



# MOORE PARK

GARDENS

## SP51517 Renovation Application Form

Updated February 2025

# SP51517 RENOVATION APPLICATION FORM

Welcome to the SP51517 Renovation Application Form. The purpose of this form is to streamline the renovation application process. Kindly follow the prompts provided. Upon completion and submission, Building Management will review and verify your application. If all required information is in order, the application will be forwarded to the committee representatives for further assessment. Please allow 5 to 10 business days for the review process. Once approval is granted, Building Management will contact you to confirm the outcome.

**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.**

**PLEASE TICK.** I have reviewed & understood all Special Bylaws below (40,41 & 42) pertaining to the renovation application procedures and acknowledge the enduring obligations  (ACK1)

## Section 1: Applicant Information

- Name of Applicant: \_\_\_\_\_
- Apartment Number: \_\_\_\_\_
- Building Name: \_\_\_\_\_
- Contact Information:
  - Phone: \_\_\_\_\_
  - Email: \_\_\_\_\_
- Date of Application: \_\_\_\_\_

## Section 2: Type of Renovation

Cosmetic Renovation (No approval required; record purposes only) [Special ByLaw 40](#)

Painting

Carpet Replacement

Internal Cabinetry

Blinds/Curtain Installation

Car Park Storage / Enclosure Install

Overhead Bonnet Storage

Enclosure

Minor Renovation (Requires Strata Committee approval) [Special By-Law 41 Minor Renovations.](#)

Kitchen

A/C Installation

Flooring (Floating)

Major Renovation (Requires approval at a General Meeting) [Special By-Law 42 Major Renovations.](#)

Bathroom

Balcony

Laundry

Flooring (Adhered to Slab)

## Section 3: Renovation Details

- Summary of Proposed Work:

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Please note, Failure to attach marked up drawings, scope of work, and any relevant specifications will result in the application being declined.

Proposed Commencement Date: \_\_\_\_\_

Estimated Duration (days/weeks/months): \_\_\_\_\_

### Contractor Information:

Name: \_\_\_\_\_

Company: \_\_\_\_\_

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

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

License No. / Qualifications: \_\_\_\_\_

Required Documents (Attach copies):

Contractor's Public Liability Insurance

Trade License(s) (If applicable)

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## Section 4: Specific Renovation Requirements

### 4A. Flooring Installation [Bylaw 41](#) & [Bylaw 42](#)

**Important Notice 1** : The Owners Corporation insurance policy does not provide coverage for floating or adhered floors. Floating floors, which are not affixed to the concrete slab, are classified as a minor renovation under By-Laws 21 and 3. However, timber flooring that must be adhered to the concrete slab requires a special by-law to indemnify the Owners Corporation, as outlined in By-Law 22.

**Important Notice 2** : To reduce noise transmission between units, all flooring installations must include an acoustic underlay that meets or exceeds an Impact Insulation Class (IIC) rating of 57 or a Weighted Normalised Impact Sound Pressure Level ( $L_{n,w}$ ) of 53. In practical terms, this means the IIC must be 57 or higher, and the  $L_{n,w}$  must not exceed 53. The insulation manufacturer must provide a certification letter or product specification sheet confirming compliance with these standards, or certification from an acoustic engineer. Flooring applications will only be approved if the required documentation is submitted.

#### **IMPORTANT INFORMATION FOR YOUR FLOORING CONTRACTOR**

Australian Standards for sound transmission ratings are based on testing in a specific environment, which typically includes a **200mm concrete slab, a 300mm ceiling cavity, and a 13mm gyprock ceiling.**

However, these conditions are **not present** in Moore Park Gardens buildings, which affects the actual noise transmission performance. As a result, we have set (above) higher standards for IIC and  $L_{n,w}$  ratings to account for these differences and ensure adequate noise insulation.

It is essential that your flooring contractor understands this variation and selects a product that meets the specified ratings to comply with our requirements.

**Please Tick** to acknowledge you understand the above Information  (ACK2)

Type of Flooring ( i.e., hybrid, hardwood):

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Acoustic Underlay Certification (Attach Manufacturer Confirmation):

Yes  No IIC \_\_\_\_\_ or Ln,w \_\_\_\_\_

Product Brochure (Flooring):

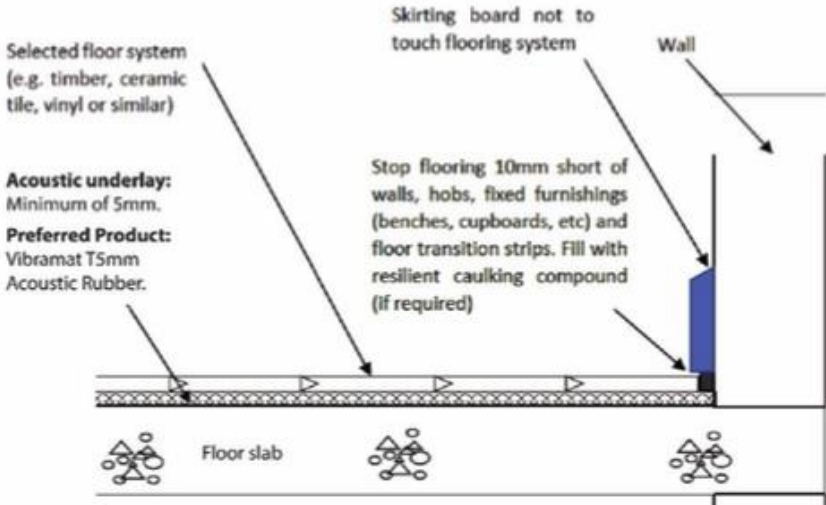
Yes  No

**Hold Points (Building Manager Inspections):**

- 1. Underlay Installation Pictures
- 2. Flooring Installation, Picture Showing 8-10mm Gap From Wall (Before Skirting)
- 3. After Skirting Installation, Picture Showing 3-5mm Gap

**Please Tick:** I acknowledge and will adhere to meeting these hold points before continuing with the installation  (ACK3)

Please see below diagram of Installation Requirements



## 4B. Kitchen Installation - Special Bylaw 41

Kitchen renovations are considered a Minor Renovation, unless alterations to Common Property are required. Please ensure you read [Special By-Law 41 Minor Renovations.](#)

- Structural changes, including moving of any common property pipes (Before Isolation Valve)
- Changes to external appearance of the lot
- Work involving waterproofing
- Work requiring another approval (e.g., Council development consent)

Works must not include, **Please Tick** to Acknowledge  (ACK4)

Sketch of Cabinetry Layout

Yes  No

Will You Be Chasing Any Walls Or Slab

Yes  No      If yes, please nominate depth \_\_\_\_\_mm

Structural changes will be deem the application a Major Renovation resulting in a special bylaw being required. [Special By-Law 42 Major Renovations.](#)

## 4C. Air Conditioning Installation - Special Bylaw 41

Please note that to comply with the façade design guidelines and council approvals, we request that external ducting be kept to a minimum. Additionally, it must not interfere with hob membranes or flashing details. A minimum entry height of 300–400mm is required.

Please note that previous applications and installations must not be used as a precedent, as each installation is unique and cannot be referenced for future works.

Product Brochure (Attach Manufacturer Specifications):

Yes  No Make & Model # \_\_\_\_\_

Certification (Confirming Noise Level  $\leq 50$  dB(a) at 1.0m)

Yes  No

External Area Picture (Including **marked up** external trunking)

Yes  No

Drainage Plan (including **marked up** for condensation termination)

Yes  No

Common Property Wall Penetration Highlighted / Marked Up:

Yes  No

Sketch of Indoor/Outdoor Unit Locations & Refrigerant Pipework Run:

Yes  No

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#### [4D. Tile Renovation, ie, Bathroom / Laundry – Special Bylaw 42](#)

Type of Tiles i.e. Porcelain / Stone:

\_\_\_\_\_

Waterproof Membrane Details:

\_\_\_\_\_

Contractor Installing Membrane: \_\_\_\_\_

Acoustic Underlay Certification (Attach Manufacturer Confirmation):

Yes  No IIC \_\_\_\_\_ or Ln,w \_\_\_\_\_

Product Brochure (Flooring):

Yes  No



## Section 5: Agreement & Acknowledgments

**By submitting this application, I agree to the following:**

1. Comply with all relevant By-Laws
2. Ensure my contractor adheres to all requirements regarding noise (below), working hours, and protection of common property.

### Renovation Times and Noisy Work Times (By-Laws SP51517)

Works may only be carried out between:

- Monday to Friday: 8:00AM – 5PM
- Saturday: 8:00 AM – 12:00 PM, no works are permitted on Sundays or public holidays.

Noisy / Reverberating Equipment such as jackhammers and tile cutters may only be used:

- Monday to Friday: 8:00 AM – 4:30 PM
- Not allowed on weekends or public holidays.
- Notice Requirement: 48 hours' notice must be given to neighboring lot occupants before using noisy equipment, inform Building Manager

**Please Tick :** Pay applicable fees for non-compliance, cleaning fees (\$150), Common Property Damage etc. Please Note: Fees will be deducted from the bond.  (ACK5)

Minor Renovation (\$2000 Bond).

Major Renovation (\$5000 Bond)

- **Applicant Signature:** \_\_\_\_\_
- **Building Manager Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_

For Office Use Only

Section 6: Checklist

- Application Complete
- Contractor Licenses Verified
- Insurance Verified
- Specification / Scope of Work Attached
- Drawing Inc Mark Ups Attached
- Acknowledgements (**ACK1-5**) Ticked

- **Reviewed by:** \_\_\_\_\_
- **Date:** \_\_\_\_\_
- **Remarks:**  
\_\_\_\_\_  
\_\_\_\_\_

## Section 7: Commencement & Progression of Work

- Contractor OR Applicant Met With Building Manager Prior to Commencement
- Hold Point 1 (If applicable)       Hold Point 2 (If applicable)
- Hold Point 3 (If applicable)

- **Reviewed by:** \_\_\_\_\_
- **Date:** \_\_\_\_\_