



# RENOVATIONS FORM

This form must be completed and approved by the strata committee and or the owner's corporation at a general meeting.

This form is to assist with complying to the Strata Schemes Management Act 2016 sections 108, 109, 110, 111, 127 & 142

Today's date: \_\_\_\_\_

Strata Plan: \_\_\_\_\_ Lot Number: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Address of property: \_\_\_\_\_

Registered Owner/s: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Proposed date for commencement of works: \_\_\_\_\_

Proposed date for completion of works: \_\_\_\_\_

Details of proposed work: (Please attach a copy of quotation)

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Does the renovation involve structural work? YES NO

Does the renovation involve removal or partial removal of wall(s) YES NO

If yes, please attach details including complete plans and engineer's certification.

Will there be removal of materials through the common property YES NO

If yes, please specify the types of materials.

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What provisions will be made for protection of the common property?

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What arrangements will be made for rubbish/building materials removal from the site?

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If using a skip bin, where will it be placed?

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**Will the works involve an alternation to the plumbing configuration?** YES NO  
If yes, please attach detailed plans with advice from the plumber on how it will affect the common property.

**Will the works involve re-configuration of the electrics or television wiring?** YES NO  
If yes, please attach full details provided by your selected contractor.

**Will the works involve disruptions to the services of the building?** YES NO  
If yes, please attach full details provided by your selected contractor.

**If the unit has smoke or heat detectors, please advise of steps to be taken to prevent false alarms.** Please note that painting over these facilities will violate Australian Standards.

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**Will the works involve replacement of soft flooring with hard flooring?** YES NO  
If yes, please advise rooms involved and what acoustic underlay you propose to install under the flooring to ensure noise transmission is compliant with the Building Code of Australia. A copy of the acoustic certificate must be attached.

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# TRADE DETAILS

## THE FOLLOWING DETAILS MUST BE COMPLETED

Please advise details of all trades involved in the renovation:

Trade	Business Name	Contact Name	Contact Phone	License Number

Do each of the above tradespeople have effective insurance cover for public liability and workers compensation?

YES

NO

Please provide copies of all insurances

Does any works contract exceed \$12,000?

YES

NO

If yes, please attach a copy of the Home Owners Warranty policy as requested.

# CONDITIONS

- Unless stipulated in a by-law, renovation works can only be performed during the hours of 8am to 5pm Monday to Friday, 8am to 12 noon Saturday. No work is permitted to take place on Sunday or Public Holiday's (or in accordance with the Council Local Environment Plan)
- Subcontractors must not create noise that causes unreasonable discomfort, disturbance or interference with activities of any other occupier of the building
- All work must comply with the relevant Australian codes and standards and the Building Code of Australia.
- The Owners Corporation Strata Committee members or representative (Building Manager) must be permitted reasonable access to inspect renovations at any time
- A notice of your intention to start work must be communicated with the Building / Strata Manager at least 7 days prior to work commencing.

## PLEASE READ THE FOLLOWING

- 1) I certify that the details provided in this document are, to the best of my knowledge correct
- 2) I agree to abide by the conditions above
- 3) I hereby acknowledge that all work will be carried out in a professional manner and in accordance with the building code of Australia with full consultation with the Owners Corporation and Residents.
- 4) I accept responsibility for any damages caused by the work, whether on common property of private property and agree to bear the reparation costs should any damage occur by myself or associated subcontractors, and that such costs be charged to my levy account.
- 5) I have attached copies of all relevant documentation including a copy of the quotation, the contractor's insurances, and if applicable; copies of any plans/drawings or an acoustic underlay certificate etc.

Signature of Owner/s: \_\_\_\_\_

Print name/s: \_\_\_\_\_

Lot No: \_\_\_\_\_