

APPLICATION FOR APPROVAL TO UNDERTAKE A RENOVATION

*This document is to be read with the Renovation Guidelines and
Strata Plan 4680 By-Laws*

- Part A:** **Application checklist for approval to undertake renovations**
Part B: **Application checklist for approval to commence works:** To be submitted before commencing building works
Part C: **Application checklist for Refund of Bond:** To be submitted after the renovation is completed for the return of your bond.

APPROVAL PROCESS OUTLINE

1. After discussing with the Building Manager, complete the attached PARTS A & B Application Forms and attach any necessary documents to it, identifying each attachment by reference to the Item No. on the Application Form.
2. Submit to the Building Manager, who will advise if your renovation needs to be submitted to the Strata Committee (SC). If permission is required, your completed application will need to be presented at the next Strata Committee Meeting (SCM).
3. To be considered at the next scheduled SCM, all documentation must be submitted to the Building Manager **at least ten working days** prior. Incomplete Applications will result in delay. Please be aware that your application may take more than one meeting to be finally approved.
4. If the application contained in Part B is approved, you will need to pay a bond before any work commences.
5. Once you have permission to renovate, you must ensure that you comply with any conditions the SC attached to its approval, including compliance with the By-Laws and especially By-Law 22. As an owner, you (and only you) are responsible for the compliance of everyone who works on your renovation.
6. No Approval or No Bond = No Start

I, _____, owner of apartment _____, Ranelagh, 3-17 Darling Point Rd, Darling Point NSW 2027, agree to abide by the Renovation Guidelines, to ensure that my sub-contractors and agents are provided with a copy of these guidelines, that they agree to abide by them, and that I fully understand the intent of the guidelines.

OWNER		BUILDING MANAGER	
Signed		Signed	
Date		Date	

PART A: APPLICATION FOR APPROVAL TO UNDERTAKE RENOVATIONS

ITEM No	INFORMATION	DETAILS REQUIRED	Supplied	Comment
1	Your Name & Contact Details			
2	Architect, Project Manager & Builder's Contact Details			
3	Apartment No.			
4	Detailed Description of the Renovation	<p>A Scope of Works Spreadsheet with full details required. Include details such as but not limited to:</p> <ul style="list-style-type: none"> a) Structural changes e.g. removal of any walls. b) Room use changes e.g. Kitchen moving to another location c) Bathroom work including removal of tiles, replacing bath with a shower/spa, etc. d) Details of any new hot water tank/s positions and confirmation that tank and connecting water taps will be placed on a tray connected to drainage. e) Changes in floor covering e.g. carpet to tiles, hard/wooden floor f) Replacing internal finishes g) Installing air conditioning h) Changing balcony tiles and/or balcony doors 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

PART A: APPLICATION FOR APPROVAL TO UNDERTAKE RENOVATIONS Cont...				
ITEM No	INFORMATION	DETAILS REQUIRED	Supplied	Comment
5	Architectural Drawings (NB: Hand Drawn Plans will not be accepted)	Attach detailed and "to scale" architectural drawings, plans and specifications for the renovations including: a) An existing floor plan of your apartment b) A proposed new floor plan of your apartment c) Detailed elevations showing every wall to which you propose to make alterations including balcony doors. d) A reflective ceiling plan including final ceiling height details. d) Details of all existing and proposed/new plumbing services. e) Details of all existing and proposed/new electrical services.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
6	Air Conditioners (if applicable)	Attach detailed drawings and specifications showing proposed location of any air conditioning equipment comprising or forming part of the renovations. Please read the Terms and Conditions for approval if you are installing a new air conditioner system. The Building Manager can supply a layout and guidelines for each of the A, B, C, D, E, F, G & H units. If the only air conditioning work to be carried out is the replacement of a current external unit, this unit maybe replaced with an external unit as per the T&C's of approval.	<input type="checkbox"/>	

PART A: APPLICATION FOR APPROVAL TO UNDERTAKE RENOVATIONS Cont...				
Item No.	INFORMATION	DETAILS REQUIRED	Supplied	Comment
7	Demolition	Include in your Scope of Works: <ul style="list-style-type: none"> • A description of the planned method of demolition of any substantial structures within the unit, and • Includes a clear statement of the steps taken to minimize vibration and noise in adjacent units. • Set out or attach any technical reports and indicate number of days estimated for this work. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
8	Debris Removal	Included in your Scope of Works: <ul style="list-style-type: none"> • A description of the debris removal method to be used during the renovations – i.e. hiring and parking of a skip & tonnage, rubbish removal van, combination of both, number of men being used for strip out. <p>Please remember to book Lift 1 through the Office in advance the times your Tradesmen require LIFT 1 whenever possible. The Building Manager will then ensure the protective lift curtains and flooring is installed to avoid delay.</p>	<input type="checkbox"/>	
9	Engineering Report	If structural work is to be undertaken, submit a certificate or report from a qualified engineer (nominated by the Owners Corporation SP4680), certifying that the renovations will not affect the structural integrity of the building. The report/certificate to be provided at the Owner’s cost.	<input type="checkbox"/>	

PART B: APPLICATION FOR APPROVAL TO COMMENCE

ITEM No	INFORMATION	DETAILS REQUIRED	<i>Supplied</i>	<i>Comment</i>
1	Your Name & Contact Details			
2	Architect, Project Manager & Builder's Contact Details			
3	Apartment No.			
4	Final Plans	Attach a copy of the final plans including reflective ceiling plans, highlighting any changes since the original set of plans previously submitted to the Owner's Corporation in your Part A Application.	<input type="checkbox"/>	
5	Contractor	Attach details of the contractor who will carry out the renovations including the full business name and mobile number of the contractor.	<input type="checkbox"/>	
6	Additional Contractor Information	Attach copies of appropriate certification of all contractors who will carry out the renovation, as follows: a) Licences b) All-risks insurance policy, including public liability cover in the sum of \$20,000,000.00 and notes the interests of the Owners Corporation. c) Workers Compensation insurance policy, and d) Home Warranty Insurance policy under the Home Building Compensation Fund Act 1989 (if required). e) Provide all necessary Safe Work Methods Statements	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

PART B: APPLICATION FOR APPROVAL TO COMMENCE Cont...				
ITEM No	INFORMATION	DETAILS REQUIRED	Supplied	Comment
7	Dilapidation Report:	Provide a dilapidation report if requested by OC, which includes photos on USB or Disk of the apartments above and below your apartment. Both the Builder and OC to hold copies.	<input type="checkbox"/>	
8	Approximate Start, Milestone and Finish Dates.		<input type="checkbox"/>	

I attest to the accuracy of the information I have submitted:

Applicant Name.....

Signature.....

Date.....

PART C: APPLICATION FOR RETURN OF BOND

ITEM No	INFORMATION	DETAILS REQUIRED	Supplied	Comment
1	Your Name & Contact Details			
2	Architect, Project Manager & Builder's Contact Details			
3	Apartment No.			
4	Air Conditioner	Owner to provide a certificate or report certifying that the installation satisfies the local council acoustic requirements.	<input type="checkbox"/>	
5	Acoustics	Owner to provide a certificate from the contractor confirming the usage of the acoustic products approved in the Part A application along with a statement that you have complied with By-Law 31.	<input type="checkbox"/>	
6	Fire Safety/AFT	Provide a certificate verifying that the renovations have resulted in your apartment complying with fire safety laws. This certification may include your fire sprinkler system, ceiling heights and fire doors.	<input type="checkbox"/>	

PART C: APPLICATION FOR RETURN OF BOND Cont....				
ITEM No	INFORMATION	DETAILS REQUIRED	<i>Supplied</i>	<i>Comment</i>
7	Repairs	Provide confirmation that any remedial work required to other apartments has been completed satisfactorily. Attach confirmation that any damages to common property has been repaired satisfactorily by the owners contractors.	<input type="checkbox"/> <input type="checkbox"/>	
I attest to the accuracy of the information I have submitted: Applicant Name Signature Date				
8	Final Inspection by Building Manager	Once all work is complete, the Owners Corporation (using your Approved Plans and any Dilapidation Report) requires a final inspection to ensure that all common property and safety issues have been addressed and/or complied with.	Completed <input type="checkbox"/>	
I confirm that the final inspection has been completed, all common property and safety issues have been addressed and/or complied with. Building Manager Name Signature Date				