

RENOVATION APPLICATION FORM

OWNER/S DETAILS

Owner's Name:			
Plan No:		Lot Number:	
Address:			
Suburb	State	Postcode	
Mobile Number:		Home Phone:	
Email Address:			

DETAILS OF PROPOSED RENOVATIONS

Description of work to be done:

Start Date:	
Expected Duration:	
Contractors Name and Contact:	
How will materials be delivered and stored?	
How will trade waste be disposed:	
How will the contractor access the unit?	
Where will the contractor park?	

ITEMS TO BE ATTACHED TO THIS APPLICATION: (PLEASE TICK)

Sketches / diagrams of pre-renovation	<input type="checkbox"/>	Copy of Contractor's license	<input type="checkbox"/>
Sketches / diagrams of post-renovation	<input type="checkbox"/>	Copy of Contractor's Insurances	<input type="checkbox"/>

Before Commencement - I understand that it is my responsibility to:

*	Notify the Association Committee of any changes to the proposed contractor and work times.
*	Circulate notices to my neighbours informing them of the work times, rubbish, delivery and parking arrangements.
*	If requested, provide the Association Committee with access to inspect the unit before the renovations, within 48 hours of their request.
*	Where relevant, obtain consent from any government or other authority for the renovations.

During Installation – I understand that it is my responsibility to:

*	Ensure the contractor protects the common areas, particularly hallways and lifts for the duration of the work.
*	Ensure the contractor cleans all common areas daily.
*	If requested, provide the Association Committee with access to inspect before the renovations, within 24 hours of their request.

After Installation – I understand that it is my responsibility to:

*	Notify the Association Committee that the works have been completed.
*	Notify the Association Committee that all damage, if any, to lot and common property caused by the works have been rectified.
*	If requested, provide the Association Committee with access to inspect before the renovations, within 48 hours of their request.

(please tick)

I have read the relevant By-law covering renovations	<input type="checkbox"/>
I have provided a copy of the relevant By-law covering renovations to the contractor(s) involved	<input type="checkbox"/>

This form was completed by:		
Name:	Signature:	Date:

Please email completed form with attachments to info@firstcommunity.com.au

Application Process

1. Complete the 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 the Strata Manager by forwarding (email preferred) all documents to admin@fairwaterstrata.com.au
PLEASE DO NOT SUBMIT YOUR APPLICATION UNLESS IT IS COMPLETE WITH ALL ACCOMPANYING INFORMATION AS IT WILL NOT BE ACCEPTED WHICH WILL DELAY YOUR APPROVAL.
3. Once your completed application has been received and reviewed by the Strata Manager it will be forwarded to the Association Committee for their consideration.
Questions: If you have any questions regarding your application once it has been sent to the Strata Manager please contact the Strata Manager directly.
4. Assuming all information has been provided the Association Committee will determine if the matter requires a general meeting and/or by-law to be drafted by you for the matter to progress.
5. Confirmation of approval will be provided by the Strata Manager via email or in writing and in the minutes of the next meeting or noted by the agent under his or her delegated authority.
6. You must also give the Association Committee at least 14 days' written notice before the work start.

Schedule of Fees

Please note that Fairwater Strata Services Pty Ltd is engaged by the Association Committee to manage the common property and the affairs of the Association. Additional fees will be payable for assistance with your renovation requests at the staff members' hourly rate.

Hourly Rates (for consultation, site inspections, meetings, phone calls, prep documents etc)

Licensee/Strata Manager/Admin Assistant: \$330.00/\$220.00/\$110.00 per hour

Fees for a standard renovation with a By-law and associated meeting to approve will cost approx. \$500-\$800 including registration of the By-law with NSW LRS.

Association Property (NSW Legislation)

109 Duty of association to maintain and repair property

- 1) An association must properly maintain and keep in a state of good and serviceable repair the association property and personal property vested in the association, including any open access ways or private access ways.
- 2) An association must renew or replace fixtures or fittings comprised in the association property and personal property vested in the association.
- 3) This section does not apply to a particular item of property if the association determines by special resolution that—
 - a. it is inappropriate to maintain, renew, replace or repair the property, and
 - b. its decision will not affect the safety of a building, structure or common property in the scheme or detract from the appearance of property in the scheme.
- 4) If an association has taken action against a member or other person in respect of damage to the association property, it may defer compliance with this section until the completion of the action if the failure to comply will not affect the safety of a building, structure or property in the association scheme.
- 5) A member of an association may recover from the association, as damages for breach of statutory duty, any reasonably foreseeable loss suffered by the member as a result of a contravention of this section by the association.
- 6) A member of an association may not bring an action under this section for breach of a statutory duty more than 2 years after the member first becomes aware of the loss.
- 7) This section is subject to the provisions of any by-law made under this Act.
- 8) This section does not affect a duty or right of the association under another law.

110 Control and management of access ways and other property

- 1) An association must control and manage its open access ways and private access ways, and all other parts of the association property, and must do so for the benefit of its members.
- 2) This section does not authorise an action that would be inconsistent with the application of the provisions of an Act to an access way, or a function that may be exercised on or in relation to an access way, in accordance with section 112.

111 Use of association property for commercial purposes

An association must inform the local council if any part of the association property is to be, or is, used for commercial purposes, or a different commercial purpose.

112 Open and private access ways

- 1) An open access way is not a road or road related area or a public place but, except to the extent that this Act or the [Community Land Development Act 2021](#) otherwise provides, the following provisions apply to an open access way as if it were a road or road related area—
 - a) the road transport legislation within the meaning of the [Road Transport Act 2013](#),
 - b) the [Motor Accidents Compensation Act 1999](#) or the [Motor Accident Injuries Act 2017](#),
 - c) Division 2 of Part 7 of the [Roads Act 1993](#),
 - d) the [Summary Offences Act 1988](#).
- 2) An open access way is a private road for the purposes of the [Roads Act 1993](#) and is not a public road for the purposes of that Act.
- 3) A private access way is a road or road related area for the purposes of the [Motor Accidents Compensation Act 1999](#) and a road for the purposes of the [Motor Accident Injuries Act 2017](#).
- 4) An authorised person may enter an open access way or a private access way and there exercise a function that the person could have exercised if the access way had been a road or road related area.

- 5) Except as provided by subsections (3) and (4), a private access way is not for any purpose a road or road related area, a public road or a public thoroughfare or way.
- 6) In this section—
 - authorised person means—
 - a) a police officer, or
 - b) an employee of Transport for NSW, or
 - c) a person authorised by Transport for NSW, or
 - d) a person prescribed by the regulations as an authorised person for the purposes of this section.

road or road related area means a road or road related area within the meaning of section 4(1) of the [Road Transport Act 2013](#) (other than a road or road related area that is the subject of a declaration made under section 18(1)(b) of that Act relating to all of the provisions of that Act).