OWNERS APPLICATION
RENOVATIONS, INSTALLATIONS AND IMPROVEMENTS

Owners who intend to carry out internal renovations to their lot/s, are required to follow the below works procedure:

1. Provide details of your proposed renovation by completing this form in full and submit to this office, allowing up to 30 days for processing.

2. Your completed form will be circulated to the Strata Committee for their review; this office will advise if any further information is required.

3. The approval process is dependent on the Owners Corporations by-laws, and the type and extent of the proposed works.

   Note: renovations fall into 3 categories:
   - ***Cosmetic Changes*** – lot owners can proceed without seeking approval, however, 14 days advance notice should be provided to the Owners Corporation via this application form.
   - ***Minor Renovations*** – depending on the schemes by-laws; approval is required, either via the strata committee or by majority vote at a general meeting of the Owners Corporation.
   - ***Major Renovation*** – depending on the extent of the works being carried out and the impact on common property, a by-law could be required under the Strata Schemes Management Act 2015.

(Please refer to the attached Fair Trading fact sheet for information on categories of renovations)

4. If a by-law is required, we can assist to have this drafted by a chosen solicitor which must be passed by special resolution at a general meeting. The drafting of this by-law will be at your cost directly.

5. A general meeting will need to be held to formally approve the by-law and the proposed scope of works for the renovations. This general meeting will be at your cost directly unless authorised by the Owners Corporation.

6. Once approval has been given, you may proceed with the works.

Schedule of Fees
For us to assist with your renovation request, additional fees apply.

Application Fee $75.00
Strata Manager From $220.00 per hour - arrange & attend Owners Corporation general meeting
Printing and Postage Dependant on the direction of notice requirements for the relevant Strata Scheme
Drafting By-law From $550.00 - Solicitor cost estimate
By-law Search, Consolidation & Registration From $800.00, plus disbursements - Solicitor cost estimate

NOTES ON RENOVATION PROCEDURE

Progressing the Application

The Strata Committee are working as volunteers to handle matters for your Strata Scheme, therefore we can offer no guarantee that a decision will be made within a set timeframe. As a guide, this process usually takes between 7 and 30 days.

By-Law Procedure

When the application is reviewed, depending on the extent of the works being carried out and the effect on common property, it is possible that a by-law could be required under Section 143 and 108 of the Strata Schemes Management Act. Should this be the case, our office will assist you to have a chosen/suggested Strata Solicitors draft your by-law. Once the by-law is ready, a copy will be reviewed by the Strata Committee to ensure it meets the requirements of the Owners Corporation. If the by-law is approved in principle by the committee they will call an Extraordinary General Meeting (EGM) in order it can be considered by the Owners Corporation as per the requirements of the legislation (the cost of this meeting would be charged to the Lot Owner). Alternatively the by-law can be submitted by the lot owner to the next Annual General Meeting (AGM). By-laws can only be passed by Special Resolution – where no more than 25% of votes are cast against the motion, based on units of entitlement (including votes in person and by proxy).

Other Documentation Required

Depending on the nature of the works you may also be asked to submit an Engineers Report, Dilapidation Report, drawings, plans etc. Should the works also require council approval a Development Application (DA) would need to be submitted. Please check with your local council to see if your works falls into this category – please note your works may be approved by the council and not by the Owners Corporation or vice versa.

Hard Flooring

If you are looking to install hard flooring please check the relevant by-law for your building for further information, however please note that this is classified as a 'minor renovation' requiring approval from your Owners Corporation. Dependent on the by-laws this approval could be in the form of an Ordinary Resolution at a General Meeting. Should you proceed to install, you should use the highest grade of underlay/sound insulation available (if not defined in the by-laws) to minimise the risk of breaches of by-laws.

Checklist

The following documents should be provided with the completed application if available/applicable:

- Scope of works
- Program of works
- Contractors appointment & required documentation (including insurances, licensing etc)
- Designs/plans
- Structural Engineers Report
- Dilapidation Report
- Copy of Home Owners Warranty Insurance (if required)
- Draft By-law (if available/required)
- Development Application (if available/required)
- Where applicable, upon completion of works please provide any certification issued i.e.
    - Waterproofing Certificate
    - Electrical Wiring Certificate
    - Plumbing Certificate
    - Structural Engineers Certificate
    - Fire Compliance Certification

SECTION 1

APPLICANT DETAILS

Strata Plan Number:	
Building Address:	
Lot / Unit No:	
Lot Owner Full Name/s:	
Contact Ph:	
Contact Email:	

SECTION 2

PROPOSED WORKS

Provide a Detailed Description of Proposed Works:

Do any of the proposed works exceed $20,000?	☐ Yes	☐ No
Removal of Bathroom Tiles?	☐ Yes	☐ No
Alteration of Walls? *(if yes, engineers plans & certificate must be attached)*	☐ Yes	☐ No
Alteration of Pipes / Plumbing? *(if yes, attach plans with advice from the plumber on how it will affect the common property)*	☐ Yes	☐ No
Alteration of Cables / Electrical? *(if yes, attach full plans)*	☐ Yes	☐ No
Replacement of Soft Flooring (i.e. carpet) with *Hard Flooring *(i.e. tiles, timber, laminate or vinyl)*?	☐ Yes	☐ No

(if yes, advise the rooms involved and what will be installed under the flooring to ensure transmission of noise is compliant with the schemes by-laws and Australian Standards)

***Please note: check your Owners Corporation By-laws for possible acoustic requirements.**

SECTION 3

PROGRAM OF PROPOSED WORKS:

Proposed Commencement Date:

Proposed Completion Date:

Noisy Works:
(*specify all noisy works and estimated duration that may disturb other residents*).

SECTION 4

CONTRACTOR LIST:

Trade	Company & License No.	Contact Name	Phone	Email

SECTION 5

REMOVAL OF MATERIAL

What Provisions for Protection of Common Property?
(*Specify, steps taken to prevent dust / dirt from entering common property & cleaning of common property*)

If using a skip bin, where will it be located?

Smoke/Heat Alarm:
(*specify, the steps to be taken to prevent false alarms*)

Do you have a Project Manager Overseeing the Works? ☐ **Yes** ☐ **No**
(*Specify company name and contact details*)

Do your Tradespeople have Effective Insurance?
(*Contractor Licenses & Insurances may be requested by the Owners Corporation*)

SECTION 6

ACKNOWLEDGEMENT

1. I/We have read the by-laws and will comply with any that relate to the proposed work.
2. I/We certify that the details provided in this application are correct to the best of my/our knowledge, and that any modifications to the plans and specifications are to be approved by the Owners Corporation.
3. I/We agree to pay the Application Fee of $75 for Simply Strata to review this application, research by-laws and obtain instructions from the Strata Committee and that this amount will be charged directly to my levy account and that additional charges may apply if further Owners Corporation involvement is required.
4. I/We acknowledge that costs and charges outlined in the Schedule of Fees above are recoverable amounts referred to in Schedule 2(10)(8) of the Strata Schemes Management Act 2015.
5. I/We will use the services of appropriately professional licensed trades people who are covered by Public Liability insurance, as well as Workers Compensation (where required) and supply this to the Owners Corporation, if requested.
6. I/We will personally be responsible for the daily cleaning of any mess left on common property by my/our tradespeople.
7. Building materials and/or rubbish will not be stored on common property at any time.
8. I/We will be responsible for all the activities of my/our tradespeople and will ensure they are properly managed.
9. My contractors will not obstruct common property (inside/outside) at any time and I/we will ensure the safety of residents and the site throughout the project.
10. I/We will notify all residents of any noise that will take place, and the expected duration, at least one (1) week before the commencement of any works.
11. I/We acknowledge that any fines for false fire alarms attributed in any way to my renovations will be charged to my/our levy account for reimbursement to the Owners Corporation
12. All warranties for any waterproofing membranes installed must be in the name of the Owners Corporation and forwarded to the Strata Manager.
13. I/We will be responsible for all repairs, maintenance and ultimate replacement of the works.
14. I/We agree that a representative of the Strata Committee has the right to inspect the work at any time with one day's notice.
15. I/We will not proceed with any work until the Owners Corporation has provided written approval.

Applicants Name/s:

Signature of Owner/s:

Date:

Fact Sheet

Getting renovations done – guide for strata property owners

Find out if you need approval before you renovate your own unit, townhouse, villa or duplex. There is a glossary at the end for special terms used in strata.

What to do before you renovate

Before you renovate your individual lot, find out if you need approval from the owners corporation. The approval required will depend on the type of renovation and if it involves common property. The three types of renovations are explained in this factsheet.

Cosmetic work

You do not need to get approval to do cosmetic work if you own the unit, townhouse, duplex or villa. Examples of cosmetic work include:

- installing or replacing hooks, nails, screws, handrails, internal blinds, internal curtains or built-in wardrobes
- painting the interior
- filling minor holes and cracks in internal walls
- laying carpet.

Your strata scheme can choose to add more types of work to the list of cosmetic work. Check your by-laws to see what applies in your scheme.

Cosmetic changes **does not** include changes that:

- affect the structure or safety of buildings
- affect the outside of your property
- require waterproofing or plumbing.

Minor renovations

Minor renovations need approval from the owners corporation or strata committee.

To do minor renovations, the property owner must ask for permission. Do this by contacting the owners corporation, strata committee or strata managing agent.

Examples of minor renovations are:

- kitchen renovations (for example, installing or removing cupboards)
- changes to recessed light fittings.

They also include installing or replacing:

- wood, tile or other hard flooring, including removing carpets (you may be asked to supply an acoustic certificate)
- wiring, cabling, power, or access points
- a rainwater tank
- a clothesline
- a reverse cycle air conditioner
- double or triple glazed windows
- a heat pump
- ceiling insulation.

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Minor renovations can't change the external appearance or structure of your property or require waterproofing.

If you do not get permission for minor renovations, you may need to:

- postpone the renovation until you get permission, or
- pay money to put the property back to how it was before you renovated it.

Your strata scheme can choose to add more types of work to the list of minor renovations. Check your by-laws to see what applies in your scheme.

Major renovations

Only the owners corporation can approve major renovations.

Major renovations need a 'special resolution vote' at an annual general meeting or other general meeting of the owners corporation.

This means that for your major renovation to get approved, no more than 25% of the value of the votes are against the work. To approve sustainability renovations or those which improve access for a person with a disability, no more than 50% of the value of the votes can be against the work.

If your work will change the structure of your property, you must also give the owners corporation 14 days' written notice before the work starts. The written notice should describe how your renovations will change the property structure.

Major renovations include:

- structural changes
- changes that affect the external appearance of your property
- changes that require waterproofing
- changes to the ceiling
- work that needs approval under other laws (for example, council approval).

Some examples include:

- removing a wall or moving a structural internal wall
- bathroom renovations (for example, installing a new toilet, or shower)
- installing an access ramp
- installing a false ceiling.

If you do not get permission for major renovations, you may need to pay money to put the property back to how it was before you renovated it.

Always check a tradesperson's licence

Always check a tradesperson's licence If you're using a building contractor or tradesperson. It will show if the licensee passes certain 'checks' or has a compliance history (for example, a public warning issued against them). You can check a licence online by visiting verify.licence.nsw.gov.au/home/Trades

What about repairs to common property?

The owners corporation must repair and maintain common property. If you see common property that needs repairing, notify your strata managing agent, strata committee or building manager (if any). Find out what you need to know about getting repairs done including how to request emergency repairs in our 'Getting repairs done' factsheet available at nsw.gov.au/strata-resources

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Glossary

Annual general meeting (AGM) must be held each year by the owners corporation. AGMs are important because these are where you discuss how your building or complex (the scheme) is running and make decisions on how it's going to run over the year ahead. AGMs are also when the owners corporation elect people to act on their behalf, including workers.

By-laws are rules that all residents living in your strata scheme must follow. All strata schemes have their own unique by-laws. Most people receive a copy of the by-laws when they move into a strata scheme. If you don't have a copy, ask the strata committee secretary or strata manager.

Common property is any area used by all residents or anything of structural importance. For example, driveways and gardens, roofs, pipes, cables and external walls.

Different strata schemes will have different areas classified as common property. You can find out what the common property areas are in your scheme by checking your strata plan and by-laws.

Owners corporation is made up of all the owners in a strata scheme. When you buy a property in a strata scheme, you automatically become part of the owners corporation. If you sell the property you own, you are no longer part of the owners corporation.

Strata committee is a group of people that the owners corporation elects to help it make decisions for the scheme.

Strata manager helps the owners corporation and/or strata committee with the running of the strata scheme. The owners corporation can choose which jobs to give to a strata manager.

Sustainability renovations can provide cost savings while saving energy and helping the environment. An example is installing solar panels. You can ask for sustainable upgrades to be considered by putting a request (called 'raising a motion') to the next meeting of the owners corporation.

Contact us

For more information contact NSW Fair Trading

T: 13 32 20

W: nsw.gov.au/strata

For language assistance, call 13 14 50 (*ask for an interpreter in your language*)

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