

RENOVATION APPLICATION FORM

Thank you

Thank you for contacting of our office regarding your proposed renovations. Renovating a unit is an exciting step in maximising the enjoyment and value of your property.

Your lot

Owning a strata lot means that you own the “air-space” within the common boundaries of your property i.e. within the inner surface of the floor, common walls, and ceiling of your lot.

It is acknowledged that renovations will likely impact on some areas of common property. This document sets out to assist all stakeholders in this process to ensure your renovation application is;

1. Detailed; and
2. Allows your strata managing agent to best guide the process to ensure the best interests of the Owners Corporation and the individual lot owner are protected

Categories of renovations as defined under legislation

Legislation defines renovations into three main categories, namely;

Cosmetic

Cosmetic works include;

- Installing / replacing hooks, nails, screws for hanging items e.g. pictures on walls
- Painting
- Filing minor holes / cracks in internal walls
- Laying carpet
- Installing / replacing build-in wardrobes
- Installing / replacing blinds / curtains

Cosmetic works can proceed without the approval of the owners corporation. Owners progressing cosmetic works must ensure that any damage caused to the common property, as a result of the works, is repaired by the owner.

Minor

Minor works include;

- Renovating a kitchen
- Changing recessed light fittings
- Installing / replacing wood or other hard floors
- Installing / replacing wiring or cabling or power or access points
- Reconfiguring walls (internal)



Minor works must include a written notice detailing;

1. The works (including copies of any plans)
2. The duration and times of proposed works
3. Details (including qualifications) of person to be engaged to do the works
4. What arrangements will be in place to manage the disposal of debris & rubbish

Minor works can proceed following consent via approval of the owners corporation at a general meeting. As approval is required in a general meeting, the applicant will also need to ensure a properly drafted motion is provided for inclusion within the general meeting. Approval is sought via an ordinary resolution i.e. a simple majority of owners represented at the meeting need to vote in favour of the works.

The owners corporation may impose reasonable conditions prior to approval of minor works.

Non-minor (which we can term "Major")

Major works typically encapsulate works that fall outside the scope of "cosmetic" and "minor" works i.e. works that directly impact the common property. As such works impact the common property, part of the approval process will include the need for an undertaking of the proposer of works to accept the responsibility for any negative impact their works may have on the common property and the responsibility for any ongoing maintenance of their works. Such arrangements are typically achieved via a new "by-law" being proposed to the owners corporation. Consideration of works, and the by-law, are via a "special resolution" put to the owners corporation at a general meeting i.e. no more than 25% of owners represented at the meeting can vote against the motion for it to pass.

WORKS APPLICATION FORM

We kindly request any lot owner proposing works to their lot, fill in the enclosed application form. This will help our office best guide the process and ensure compliance with requirements.

UNDERTAKING OF APPLICANT

In proceeding with your application, you acknowledge that administrative costs will be incurred in the progression of your request. Such administrative costs include;

1. Time cost for our office to assess your request and guide next steps:

Lodgment fee (excludes any time spent to manage issue following receipt of paperwork)

- For minor works – \$200 + GST
- For non-minor ("major") works – \$400 + GST

2. A) Time spent on application that fully addresses requirements of "Works Application form" i.e. no further clarification required from applicant – Included in lodgment fee

- B) Time spent on obtaining clarification / assisting applicant with amendments to application paperwork –
\$150 + GST / hour charged in 15 minute increments

Upon receipt of your "Works application form" an invoice will be issued to you for payment.

On the assumption your request will be considered in a meeting other than the Annual General Meeting:

1. Cost to prepare meeting notice - \$150 + GST
2. Cost of consumables (disbursements) relating to notice distribution (estimate) - \$1.10 per lot
3. Cost to convene meeting and prepare minutes - \$150 + GST
4. Cost of consumables (disbursements) relating to distribution of meeting minutes (estimate) - \$1.10 per lot

WORKS APPLICATION FORM

Strata Plan #:

Lot # / Unit #:

Name of Lot Owner:

1. Description of works to be carried out – please attach any relevant diagrams and specification documents for proposed works. A complete list of proposed works is required.

2. Proposed time frame for works

3. Details of trades to be used: Name, Contact Number, License Number (list details of each trade separately e.g. Electrician, Plumber, Builder etc.)

4. Details on how debris will be managed

5. Engineer's details (if applicable): Name & contact number

- 1) I certify that the details provided in this document are, to the best of my knowledge correct.
- 2) I accept liability for costs to have my application request reviewed which is \$200 + GST for minor works or \$400 + GST for non-minor ("major") works.
- 3) I accept that the agent's initial costs for receiving renovations details, researching by- laws, writing to the Strata Committee and receiving instructions from the Committee will be charged to my levy account and that additional charges may apply if further Owners Corporation involvement is required.
- 4) I acknowledge that, for ease of accounting follow up, costs/charges outlined in paragraphs 2-3 above are to be invoiced to me against my owner levy ledger and are validly recoverable amounts.
- 5) I will not proceed with any work until the owners corporation has provided its written approval.

Lot Owner Name:

Signature:

Date:

