



RENOVATION APPLICATION FORM

This form is to be completed by owners who intend to carry out internal renovations to their apartment/lot. Please forward the completed form to your strata manager who will then determine the approval process based on the building's by-laws and the extent of the proposed works.

Strata Plan Number:

Building Address:

Lot/Unit No.

Owner Name(s):

Contact Ph:

Contact Email:

Proposed Commencement Date:

Proposed Completion Date:

Details of the Proposed Works:

(if more writing space required, please attach a separate document as an annexure to this form)

Does the renovation involve:

Removal of bathroom tiles:	Yes	No
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Structural work:	Yes	No
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Removal (full or partial) of walls:	Yes	No
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(If yes, plans and engineer's certification must be attached)

Removal of materials through common property:	Yes	No
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If yes:

What type of material? E.g. tiles, rubble, kitchen/bathroom items and fixtures

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

What arrangements will be made for the material to be removed from the site?

If using a 'skip' bin, where will it be located?

What steps will be taken to prevent dust/dirt from entering the common property?

What steps will be taken to clean the common property?

Will the works involve an alteration 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 electrical or television wiring? Yes No

(If yes, please attach full details.)

If the unit has smoke or heat detectors, please detail the steps to be taken to prevent false alarms.

Do you acknowledge that any fines for false fire alarms attributed in any way to your renovations will be charged to your levy account for reimbursement to the owners corporation? Yes No

Will the works involve replacement of soft flooring (i.e. carpet) with hard flooring (i.e. floor boards etc) Yes No

(If yes, please advise the rooms involved and what will be installed under the flooring to ensure transmission of noise is compliant with standard by-laws and Australian standards.)

Will the works involve noise which may disturb other residents? Yes No

(If yes, please provide details of the types of noisy work and their estimated duration throughout the course of the renovations)

Do you have a project manager overseeing the works? Yes No

(If yes, please provide the company name and contact details.)

Do your tradespeople have effective insurance cover? Yes No

(Copies of the insurance policies may be requested at a later time, including any Home Owner's Warranty insurance details, if applicable.)

Please note that O'Neill Strata Management Pty Ltd is engaged by the owners corporation to manage the common property and the affairs of the owners corporation. In order for us to provide assistance with your renovation request, additional fees may be payable:

SCHEDULE OF FEES

Photocopying \$0.55c per copy
Postage Australia Post rates

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

Strata Manager \$220.00 per hour
Admin Asst. \$110.00 per hour
Licensee \$330.00 per hour

ACKNOWLEDGEMENT

1. I certify that the details provided in this document are, to the best of my knowledge, correct.
2. I accept that the agent's initial cost for receiving renovation details, researching by-laws, writing to the Strata Committee and receiving their instructions is \$220.00 per hour (GST Incl.) and that this amount will be charged directly to my levy account and that additional charges may apply if further owners corporation involvement is required.
3. I acknowledge that costs/charges outlined in paragraph 2 above are valid recoverable amounts referred to in Schedule 2(10)(8) of the Strata Schemes Management Act 2015.
4. All warranties for any waterproofing membranes installed must be in the name of the owners corporation and forwarded to the managing agent.
5. I will not proceed with any work until the owners corporation has provided written approval.

Signature of Owner: _____ Date: _____

Print Name: _____