

# THE WHARF TERRACES

10 LINCOLN CRESCENT - WOOLLOOMOOLOO

10 Lincoln Crescent, Woolloomooloo, 2011  
STRATA PLAN 57623 (RESIDENTIAL)  
STRATA PLAN 57624 (MARINA)  
STRATA PLAN 61766 (CAR PARK)

**Concierge**

P: (02) 9331 5564 E: [concierge@wharfterraces.com.au](mailto:concierge@wharfterraces.com.au)

**Building Management**

P: (02) 8526 4413 E: [management@wharfterraces.com.au](mailto:management@wharfterraces.com.au)

## 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 reinstatement 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



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- 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

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- 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.

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## APPLICATION PROCESS

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- 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](mailto:management@wharfterraces.com.au).

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## THE APPROVAL PROCESS

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- 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: Luke Derwent Company: McCormacks Strata Management

Address: Suite 501, Level 5  
151 Castlereagh Street  
Sydney NSW 2000

Phone: 02 9299 6722

Email: [luke.derwent@mccormacks.com.au](mailto:luke.derwent@mccormacks.com.au)



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- 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.**

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## ONCE APPROVED

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### *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 works schedule for the proposed works including details of any noisy periods so that other residents can be appropriately notified;
  - 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
  - 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

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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.

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## APPLICATION FOR RENOVATION WORKS

Apartment No: \_\_\_\_\_ Lot No: \_\_\_\_\_

Name/s: \_\_\_\_\_

Owner/s of the lot registered on the strata roll: \_\_\_\_\_

Contact Phone No: \_\_\_\_\_

Email Address: \_\_\_\_\_

**“WORKS” INFORMATION (To assist with the approval of the application, please advise the following)**

Describe the exact "Works" proposed to be undertaken?

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**What location within the Lot are the “Works” to be undertaken?**

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**Who is the Principal Contractor undertaking the "Works"?**

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

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

Provide all contact details for the Principal Contractor:

Phone/Mobile/Email: \_\_\_\_\_

**ADDITIONAL DOCUMENTATION REQUIRED TO BE ANNEXED TO APPLICATION: Please tick.**

A copy of the full scope of works for the proposed “Works”	
A copy of the schedule programmed “Works”	
A copy of the Principal Contractor’s current NSW Contractors License	

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A copy of Principal Contractors current certificate of currency for public liability and workers compensation insurance	
A copy of the Home Owners Warranty Insurance certificate of currency should the proposed "Works" exceed \$20,000	
A floor plan of the Lot detailing the existing configuration of the Lot A floor plan of the Lot detailing the proposed configuration of the Lot Architectural and Engineer drawings of the proposed "Works"	
Certification from an Engineer that the "Works" do not affect the structural integrity of the building if internal walls are altered.	
Certification from an Engineer that the "Works" do not affect the structural integrity of the waterproofing. Certification from Contractor of the waterproofing undertaken during the "Works".	
Confirmation that the Building Manager has inspected the Lot with the Owner/s and contractor to discuss the proposed "Works"?	

## ACKNOWLEDGMENT

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: / /
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