

FLEETVIEW

Renovation Application Form

To be submitted to the Building Managers Office on behalf of the Owner's Corporation for approval prior to any work commencing.

Please return to: fleetview@manage-meant.com.au

After receiving all the information the Strata Committee will respond within three weeks. Allow extra time if structural works are required.

Registered Owner/s: _____

Apartment Address: _____

Contact Phone Numbers: W:_____ H:_____ M:_____

Email Address: _____

Proposed date for commencement of works: _____

Proposed date for completion of works: _____

Details of proposed work: _____

- Does the renovation involve structural work? YES NO
(If there are any penetrations into the concrete slab – a fire collar and engineers report will be required)

- Will the renovation involve the removal or partial removal of wall(s) YES NO
(If yes, please attach details including complete plans and engineers certification.)

- Does the renovation include replacement or partial replacement of the kitchen
(If yes, please attach detailed plans) YES NO

- Will the works involve the replacement of the bathroom(s) or laundry
(If yes, please attach detailed plans) YES NO

- 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 electrics, lighting and television wiring?
(If yes, please attach plans of full details.) YES NO
- Will the works involve replacement of soft flooring? YES NO
(If yes, please advise rooms involved and the quality and dB rating of the underlay and flooring to ensure noise transmission is compliant with the by-laws standard.)

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

- Will there be demolition with removal of material through the common Property? YES NO
(If yes, what type of materials will be transported through the common property, e.g. tiles, kitchen/bathroom items?)

- What arrangements will be made for removal of rubbish/building materials from the site?
(The lift must be padded if used to bring in and remove materials).
N.B. No skips are permitted. It is the applicant's responsibility to remove all rubbish off site each day. Rubbish cannot be left in the loading dock.

- Please advise what steps will be taken to prevent dust/dirt from entering the common property or steps to be taken to clean the common property.

- If the unit has a smoke detector, please advise of steps to be taken to prevent false alarms during alterations.

- Will the works involve noise which will disturb other residents? YES NO
(If yes, please advise what type of works as there may be a shift worker in the building and they may need to make other sleeping arrangements.)

Tiling Works

- When a waterproofing membrane has been applied, a waterproofing certificate must be supplied to Building Management and Dynamic Property Services so that the work can be checked **before** new tiles are laid.

Please advise your tradesperson/s details. They will be contacted in the event of an emergency affecting other lots or common property:

Name	Trade	Licence	Mobile No.	Address

N.B. A copy of the tradesmen’s licence and insurance must be attached to this application. (This includes all sub-contractors.)

- A copy of the contractor/s’ public liability insurance for a minimum of \$20,000,000 needs to be attached along with a copy of the workers compensation insurance.
- If works exceed \$20,000 a copy of the Home Owners Warranty insurance policy also needs to be attached to this application.

FLOORING RENOVATIONS – please refer to By-laws 5 and 26 and special by law 2 and include documentation detailing the required acoustic level of 45dB or less for the underlay and flooring. NOTE: It is strongly recommended that the owner obtains an acoustic spot test of the proposed flooring solution prior to full installation to satisfy themselves that the final outcome will meet or exceed the required standards. (Note: Acoustic tests are not required for bottom floor units.)

MINOR & MAJOR RENOVATIONS (including kitchens & bathrooms) require a Bylaw to be passed at a general meeting.

Please note the following conditions:

- Renovation Works may only be carried out during the hours of 9.00 am – 4.00 pm weekdays and no work to be carried out on weekends and public holidays as per By-Law.
- 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
- Owners Corporation Executive Committee members or Building Management must be permitted reasonable access to inspect renovations during and after completion.
- A notice of your intention to start work must be displayed in the lobby two weeks before work commences.
- The lift protective covers must be used to remove building rubbish and to bring in building materials – this must be arranged via Building Management with a minimum of 48 hours' notice.
- At the completion of the renovation the following certification will be required, including but not limited to: electrical certification, waterproofing certificate.

A Refundable Bond is required prior to works commencing:

The Owner needs to provide a money order or bank cheque made payable to SP 65564 in the amount of \$500 when submitting the application form.

PLEASE NOTE: That the following certificates MUST be provided for any works which are carried out within bathrooms or kitchens:

- **Waterproofing certificate**
- **A Certificate of Compliance, Electrical Works**

Please note for any breach or violation of this agreement, a penalty will be deducted from the refundable bond. Once the work is completed, you will need to contact Building Management for an inspection and sign off the refundable bond.

I hereby acknowledge that all work will be carried out in a professional manner with full consultation with the Owners Corporation.

I accept responsibility for any damages caused by the work done by me or my subcontractors whether on common property or private property and agree to bear the reparation costs.

Signature of Owner(s): _____

Print Name(s): _____

Date: ____/____/____