



INTRODUCTION

As per section 108-110 of the Strata Schemes Management Act 2015 and the by-laws of the building owners proposing to undertake renovations affecting common property must first obtain approval from the Owner's Corporation. These laws and the requirement for prior approval are put in place to protect all residents to ensure the renovations:

- Do not affect the structure of the building;
- Do not create excessive noise or mess causing undue disturbance to other residents;
- Do not alter the acoustics of the building in particular sound transmission between apartments;
- Do not alter the buildings fire services and fire resistance capabilities;
- Do not change the external visual appearance of the building without consent of other owners;
- Comply with council and other regulatory requirements;
- Are carried out in accordance with the National Construction Code & other relevant standards; and
- Are carried out by licensed tradespeople suitably insured.

Residents that carry-out renovations without approval may have orders made against them for the re-instatement of any works back to their original state, amending their renovations to comply with requirements or potentially fines.

Building Management & the Strata Manager are available to assist you with the preparation of your renovation application to ensure all conditions are met so that the approval process runs smoothly.

Owners wanting to carry out renovations should read this application form along with the referenced documents to ensure they understand:

- The types of renovations that require approval;
- The renovation conditions that must be adhered to when carrying out their renovations;
- The different types of approval required for different types of renovations; and
- The application process for obtaining approval.

WHAT TYPE OF WORKS REQUIRE APPROVAL?

The Strata Schemes Management Act classifies three different types of renovations and those that require approval as follows:

- Cosmetic work (does not require approval);
- Minor renovations; and
- Major renovations.

Cosmetic Work

In accordance with Section 109 of the act cosmetic works do not require approval. Cosmetic works Include:

- Installing or replacing hooks, nails or screws for hanging paintings and other things on internal walls;
- Installing or replacing handrails within your lot;
- Interior painting (note this does not include balconies);
- filling minor holes and cracks in internal walls; and
- laying carpet.

Minor Works

In accordance with Section 110 of the act minor works require at a minimum approval by the Strata Committee and may also require approval by all owners at a general meeting. Minor works include:

- renovating a kitchen;
- replacing joinery;
- renovating a bathroom in a manner that does not involve waterproofing;
- renovating any other room in your apartment in a manner that does not involve waterproofing or structural changes;
- changing recessed light fittings;
- removing carpet or other soft floor coverings to expose underlying wooden or other hard floors;
- installing or replacing wiring or cabling or power or access points within the lot;
- installing or replacing pipes and ducts within the lot; and
- installing a reverse cycle split system air conditioner or a ducted air conditioning system, as long as it does not involve a change to the external appearance of the apartment.

Major Works

In accordance with section 108 major works require approval by all owners at a general meeting and will require a by-law registering the works and, in most cases, making the owner responsible for the future up-keep and maintenance of the work. Major renovations include:

- work involving structural changes such as the removal of the whole or part of a load bearing wall;
- work that changes the external appearance of your apartment;
- work involving waterproofing such as a bathroom renovation; and
- work for which consent or another approval is required under any other Act such as development consent of the local council under the *Environmental Planning and Assessment Act 1979*.

RENOVATIONS CONDITIONS

Owners must ensure they read 'The Wharf Terraces Renovation Conditions' which is a separate document and outlines the conditions that must be complied with when carrying out repairs or renovations at The Wharf Terraces (TWT). The conditions outlined in this document cover:

- Types of Renovations: Such as when installing timber floors or balcony mirrors.
- General Works Conditions: General conditions subject to all renovation work.
- Site Conditions: Conditions applicable to owners and tradespersons when carrying out the renovation work.

Applications submitted for approval will be assessed against the conditions outlined in this document and will be approved or rejected on this compliance and acceptance by the owner.

APPROVAL PROCESS

Approval Process

Sam to outline approval process with Strata Committee.

Types of Approval

Different types of renovations require different types of approval. Some renovations can be approved by the Strata Committee relatively quickly via email or at the next Strata Committee Meeting (usually quarterly), while others may require approval at a general meeting where all owner's get an opportunity to vote on whether the renovation work can proceed (usually annually).

Should a general meeting be required, a by-law may need to be created which will be approved at the meeting and will outline the conditions of the renovation, reference its approval and make the owner legally responsible for the renovation.

Owners submitting renovation applications should be aware of the time their approval may take and ensure their application is submitted well in advance to their planned renovation date.

APPLICATION PROCESS

- 1) We suggest you meet with Building Management to discuss your renovation prior to submitting the application. Your Building Manager will discuss with you the application process and along with the Strata Manager can answer any questions you may have about the approval process.
- 2) Complete the below application form answering all questions that are specific to your type of renovation and provide all accompanying information requested;

PLEASE NOTE INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. PLEASE DO NOT SUBMIT APPLICATIONS THAT ARE INCOMPLETE, WE HAVE BEEN INSTRUCTED BY THE STRATA COMMITTEE NOT TO FORWARD ON INCOMPLETE APPLICATIONS.

- 3) Lodge your application and all accompanying information with Building Management by forwarding (email preferred) all documents to management@wharfterraces.com.au .

THE APPROVAL PROCESS

- 4) Once your completed application has been received and reviewed by Building Management it will be forwarded to the Strata Manager who will further review the application including impact on common property and compliance with the Architectural standards.

- 5) If your application is complete, the strata managing agent will then forward your application to the Strata Committee for approval, or advise of the process should a general meeting be required.

Questions: If you have any questions regarding your application once it has been sent to the Strata Manager please contact the Strata Manager directly.

STRATA MANAGER DETAILS

Strata Manager: Samantha Edwards Company: McCormacks Strata Management

Address: Suite 5.01, Level 5
151 Castlereagh Street
Sydney NSW 2000

Phone: 02 9299 6722 Email: samantha@mccormacks.com.au

- 6) Assuming all information has been provided, the Strata Committee can generally approve applications via email within approximately 2-4 weeks. If the application is not straight forward or there are items in the application that require discussion, the application may be deferred until the next Strata Committee Meeting (held quarterly) which you may be asked to attend and discuss the application with the committee. Please note that certain types of renovations may need to be approved at an Annual General Meeting, you will be advised of this once the application is submitted. **PLEASE DO NOT SUBMIT YOUR APPLICATION UNLESS IT IS COMPLETE WITH ALL ACCOMPANYING INFORMATION, AS IT WILL NOT BE ACCEPTED WHICH WILL DELAY YOUR APPROVAL.**

ONCE APPROVED

Prior to Works Commencing

- 7) Confirmation of approval will be provided by the Strata Manager in writing and documented either in the Strata Committee or General Meeting minutes. At this time the Strata Manager will obtain any indemnity, bond and written agreement to conditions from the owner before any works can begin.
- 8) Once the bond and other documents are received, the Strata Manager will confirm this with you and then provide final approval to proceed with your renovation, they will also notify the Building Manager of the approval.
- 9) Prior to proceeding with the renovation you must co-ordinate your renovation with Building Management so that it can be scheduled in accordance with other work around the building, neighbouring residents can be appropriately notified and the conditions of your renovation adhered to. In accordance with TWT Renovation Conditions the Building Manager will require:
- a. A works schedule for the proposed works including details of any noisy periods so that other residents can be appropriately notified;
 - b. A list of site contacts for contractors that are completing the renovation on your behalf, the Building Manager may also request to meet with the head contractor to run through the site rules; and

- c. A dilapidation report for common areas as a reference to ensure common property is not damaged as a result of your renovation.

While the Works Are Underway

- 10) All conditions outlined in TWT Renovation Conditions document and any further conditions that form part of your approval must be adhered to throughout the renovation. Owners and contractors must adhere to Building Managements instructions at all times and are reminded of the conditions surrounding the release of their bond should the conditions and instructions not be adhered to.

Post Completion

- 11) Once the works are complete please advise Building Management who will conduct a final inspection of your renovation to confirm compliance with the approval. Assuming the renovation has been carried out in line with your approval and there has been no damage to common property the bond should be returned.
- 12) The Building Manager will then advise the Strata Manager, who can refund any bond. The Strata Manager will also confirm completion of the works and refund of the bond with the Strata Committee.

RENOVATIONS APPLICATION FORM

APPLICANT DETAILS

Name of Applicant (Owner):	
Apartment Number:	
Building:	The Wharf Terraces
Contact Details:	(H) (Mob) (Email)
Proposed commencement date:	

TYPE OF RENOVATION

Installation of hard flooring		Bathroom & Laundry		Kitchen & Joinery	
Removal of Internal wall		Replacement of hot water system		Replacement of aluminium doors & windows	
Replacement of balcony tiles or Installation of timber decking		Installation of a mirror on balcony walls		Chasing & changes to common walls	
General attachments to common walls		Installation of a car park storage room		Painting of balcony walls	
Replacement of timber entry doors		Installation of security doors & screens		Installation of balcony sun awnings	
Installation of balcony louvred blinds		Replacement of air conditioning system			

Other:

SPECIFICATION

For each type of renovation listed above, please provide a detailed specification describing the renovation work to be undertaken including any product data / information sheets relevant to materials used (*please complete below or attach separately*):

PLANS

For any amendment to the existing layout of the apartment including the location of fixtures and fittings, please provide detailed plans outlining the new layout (*Please complete below or attach separately*):

CONTRACTOR INFORMATION

In accordance with TWT Renovation Conditions, please provide details of the contractor/s carrying out the renovation work including details of their license and insurance details. Please note licensed tradespersons must be used in all instances, where building works are being undertaken either a licensed builder operating as a head contractor, or details for each licensed trade must be provided where a head contractor is not being used:

Registered business name:

Legal name (if different):

ABN:

Business Address:

Contact:

Contact phone number:

Email:

License Type:

License Number:

Evidence of Public Liability Insurance (Attach Policy):

Evidence of Workers Compensation Insurance (Attach Policy):

Additional comments regarding the contractor/s being used:

COUNCIL & OTHER APPROVALS

In accordance with TWT Renovation Conditions, please provide details of council or other required approvals relevant to the renovation:

ENGINEERING & CONSULTING REPORTS

In accordance with TWT Renovation Conditions, please provide details of any engineering or consulting reports required for the renovation approval:

ACKNOWLEDGEMENT

The owner acknowledges that they have read and understood the conditions outlined in the renovations application form and TWT Renovation Conditions document. A signed copy of TWT Renovations Conditions must be signed and attached to this application for it to be accepted.

Signed:

Print Name:

Date: / /