Building Works Application Form

**SKYE TAMARAMA - STRATA PLAN NO 1731**

This form is to be construed according to the conditions outlined in the recently passed by-laws pertaining lot owner renovations. Please ensure you have read and understood the by-laws before completing this form. No ***Minor Works*** or ***Bathroom Works*** may commence until your application is approved by the Strata Committee.

No **Major Works** may commence until an appropriate by-law has been passed at a general meeting by special resolution and registered.

Return your renovation application (see Annexure B below) which must include the following information: -

*(i)  your name, email address and contact telephone number,*

*(ii)  your lot number,*

*(iii)  details of* ***The Works*** *(scope of works)*

*(iv)  any drawings, plans and specifications for the renovations,*

*(v)  an estimate of the duration and times of the renovations,*

*(vi)  details of the persons carrying out the renovations, including the name, licence number, qualifications, ABN, public liability and workers compensation insurances and telephone number. If you are not using a builder to coordinate and contract ALL works, then you must disclose ALL the contractors performing works e.g., plumber, electrician, tiler, water proofer.*

*(vii)  details of arrangements to manage any resulting rubbish or debris arising from the renovations,*

**Within the application form, ANNEXURE B, you will be asked to select which of the following you are seeking approval for:**

1. **Cosmetic Works;**
2. **Minor Works;**
3. **Bathroom Works; and**
4. **Major Works**

**COSMETIC WORKS** (Section 109 of the Strata Schemes Management Act)

**No permission is required from the Owners Corporation if a lot owner intends to undertake any of the following works: -**

(1)  The owner of a lot in a strata scheme may carry out cosmetic work to common property in connection with the owner’s lot without the approval of the owners' corporation.

(2)  ***Cosmetic work*** includes but is not limited to work for the following purposes—

(a)  installing or replacing hooks, nails, or screws for hanging paintings and other things on walls,

(b)  installing or replacing handrails,

(c)  painting,

(d)  filling minor holes and cracks in internal walls,

(e)  laying carpet,

(f)  installing or replacing built-in wardrobes,

(g)  installing or replacing internal blinds and curtains,

(h)  any other work prescribed by the regulations for the purposes of this subsection.

(3)  An owner of a lot must ensure that—

(a)  any damage caused to any part of the common property by the carrying out of cosmetic work by or on behalf of the owner is repaired, and

(b)  the cosmetic work and any repairs are carried out in a competent and proper manner.

**MINOR WORKS** (as defined by Section 110 of the Strata Schemes Management Act and Clause 28 of the Strata Schemes Management Regulation)

**In ANNEXURE B, please confirm the type of work you will be undertaking if Minor Works**

(a)  renovating a kitchen,

(b)  changing recessed light fittings,

(c)  installing or replacing wood, tile, or other hard floors (acoustic treatment required)

(d)  installing or replacing wiring or cabling or power or access points,

(e)  work involving reconfiguring walls (not including structural walls)

(f)  removing the carpet or other soft floor coverings to expose underlying wooden or other hard floors,

(g)  installing a reverse cycle split system air conditioner,

(h)  installing ceiling insulation

(i)  bathroom works (see below)

**BATHROOM WORKS**

Refer to the recently adopted Special By-law, and please return the signed consent form (Annexure A)

"**Bathroom renovations**" means the alterations and additions to a common area and/or a lot involved in renovating a bathroom in a lot, including:

● replacement of tiles and waterproofing on the floor and walls of the bathroom,

● replacement of fixtures and fittings in the bathroom, including the vanity, toilet, bathtub, shower, and sink,

● reconfiguring non-load bearing walls in the bathroom,

● reconfiguring existing or installing new plumbing and electrical services to service the fixtures and fittings in the bathroom,

but does not include work involving structural alterations,

**You must provide details of the bathroom renovations,**

* + 1. any drawings, plans and specifications for the bathroom renovations,
    2. an estimate of the duration and times of the bathroom renovations,
    3. details of the persons carrying out the bathroom renovations including the name, licence number, qualifications, and telephone number of those persons,
    4. details of arrangements to manage any resulting rubbish or debris arising from the bathroom renovations,

**MAJOR WORKS** These works will not be approved by the strata committee and will require general meeting approval via a special resolution.

1. Work involving structural changes,
2. Work that changes the external appearance of a lot,
3. Work involving waterproofing (except bathroom works. Refer to section 3, which can be approved on the proviso you sign and return the consent to by-law form agreeing to comply with the requirements of the recently adopted by-law).

**Note:** It is the owner's responsibility to obtain all relevant and or required statutory approvals and certifications of the works. Any approval given by the owner's corporation is not statutory approval; it is the owner's corporation approving the owner to undertake the work as submitted within their lot, with all statutory approvals remaining the owners' responsibility. Please seek expert advice.

**ANNEXURE A**

**CONSENT FORM**

**To**: The Secretary The Owners - Strata Plan No. 1731

C/- Strata Logic

PO Box 965

Bondi Junction NSW 1355

[info@stratalogic.com.au](mailto:info@stratalogic.com.au)

Dear Secretary,

**RE: CONSENT TO SPECIAL BY-LAW FOR BATHROOM RENOVATIONS**

I/We …………………………………………………………… being the owner(s) of lot ….. in Strata Plan No. 1731 hereby consent to the making of Special By-Law - Bathroom Renovations - which by-law grants me/us the right to carry out alterations and additions to the bathroom of my/our lot and the common property and imposes on me/us the obligation to maintain, repair, renew and replace that bathroom and the common property (which obligation I/we accept); such by-law to be adopted by a special resolution passed by the owners corporation at a general meeting.

……………………………….

***Dated***

…………………………………………………… …………………………………………..

***Signature(s)***

**ANNEXURE B**

**RENOVATION APPLICATION FORM**

**SKYE TAMARAMA**

**STRATA PLAN 1731**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PART 1** | | **APPLICATION AND SITE DETAILS** | | | | | | | | | |
| **APPLICANT** | | Owner/s Name: |  | | | | | | | | |
| Mobile Number: |  | | | | | | | | |
| Unit Number: |  | | | | | | | | |
| **PART 2A** | |  | | | | | | | | | |
| **TYPE OF WORK**  *Please tick one or more boxes to confirm the extent of your works* | | 1 | | | Cosmetic Works | | | |  | | |
| 2 | | | Minor Works | | | |  | | |
| 3 | | | Bathroom Works | | | |  | | |
| 4 | | | Major Works | | | |  | | |
| **PART 2B** | | **PROPOSED RENOVATIONS DESCRIPTION** | | | | | | | | | |
| **DESCRIPTION OF RENOVATION**  *Briefly describe all proposed renovations to the lot. Please attach further details to the application if necessary, including any plans or specifications as annexures.* | |  | | | | | | | | | |
| **PART 2C** | | **PROPOSED RENOVATIONS DESCRIPTION** | | | | | | | | | |
| **MINOR & BATHROOM WORKS**  *(as defined by Section 110 of the Strata Schemes Management Act and Clause 28 of the Strata Schemes Management Regulation)*  **Confirm the type of work you will be undertaking as Minor Works** | |  | (a) renovating a kitchen | | | | | | | | |
|  | (b) changing recessed light fittings | | | | | | | | |
|  | (c) installing or replacing wood, tile, or other hard floors (acoustic treatment required) | | | | | | | | |
|  | (d) installing or replacing wiring or cabling or power or access points | | | | | | | | |
|  | (e) work involving reconfiguring walls (not including structural walls) | | | | | | | | |
|  | (f) removing the carpet or other soft floor coverings to expose underlying wooden or other hard floors | | | | | | | | |
|  | (g) installing a reverse cycle split system air conditioner | | | | | | | | |
|  | (h) installing ceiling insulation | | | | | | | | |
|  | (i) bathroom works (as per by laws) | | | | | | | | |
| **PART 3** | | **CHECKLIST AND DECLARATION** | | | | | | | | | |
| **DECLARATION** | | **The completed checklist (PART 2) must be submitted with this application. Failure to provide the required documentation of an acceptable standard is likely to result in your application being delayed.**  I apply for approval to carry out the renovation works described in this application. I declare that all the information in the application and checklist is, to the best of my knowledge, true and correct.  I also understand that if the information is incomplete the application may be returned, delayed, rejected or more information may be requested. I acknowledge that if the information provided is misleading, any approval granted may be void. | | | | | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature** | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date** | | | | |
| **REQUIRED** | | | | | **APPLICANT** | | | **OFFICE USE ONLY** | | | |
| **YES** | **N/A** | | **YES** | | **NO** | **N/A** |
|  | **Completed application form**  Original plus two copies to be included | | | |  |  | |  | |  |  |
|  | **Annexures attached** | | | |  |  | |  | |  |  |
| **PART 4** | | **INDEMNITY** | | | | | | | | | |
|  | | The applicant hereby indemnifies the Owners Corporation against:   1. any damage to the common property, or the lot of another owner, resulting from the works outlined in this application. 2. the cost of repair to the common property and that any such damage will be made good by the applicant at his/her expense within seven (7) days. 3. any fees and expenses incurred in enforcing the conditions of approval and any relevant by-laws; and 4. the cost of a defects survey which may be required for the common property and neighbouring units of the proposed works. | | | | | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature** | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date** | | | | | | | |
| **NO WORKS ARE TO COMMENCE PRIOR TO RECEIVING WRITTEN APPROVAL FROM THE OWNERS CORPORATION OR THEIR AUTHORISED REPRESENTATIVE.** | | | | | | | | | | | |
| **PART 5** | | **OWNERS CORPORATION APPROVAL** | | | | | | | | | |
| *This section is to be completed by the Owners Corporation or their authorised representative.* | | **Approval of this application is granted under the following conditions:** | | | | | | | | | |
| **WORKS CONTRACT** | | All residential building work in excess of $5,000 requires a written contract. Such contract must comply with the *Home Building Act 1989*. A copy must be supplied to the Owners Corporation. | | | | | | | | | |
| **WORKS HOME WARRANTY INSURANCE** | | Home Warranty Insurance cover is required for any residential building work where the value exceeds $20,000 and requires the performance of a licensed tradesperson. A copy must be supplied to the Owners Corporation. | | | | | | | | | |
| **OCCUPANTS NOTIFICATION** | | Seven (7) days prior written notice shall be provided to all occupants of the scheme and posted on the notice board. The notice must include the following details:   * a summary of the works * the applicant’s name and telephone contact details * the main contractor/s name and telephone contact details; and * Approved hours of work | | | | | | | | | |
| **HOURS OF WORK** | | The hours of work are strictly limited to between 7:00am and 5:00pm Monday to Friday and 8:00am to 1:00pm on Saturdays (excluding public holidays). Unless the schemes by-laws alter the nominated hours e.g. no Saturday works | | | | | | | | | |
| **COMPLIANCE** | | All works must comply with the Building Code of Australia and all other relevant codes, standards, and specifications. The works must also comply with any development or building consent approved by Council. | | | | | | | | | |
| **LICENSED TRADESPERSONS** | | All trades people contracted by the applicant who perform residential work must be licensed. | | | | | | | | | |
| **ACCESSTO COMMON PROPERTY** | | When access is required to common property, it is the responsibility of the applicant to ensure no damage is caused. Any damage, including dirt or stains to common property flooring, will be made good at the cost of the applicant. | | | | | | | | | |
| **PARKING** | | Tradespersons and contractors are not permitted at any time to park on common property unless given a written permission. | | | | | | | | | |
| **USE OF LIFTS (IF APPLICABLE)** | | Use the Alimac only, not the passenger lifts. | | | | | | | | | |
| **WASTE DISPOSAL** | | The applicant is responsible for the removal of all waste resulting from the works. The scheme’s garbage bins are not permitted to be used for this purpose. The applicant may (with the consent of the Owners Corporation) arrange for a waste skip to be located on common property to assist with waste disposal. | | | | | | | | | |
| **VARIATIONS TO APPROVED DESIGNS AND/OR PLANS** | | The applicant must advise the Owners Corporation in writing of any proposed variations to the approved designs and/or plans. The applicant must receive approval from the Owners Corporation for these variations prior to the works being commenced. | | | | | | | | | |
| **CLEANLINESS** | | The applicant is responsible for ensuring that all common areas, including car parks, passageways, foyers, staircases, lift cars, etc. are always kept clean. If the applicant fails to maintain the standard of cleanliness for the building, the areas will be cleaned by the Owners Corporation at the expense of the applicant. | | | | | | | | | |
| **REPAIRS AND MAINTENANCE** | | On-going responsibility for all repairs and maintenance are to be met by the applicant. | | | | | | | | | |
| **PART 6** | | **SIGNATURES AND COMMON SEAL** | | | | | | | | | |
| **APPROVAL** | | Continued approval and access to common property is only granted subject to an undertaking by the applicant that they will comply with these terms and conditions at all times.  The Owners Corporation reserves the right to stop any works should an incidence of non-compliance with the terms and conditions be evident.  AFFIX COMMON SEAL HERE  The common seal of the Owners Corporation was affixed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in the presence of: | | | | | | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature** | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature** | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Name** | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date** | | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Designation** | | | | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Designation** | | | | |
| being the persons authorised by Section 238 of the Act to attest the affixing of the seal. | | | | | | | | | |