



The Secretary  
Owners Corporation, Strata Plan 64807

**APPLICATION FOR MINOR RENOVATIONS**

Date of application: \_\_\_\_\_ Lot number: \_\_\_\_\_

Name of lot owners/applicants: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Minor renovations include (Special by-law 7):

- Renovating a kitchen
- Renovating a bathroom in a manner that does not involve waterproofing
- Renovating any other room in your apartment in a manner that does not involve waterproofing or structural changes
- Changing recessed light fittings
- Removing carpet or other soft floor coverings to expose underlying wooden or other hard floors
- Installing or replacing wood or other hard floors
- Installing or replacing wiring, cabling, power or access points
- Installing or replacing pipes and ducts
- Work involving reconfiguring walls in a manner that does not involve structural change
- Installing a rainwater tank
- Installing a clothesline
- Installing a reverse cycle split system air conditioner or a ducted air conditioning system
- Installing double or triple glazed windows or installing window tinting on a door or window that does not change the external appearance of an apartment
- Installing a heat pump or hot water service
- Installing ceiling insulation
- Installing an aerial or antenna
- Installing a satellite dish with a diameter no greater than 1.5 metres
- Installing a skylight, whirlybird, ventilation or exhaust fan in a roof directly above your apartment

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

Description of the work:

Work start date: \_\_\_\_\_ Work finish date: \_\_\_\_\_

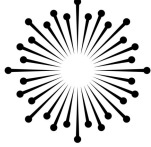
Will there be noisy works required as part of the renovation?

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:



# Acacia Gardens Minor Renovations application Strata Plan 64807

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

<input type="checkbox"/>	Skilled owner	Name of company/individuals:
<input type="checkbox"/>	Contractor	
<input type="checkbox"/>	Renovation business	Qualifications/licence held:
<input type="checkbox"/>	Other	

*I/we confirm that the proposed renovations will not change the external appearance of the lot, will not affect waterproofing and will not include any structural changes. The Lot Owner will comply with Strata Schemes Management Act 2015 - Sect 110*

<https://www.legislation.nsw.gov.au/view/html/inforce/current/act-2015-050>

Plans, reports, and any other documentation required by the Owners Corporation attached.

Contractor insurances & licences attached.

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.
- 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 minor 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, 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.

**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 work spaces 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.

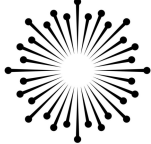
I \_\_\_\_\_ (name) of lot \_\_\_\_\_ (number) acknowledge the conditions outlined above regarding renovation requirements and agree to adhere to all conditions. I understand that should any of the conditions be breached, penalties may apply including removal of building access for tradespeople and fines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

Signed:

Date:

\_\_\_\_\_

\_\_\_\_\_



**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 (if applicable): \_\_\_\_\_

<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:

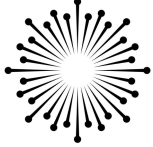
Signed by Secretary for the Strata Committee: \_\_\_\_\_

Date: \_\_\_\_\_

**BUILDING MANAGER USE:**

Owner advised of result date: \_\_\_\_\_

Signed by Building Manager: \_\_\_\_\_



# Acacia Gardens Minor Renovations application Strata Plan 64807

