

BUILDING WORKS APPLICATION FORM

CONTACT DETAILS DATE

NAME POSITION Owner Managing Agent

ADDRESS

PHONE

(Home) (Work) (Mobile)

EMAIL

STRATA DETAILS

STRATA PLAN No. UNIT No.

ADDRESS OF PROPERTY

BUILDING WORKS DETAILS

LOCATION KITCHEN BATHROOM TOILET HALLWAY

LIVING ROOM BEDROOM OTHER

WORK INVOLVES PAINTING FLOOR SURFACES CEILING ELECTRICAL

TILING FIRE SPRINKLERS AIRDUCTS PLUMBING

WALL REMOVAL/PENESTRATION COMMON PROPERTY ALTERATION

MANSORY OTHER

PREFERRED DATE OF WORKS STARTING ENDING

PLEASE ATTACH BRIEF DESCRIPTION OF INTENDED WORKS, AND EITHER

PLAN BY ARCHITECT (IF AVAILABLE) OR

ROUGH PLAN / DIAGRAM (PROVIDED BY OWNER)

COST OF WORKS

OWNERS SIGNATURE DATE

ADDITIONAL WARRANTIES (IF APPLICABLE)

STRUCTURAL ALTERATIONS

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

Owners Signature Date

CEILING CAVITY ALTERATIONS

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

Owners Signature Date

HARDFLOORING IN DESIGNATED AREAS

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

Owners Signature Date

WATERPROOF MEMBRANES

As the work applied for entails the removal and replacement of Waterproof membranes within the apartment, I hereby warrant that I accept full responsibility for the upkeep and preservation of the new Membranes from this date forward.

Owners
Signature
Date





As individual lots also have areas within them that are common property owners wanting to make changes or undertake renovations may require approval form the owners corporation and this will depend on the type of renovation required.

Renovations fall into three categories:

- Cosmetic changes includes installing or replacing hooks, nails or screws for hanging paintings or other things on walls; installing or replacing handrills within your lot; painting; and filling minor holes and cracks in internal walls. Lot owners can do cosmetic work within their lot without seeking approval from the owners corporation.
- Minor renovations includes renovating a kitchen; changing recessed light fitting; installing or replacing wood or other hard floors; and reconfiguring internal walls. Other items usually considered to be minor renovations are sustainability measures, such as clothes lines and air conditioners. Lot owners must get the approval of the owners corporation by general resolution (50% of those entitles to vote at a meeting) before any work can commence. Lot owners may need to provide details of the work including;
 - the work, such as any plans
 - the duration and times or the work
 - the people who will carry out the work including their qualifications.

Renovations to a bathroom require a special resolution to be passed.

 Renovations other than cosmetic work or minor renovations require the permission of the owners corporation by a special resolution. Major renovation need a higher level of approval because such work may seriously affect the common property. This applies to structural changes; waterproofing; work that changes the external appearance of your lot, such as an access ramp; and any work for which approval is required under other laws.

Remember

Any work must be carried out in a competent and proper manner. Any damage to the common property caused by the work must be repaired. All electrical, air conditioning and plumbing works must be carried out by a property licensed tradesperson. Check a tradesperson's licence at fairtrading.nsw.gov.au

For any structural change to a lot, advance notice must be given by providing a written description of the proposed alteration to the owners corporation at least 14 days before the work is to start.

Tenants need their landlord's written persmission to make any changes to the lot.

TOP TIPS!

The owners corporation can delegate approval for minor renovations to the strata committee by passing a by-law to permit this.

The owners corporation can also make a by-law to define specific types of work as being 'cosmetic' or 'minor' renovations. This is as long as it doesn't conflict with the categories of renovation as defined in the Act. For example, waterproofing would fall into the category of major renovations. The owners corporation could nor decide that this is a minor renovation.

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