



Acacia Gardens Major Renovations application Strata Plan 64807

The Secretary
Owners Corporation, Strata Plan 64807

APPLICATION FOR MAJOR RENOVATIONS

Date of application: _____ Lot number: _____

Name of lot owners/applicants: _____

Phone: _____ Email: _____

Major renovations include (Special by-law 8):

- Work involving structural changes such as the removal of the whole or part of a load bearing wall
- Work that changes the external appearance of your apartment, including the installation of an external access ramp, awning, pergola or vergola or installation of a new window in a boundary wall of your apartment
- Work involving waterproofing such as a bathroom renovation involving the laying of a new waterproof membrane
- Work for which consent or other approval is required under any other Act such as development consent of the local council under the Environmental Planning and Assessment Act 1979

NOTE: If your application is not for one of the items above you can complete a MINOR renovation application form.

Description of the work (add an additional page if necessary):

Work start date: _____ Work finish date: _____

Will there be noisy works required as part of the renovation?

Yes No

If yes, noisy works will take place on the during the following dates (and times):

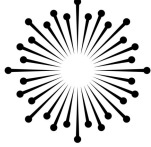
Start date: _____ Finish date: _____

Description of noisy work (add an additional page if necessary):

Work will be completed by (attach a second page if more space is needed):

	Skilled owner	Name of company/individuals:
	Contractor	
	Renovation business	Qualifications/licence held:
	Other	

I/we confirm that the Lot Owner will comply with Strata Schemes Management Act 2015 - Sect 111
http://www.austlii.edu.au/cgi-bin/viewdoc/au/legis/nsw/consol_act/ssma2015242/s111.html



Checklist of attachments:

- Detailed plans & specifications
- Council development application (if applicable)
- Acoustic report (if applicable)
- Timetable of works
- Contract with renovator (if applicable)
- Engineering report (if applicable)
- Special privilege by law and motion filled out in full (extracted below or see by-laws page 64 - 65)
- Contractor insurances & licences
- Any other documentation requested by the Owners Corporation

Signed by Owner/s or Applicant/s: _____

Date: _____

NOTES:

- You are not permitted to commence renovations until you have been notified by the Building Manager that the application has been approved by the Strata Committee.
- If required by law, you must obtain a complying development certificate for, or development consent of the local council to the major renovations and a construction certificate for the major renovations, and give copies of them to the Owners Corporation.
- Relevant documentation from a contractor must include:
 - Licence
 - Insurance policy including public liability cover in the sum of \$10,000,000
 - Workers compensation insurance policy (if required by law)
 - Home building compensation fund insurance policy under the Home Building Act 1989 (if required by law)
- The Owners corporation reserve the right to request (where applicable):
 - Engineering report from a structural engineer certifying renovations do not include structural change
 - Acoustic consultant report where the renovation includes removal of soft flooring and/or installation of new hard floorings
 - Dilapidation report (including photographs)
 - Bond payment
 - Costs where costs have been incurred by the owners' corporation in relation to approving your application
- Any required disruption to building services (water, electricity or any other service) require 72 hours-notice in writing to the Building Manager.
- Contractor vehicles are not to obstruct any common area including driveways other than for the purposes of delivery or collection for a reasonable time period.
- You must ensure that the security of the building is not compromised at any time and that no external doors are left open or unattended.
- You may not vary the renovation without obtaining the written approval of the owners' corporation.
- On completion of the renovation, you must:
 - Notify the owners' corporation that works are complete
 - Allow access for an inspection by a nominated representative is requested
 - Restore common areas to the state they were immediately prior to the commencement of work
 - Provide expert reports reasonably requested by the owners corporation



CONDITIONS OF RENOVATIONS:

General Conditions:

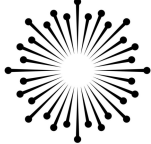
1. Owners proposing to undertake renovations to their property must first obtain approval from the owners' corporation prior to commencement. A condition of approval is that the owner completes the renovation request form (returning the completed form to the building manager) and acknowledges their responsibilities when carrying out the works so as to minimise disruption to other residents. Note that works cannot commence until approval has been granted.
2. Owner responsibilities in carrying out renovation works include:
 - a. Adhering to the times noisy works can take place.
 - b. Ensuring the appropriate clean-up of common areas and disposal of construction waste.
 - c. Appropriate notification of renovation activities so that other residents may be informed.
3. Owners are at all times responsible for contractors and sub-contractors employed to carry out renovation works and a breach of any of these guidelines by a contractor is considered a breach by the owner.
4. If any conditions of the renovation approval are breached, including the undertaking of works not approved, the owner may forfeit any renovation bond or have building access for tradesmen revoked.
5. Any use of the building loading dock or lifts for the purposes of the renovation must be booked prior to use.
6. The owner agrees to provide access to the apartment for the building manager or a nominated member of the strata committee to inspect the renovation works with 24 hours' notice.
7. At the completion of the installation, if applicable, you may be required to provide:
 - a. a certified electrical contractor must provide a report and certificate of compliance to confirm that any increased electrical load will not overload the unit's main circuit breaker
 - b. if required by law, obtain requisite certificates approving the major renovations and the occupation of your apartment (such as compliance certificate and occupation certificate) and provide copies to the owners corporation
 - c. a report from a qualified structural engineer to certify that the major renovations have been completed in a manner that will not detrimentally affect the structural integrity of the building or any part of it
 - d. a report from a qualified building consultant or expert certifying that the major renovations have been completed in a manner that complies with the Building Code of Australia and any applicable Australian Standards
 - e. a report from an acoustic consultant to certify the acoustic properties of any new floor coverings

During Major Renovations:

1. You must ensure major renovations are carried out in a competent and proper manner by appropriately licenced contractors utilising quality materials which are good and suitable for the purpose for which they are used.
2. You must make certain the major renovations are completed in accordance with any specifications for them and comply with the Building Code of Australia and Australian Standard.
3. You must ensure that the major renovations are carried out with due diligence and are completed as soon as practicable from the date of commencement.
4. You must ensure that the major renovation is carried out and completed in a manner which is in keeping with the rest of the building.
5. You must ensure the major renovations are adequately supervised and that common areas are inspected daily to ensure the conditions of the by law are met.
6. You must ensure that no building materials are stored in common areas.
7. You must maintain building integrity by ensuring that any areas affected by the major renovation remain structurally sound and make sure that any holes or penetrations are adequately sealed, waterproofed and if required, fireproofed.

Time restrictions:

1. Renovation works may only be conducted between 8:00am and 5:00pm on weekdays and 9:00am to 3:00pm on Saturdays. No work is permitted on Sundays and public holidays.
2. Tradespersons are only permitted to use the lifts to transport materials around the building after 9:00am.
3. Any noisy works (including repetitive noise, jack hammering, drilling, banging and power tools) are restricted to between 10:00am and 3:00pm.
4. Contractors must adhere to any additional loud noise restrictions imposed by building management.



Building damage, cleaning & waste removal:

1. All care must be taken to prevent damage to the common property at all times. Any damage that does occur must be repaired promptly, appropriately and at the owners' expense.
2. Protective coverings (lift covers/floor coverings) must be installed to protect common property where required.
3. Doors must be sealed around edges to prevent dust transmitting from apartments to common areas (hallways and lifts). Balconies must not be used as workspaces and owners will be required to pay for any cleaning required from dust accumulating in any common area or neighbouring property as a result of renovation work. Common areas are expected to be cleaned to return them to normal condition, during and at the end of every day by owners for any residue of building works, including footprints from work boots.
4. Under no circumstances can building waste (including but not limited to, carpet, appliances, old tiles, kitchen and bathroom units) be disposed of on common property or in common property bins, garbage chutes or recycle rooms. It is the responsibility of the owner to dispose of these items separately. An area to keep a skip bin can be arranged with building management.

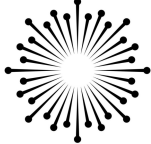
Enduring obligations:

1. You must properly maintain the major renovations and keep them in a state of good and serviceable repair and, where necessary, renew or replace any part of the major renovations
2. You must repair any damage caused to another apartment or common property in a competent, proper and timely manner
3. You must ensure that any equipment forming part of the renovation does not create or generate any heat, noise or vibrations that are likely to interfere with the peaceful enjoyment of the occupier of another apartment or any person lawfully using common area
4. You must ensure that any window tinting installed during the renovation is in accordance with the window tinting details outlined as part of special by law 8 (Major Renovations)
5. You must indemnify the owners corporation against all actions, proceedings, claims, demands, costs, damages and expenses which may be incurred by or brought or made against the owners corporation arising out of the major renovation or your breach of this by law
6. You must, if required, make or permit the owners corporation to make on your behalf, any insurance claim concerning or arising from the major renovations, and use the proceeds of any insurance payment to complete the major renovations or repair any damage to the building caused by the major renovations
7. You must comply with all statutes, by laws, regulations, rules and any other laws applicable to the major renovation and the requirements of the local council concerning the major renovations

I _____ (name) of lot _____ (number) acknowledge the conditions outlined above regarding renovation requirements and agree to adhere to all conditions. I understand that should any of the conditions be breached, penalties may apply including removal of building access for tradespeople and fines for cleaning charges, removal of waste and damage repairs.

Signed:

Date:



ANNEXURE (extracted from Special By-law No. 8 – Major Renovations)

Motion and By-Law for Major Renovations

That the owners corporation specially resolves pursuant to sections 108 and 143 of the Strata Schemes Management Act 2015 to authorise the owner of the lot specified in the special by-law set out below to carry out the alterations and additions to that lot and the common property described in that special by-law on the conditions of that special by-law (including the condition that the owner is responsible for the maintenance, upkeep and repair of those alterations and additions and the common property occupied by them) and to add to the by-laws applicable to the strata scheme by making that special by-law:

Special By-Law No. ... — Major Renovations and Building Works (Lot)

1. Introduction

This by-law gives the Owner the right to carry out the Major Renovations on the conditions of the Major Renovations By-Law and this by-law.

2. Definitions

In this by-law:

“**Lot**” means Lot.....in the Strata Scheme;

“**Owner**” means the owner for the time being of the Lot (being the current owner and all successors);

“**Plans**” means the plans/drawings prepared by.....and dated.....attached to this by-law;

“**Major Renovations**” means the alterations and additions to the Lot and common property described and shown in the Plans being.....;

“**Major Renovations By-Law**” means Special By-Law No. 8 — Major Renovations as amended from time to time;

“**Strata Scheme**” means the strata scheme to which this by-law applies.

3. Authorisation for Major Renovations

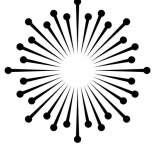
The Owners Corporation grants the Owner:

- (a) the authority to carry out the Major Renovations strictly in accordance with the Plans;
- (b) the special privilege to, at the Owner's cost, carry out the Major Renovations to the common property strictly in accordance with the Plans; and
- (c) the exclusive use and enjoyment of the common property to be occupied by the Major Renovations;

on the conditions of this by-law.

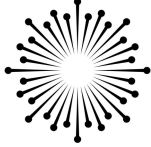
4. Conditions

- 4.1 The Major Renovations By-Law will apply to the Major Renovations.
- 4.2 The Owner must, at the Owner's cost, comply with the conditions specified in the Major Renovations By-Law with respect to the Major Renovations.



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- 4.3 The Owner must also, at the Owner's cost, properly maintain and keep in a state of good and serviceable repair the Major Renovations and the common property occupied by the Major Renovations and, where necessary, renew or replace any fixtures or fittings comprised in those Major Renovations and that common property.
- 4.4 The Owners Corporation may exercise any of the functions conferred on it under the Major Renovations By-Law with respect to the Major Renovations.
- 4.5 The Owner must pay the reasonable costs of the owners corporation incurred in connection with approving and registering this by-law.
- 4.6 For the avoidance of doubt, this by-law operates as the approval of the owners corporation of the Major Renovations for the purposes of the Major Renovations ByLaw.



BUILDING MANAGER USE:

Stage 1 Stage 2 Building _____

Application meets by-law requirements and Australian Standards: Yes No

If no, reason why:

Recommendation to proceed: Yes No

If no, reason why:

Date sent to Strata Committee: _____

Signed by Building Manager: _____

STRATA COMMITTEE USE:

Date of next SCM: _____

Date of next General Meeting: _____

<input type="checkbox"/>	Decision by Strata Committee under delegated authority
<input type="checkbox"/>	Decision by Owners at a General Meeting

<input type="checkbox"/>	Approved
<input type="checkbox"/>	Deferred
<input type="checkbox"/>	Declined

If not approved, reason why:

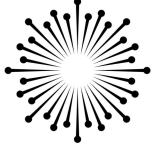
Signed by Secretary for the Strata Committee: _____

Date: _____

BUILDING MANAGER USE:

Owner advised of result date: _____

Signed by Building Manager: _____



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