

RENOVATIONS APPLICATION FORM

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 Strata Committee. While not all renovations will affect common property, the majority do as it is difficult 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;
- Balcony and outdoor works including painting the balcony, replacing tiles or light fittings and installing blinds or a pergola; and
- Car park storage cages and bollards.

The following items do not require approval:

- Hanging of pictures; and
- Fixing of furniture to 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 were not approved.

Renovations By-law

Please note that certain types of renovations that significantly change common property or are of a high cost may require a special by-law that makes the owner legally responsible for the future maintenance and repair of the work. You will be advised if a by-law is required shortly after submitting your application, in such instance the cost of the by-law must be covered by the applicant and approval of your renovation may need to wait until the next Strata Committee meeting or Annual General Meeting for approval by all owners.

Renovation Bond

Please note that a bond of up to \$2,000 may be payable on approval of your renovation to protect the Owner's Corporation against damage to common property while the renovation is underway.

APPLICATION PROCESS

- 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, WE HAVE BEEN INSTRUCTED BY THE STRATA COMMITTEE NOT TO FORWARD ON INCOMPLETE APPLICATIONS.

- 2) Lodge your application and all accompanying information with Building Management by forwarding all documents to management@metropolitanstleonards.com.au at least 30 days prior to intended renovation start date.

THE APPROVAL PROCESS

- 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 Strata 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

Strata Manager: Jay Marshall
Company: Body Corporate Services
Phone: (02) 8973 1000
Email: jay.marshall@bcssm.com.au

- 4) Assuming all information has been correctly provided, the Strata Committee can generally approve applications via email within approximately 2-4 weeks. If the application is not straightforward or there are items in the application that require detailed discussion, the application may be deferred until the next Strata 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. THIS WILL DELAY THE
APPROVAL PROCESS.**

ONCE APPROVED

- 5) Confirmation of approval will be provided by the strata manager via email or in writing and recorded in the minutes of the next Strata Committee meeting.
- 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 building, neighbouring residents appropriately notified, and the lift and loading areas booked (if required).
- 7) For significant renovations the Strata Committee may impose an additional security bond of up to \$2,000 and this will be mentioned in the approval notification. This must be paid prior to the renovation commencing.
- 8) Once the renovation is complete, Building Management will carry out a final inspection of the works. Assuming the renovation has been carried out in line with your approval and there has been no damage to common property, any bond paid will be returned.

Please do not start your renovation without notifying Building Management.

RENOVATIONS APPLICATION FORM

Name of Applicant:	
Apartment Number:	
Building:	
Contact Details:	(H) (Mobile) (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>	Tick one: Yes No
Have you attached a copy of your contractor's trade license (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 builder's license a</i>	Tick one: Yes No

<i>license specific to the work being undertaken must be provided)</i>	
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>	Tick 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> :	Tick one: Yes No
SPECIFIC QUESTIONS - INSTALLATION OF FLOOR BOARDS/TILES	
<p>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.</p>	
Please specify the type of flooring to be laid? (timber, tiles, etc.)	
Have you provided confirmation from the insulation manufacturer that the acoustic underlay adheres to the building's acoustic standards as stated above?	Tick one: Yes No

Have you attached a product brochure of the flooring being laid?	Tick one: Yes No
SPECIFIC QUESTIONS - INSTALLATION OF AIR CONDITIONING	
Has a product brochure from the manufacturer outlining the air conditioning units specifications been provided?	Tick one: Yes No
Has certification that the air conditioning unit does not exceed 50 dB(a) when operating been provided?	Tick 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?	Tick 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):	
Has an Air Conditioning installers license been attached (Required)?	Tick one: Yes No

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:	
Has a copy of either a builders' license, or plumber/waterproofer license been attached (Required)?	Tick one: Yes No

RENOVATION CONDITIONS

General Conditions

1. Renovations must not be undertaken until written approval has been provided by the Strata Committee.
2. The renovation work must adhere to the buildings by-laws at all times.
3. Owners are fully responsible for the contractors or sub-contractors employed to carry out renovation work and a breach of any conditions by the contractor is considered a breach by the owner.
4. If at any time conditions relating to the renovation approval are breached, including the undertaking of non-approved work, the owner acknowledges that they may forfeit any

renovation bond or have building access for tradespeople revoked, this includes any breach of the conditions in this form.

5. Use of the building loading area and lifts must be booked at least 72 hours prior to the renovation as per the moving procedures.
6. The owner agrees to provide access to the apartment for Building Management or a nominated member of the Strata Committee to inspect the renovation work following 24-hour notice.

Resident Notification & Project Schedule

7. Once approved the owner agrees to provide building management with a schedule for the renovation work including start/finish date, and periods where loud noise work will occur such as the demolition of bathrooms so that building management can adequately advise residents of the noise. This information must be provided at least 7 days prior to the renovation commencing, and the owner acknowledges that this does not provide permission to start the work, as it may need to be co-ordinated with other work around the building.
8. Should the proposed renovation schedule change throughout the project the owner agrees to notify Building Management of the new schedule within a reasonable time frame so that Building Management can adequately notify residents.

Time Restrictions & Noise

9. Renovation work must only be carried out between 7.00am to 6.00pm weekdays and 8.00am to 1.00pm Saturdays. Renovation work is not permitted on Sundays or public holidays.
10. Renovation work that involves loud repetitive noise (jack hammering, banging, drilling or any loud power tools) must be restricted to after 8.00am and is not permitted on weekends.
11. Contractors must adhere to any restrictions regarding loud repetitive noise imposed by Building Management.

Building Damage, Cleaning & Waste Disposal

12. All care must be taken to prevent damage to common property at all times, any damage that does occur must be repaired promptly at the Owners expense.
13. Protective coverings (lift covers/floor coverings) must be installed to protect common property walls & floors where required and as directed by Building Management.
14. Doors should be sealed off at the edges to ensure that dust does not transmit from apartments to the common property hallways. Similarly, balconies must not be used as workshops and

owners will be expected to pay for the cleaning of any dust that accumulates on the building facade or neighbour's balcony resulting from renovation work.

15. Common property (particularly residential hallways and lifts) must be clean at all times. Mess resulting from the renovation must be cleaned up regularly during the day and a final clean completed at the end of each day so that common property areas are back to their original presentation. If common property areas are found not to be cleaned back to their original standard, Building Management will arrange for the area to be cleaned and the cost will be passed on to the owner. It is expected that owners/contractors at least vacuum the lifts and residential hallways at the end of each day to ensure they are clean & tidy (additional items to note include foot prints from workman boots and dust on window sills).
16. If the building fire alarm is set off as a result of renovations, the owner agrees to pay any call out fee that may be charged by the fire brigade.
17. Items must not be kept in the common property hallways during transition from the loading zone to the apartment. Please take items directly from the lift to inside the apartment.
18. Under no circumstances is building waste (including carpet, appliances, old tiles, kitchens and vanities) to be disposed of in common property bins or garbage chute rooms. It is the responsibility of the owner to dispose of these separately and an area to keep a skip bin can be provided if required.
19. If the lift will be used to transport items, it must first be booked with building management as per the moving procedures.

ACKNOWLEDGEMENT

I, _____, acknowledge the conditions outlined in the renovations application form and agree to adhere to all conditions, I acknowledge that should any of the conditions be breached penalties may apply including the removal of building access for tradespeople and fines for cleaning charges and damage repairs.

Owner

(signed

(date)