

**GOLDSBROUGH**

**Renovation and Works Application Form**

SEND COMPLETED FORM TO: Whelan Property Group

Email: [strata@whelanproperty.com.au](mailto:strata@whelanproperty.com.au) Fax: 02 9281 9915 Tel: 02 9219 4111

**GUIDANCE NOTE**

Owners proposing to undertake renovations or works to their apartment must first obtain approval of the Owners Corporation / Strata Committee prior to commencement (By-law 10).

Standard conditions of approval are attached to this form, but note, the Strata Committee may impose additional conditions, which will be contained in the letter of approval.

Unless the work is cosmetic work (as defined in the by-laws Dictionary), for which no approval is required, it is a breach of the by-laws to carry out work without first obtaining approval of the strata committee or the owners corporation. Check the by-laws to ensure you obtain the correct approvals first. For a change of flooring to a hard floor surface, see by-law 11 and complete an application to change a floor covering.

Once approval to proceed with the renovation has been given, the renovations notification form must be completed and sent to the strata manager and the building manager at least 7 days prior to any renovation work commencing. It must also be posted on the door of your apartment for the duration of the works.

**APPLICANT’S DETAILS AND CONTACT PERSON**

Apartment No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact details: (H) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Mob) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Email) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note: Applications are not considered approved until an approval letter is received or the approval minuted in the Strata Committee Meeting minutes or, if a by-law is required that by-law is registered.

If not the above applicant please provide details of who is to be contacted during the renovation work; in particular for excessive noise, noise outside of designated hours and/or failure to clean common property areas:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RENOVATION DETAILS**

Please provide a summary of the work to be carried out and approximate time frames for carrying out the work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Attach any relevant documents, plans or specifications).

During the renovation will there be repetitive loud noise works such as caused by the removal of tiles or drilling holes into walls? \_\_\_\_\_\_\_\_\_\_ if so please provide details of when this work is to commence and proposed time frames: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STANDARD CONDITIONS**

**General Conditions**

1. Owners are at all times are responsible for the contractors or sub-contractors employed to carry out renovation work and a breach of any conditions by the contractor is considered a breach by the owner.
2. **Inductions, Hot Works, Fire Impairment, documents completed prior to building walk through with owner, contractor to understand fire system, building induction**
3. If, at any time, conditions relating to the approval are breached, including the undertaking of non-approved work, the owner may forfeit any renovation bond or have building access for tradespeople revoked.
4. The Owner must ensure that the Improvements comply with the standards as  
   set out in the Building Code of Australia (BCA) and any Australian Standards  
   current at the time the Improvements are being carried out by the Owner.
5. Use of the building loading docks and lifts must be booked with the Concierge prior to the commencement of works.
6. The owner agrees to provide access to the apartment for building management or a nominated member of the Strata Committee to inspect the renovation work following 24 hours’ notice.
7. Tradespeople are required to be appropriately qualified and hold relevant building licences and insurances. COPIES ATTACHED
8. Tradespeople are not permitted to utilise electricity sourced from common areas without the prior approval of the Owners Corporation.
9. The tradesperson must sign In/Out with the Concierge.

**Bathroom Works**

Goldsbrough building has a formal bathroom works document to protect the building:  
(a) all works to be completed in accordance to the Izzat Bathroom Specification document which is available from the building manager &/or strata manager   
(b) on completion provide a copy of the contractor’s certificate certifying that the  
waterproofing in the wet areas has been carried out in accordance with  
the required Australian Standard and the contractor’s guarantee.

© Photographic of evidence that the waterproofing, ie. wet film thickness comb as signed copies by the owner are to be sent to the building manager.

**Resident Notification**

1. The owner agrees to place a copy of the renovations and works notification on the front door of the apartment during the works, display on the building notice board and notify apartments in close proximity (including above and below).

**Time Restrictions & Noise**

1. Work must only be carried out between 8am to 5.00pm weekdays and 8.30am to 1pm on Saturdays. Renovation work is not permitted on Sundays or public holidays. The Owners Corporation may on occasion approve work at other times.
2. Tradespeople must only use the lifts to transport materials through the building after 9.00am.
3. Renovation work that involves loud repetitive noise (jack hammering, banging, drilling or any loud power tools) must be restricted to after 8.00am.
4. Contractors must adhere to any restrictions in regards to loud repetitive noise imposed by building management.

**Building Damage, Cleaning & Waste Disposal**

1. All care must be taken to prevent damage to common property or to another lot at all times.
2. Any damage that does occur must be repaired promptly at the owner’s expense.
3. Protective coverings (floor coverings) must be installed to protect common property walls & floors where required by the BM.
4. Doors should be sealed off at the edges to ensure that dust does not transmit from apartments to the common property hallways.
5. Balconies must not be used as workshops.
6. Owners will be expected to pay for the cleaning of any dust that accumulates on the building facade or neighbouring balconies as a result of renovation work.
7. Common property (particularly residential hallways and lifts) must be clean at all times. Mess created as a result of the renovation must be cleaned up regularly during the day and a final clean completed at the end of each day so that common property areas are back to their original presentation. It is expected that owners/contractors at least vacuum the lifts and residential hallways at the end of each day to ensure they are clean & tidy (additional items to note include foot prints from workman boots and dust on window sills).
8. If common property areas are found not to be cleaned to their usual standard, building management will arrange for the area to be cleaned and the cost will be passed on to the owner.
9. Under no circumstances is building waste (including carpet, appliances, old tiles, kitchens and vanities) to be disposed of in common property bins or garbage chute rooms. It is the responsibility of the owner to dispose of these separately and an area to keep a skip bin can be provided if required.

**Completion of Works**

(a) notify the Owners Corporation that the Improvements have been  
completed.  
(b) notify the Owners Corporation that repairs, if any required to the common  
property as a result of the Improvements, have been carried out and, if  
applicable, provide an engineer’s certificate to that effect.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert name) acknowledge that I have read the by-laws concerning works and renovations and the standard conditions outlined and agree to adhere to all such conditions imposed in addition to any additional conditions imposed by the owners corporation and I acknowledge that should any of the conditions be breached there may be negative consequences such as the removal of building access for tradespeople and I will incur liability for cleaning charges, removal of waste and damage repairs.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_

**By-laws**

The by-laws relating to renovations and works are:

## 10.0By-law 10. Works carried out by owners

* 1. An owner of a lot must not carry out work to common property in connection with the owner’s lot unless:

1. the work comprises Cosmetic Work; or
2. the work comprises Minor Renovations and has been approved by the Owners Corporation at general meeting or by resolution of the strata committee; or
3. the work comprises any other work that is authorised by a by-law made under s 108 of the Management Act or a common property rights by-law, and has been approved by special resolution at a general meeting.

*Note: Cosmetic Work and Minor Renovations are defined in the Dictionary to these by-laws.*

* 1. In accordance with s 110(6) of the Management Act, the Owners Corporation has delegated its functions for determining approvals of Minor renovations to the strata committee.
  2. Before obtaining the approval of the Owners Corporation, an owner of a lot must make an application on the form prescribed in these by-laws with details of the proposed Minor Renovations to the Owners Corporation, including the following:

1. details of the work, including copies of any plans,
2. duration and times of the work,
3. details of the persons carrying out the work, including qualifications to carry out the work,
4. arrangements to manage any resulting rubbish or debris.
   1. The strata committee or the Owners Corporation in general meeting may impose such conditions for the carrying out of Minor Renovations or other work as it thinks fit, including the payment of a refundable bond of up to $5000, with the amount to be determined by the strata committee acting reasonably.
   2. The Owners Corporation is entitled to apply any bond paid towards the cost of cleaning or repair of any damage to common property caused by the works and must refund the bond or any part of it when the Owners Corporation is satisfied that the works are complete and any conditions of approval have been complied with.
   3. An owner of a lot must ensure that:
5. any damage caused to any part of the common property or to any other lot by the carrying out of Cosmetic Works or Minor Renovations by or on behalf of the owner is repaired as soon as practicable after the damage is incurred, and
6. the Cosmetic Works or Minor Renovations and any repairs are carried out in a competent and proper manner.
   1. Any Cosmetic Works or Minor Renovations are:
7. To be undertaken at the cost of the owner; and
8. With the exception of the following works, are to remain the owner’s fixture:
9. any locking or other safety device for protection of the owner’s lot against intruders;
10. any screen or locking device to prevent entry of animals or insects on the lot;
11. any structure or device to prevent harm to children.
    1. In accordance with s 106(3) of the Management Act, the Owners Corporation has determined that:
12. it is inappropriate to maintain, renew, replace or repair common property altered by Cosmetic works or Minor renovations, and
13. such work will not affect the safety of the Building, a structure or common property or detract from the appearance of any common property in the Building.