



Application Form for Lot Building Works (Renovations, Alterations & Additions)

The following Application Form has been designed to be used when seeking authority to undertake renovations and/or additions to a Lot. When lodging your application you must submit a completed application form along with all associated plans, diagrams, specifications etc. Please ensure that you have read and understood the document before completing this form. No work may commence until your application is approved by the Owners Corporation and an appropriate By-Law has been made and registered.

CONDITIONS OF APPROVAL

APPROVAL OF THE OWNERS CORPORATION

Approval is subject to the Owners Corporation passing a minuted resolution, either via an Strata Committee Meeting or via a General Meeting. Any approval that requires the holding of a General Meeting and/or a restricted matter, cannot be resolved or approved by the Strata Committee. Pending what type of approval is required, the lead time may vary from 1-week to several weeks.

The Owners Corporation may delegate the functions for the decision making in relation to minor renovations as listed in accordance with Section 110 (3 a-f) of the Strata Schemes Management Act (2015) to the Strata Committee as part of its by-laws. "Minor renovations" include but are not limited to work for the purposes of the following:

- (a) renovating a kitchen,
- (b) changing recessed light fittings,
- (c) installing or replacing wood or other hard floors,
- (d) installing or replacing wiring or cabling or power or access points,
- (e) work involving reconfiguring walls,
- (f) installing a false or suspended ceiling,
- (g) installing ceiling insulation, ceiling downlights
- (h) installing a split system air conditioner,
- (i) installing a clothesline or similar laundry drying device,
- (j) installing a pergola or awning,
- (k) installing double or triple glazed windows,
- (l) installing a satellite dish or television antenna,
- (m) installing a whirly bird, extraction fan or similar device,
- (f) any other work prescribed by the regulations for the purposes of this subsection.

Before obtaining the approval of the Strata Committee, an Owner of a Lot must give written notice of proposed minor renovations to the Strata Committee, including the following:

- (a) details of the work, including copies of any plans,
- (b) duration and times of the work,
- (c) details of the persons carrying out the work, including qualifications to carry out the work,
- (d) arrangements to manage any resulting rubbish or debris.
- (e) An Owner of a Lot must ensure that any damage caused to any part of the Common Property or to another Lot by the carrying out of minor renovations by or on behalf of the Owner is repaired, and the minor renovations and any repairs are carried out in a competent and proper manner.
- (f) The Lot Owner is responsible for the cost of the work as well as the ongoing maintenance, replacement or removal of the work and for the cost of any repairs to any part of the Common Property or to another Lot caused by the work.
- (g) The Lot Owner indemnifies the Owners Corporation against all actions, claims, demands, costs or damages made against the Owners Corporation arising out of the works



OWNERS CORPORATION NOTIFICATION

If approval is granted by the Owners Corporation, four (4) weeks prior to commencement, you must write to the Strata Committee and the Owners Corporation's Strata Managing agents (Westside Management), to advise of:

The Applicant must advise of:

1. Proposed start and finish dates;
2. Where it is proposed to store any items and materials (requires consent from the Owners Corporation);
3. Allow access to the Strata Committee as required while the works are being carried out.

OCCUPANTS NOTIFICATION

Ten (10) days prior to works commencing, notice shall be provided to all occupants at the building by providing a written notice to be placed in their letterbox and a copy to be placed on the Owners Corporations notice board, where applicable. The notice must include the following:

1. A summary of the works;
2. The applicants name and telephone contact details; and
3. Council's approved hours of work.

COMPLIANCE

All works must comply with the Building Code of Australia and all other relevant codes, standards and specifications. The works must also comply with any development or building consent approved by Council.

COMMON PROPERTY

When access is required to common property, it is the responsibility of the applicant to ensure no damage is caused. Any damage, including dirt or stains to common property flooring, will be made good at the cost of the applicant.

The applicant is responsible ensuring that all common areas, including car parks, passage ways, foyers, staircases, lifts etc. are at all times clean. If the applicant fails to maintain the standard of cleanliness for the building, the areas will be cleaned by the Owners Corporation at the expense of the applicant

PARKING

Tradespersons and contractors are not permitted at any time to park on common property, unless there has been prior approval granted by the owners corporation.

USE OF LIFTS (AS APPLICABLE)

In the event that it is intended to use the owners corporations lift, where applicable, the interior of the lift must be protected against possible damage at all times, and the lift shall be released for use by other residents after each load.

WASTE DISPOSAL

The applicant is responsible for the removal of all waste resulting from the works. The Owners Corporations garbage bins are not permitted to be used for this purpose. The applicant, may with the consent of the Owners Corporation arrange for a waste skip bin to be located on common property to assist with waste disposal. Such request, must be made in advance of works proceeding.

VARIATIONS

The applicant must advise the owners corporation in writing in advance, of any proposed variations to the approved application, design and/or plans. The applicant must receive approval from the Owners Corporation in advance of any works commencing.



Application Form for Lot Building Works (continued)

Name of Applicant:	
Strata Plan & Unit/Lot Number:	
Contact Details:	Ph: Email:
Description of Works: <i>Please describe in as much detail of the proposed renovation/work</i>	Type of Work <input type="checkbox"/> Alteration <input type="checkbox"/> Addition to the exterior of the lot/building <input type="checkbox"/> Demolition <input type="checkbox"/> Erection of structure or plant item <input type="checkbox"/> Removing Wall <input type="checkbox"/> Other
	Location of Work <input type="checkbox"/> Kitchen <input type="checkbox"/> Bathroom <input type="checkbox"/> Hallway <input type="checkbox"/> Living Room <input type="checkbox"/> Bedroom <input type="checkbox"/> Courtyard <input type="checkbox"/> Garden <input type="checkbox"/> Balcony <input type="checkbox"/> Other _____
	Nature of Work <input type="checkbox"/> Painting <input type="checkbox"/> Tiling <input type="checkbox"/> Floor Surfaces <input type="checkbox"/> Electrical <input type="checkbox"/> Ceiling <input type="checkbox"/> Airducts <input type="checkbox"/> Plumbing <input type="checkbox"/> Concrete Work <input type="checkbox"/> Other _____
	Duration of Works Preferred Dates: Start ____/____/____ End ____/____/____ Time of Work: _____ AM to _____ PM
	Brief Description Plans and Photos must be attached to application.
	<u>Arrangements to manage any resulting rubbish and debris</u>
Who will be carrying out the work?	Contractor Name: Licence No: Website address:
Have you attached a copy of your contractor's trade licence (for example builders/carpenters/tilers license) certifying that they are suitably qualified to carry out the work? <i>Only qualified tradespeople are permitted to carry out work on common property. If you are not providing a builders license a license specific to the work being undertaken must be provided</i>	<input type="checkbox"/> Yes <input type="checkbox"/> If no, please provide reason _____
Have you attached a copy of your contractor's public liability insurance? <i>All contractors working on-site must hold public liability insurance, applications will not be accepted without evidence of this insurance</i>	<input type="checkbox"/> Yes <input type="checkbox"/> If no, please provide reason _____



Application Form for Lot Building Works (continued)

DECLARATION

I hereby apply for approval for renovations to be carried out to my Lot and agree to the attached condition of approval. I understand that should the information hereby contained be incomplete the application will be returned by the Owners Corporation. It is acknowledged that if the application and associated information provided is misleading, any approval granted may be deemed void.

Signature: _____ Name: _____ Date: ___/___/___

INDEMNITY

The applicant hereby indemnifies the owners corporation against:

1. Any damage to the common property, or the lot of another owner, resulting from the works outlined in this application
2. The cost of repair to the common property and that any such damage will be made good by the applicant at his/her expense within seven (7) days
3. Any fees and expenses incurred in enforcing the conditions of approval and any relevant by-laws; and
4. The cost of a defects survey which may be required for the common property and neighbouring units of the proposed works

Signature: _____ Name: _____ Date: ___/___/___

ADDITIONAL WARRANTIES (IF APPLICABLE)

STRUCTURAL ALTERATIONS:

As the work applied for entails the removal and/or penetration of masonry within the Lot, I/we hereby warrant that I/we accept full responsibility for the upkeep and preservation of the altered masonry.

Signature: _____ Name: _____ Date: ___/___/___

CEILING CAVITY ALTERATIONS:

As the work applied for entails the alteration of one or more ceiling cavities in the Lot, I/we hereby warrant that I accept full responsibility for any loss of acoustic amenity caused by the alteration.

Signature: _____ Name: _____ Date: ___/___/___

HARD FLOORING IN DESIGNATED AREAS:

As the work applied for entails the installation of hard flooring surfaces other than in a kitchen, bathroom or toilet, I/we hereby warrant that, after the new floor is installed, I/we shall pay for acoustic testing and will remove the hard floor and re-install carpet if it is found to provide inadequate acoustic insulation.

Signature: _____ Name: _____ Date: ___/___/___