

OFFICE USE ONLY	Unit No.		Type of Application:		VERSION	2022.08.01
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RENOVATIONS APPLICATION

SP62884 CALEY APARTMENTS

Introduction

All works completed within the Lots of Strata Scheme SP62884 require the submission of this application form.

The Strata Schemes Management Act 2015 ('Act') and the by-laws registered with Strata Plan 62884 set out the requirements relating to the renovations process for your property. With specific referenced to sections 108 & 110 of the Act, and by-laws number 34-36, renovations are classified as either cosmetic, minor and major.

Works classified as cosmetic renovations do not require the approval of the Owners Corporation, but owners must provide a completed application form for the records to ensure compliance with the requirements under the by-laws.

For minor and major renovations, owners must first obtain approval for the proposed works in accordance with the procedures set out in this document. When an approval for works has been granted, the works must be carried out in accordance with the requirements of the Act and by-laws. Failure to adhere to the by-laws may result in the withdrawal of approval granted for the application, and action to be taken against the offending lot.

The definition of cosmetic, minor and major works as prescribed in the by-laws are as follows:

By-Law 34 - Cosmetic Works By-Law

e) "cosmetic work" means any work to a common area in the building in connection with your apartment for the following purposes:

- i. installing or replacing hooks, nails, screws or the like for hanging paintings and other things on internal walls,
- ii. installing any device used to affix decorative items to the internal surfaces of walls in your apartment,
- iii. installing or replacing handrails,
- iv. painting,
- v. filling minor holes and cracks in internal walls,
- vi. laying carpet,
- vii. installing or replacing built-in wardrobes,
- viii. installing or replacing internal blinds and curtains,
- ix. installing any locking or other safety device to improve safety within your apartment,
- x. installing any locking or other safety device for protection of your apartment against intruders,
- xi. installing any screen in compliance with Community Management Statement by-law 10, or other device to prevent entry of animals or insects on your apartment,
- xii. installing any internal structure or device to prevent harm to children, but cannot include non-cosmetic

work, f) "non-cosmetic work" means:

- i. work that consists of minor renovations for the purposes of section 110 of the Act and any by-law that specifies additional work that is to be a minor renovation for the purposes of section 110 of the Act,
- ii. work involving structural changes,
- iii. work that changes the external appearance of an apartment, including the installation of an external access ramp,
- iv. work that detrimentally affects the safety of an apartment or common area, including fire safety systems,

- v. work involving waterproofing or the plumbing or exhaust system of a building, vi. work involving reconfiguring walls,
- vii. work for which consent or another approval is required under any other Act such as development consent of the local council under the *Environmental Planning and Assessment Act 1979*.

By-Law 35 - Minor Renovations By-Law:

- e. "minor renovations" means any work to a common area in the building in connection with your apartment for the following purposes:
 - i. renovating a kitchen,
 - ii. renovating a bathroom in a manner that does not involve waterproofing,
 - iii. renovating any other room in your apartment in a manner that does not involve waterproofing or structural changes,
 - iv. changing recessed light fittings,
 - v. removing carpet or other soft floor coverings to expose underlying wooden or other hard floors,
 - vi. installing or replacing wood or other hard floors, provided this complies with all other by-laws.
 - vii. installing or replacing wiring or cabling or power or access points,
 - viii. installing or replacing pipes and ducts,
 - ix. work involving reconfiguring walls in a manner that does not involve structural changes,
 - x. installing a reverse cycle split system air conditioner or a ducted air conditioning system,
 - xi. installing a heat pump or hot water service,
 - xii. installing ceiling insulation, but cannot include non-minor renovations,
- f. "non-minor renovations" means:
 - i. work that consists of cosmetic work for the purposes of section 109 of the Act and any by-law that specifies additional work that is to be cosmetic work for the purposes of section 109 of the Act,
 - ii. work involving structural changes,
 - iii. work that changes the external appearance of a lot, including the installation of an external access ramp,
 - iv. work involving waterproofing,
 - v. work for which consent or another approval is required under any other Act such as development consent of the local council under the *Environmental Planning and Assessment Act 1979*,
 - vi. work that is authorised by a by-law made under section 108 of the Act or a common property rights by-law,

By-Law 36 - Major Works By-Law:

- g. "major renovations" means any work to an apartment or a common area in the building in connection with your apartment for the following purposes:
 - i. work involving structural changes such as the removal of the whole or part of a load bearing wall,
 - ii. work that changes the external appearance of your apartment, including the installation of an external access ramp, or installation of a new window in a boundary wall of your apartment,
 - iii. Awning, pergola, vergola except where this is permitted via the existing outdoor fixtures by-law
 - iv. work involving waterproofing such as a bathroom renovation involving the laying of a new waterproof membrane,

- v. work for which consent or another approval is required under any other Act such as development consent of the local council under the *Environmental Planning and Assessment Act 1979*, but cannot include cosmetic work or minor renovations.

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
- 2) Lodge your application and all accompanying information with Building Management by forwarding (email preferred) all documents to mpg@allaincemanagementservices.com.au

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. PLEASE TALK TO BUILDING MANAGEMENT IF YOU'RE UNSURE ABOUT ANY ASPECT OF YOUR APPLICATION BEFORE YOU SUBMIT IT. BUILDING MANAGEMENT HAS BEEN INSTRUCTED BY THE STRATA COMMITTEE NOT TO FORWARD AN INCOMPLETE APPLICATION.

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 review on behalf of the Owners Corporation. Please note that 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:

Andrew Aabott - Licensed Senior Strata Manager - Strata Choice

Email: aabott@strata@stratachoice.com.au

Phone: (02) 8835 4210

- 4) Renovations classified as Major works must be approved by a Special Resolution at a General Meeting of the Owners Corporation. Renovations classified as Minor works can be approved by the Strata Committee on behalf of the Owners Corporation, as per the delegation authority listed in the by-laws.

PLEASE DO NOT SUBMIT YOUR APPLICATION UNLESS IT IS COMPLETE. THIS MEANS THAT ALL ACCOMPANYING INFORMATION MUST BE ATTACHED TO YOUR APPLICATION. FAILURE TO DO SO WILL DELAY YOUR APPROVAL. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.

DO NOT SCHEDULE CONTRACTORS UNTIL YOUR RENOVATION APPLICATION HAS BEEN APPROVED.

ONCE APPROVED

- 5) Confirmation of approval will be provided by the strata manager via email or in writing and confirmed in the minutes of either the General Meeting (for Major works) or the following Strata Committee meeting (for Minor works).

- 6) Prior to proceeding with the renovation, you must co-ordinate your renovation dates with Building Management so that your renovations can be coordinated with other work around the complex, neighbouring residents appropriately notified, and the lift and loading area booked.
- 7) You will need to complete a moving and renovations form which outlines the conditions you and your contractors must comply with when carrying out work in the complex. You must also pay a minimum holding \$300 cash bond. An additional security bond may also be required in accordance with the applicable by-law. This will be detailed in your approval notice.
- 8) Once the renovation is complete Building Management will carry out a final inspection and assuming the renovation has been carried out in line with your approval, and there has been no damage to common property, the bond(s) will be returned.

PLEASE DO NOT START A RENOVATION BEFORE CONTACTING BUILDING MANAGEMENT TO SCHEDULE ALL LOGISTICS ASSOCIATED WITH YOUR WORKS. YOU MAY ALSO HAVE TO PAY A BOND BEFORE WORKS CAN BEGIN.

FAILURE TO COMPLY WITH OUR BY-LAWS MAY RESULT IN ACTION BEING TAKEN AGAINST YOU.

RENOVATIONS APPLICATION FORM

Name of Applicant:	
Apartment Number:	
Contact Details	(Home) (Mobile)
	(Email)
Renovation Proposed Classification	Cosmetic Minor Major
<p>Please provide a summary of the renovation work to be undertaken, including scope of works, estimated construction duration and date for proposed commencement of work</p> <p>PLEASE DO NOT SCHEDULE CONTRACTORS UNTIL YOUR RENOVATION APPLICATION HAS BEEN APPROVED</p>	
<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 are not providing a builder's license a license specific to the work being undertaken must be provided)</i></p>	
<p>Have you attached a copy of your contractor's trade license (for example builders/ carpenters/tilers license)</p>	<p>Circle one: Yes No</p>

<p>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>)</p>	<p>Circle one: Yes No</p>
<p>Has a sketch/drawing/specification of the proposed renovations been provided?</p>	<p>Circle one: Yes No</p>

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 62 or it's approximate equivalent Weighted Normalised Impact Sound Pressure Level (Ln, w) of 48. That is the IIC rating must be 62 or greater (the weighted normalised ISP must be 48 or LOWER).

AN IMPORTANT NOTE FOR YOUR FLOORING CONTRACTOR

*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 building.***

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.

<p>Please specify the type of flooring to be laid e.g. timber, tiles, etc.</p>	
<p>Have you provided confirmation from the insulation manufacturer that the acoustic underlay adheres to the building's acoustic standards as stated above?</p>	<p>Circle one: Yes No</p>
<p>Have you attached a product brochure of the flooring being laid?</p>	<p>Circle one: Yes No</p>

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 Caley flooring by-law.

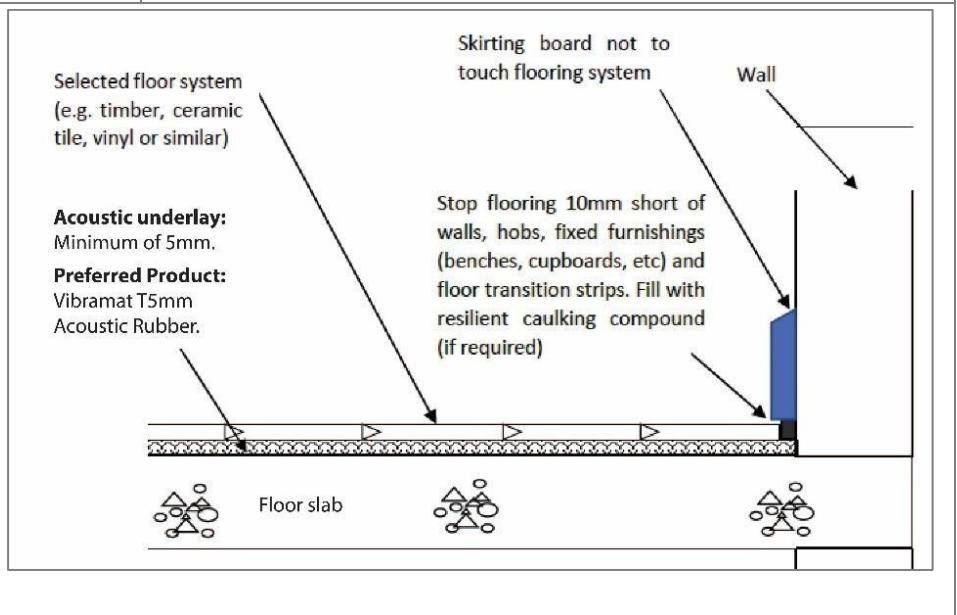
These inspections DO NOT absolve an owner of their on-going obligation to ensure that a flooring installation remains compliant with the noise transmission thresholds of our by-law. Hold point inspections only confirm that our by-law's minimum installation specifications are being met at all stages.

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).

<p>For approval to be granted please note and agree to the following:</p> <p>HOLD points are placed as caveats on all timber and laminate flooring applications:</p> <ol style="list-style-type: none"> HOLD and INSPECTION when the underlay goes down. Inspect and confirm that <u>a 5mm rubber-based underlay has been used.</u> HOLD and INSPECTION when the flooring is completed prior to the skirtings to ensure that and that a circa 10mm <u>gap exists between it and the walls.</u> INSPECTION after the skirtings have been positioned to ensure they are free of the flooring. 	<p>Circle one: Yes No</p>
<p>Has the following diagram for an approved flooring installation been given to your proposed flooring contractor? Approval cannot be granted without confirmation.</p>	<p>Circle one: Yes No</p>

Mandatory installation configuration required for an approved flooring application

Note: Materials used in the installation must still meet the sound transmission standards defined by our By-Law



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.
5. 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 35 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:	
Please provide details of the type of tiles being installed.	
Please provide details of the waterproof membrane to be installed:	
Please provide details of who will be laying the waterproof membrane:	

MAJOR WORKS RENOVATION BY-LAW

Has a Motion and By-Law in the form set out in SP62884 ByLaw 36 been included?	Circle one: Yes No
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MINOR WORKS RENOVATION - ENDURING OBLIGATIONS

Does the applicant confirm that they accept the enduring obligations set out in clause 4.4 of the SP62884 By-Law 35?	Circle one: Yes No
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AGREEMENT REQUIRED FOR ALL WORKS

APPROVED HOURS OF WORK. NON-COMPLIANCE CALLOUT FEE.

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 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 8.00am 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
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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. 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

FLOORING INSTALLATION HOLD POINTS MUST BE DOCUMENTED. NON-COMPLIANCE FEE.

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.

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

A \$500 non-compliance fee will be levied for each missing set of images up to a maximum of \$1500.

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

Office Use - Required forms checklist

Major Renovation Application

Required language for By-Law & EGM Motion supplied by the owner (By-Law 36)	
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Kitchen & Wardrobe Renovation ⁽¹⁾

Bathroom & Laundry (Major Renovation)

Drawing/Sketch/Specification of work being completed		Drawing/Sketch/Specification of work being completed	
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Contractors public liability insurance		Contractors public liability insurance	
Trade license (not essential)		Tilers or Builders license (essential)	
No walls/common property pipes being moved		Details of membrane	

(1) Scope of works will determine if this is a minor or major renovation under our By-Laws

Hard Flooring (Minor Renovation) Air-Conditioning (Minor Renovation)

Drawing/Sketch/Specification of work being completed		Drawing/Sketch/Specification of work being completed	
Contractor's public liability insurance		Contractor's public liability insurance	
Certification of underlay (verify acoustic level) Is IIC Rating 62 or greater or (L'nT,W) 48 or lower?		Certification of unit - verify operating Sound Pressure Level at 1.0m dB(A)	
Brochure of product to be installed		Trade license (essential)	
Owner has confirmed that installation diagram has been supplied to contractor		Details regarding trunking and pipe penetrations supplied	
Trade license (not essential)		Flooring Hold Point Photography	
Tilers license (essential if laying tiles)			
Hold Points agreed to by applicant for timber and laminate floors (agreement is essential)		A. 1 st Hold Point photos taken (underlay)	
Hold inspection logistics agreed and confirmed		B. 2 nd Hold Point photos taken (wall gap)	
Owner confirms contractor advised of hold points		C. 3 rd Hold Point photos taken (skirting)	

Working hours & non-compliance fees

Bond Notification

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.		
Owner has confirmed acceptance of all requirements for protecting common property AND understands that a non-compliance fee will be levied		Holding Bond (All Works)	\$300.00	
		Minor Renovation Security	\$2000.00	
Owner has confirmed acceptance of the requirement for hold point photos during flooring installation AND understands that a noncompliance fee will be levied.		Major Renovation Security	\$5000.00	

MANDATORY HARD FLOORING INSTALLATION GUIDELINES

The following diagram must be given to your flooring contractor prior to approval of any works.

Note: Materials used in the installation must still meet the sound transmission standards defined by our By-Law.

