



## RENOVATIONS APPLICATION FORM

SP51517

Name of Applicant: .....

Building / Apartment Number: .....

Contact Details: Phone : ..... Email :.....

Renovation Proposed Classification (Please circle) : Cosmetic      Minor      Major

Please provide a summary of the renovation work to be undertaken, including a detailed scope of works. Drawings should also be provided of all proposed works.

**PLEASE DO NOT SCHEDULE CONTRACTORS UNTIL YOUR RENOVATION APPLICATION HAS BEEN APPROVED**

What is the estimated length of time in days/weeks/months for undertaking the proposed work (including any demolition, construction/assembly and post-work restoration activities)? Please also provide a proposed commencement date for this work

<p>Details of who will be carrying out the work, including name, license no, qualifications and contact details.</p> <p><i>(Only qualified tradespeople are permitted to carry out work on common property. If you're not providing a builder's license a license specific to the work being undertaken must be provided)</i></p>	
Have you attached a copy of your contractor's trade license? e.g. builders/carpenters/tilers license	Circle one: Yes No
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>	Circle one: Yes No
Has a sketch/drawing/ specification of the proposed renovations been provided?	Circle one: Yes No

**SPECIFIC QUESTIONS - INSTALLATION OF FLOOR BOARDS/TILES**

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 meeting the above standard must be provided by the insulation manufacturer in the form of a letter confirming that the insulation meeting 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.

**AN IMPORTANT NOTE FOR YOUR FLOORING CONTRACTOR**

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Australian Standards used to determine the sound transmission rating for individual flooring products assume they're being installed in apartments with a suspended ceiling, in buildings with floor slab of at least 200mm. **Neither of these conditions exist in our buildings at Moore Park Gardens.** Our minimum standard requires a higher rating to address this variation from the national standard. We recommend advising a flooring contractor of this fact before selecting your flooring product.

Please specify the type of flooring to be laid e.g. timber, tiles, etc.

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Have you provided confirmation from the insulation manufacturer that the acoustic underlay adheres to the building's acoustic standards as stated above?	Circle one: Yes No
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Have you attached a product brochure of the flooring being laid?	Circle one: Yes No
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## HOLD POINTS

The applicant grants permission to the Building Manager (or their authorized agent) for access to the apartment throughout the duration of the works to ensure that the following HOLD and Inspection points are recorded and carried out in accordance with the flooring by-law.

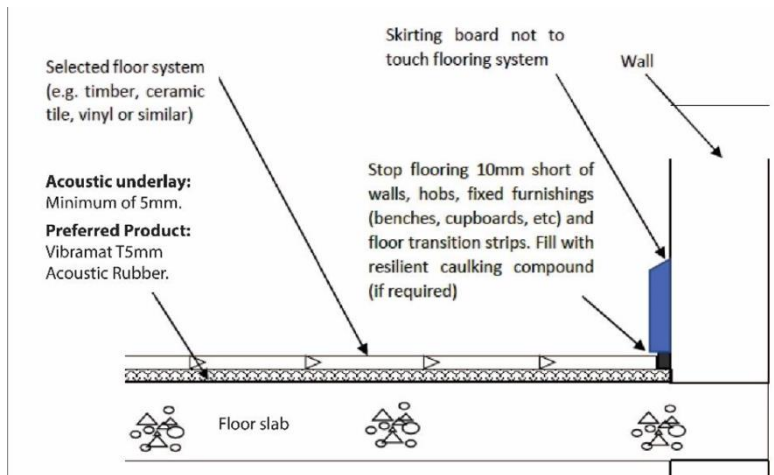
**These inspections DO NOT absolve owners of their on-going obligation to ensure that a flooring installation remains compliant with the noise transmission thresholds of our by-law.** Hold point inspections only confirm that our by-law's minimum installation specifications are being met at all stages.

The Building Manager is responsible for verifying and recording this information. Each inspection must be verified with photographs taken by the Building Manager (or their authorized agent).

For approval to be granted please note and agree to the following:

**HOLD** points are placed as caveats on all timber and laminate flooring applications:

1. **HOLD and INSPECTION** when the underlay goes down. Inspect and confirm the specified underlay has been used.
2. **HOLD and INSPECTION** when the flooring is completed prior to the skirtings to ensure that and that a circa 10mm gap exists between it and the walls.
3. **INSPECTION** after the skirtings have been positioned to ensure they are free of the flooring.



Has the following diagram for an approved flooring installation been given to your proposed flooring contractor? Approval cannot be granted without confirmation.	Circle one: Yes No
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### SPECIFIC QUESTIONS - INSTALLATION OF AIR CONDITIONING

The aesthetic appearance of ducting is a critical consideration for all air conditioning installations. We recommend reviewing the proposed location of all ducting with Building Management and/or the Strata Committee Secretary before seeking quotes from a contractor.

### FACTORS THE STRATA COMMITTEE CONSIDERS WHEN INSTALLING DUCTING

1. Exposed ducting should always be kept to a minimum. It is preferable that pipework from the condenser to the fan coil unit is, wherever possible, routed internally. The location of exposed ducting becomes increasingly critical on higher floors, particularly facades visible from the street or community access paths. This requirement generally means that pipework should be installed inside your apartment. Where this occurs, additional internal wall linings and/or bulkheads may be required to conceal the pipework as it enters your apartment from a condenser(s) located outside.
2. Penetration of common property must not occur in locations where wall flashings and/or water membranes are already in place (such as lower parts of brick walls, door hobs, balcony floors and roofs), or through window frames, glazing and other external fixtures.
3. External ducting, where approved by the committee, must be colour-matched to an approved palette. This may vary from location to location within the complex. Colourbond Classic Cream is our standard default. However, its suitability depends on the external wall cladding the ducting will be attached to i.e. face brick or painted render.
4. An existing ducting installation elsewhere on the building is never a precedent for installing ducting within another lot. Over time the Strata Committee has learnt valuable lessons on prior installations that are no longer considered appropriate for our building.

- The outlet for condensation draining pipes should always be placed as close as practically possible to existing drainage on your lot e.g. close to and directed towards a balcony drain grate. These pipes should be placed in the least visually obtrusive location within your lot.

### SOUND PRESSURE SPECIFICATION

Under By-Law 41 if a Minor Renovation involves installing a reverse cycle split system Air Conditioning unit, then the sound pressure level measured at 1.0m from the external unit must not exceed 50dB(a).

Has a product brochure from the manufacturer outlining the air conditioning unit's specifications been provided?	Circle one: Yes No
Has certification been provided that the Sound Pressure Level for the external unit when operating does not exceed 50 dB(a) at 1.0m from the unit?	Circle one: Yes No
Please advise where the cooling unit condensation run-off will drain to?	
Please advise how and where cooling unit pipes will penetrate common property walls?	
Have you provided a sketch of where the indoor and outdoor cooling units are to be located?	Circle one: Yes No
Please provide details of where coolant pipes are to be laid and how they will be enclosed (Note: any trunking must be illustrated on a separate drawing):	

### SPECIFIC QUESTIONS - BATHROOM RENOVATIONS

Please provide a summary of the work being carried out:

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Please provide details of the type of tiles being installed.

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Please provide details of the waterproof membrane to be installed:

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Please provide details of who will be laying the waterproof membrane:

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**MAJOR WORKS RENOVATION BY-LAW**

Has a Motion and By-Law in the form set out in SP51517 By-Law 42 been included?

Circle one: Yes No

**MINOR WORKS RENOVATION - ENDURING OBLIGATIONS**

Does the applicant confirm that they accept the enduring obligations set out in clause 4.4 of the SP51517 By-Law 41?

Circle one: Yes No

**AGREEMENT REQUIRED FOR ALL WORKS**

**APPROVED HOURS OF WORK. NON-COMPLIANCE CALLOUT FEE.**

Renovation work must only be carried out between 8.00am to 5.00pm weekdays and 9.00am to 3.00pm Saturdays. Renovation work is not permitted on Sunday's or public holidays. Renovation work that involves loud repetitive noise (jack hammering, banging, drilling or any loud percussion tools) must be restricted to after 10.00am and before 3pm and is not permitted on weekends or public holidays.

Contractors must adhere to all restrictions regarding loud repetitive noise as instructed by building management.

**You're required to ensure your contractor always understands and adheres to these conditions.**

A non-compliance callout fee of \$150 **per incident** will be levied on each occasion building management, or its agent is required to visit your work site to enforce the approved hours and conditions for works outlined above. This fee will be deducted from any bond you've paid.

Does the applicant confirm that they accept the approved working hours and understands that fees will be levied if these hours are not adhered to?

Circle one:  
Yes No

**PROTECTION OF COMMON PROPERTY. NON-COMPLIANCE CLEANING FEE.**

Contractors must ensure that common property is properly protected from soiling or damage when undertaking all approved works.

This includes the mandatory use of drop sheets and temporary plastic sheeting taped to the floor in corridors, lift floors and lobbies wherever debris or construction materials will be transferred through the building. These measures must protect the entire floor surface i.e. from wall to wall. If available protective lift wall covers must also be installed by building management in a designated lift BEFORE work can commence. Contractors may not commence work if lift covers have not been installed.

Contractors must adhere to all instructions regarding the protection of common property as instructed by building management.

**You're required to ensure your contractor always understands and adheres to these conditions. You also remain liable for any damage caused to common property.**

A \$300 cleaning fee will be levied **per incident** on each occasion common property is not properly protected. This includes, but is not limited to, failing to install drop sheets and temporary plastic sheeting in corridors, lifts and lobbies or ensuring lift wall covers are installed before commencing work. This fee will be deducted from your bond. Additional charges may apply for repairing damage to common property.

Does the applicant confirm that they accept all requirements for protecting common property and understands that fees will be levied if these are not adhered to?	Circle one: Yes No
<b>FLOORING INSTALLATION HOLD POINTS MUST BE DOCUMENTED. NON-COMPLIANCE FEE.</b>	
<p>Flooring contractors must ensure that building management inspects their work at each hold point defined in this application. This includes photographs of each hold inspection listed in this form. Your bond will only be returned upon receipt of images that confirm an inspection was undertaken at each hold point during installation. There are three hold points and thus three sets of images are required.</p> <p><b>You're required to ensure your contractor always understands and adheres to these conditions.</b></p> <p>A \$500 non-compliance fee will be levied for <b>each missing set of images</b> up to a maximum of \$1500.</p>	
Does the applicant confirm that they accept all inspection requirements including photos of hold points and understands that fees will be levied if these are not adhered to?	Circle one: Yes No

**Please ensure all fields above and below are correctly filled out :**

Full Name: .....

Signed: .....

Date: .....

**Office Use - Required forms checklist (Major Renovation Application)**

Required language for By-Law & EGM Motion supplied by the owner (By-Law 42)

**Kitchen & Wardrobe Renovation**

Drawing/Sketch/Specification of work being completed

Contractors public liability insurance



Trade license (not essential)

No walls/common property pipes being moved

### **Bathroom & Laundry (Major Renovation)**

Drawing/Sketch/Specification of work being completed

Contractors public liability insurance Tilers or Builders license (essential) Details of membrane

### **Hard Flooring (Minor Renovation)**

Drawing/Sketch/Specification of work being completed

Contractor's public liability insurance

Certification of underlay (verify acoustic level) Is IIC Rating 57 or greater or (L'nT,W) 53 or lower?

Brochure of product to be installed

Owner has confirmed that installation diagram has been supplied to contractor

Trade license (not essential)

Tilers license (essential if laying tiles)

Hold Points agreed to by applicant for timber and laminate floors (agreement is essential)

Hold inspection logistics agreed and confirmed Owner confirms contractor advised of hold points

### **Working hours & non-compliance fees**

Owner has confirmed acceptance of all requirements for protecting common property AND understands that a non-compliance fee will be levied

Owner has confirmed acceptance of the requirement for hold point photos during flooring installation AND understands that a non-compliance fee will be levied.

### **Air-Conditioning (Minor Renovation)**

Drawing/Sketch/Specification of work being completed

Contractor's public liability insurance

Certification of unit - verify operating Sound Pressure Level at 1.0m dB(A)

Trade license (essential)

Details regarding trunking and pipe penetrations supplied

**Flooring Hold Point Photography**

A. 1<sup>st</sup> Hold Point photos taken (underlay) B. 2<sup>nd</sup> Hold Point photos taken (wall gap) C. 3<sup>rd</sup> Hold Point photos taken (skirting)

**Bond Notification**

**Holding Bond (All Works) Minor Renovation Security Major Renovation Security (Please circle)**

\$300.00 \$2000.00 \$5000.00

Owner has confirmed acceptance of working hours AND understands that a non-compliance fee will be levied

Owner has been advised that a holding cash bond (and security bond) is payable before approved works can commence.

