VALENTINOS APARTMENTS
STRATA PLAN 61092
P: 02 7208 8886
E: management@valentinosapartments.com.au

RENOVATIONS APPLICATION FORM

As per section 65(A) of the Strata Titles Management Act owners proposing to undertake renovations to common property must first obtain approval off the Owner's Corporation via the Strata Committee. While not all renovations will affect common property, the majority do as it is virtually impossible to renovate main parts of your apartment without affecting common property in some way. It is therefore best to seek approval for all renovation work which will ensure the work is carried out to the required specifications to avoid un- necessary costs and inconvenience to other residents.

The main types of renovations that require approval are:

- Kitchen renovations;
- Bathroom and laundry renovations;
- Installation of air-conditioning;
- Installation of floorboards, tiles or other hard flooring;
- Installation of fly screens; and
- Balcony and outdoor works including painting the balcony, replacing tiles or light fittings and installing blinds or a pergola.

The following items do not require approval:

- Replacement of carpet; and
- Painting the internal walls of an apartment.

Should works be undertaken without approval further action may be taken by the Owner's Corporation to remove the installation or a by-law established putting future apartment buyers on notice that the works are not approved.

Please note that certain types of renovations that significantly change common property or are of a high cost may require a special by-law that makes the owner legally responsible for the future maintenance and repair of the work. Types of renovations that may require a by-law include removal of any walls or installation of a new ceiling, re-arranging the configuration of the apartment, any installation that affects the visual appearance of the building and any installation that is installed on common property. You will be advised if a by-law is required shortly after submitting your application, in such instance the cost of the by-law must be covered by the applicant and approval of your renovation may need to wait until the next Executive Committee meeting or Annual General Meeting for approval by all owners.

APPLICATION PROCESS

1) 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.

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

THE APPPROVAL PROCESS

3) 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 and then forward to the Strata Committee for approval. You will be cc'd on the email sent to the Strata Manager.

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

Luke Derwent Company: Wellman Strata Address: Suite 9, 189 Kent Street, Sydney 2000

Phone: 02 8065 6575 Email: lderwent@wellmanstrata.com.au

4) 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 Executive Committee Meeting (held quarterly) which you may be asked to attend and discuss the application with the committee. **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

5) Confirmation of approval will be provided by the strata manager via email or in writing and minuted in the next Strata Committee meeting minutes.
6) Prior to proceeding with the renovation, you must co-ordinate your renovation dates with Building Management so that your renovations can be coordinated with other work around the complex, neighboring residents appropriately notified, and the lift and loading area booked.
7) You may also need to pay a security bond and you will be informed of this requirement in your approval letter.

Please do not start your renovation without notifying Building Management.

RENOVATIONS APPLICATION FORM

Name of Applicant:	
Apartment Number:	
Contact Details:	(Phone) (Mobile) (Email)
Please provide a summary of the renovation work to be undertaken?	
Who will be carrying out the work?	
Have you attached a copy of the quotation from your contractor? *(a copy of the quotation must be supplied for approval to be given)*	Yes ☐ No ☐ Comments:
Have you attached a copy of your contractor's trade licence (for example builders/carpenters/tilers license) certifying that they are suitably qualified to carry out the work? *(Only qualified tradespeople are permitted to carry out work on common property. If you are not providing a builders license a license specific to the work being undertaken must be provided)*	Yes ☐ No ☐ Comments:.
Have you attached a copy of your contractor's public liability insurance? *(All contractors working on-site must hold public liability insurance, applications will not be accepted without evidence of this insurance)*	Yes ☐ No ☐ Comments:
Additional comments regarding the contractor being used:	

Has a sketch/drawing of where the renovations are to be undertaken been provided (*Please use a separate sheet or provide floor plans if preferred*):	Yes ☐ No ☐ Comments:
SPECIFIC QUESTIONS - INSTALLATION OF FLOORBOARDS/TILES	
To prevent the transmission of noise between apartments all flooring installations must include an acoustic underlay that complies with a noise/impact isolation product equal or better than an Impact Insulation Class (IIC) rating of 57 or it's approximate equivalent Weighted Normalised Impact Sound Pressure Level (Ln, w) of 53. That is the IIC rating must be 57 or HIGHER, the weighted normalised ISP must be 53 or LOWER. CERTIFICATION THAT THE INSULATION MEETS THE ABOVE STANDARD MUST BE PROVIDED BY THE INSULATION MANUFACTURER IN THE FORM OF A LETTER CONFIRMING THAT THE INSULATION MEETS THE ABOVE STANDARD, A PRODUCT SPECIFICATION SHEET OR CERTIFICATION FROM AN ACOUSTIC ENGINEER. APPLICATIONS FOR FLOORING WILL NOT BE CONSIDERED UNLESS APPROPRIATE CERTIFICATION IS SUPPLIED.	
Please specify the type of flooring to be laid? (timber, tiles, etc)	
Have you provided confirmation from the insulation manufacturer that the acoustic underlay adhere's to the building's acoustic standards as stated above?	Yes ☐ No ☐ Comments:
Have you attached a product brochure of the flooring being laid?	Yes ☐ No ☐ Comments:
SPECIFIC QUESTIONS - INSTALLATION OF AIR CONDITIONING	
Has a product brochure from the manufacturer outlining the air conditioning units' specifications been provided:	Yes ☐ No ☐ Comments:
Has certification that the air conditioning unit does not exceed 50 dB(a) when operating been provided?	Yes ☐ No ☐ Comments:
Please advise where the cooling unit condensation run-off will drain to?	
Please advise how and where the cooling unit pipes are to penetrate common property walls?	
Have you provided a sketch of where the indoor and outdoor cooling units are to be located?	Yes ☐ No ☐ Comments:
Please provide details of where the coolant pipes are to be laid and how they will be enclosed (Please note: any trunking should	

also be specified on your drawing):	
Please acknowledge that the air conditioning by-law has been read and understood. By-law 10 is included at the end of this application form. Particularly section 10.4H: 1. (h) Maintain the integrity of waterproofing and integrity of the fire safety of the building and shall ensure that any penetration of the common property or any fire rated element shall be sealed in accordance with the Building Code of Australia and relevant Australian Standards; and	Yes ☐ No ☐ Comments:
SPECIFIC QUESTIONS - BATHROOM RENOVATIONS	
Please provide a summary of the work being carried out:	
Please provide details of the type of tiles being installed and their cost per sqm:	
Please provide details of the water proof membrane to be laid:	
Please provide details of who will be laying the water proof membrane:	

By ticking this box ☐ I confirm that i am the owner of the aforementioned apartment at Valentinos Apartments and confirm that the above information is accurate and correct. I will not undertake the renovation without written approval from the Owner's Corporation, the renovation will be carried out in

accordance with the Building Code of Australia and relevant Australian Standards, and the buildings by-laws.

Your Name:

Office Use - Required forms checklist

Kitchen & Wardrobe Renovations

Quote from Contractor	☐
Drawing/Sketch of work being completed	☐
Contractors public liability insurance	☐
Trade licence (not essential)	☐
No walls/common property pipes being moved	☐

Bathroom & Laundry

Quote from Contractor	☐
Drawing/Sketch of work being completed	☐
Contractors public liability insurance	☐
Building, tiling or waterproofing licence (one is essential)	☐
Details of membrane	☐

Hard Flooring

Quote from Contractor	☐
Drawing/Sketch of work being completed	☐
Contractors public liability insurance	☐
Certification of underlay (verify acoustic level)	☐
Brochure of product to be installed	☐
Tilers licence (essential if laying tiles)	☐
Trade licence (not essential)	☐

Air-Conditioning

Quote from Contractor	☐
Drawing/Sketch of work being completed	☐
Contractors public liability insurance	☐
Certification of unit (verify operating dB)	☐
Trade licence (essential)	☐
Details regarding trunking and pipe penetrations	☐

SPECIAL BY-LAW 10 – Installation of Air Conditioning Units

10.1 This by-law relates to every lot in the strata scheme.

10.2 In this by-law, unless the context otherwise requires:

(a) **"Act"** means the Strata Schemes Management Act 2015

(b) "**Air Conditioning Unit"** referred to in this by-law means any air conditioning unit and associated pipes, electrical cabling and ducting utilized in the installation of the said air conditioning unit.

(c) **"Building"** means the building located at 277 Crown Street, Surry Hills;

(d) **"Lot"** means any lot in strata plan in 61092;

(e) **"Owner"** means the owner of the Lot in which an Air Conditioning Unit is to be installed;

(f) **"Owners Corporation"** means the owners corporation created by the registration of strata plan registration number 61092;

(g) **"Strata Scheme"** means the strata scheme relating to strata plan 61092.

10.3 Upon the installation of the Air Conditioning Unit, an Owner of a lot shall:

(a) Have a special privilege in respect of the common property to install and keep the said Air Conditioning Unit in and on the common property, and a special privilege in respect of the common property to attach pipes, electrical cabling and ducting to and through common property for the transmission of cooled or heated air from the Air Conditioning Unit to their respective lots and shall have exclusive use of those parts of the common property occupied by the Air Conditioning Unit.

(b) Conceal pipes, electrical cabling and ducting from view, as far as possible.

(c) Install the Air Conditioning Unit in a manner and position so that it is not visible above the balustrade.

(d) Properly maintain and keep the common property in which the Air Conditioning Unit, pipes, electrical cabling and ducting is attached in a state of good and serviceable repair.

(e) Properly maintain and keep the Air Conditioning Unit, pipes, electrical cabling and ducting which are attached in a state of good and serviceable repair.

(f) Be responsible for any damage occasioned to common property by the attachment to or through it by the Air Conditioning Unit, pipes, electrical cabling and ducting.

(g) Be responsible for the re-instatement of common property if the Air Conditioning Unit, pipes, electrical cabling and ducting are removed.

(h) Maintain the integrity of waterproofing and integrity of the fire safety of the building and shall ensure that any penetration of the common property or any fire rated element

shall be sealed in accordance with the Building Code of Australia and relevant Australian Standards; and

(i) Not use the Air Conditioning Unit if its use generates noise or vibration that interferes unreasonably with the use and enjoyment of another lot by the Owner or occupier of it or the common property by any person entitled to use it.

10.4 (a) Before proceeding to install an Air Conditioning Unit, an Owner shall obtain prior written consent (which shall not be withheld unreasonably) of the Owners Corporation with respect of the installation.

(b) An application for consent shall include details of the size, capacity and model of the Air Conditioning Unit, its proposed location on common property and plans to ameliorate any adverse impact on the appearance of the building.

10.5 Owners hereby indemnify and keep indemnified the Owners Corporation in respect of that part of the common property benefiting the Owners against all actions, proceedings, claims, demands, costs, damages and expenses which may be incurred by or brought or made against the Owners Corporation and arising directly or indirectly out of the use of the common property by the Owners pursuant to this by-law.

10.6 If an Owner fails to carry out his obligations under this by-law, the Owners Corporation may in writing request the Owner to comply with the terms of it. If an Owner, after being requested in writing to do so, fails to comply with the relevant terms, the Owners Corporation without prejudice to any other rights, will be entitled in accordance with the provisions of the *Strata Schemes Management Act 2015*, to:

(a) enter onto an Owner or Occupier's lot to to have the necessary work performed and recover the cost of such work from the owner pursuant to section 120(2) of the Act;

(b) carry out any work required to be carried out by an Owner or Occupier under this by-law;

(c) recover the costs to implement this by-law from an Owner or Occupier including the costs to remove and relocate the Air Conditioning Unit to a temporary storage facility pursuant to section 120(2) of the Act;

(d) demand payment from the Owner (although the Occupier has failed to comply with this by-law) for any money outstanding under this by-law and recover this amount from the Owner as a debt pursuant to section 120(5) of the Act; and

(e) include reference to the debt on notices under section 184 of the Act.