



MOORE PARK
GARDENS

SP62884 Renovation
Application Form

SP62884 RENOVATION APPLICATION FORM

Welcome to the SP62884 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 Bylaws below (34,35 & 36) 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) [ByLaw 34](#)
 - Painting
 - Carpet Replacement
 - Internal Cabinetry
 - Blinds/Curtain Installation
- Car Park Storage / Enclosure Install
 - Overhead Bonnet Storage
 - Enclosure
- Minor Renovation (Requires Strata Committee approval) [By-Law 35 Minor Renovations.](#)
 - Kitchen
 - A/C Installation
 - Flooring (Floating)
- Major Renovation (Requires approval at a General Meeting) [By-Law 36 Major Renovations.](#)
 - Bathroom
 - Balcony
 - Laundry
 - Flooring (Adhered to Slab)

Section 3: Renovation Details

- Summary of Proposed Work:

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)

Section 4: Specific Renovation Requirements

4A. Flooring Installation [Bylaw 35](#) & [Bylaw 36](#)

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):

Acoustic Underlay Certification (Attach Manufacturer Confirmation):

Yes No IIC _____ or Ln,w _____

Product Brochure (Flooring):

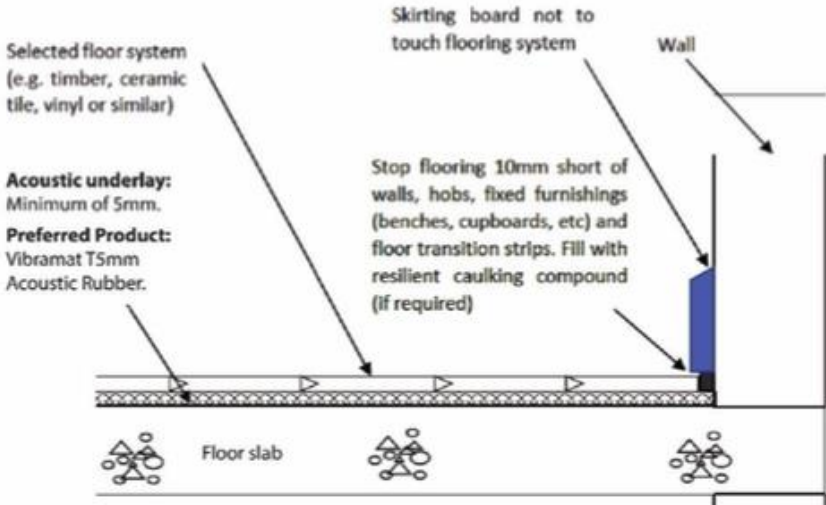
Yes No

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 - Bylaw 35

Kitchen renovations are considered a Minor Renovation, unless alterations to Common Property are required. Please ensure you read [By-Law 35 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. [By-Law 36 Major Renovations.](#)

4C. Air Conditioning Installation - Bylaw 35

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

4D. Tile Renovation, ie, Bathroom / Laundry – **By-Law 36 Major Renovations.**

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 SP62884)

Works may only be carried out between:

- o Monday to Friday: 8:00AM – 5PM
- o 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:

- o Monday to Friday: 8:00 AM – 4:30 PM
- o Not allowed on weekends or public holidays.
- o 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:** _____