



STRATA ANGELS

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P: 1300 009 909 **E:** info@strataangels.com.au
www.strataangels.com.au

RENOVATION NOTIFICATION AND APPROVAL REQUEST FORM

OC PS #	PS 318081B
PROPERTY ADDRESS	101-107 Grattan Street, Carlton, VIC 3053

This form has two parts – and are a legal requirement under the *Owners Corporation Act 2006*.

Part A – notification to the owners corporation for renovations or refurbishments to the interior of a lot and which do not otherwise require approval from the owners corporation.

Part B – request for approval for all other renovation or building works.

Renovations are supported - communication is key

The Owners Corporation Committee is supportive of owners renovating or refurbishing their lots.

The Committee's volunteers, Building Manager and our trusted trades work hard to maintain our building, common services, garden and carpark in good condition —both now and into the future. When this work is combined with individual lots that are maintained to a high standard, everyone benefits. Replacing old fittings and appliances can reduce risk for everyone. High quality fit outs —along with a well-maintained building— also results in higher property values.

However, renovations need to be managed appropriately to ensure the structural and aesthetic integrity of our building, limit disruption to residents (especially from noise) and manage waste removal. Our bins are provided by local council, and only residential waste is permitted. If council refuse to empty the bins because of construction waste, it can be costly to sort the waste out and arrange correct disposal.

If you are planning a renovation, it's best to check with the Building Manager who can provide guidance and even assist to coordinate access for trades etc. For example, the Building Manager and other long-standing residents know the history of the building, perhaps even the history of your individual lot. This information can be useful to you and your contractors before works start.

If you're thinking of renovating, please reach out to the Building Manager or the Committee for a conversation first.

Building Manager: Matt Ford, 101grattan@landshapes.com.au / 0401 047 778.



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Part A - Notification required for renovations or refurbishment of the interior of a lot

As a lot owner in an owners corporation you may renovate or refurbish the interior of your apartment or unit. However, it is a **legal requirement** of the Owners Corporation Act 2006 and the Model Rules (Schedule 2 of the Owners Corporation Regulations 2018) that you notify the Owners Corporation when undertaking **any** renovations or other works that may affect the common property and/or other lot owners or occupiers enjoyment of the common property. This includes, but is not limited to, creating noise or dust from power tools and machinery, blocking or using common property areas (carpark, stairwells, pedestrian access, garden area).

If your planned renovations or works do not include any of the items in Part B of this form, please complete the notification information below and email this form to info@strataangels.com.au

OWNERS' CONTACT DETAILS	
LOT/UNIT #	
FULL NAME	
CONTACT NUMBER	
EMAIL	
BRIEF DESCRIPTION OF RENOVATIONS	
DATE WHEN RENOVATIONS WILL OCCUR	
(TICK BOX CONFIRMATIONS FOR EACH) ... I confirm and acknowledge that (please tick or initial each line):	
<input type="checkbox"/>	the renovation or refurbishment of the interior of my lot does not include —in whole or in part — any of the activities listed in Part B of this form;
<input type="checkbox"/>	all plumbing or electrical works, installations or modifications in my lot will comply with all legal requirements and standards relevant to those works and will be carried out by appropriately licenced or registered tradespeople;
<input type="checkbox"/>	any modification or installation of flooring materials within my lot will comply with the National Construction Code requirements for sound transmission and insulation in Class 2 Buildings;
<input type="checkbox"/>	all waste arising from the renovation or refurbishment of my lot will be disposed of privately, at my own cost, and will not be disposed of in the building residential waste bins;



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	I have legal obligations under the Environment Protection Act 2017, any regulations made pursuant to that Act, and the Melbourne City Council Activities Local Law with respect to noise limits and the times when works may be carried out —and that I and any persons I engage will comply with these obligations;
	The pavers in the Grattan Street entrance and interior garden area are installed on raised pedestals and that vehicles, heavy trollies or heavy items cannot be parked or moved across these areas – and will advise all trades and contractors I engage of this fact; and
	If the Owners Corporation incurs any costs (including any change to insurance premiums) arising from:
	an improper or illegal renovation or refurbishment within the interior or my lot,
	rectifying any damage to common property or services arising from a renovation or refurbishment of my lot, or
	improper disposal of waste arising from a renovation or refurbishment of my lot,
	I acknowledge and confirm that the Owners Corporation will charge me, or if I am not the lot owner, the lot owner for these costs.

APPLICANT'S SIGNATURE		DATE	
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PART B - Renovations for works requiring approval

It is a **legal requirement** of the Owners Corporation Act 2006 and the Model Rules (Schedule 2 of the Owners Corporation Regulations 2018) to notify and obtain approval from the Owners Corporation before commencing certain kinds of repairs, alterations or works.

You must obtain prior approval from the owners corporation if your proposed works involve—in whole or in part— any:

- repairs, alterations or maintenance to common property (for example, drilling new penetrations through the main concrete slab or walls);
(Note, owners have a separate legal obligation to advise the corporation if they have applied for a building permit or planning permit in relation to their lot.)
- repairs, alterations or maintenance to common services, which includes services in or relating to a lot that is for the benefit of more than one lot or the common property (for example, the communal hot water, hydronic heating and powered ventilation systems);
- changes to the external appearance of a lot (for example, installation of split systems, changing or installing doors or windows, attaching devices/cables/wiring/ducting to the external face of the building); or
- any change of use of the lot in a way that will affect the insurance premiums for the owners corporation.

APPLICANT'S DETAILS	
LOT/UNIT #	
FULL NAME	
CONTACT NUMBER	
EMAIL	
FULL DESCRIPTION OF PROPOSED WORKS (please attach relevant documents)	
DATE WHEN RENOVATIONS WILL OCCUR*	

* You should allow the volunteer Committee a reasonable time to consider your application, including time to respond to further queries).

<input type="checkbox"/>	I confirm that I have read and understood the guidance notes for Part B (please tick or initial).
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Guidance Notes for Part B

In order to assist the Committee of the Owners Corporation consider proposed works which require approval, applications should include the following information (where relevant).

- Drawings/plans clearly showing the existing layout and proposed renovations signed by a Structural Engineer/Building Surveyor, etc. along with engineering reports as applicable. Any proposed penetrations (including widening of existing penetrations) of common property walls or the building slab must be supported by a report from a suitably qualified person.
- Specifications (including acoustic) of all products/materials that are to be used, along with brochures' data sheets, etc. and a confirmation that these comply with Australian Standards.
- Council Permits or written confirmation that no permit is required for the proposed works.
- Details of all builders and contractors who will be performing the works, including a copy of their certificate of insurance.
- OH&S policies, Safe Work Method Statements and Job Safety Analysis, etc. as applicable where the works may impact on common property.

Applications which do not contain sufficient information for the Committee to make an informed decision may be delayed. The Committee is not responsible for any delay arising from an applicant's failure to provide sufficient and reliable information, including any failure to provide documents requested by the Committee in a timely manner.

The Committee of the Owners Corporation may give approval subject to reasonable conditions, including to protect or maintain the:

- structural integrity, services, essential safety measures or acoustic ratings of the development;
- value of other lots or common property;
- design and colour scheme of the development; or
- the aesthetic and orderly improvement of the development;

The standard conditions of a committee approval are set out below:

Standard conditions: HVAC

For heating, ventilation, or air conditioning appliances (eg split systems) installed on the exterior face of a building, the standard conditions are:

- any drainage pipes must be directed to a garden bed, roof area, stormwater drain within the development, compliant evaporation pan or otherwise in accordance with an alternative approval from the committee of the owners corporation:
- units and all associated cabling and drainage pipes/conduit are colour matched to the exterior face of the building (or such pipes/conduit are covered by a weather resistant fascia which is colour matched to the building).
- units on balconies should wherever possible be installed against the stairwell side of the balcony for consistency throughout the complex.



Standard conditions: For other major renovations or works, the standard conditions are:

- Works which require permits must not commence until all requisite permits, approvals, consents under all relevant laws have been obtained and provided to the owners corporation;
- All trades and contractors must be licensed where required and have adequate insurance.
- All works are to be undertaken in accordance with relevant legislation and requirements, including but not limited to:
 - Occupational Health and Safety,
 - Any applicable building, electrical or plumbing codes,
 - Owners Corporation Act and any regulations made pursuant to that Act
 - The Environment Protection Act 2017, and any regulations made pursuant to that Act, including any limits on unreasonable noise,
 - Melbourne City Council Activities Local Law, including all requirements regarding noise limits and the times when works may be carried out.

A lot owner must indemnify the owners corporation for all reasonable costs (including any change to insurance premiums or fees for engaging professional services) incurred by the owners corporation arising from:

- improper or illegal works on a lot or to common property or common services,
 - rectifying any damage to common property or services arising from the works, or
 - improper disposal of waste arising from the approved works, whether in or on the common property or improperly deposited in the residential waste bins,
- Trades and contractors must not park within the building carpark other than with permission of private lot owners.
 - A lot owner is responsible for deactivation and reactivation of smoke/fire systems at their own cost (if applicable).
 - The Owners Corporation reserves the right to have any changes/additions removed or reinstatement to its original condition if changes in regulations or needs of the building require this to be the case. In doing so the Owners Corporation does not accept any cost or liability.

Other standard conditions for works may include:

- that the lot owner or their builder supply a certificate of insurance, taken out for protection of the owners corporation, which covers the proposed change of use, building work or other works, and any possible consequential damage arising from the change of use, building work or other works.

Declaration

I/we agree that to the above-mentioned conditions of approval and will be responsible for any damage caused to the common/other property.

APPLICANT'S SIGNATURE		DATE	
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