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Minor Works Renovation Request

This form is to be used for gaining approval for *Minor Works in accordance with Section 110 of the Strata Schemes Management Act 2015 (the Act)*. Minor works include but are not limited to the following:

- Renovating kitchen,
- Changing recessed light fittings,
- Installing or replacing wiring or cabling or power or access points, and
- Work involving reconfiguring non-structural walls.

Minor Works also include installing or replacing wood or other hard floors. If you wish to gain approval for this work, you will need to obtain a flooring application.

Minor Works does **not** include:

- Work involving structural changes,
- Work that changes the external appearance of a lot, including the installation of an external access ramp, and
- Work involving waterproofing (eg. Bathroom renovations).

If you wish to gain approval for work of this nature, please obtain the Application for Major Works.

The following guidelines are designed to assist with the prompt review of your application. Your application will only be considered if you provide all required documentation and submit a signed copy of this application form. By signing this form, you will be deemed to have accepted the contents herein. **Written approval must be obtained prior to the commencement of the proposed work.**

Lodging Your Application

This application and your associated documentation **should be scanned to a PDF format and emailed to the building manager and strata manager for initial review**. The manager will then forward the application to the Strata Committee for consultation and assessment. The Strata Committee may be able to review your application informally, or a meeting may be required. If an appointment is necessary and you choose to expedite this (i.e. ask for a meeting to be held as soon as possible, even though one is not scheduled), you will be responsible for the cost of the meeting.

By the Act, your application will need to be considered by special resolution at a general meeting (a full meeting of all owners, where no more than 25% of owners present and entitled to vote are opposed to the motion). If you choose to expedite this (i.e. ask for a meeting to be held as soon as possible, even though one is not scheduled), you will be responsible for the cost of the meeting. Your Strata Manager will contact you with any costs involved before proceeding.

By-Laws

Your scheme may already have a by-law registered that relates to the kind of work you are applying for, and in that case, you will likely not be required to register an additional by-law. However, if your scheme does not have a relevant by-law in place, you will need to have a

by-law drafted, approved and registered as part of this process. Again, your Strata Manager will be best placed to advise on your options and the applicable costs.

Conditions

The following condition applies to carrying out Renovation Works in your lot:

- Work must not commence without written approval.
- Should damage occur to common property in the process of carrying out the work, you will be responsible for paying for the costs associated with rectifying the damage. The Owners Corporation reserves the right to recover all costs directly from the lot owner.
- All strata scheme by-laws are to be adhered to.
- During the works, WH&S conditions must be complied with, and the safe and free flow of regular pedestrian traffic not be hindered.
- All common areas are to be fully protected from damage and kept clear of rubbish, materials and tools at all times. All excess materials and rubbish are to be removed from the site for disposal.
- Soiling of any common areas is to be immediately cleaned to Owners Corporation's satisfaction.
- Rubbish is not stored in the garbage room or other areas of the building and is to be removed daily by the contractor. Any rubbish not removed will be the responsibility of the lot owner.
- All works are to be carried out by a licensed contractor.
- All works are to be certified by the licensed contractor to comply with relevant building Codes of Australia and Australian Standards.
- Works are to be carried out between 7.30am to 4.30pm Monday to Friday and 9.00am to 4pm Saturday. **You must not carry out work on Sundays or NSW Public Holidays.**
- All fire and soundproofing shall be maintained to a minimum of that of the original design.
- All legal costs associated with the work and registration of any by-law required are the lot owner's responsibility.
- The lot owner agrees to pay for any rectification work needed to maintain the building's integrity, architectural code and acoustic standards should the installer be found to have compromised those elements of the building.
- The lot owner shall maintain all works in accordance with the manufacturer's requirements.
- If it is found that any works do not comply with any requirements of these guidelines, the lot owner will be responsible for the cost to undertake any works required to bring the installation into reasonable compliance.

- The lot owner is responsible for obtaining authority for the works from Council or any other governing body if required.
- Any variations proposed must be advised to the owners' corporation in advance of the design approved with this application. The applicant must provide further designs and/or plans for approval by the owner's corporation before commencing.
- Contractors are not permitted to park on common property at any time unless the owner's corporation has granted prior approval.
- In the event that it is intended to use the owner's corporation lift, where applicable, the lift's interior must be protected against possible damage at all times. the lift shall be released for use by other residents after each load.

Should you have any questions about this application, please contact the strata manager between 9am – 5pm, Monday to Friday.

Contact Details:	
Building Management	Sydney Strata Services
E-mail:	info@sydneystrataservices.com.au
Phone	+61 2 8399 2605 +61 2 8399 2685

SECTION 1. APPLICANT DETAILS			
Full Name			
Company Name (If applicable)			
Strata Scheme Number (SP/DP)	71897	Unit Number	
Street			
Suburb	Waterloo 2017		
Phone		Mobile	
Email			
SECTION 2. DETAILS OF WORKS			
Nature of Works			
Description – Scope of Works (attached any additional information to this form)			
SECTION 3. COMMENCEMENT OF WORKS			
Proposed Start Date of Works			
Duration of Works			
SECTION 4. CONTRACTOR DETAILS 1			
Company Name			
Trade Licence Number			
Phone number			
Email			
ABN			
PLEASE ATTACH A COPY OF THE CONTRACTORS INSURANCE CERTIFICATE OF CURRENCY			
SECTION 4 (cont.) CONTRACTOR DETAILS 2			
Company Name			

Trade Licence Number	
Phone number	
Email	
ABN	
PLEASE ATTACH A COPY OF THE CONTRACTORS INSURANCE CERTIFICATE OF CURRENCY	

SECTION 4. ACKNOWLEDGEMENT <i>The applicant declares that all information supplied in this application is true and accurate</i> <i>The applicant is responsible for all work carried out by the nominated tradesperson and will immediately rectify any damage to common property.</i> <i>The applicant agrees to remove all rubbish and trade waste from common property immediately following the completion of the work.</i> <i>The applicant agrees to all requirements, guidelines and procedures.</i> <i>The applicant agrees to reimburse the Owners Corporation for any expense associated with the approval of this application (e.g. meeting fees) and/or the registration of any required By-Laws (costs will be advised prior to proceeding).</i> Signature Date Office Use Only Application Submitted to OC/SC date _____ Application Approved? Y N Reason_____ Approval Date _____ Applicant Informed Y N File - FileSmart Y Lot Register Y Staff Member_____
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