strata Sense manager at least 48 business hours to provide the documentation. Building plans and drawings will be provided electronically in a PDF format.

The following guidelines are designed to assist with the prompt review of your application. Your application will only be considered if you provide all required documentation and submit a signed copy of this application form, and by signing this form you will be deemed to have accepted the contents herein. Written approval must be obtained prior to commencement of the proposed works.

### Lodging Your Application

This application and your associated documentation should be scanned to a PDF format and emailed to the building manager or Strata Sense manager for initial review. The manager will then forward the application and associated documentation to the Strata Committee for consultation and review. The Strata Committee may be in a position to review your application informally, or a meeting may be required. If a meeting is required and you choose to expedite this (i.e. ask for a meeting to

be held as soon as possible, even though one is not scheduled) you will be responsible for the cost of the meeting. Your Strata Sense manager will be able to discuss your options and the applicable costs with you.

#### By-Laws

Your scheme may already have a by-law registered that relates to the kind of renovations you are applying for and in that case, you will likely not be required to register an additional by-law. However, if your scheme does not have a by-law for the type of renovations you are applying for, you may need to have a by-law drafted and registered as part of this process. In that case, a meeting will definitely be required and you could be responsible for the cost of both the meeting and the by-law. Again, your Strata Sense manager will be best placed to advise on your options and the applicable costs. Please contact your Strata Sense manager for this information.

#### Conditions and Guidelines

The following conditions and guidelines apply to carrying out Minor Renovations in your lot:

- Work must not commence without written approval.
- If requested by the Owners Corporation, a non-refundable renovations bond is to be paid prior to work commencing to cover the cost of repairing any damage caused to common property as a result of your renovations. Should damage occur to common property and the cost is greater than the non-refundable deposit, this will be the responsibility of the lot owner.
- All strata scheme by-laws are to be adhered to.
- During the works, WH&S conditions must be complied with and the safe and free flow of regular pedestrian traffic not be hindered.
- All common areas are to be fully protected from damage and kept clear of rubbish, materials and tools at all times. All excess materials and rubbish are to be taken away from site for disposal.
- Soiling of any common areas is to be immediately cleaned to building management satisfaction.
- Rubbish is not to be stored in the garbage room or other areas of the building, and is to be removed daily by the contractor. Any rubbish not removed will be the responsibility of the lot owner.
- Penetrations to fire rated areas shall not be allowed without prior written approval and certification from relevant contractors.
- All works are to be carried out by a licensed contractor.
- All works are to be certified by the licensed contractor that they are compliant with relevant Building Codes of Australia and Australian Standards.
- Works are to be carried out between the hours of 7.30am to 4.30pm Monday to Friday and 9.00am to 4.00pm Saturday. You must not carry out works on Sundays or NSW Public Holidays.
- All fire and sound proofing shall be maintained to a minimum of that of the original design.
- All legal costs associated with fit out or renovations are the responsibility of the lot owner.
- The lot owner agrees to pay for any rectification work needed to maintain the building's integrity, architectural code and acoustic standards should the installer be found to have compromised those elements of the building.
- The lot owner shall maintain all works in accordance with the manufacturer's requirements.
- If it is found that any works do not comply with any requirements of these guidelines the lot owner will be responsible for the cost to undertake any works required to bring the installation into reasonable compliance.
- The lot owner is responsible for obtaining authority for the works from Council or any other governing body, if required.
- By signing this application form and commencing work the lot owner agrees to all the requirements, guidelines and procedures.

Authority and Declaration

I, \_\_\_\_\_, the owner of unit number/Lot number \_\_\_\_\_

in Strata Plan Number \_\_\_\_\_, agree to abide by all conditions as listed above for any works undertaken. I

have attached the following documents (please tick):

- Scope of works / Time schedule / Project plan for the proposed works
- Plans and drawings of proposed works
- Details of contractors carrying out the works
- Contractors insurance and policies
- Schedule of finishes of the proposed works (if applicable)
- Proposed development application (if applicable)
- Fire safety certification (if applicable)
- Other/s: \_\_\_\_\_

Signed by Owner(s) \_\_\_\_\_ Dated \_\_\_\_\_

**Please send your form to your building manager for initial review. If you are unsure of your building manager's contact details please contact Strata Sense: [info@stratasense.com.au](mailto:info@stratasense.com.au)**