

## RENOVATION APPLICATION FORM

### OWNER/S DETAILS

<b>Owner's Name:</b>			
<b>Strata Plan:</b>		<b>Unit Number:</b>	
<b>Address:</b>			
<b>Suburb</b>	<b>State</b>	<b>Postcode</b>	
<b>Mobile Number:</b>		<b>Home Phone:</b>	
<b>Email Address:</b>			

### DETAILS OF PROPOSED RENOVATIONS

**Description of work to be done:**

<b>Description of work to be done:</b>	
<b>Start Date:</b>	
<b>Expected Duration:</b>	
<b>Contractors Name and Contact:</b>	
<b>How will materials be delivered and stored?</b>	
<b>How will trade waste be disposed:</b>	
<b>How will the contractor access the unit?</b>	
<b>Where will the contractor park?</b>	

### 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 Strata 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 Strata 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 Strata 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 Owners Corporation that the works have been completed.
*	Notify the Owners Corporation that all damage, if any, to lot and common property caused by the works have been rectified.
*	If requested, provide the Strata 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](mailto: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 [info@firstcommunity.com.au](mailto:info@firstcommunity.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 Strata 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 Strata 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 owners corporation at least 14 days' written notice before the work start.

## Schedule of Fees

Please note that First Community Management Pty Ltd is engaged by the owners corporation to manage the common property and the affairs of the Owners Corporation. 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.

# Classification of works, and approvals required

## Are you considering a renovation that will cost over \$5,000

If you're planning any renovation to either an individual property or the common property, there are specific rules you should know about.

The Design and Building Practitioner Act (DBP) applies to strata buildings. These rules ensure that any building work on a strata building is completed safely and complies with building standards. They also help reduce the risk of defects to the property in the future.

The DBP Act includes the following rules for renovation work in strata buildings:

1. A design practitioner who is registered under the DBP scheme must prepare regulated designs.
2. A registered building practitioner must oversee the work.

## The three types of renovations

### 1. Cosmetic work doesn't need approval.

Cosmetic work can't change the outside of a property or affect things like structure and waterproofing.

You are allowed to:

- install or replace hooks, nails or screws (for hanging paintings or other items on walls)
- install or replace handrails
- paint the interior
- install or replace blinds and curtains
- fill minor holes and cracks in internal walls
- lay carpet
- install or replace built-in wardrobes.

This applies to all strata schemes. Your strata scheme can choose to add more types of work to the list of cosmetic work. The owners corporation can pass a by-law to do this.

However, certain classes of works are excluded, such as:

- minor renovations for the purposes of section 110;
- work involving structural changes;
- work that changes the external appearance of a lot;
- work that detrimentally affects the safety of a lot or common property;
- work involving waterproofing or the plumbing or exhaust system of a building;
- work involving reconfiguring walls; and
- work for which consent (for example development consent or complying development certificate) or another approval is required under any other Act. The State Environmental Planning Policy (Exempt of Complying & Development Codes) 2008 may be applicable and if so is worthwhile considering, especially it for things like air-conditioning, wherein for instance air-conditioning above 1.8 units from existing ground level or which reduces the existing fire resistance level of the wall, is not exempt development:  
see link: <http://www.legislation.nsw.gov.au/#/view/EPI/2008/572>

### 2. Minor renovations need approval, often this is from the strata committee.

Many schemes give the approval power to the strata committee. Otherwise, approval will require a vote at a general meeting. Write to the strata manager or secretary and ask them to vote on your changes. You'll need more than 50%

of the votes cast in favour of the work at the meeting. If the strata committee does not have the power to approve minor renovations, you'll need to ask for approval at an annual general meeting (AGM) or an extraordinary general meeting (EGM).

Minor renovations include work to:

- renovate a kitchen, including flooring
- change recessed light fittings
- install or replace flooring, such as hardwood or tiles, as well as removing carpets to expose the flooring underneath
- change internal walls
- install or replace wiring, cabling, power, or access points
- install a rainwater tank
- install a clothesline
- install a reverse cycle air conditioner
- install double or triple glazed windows
- install a heat pump
- install ceiling insulation.

This applies to all strata schemes. Your owners corporation can choose to pass a by-law to add other types of work to the list of minor renovations.

Minor renovations can't involve:

- structural changes or changes to a property's outside appearance
- anything affecting waterproofing (for example, most bathroom renovations)
- cosmetic works for the purposes of section 109;
- work that changes the external appearance of a lot;
- work for which consent (for example development consent or complying development certificate) or another approval is required under any other Act; and
- work that is authorised by a common property rights by-law or a by-law made under Part 6 of the SSMA 2015; and

Before you get approval, you may also need to show your strata committee:

- plans of the work, including dates and times of when the work will be done
- an acoustic certificate to show sound insulation if you're installing flooring
- qualifications and details of the tradespeople who will do the work.

### **3. Major renovations need a special resolution vote at an annual general meeting (AGM) or other general meeting. This means no more than 25% of the votes cast are against it, based on unit entitlement.**

The strata committee can't approve major renovations.

Major renovations include:

- structural changes (for example, moving a structural internal wall)
- waterproofing (for example bathrooms)
- changes affecting the outside appearance of the property, such as an access ramp
- work that needs approval under other laws (for example, council approval)
- changes to the ceiling or making a false ceiling.

#### **Giving notice**

If your work changes the structure of a lot (for example, removing a wall or installing ducted air conditioning), you must also give the owners corporation at least 14 days' written notice before the work starts.

Your notice should describe how your renovations will change the property structure.

More information is available on:

<https://www.bannermans.com.au/library/what-approvals-do-i-need-to-renovate-my-unit/>

<https://www.nsw.gov.au/housing-and-construction/strata/living/renovations>