

Moore Park Gardens
SP60182 – Dowling, Foveaux, Palmer
 Application for Renovations

Applicant Name	
Contact Phone No	
Email Address	
Building & Apartment No	
Date of Application	

Renovation Type	Covered by Special By-Laws	Summary of what falls within By-Law (refer to relevant Special By-Law for full description)	Select
Flooring	3, 21	Additions and alterations to replace existing flooring on the lower boundary of the respective lot, with any type of flooring. Examples: Floating floor, tiled floor (including balcony)	<input type="checkbox"/>
Air Conditioning	4, 21, 22 (if changing external appearance)	Installation of or changes to any air conditioning unit for the respective lot Examples: Add/replace split system, including compressor, cabling, piping etc.	<input type="checkbox"/>
Minor Renovations	21	Works within the lot for the following purposes: <ul style="list-style-type: none"> - Renovating a kitchen - Renovating a bathroom that does not involve waterproofing - Renovating any other room that does not require waterproofing or structural change - Changing recessed light fittings - Remove carpet or other soft floor coverings to expose underlying hard floor - Installing or replacing hard floors - Installing or replacing wiring or cabling for power or access points - Installing or replacing pipes or ducts - Reconfiguring walls that do not include structural changes - Installing air conditioning system Must not include: <ul style="list-style-type: none"> - Structural changes, including moving of any common property pipes - Changes to external appearance of the lot - Work involving waterproofing - Work requiring another approval (e.g., Council development consent) 	<input type="checkbox"/>
Major Renovations	22	Work involving: <ul style="list-style-type: none"> - Structural changes including moving any common property pipes - Changes to external appearance of the lot - Works involving waterproofing - Works requiring another approval (e.g., Council development consent) 	<input type="checkbox"/>

By-Laws are available on MyBos

Note: Cosmetic work may be carried out without the approval of the Owners Corporation (no application is required) but is subject to Special By-Law 20. Cosmetic work is any works within the lot that does not fall under the other Special By-Laws (Flooring, Air Conditioning, Minor Renovations, Major Renovations).

**DO NOT SCHEDULE CONTRACTORS OR COMMENCE ANY WORKS
 UNTIL YOU HAVE RECEIVED APPROVAL OF THIS APPLICATION FROM THE OWNERS' CORPORATION.
 APPLICATIONS WILL ONLY BE APPROVED AT THE SUBSEQUENT STRATA COMMITTEE MEETINGS.**

Flooring, Air Conditioning and Minor Renovations applications require Strata Committee approval.

Major renovations require Owners' Corporation approval at a General Meeting. The Strata Committee will endeavour to include a Motion in the next scheduled General Meeting. If the applicant wishes to fast-track approval through an Extraordinary General Meeting, this can be arranged at applicant cost.

Application Details

Summary of Proposed Works Include detailed scope of works and attach drawings of proposed works. Include as much information as needed to allow review to confirm compliance with by-laws and guidelines.	
Proposed Commencement Date of Works Note: Work must not commence until approval is received from Owners' Corporation.	
Estimated Timeframe for Works (days, weeks, months) Include time for demolition, construction/assembly, post-work restoration works	
Who will be carrying out the Works?	
Name Company or Person/Contractor	
Contact Phone No	
Email Address	
Address	
License No / Qualifications Attach photocopy of license(s)	
Contractor Public Liability Insurance Attach photocopy of evidence of current insurance	

The applicant agrees to comply (and to ensure their contractor complies) with the terms and conditions laid out in the relevant Special By-Laws, plus the requirements under **Additional Information** in this application.

On approval of this Application, the applicant agrees to deposit the required bond, and agrees to pay for any damages, cleaning or costs incurred by Owners' Corporation required as a result of the works. For Major Renovations, a Special By-Law will be required, and the applicant agrees to pay for any production cost and registration of the Special By-Law.

Full Name	
Signature	
Date	

Checklist

To help you complete your application, use this checklist.

Have you verified that your application falls within the selected Special By-Laws criteria?	<input type="checkbox"/>
Have you read the relevant Special By-Laws, and confirmed that all renovations will be done in accordance to those Special By-Laws (including but not limited to times of works, building noise, independent inspections during and after renovations, minimum specifications – e.g., flooring insulation, air conditioner sound pressure level and drainage, preparation and post-works needs)?	<input type="checkbox"/>
Have you made your contractor aware of the requirements under the Special By-Laws (including times of works, noise, minimum specifications)?	<input type="checkbox"/>
Have you attached copies of all required contractor/trades licenses (tiler, plumber, carpenter, electrician, builder, other)?	<input type="checkbox"/>
Have you attached evidence of contractor public liability insurance?	<input type="checkbox"/>
Have you attached sketches/drawings and specifications of the proposed renovations?	
For Flooring Applications <ul style="list-style-type: none"> - Exact location of each type of flooring - A product brochure from the manufacturer outlining the insulation and sound specifications, and that these meet Flooring – Minimum Requirements (see Additional Information)? 	<input type="checkbox"/>
For Air Conditioning Applications <ul style="list-style-type: none"> - Drainage, location of indoor and outdoor units, details of where piping and cabling will be laid, and where piping/cabling will penetrate common property? - A product brochure from the manufacturer outlining the air conditioning unit specifications and that these meet Air Conditioning Requirements (see Additional Information)? 	<input type="checkbox"/>
For Bathroom/Laundry Applications <ul style="list-style-type: none"> - Details of type of tiles, fixtures and fittings to be installed - Details of waterproof membrane to be installed - Details of who will be laying the membrane 	<input type="checkbox"/>
For other Applications <ul style="list-style-type: none"> - Details of location within the lot the works will be done, including power points, lights, taps, drainage, gas outlets - Specifications of the products to be used in the renovations - Detail of any changes to electrical, plumbing or gas lines 	<input type="checkbox"/>
For Air Conditioning Applications: <ul style="list-style-type: none"> - have you read the Air Conditioning Requirements (see Additional Information)? - has the contractor verified with Building Management, using building plans, the proposed location of penetration of common property to ensure any penetration does not impact building services (internal pipes, cabling, wall flashing, water membranes etc.?) 	<input type="checkbox"/>
For Flooring Application, do you agree with the Flooring Works - Hold Points requirements (see Additional Information)?	<input type="checkbox"/>

Additional Information

General

Renovation work must only be carried out within the times defined in the Special By-Laws. Contractors must adhere to all restrictions regarding loud repetitive noise as instructed by Building Management.

A non-compliance call-out fee of \$150 per incident will be levied on each occasion Building Management or its agent is required to visit the work site to enforce approved hours and conditions for the works. The fee will be deducted from any bond paid or will be invoiced to you.

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 (and walls if necessary) 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., 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 protection of common property as instructed by Building Management.

A \$300 cleaning fee will be levied per incident on each occasion common property is not properly protect and requires cleaning. 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 any bond paid or will be invoiced to you. Additional charges may apply for repairing damage to common property.

Flooring – Minimum Requirements

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: 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.

Flooring Works – 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 installation was in line with the approved plans. The Building Manager is responsible for verifying and recording this information. Each inspection should be verified with photographs taken by the Building Manager (or their authorized agent).

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.

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

Air Conditioning Requirements

The Strata Committee considers the following factors when reviewing applications for Air Conditioning 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 Owners' Corporation 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.
6. The Sound Pressure measured at 1.0 metre from the external unit must not exceed 50db.