
RENOVATIONS APPLICATION

As per the Strata Schemes Management Act owners proposing to undertake renovations to common property must first obtain approval from the Owner's Corporation.

There are three types of renovations to strata lots:

- Cosmetic work
- Minor renovations, or
- Major renovations.

An owner must gain permission before doing any minor or major renovations. Otherwise, they may have to change their property back to how it was before the renovations.

You are responsible for the repairs if you damage common property.

Cosmetic work

Owners can do cosmetic work without approval. This includes day-to-day work such as:

- installing or replacing hooks, nails or screws for hanging paintings or other things on walls
- installing or replacing handrails within your lot
- interior painting
- filling minor holes and cracks in internal walls.

The owners corporation can declare other types of work are 'cosmetic'. They would need to pass a by-law to do so. Such work must not be a major or minor renovation (as defined by the law).

Minor renovations

You need approval before doing any minor renovations. An owner must get the owners corporation to approve these renovations by general resolution (over 50% of votes in favour).

Minor renovations include:

- renovating a kitchen
- changing recessed light fittings

Premier Strata Management

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- installing or replacing wood or other hard floors
 - changing internal walls
 - sustainability measures (such as a clothesline or reverse cycle air conditioner).
- However, these cannot involve changing the outside appearance of a lot or structural changes.

The approval process may need the owner to give details of the work. This may include:

- any plans of the work
- when the work will be carried out (times and dates)
- qualifications and details of the tradespeople who will do the work

Major renovations

For major work, a strata owner must obtain approval by a special resolution (a 75% majority) at a general meeting of the owners corporation, if there is no strata by-law in place authorising the work. The approval for major work is usually registered as a Special By-Law because it is easier to enforce the obligation for maintenance imposed on the owner. In this respect, the new Strata Laws are the same as the former Strata Laws.

All renovation work is major work unless it is on the list of cosmetic work or minor renovations. Major renovations may seriously affect the common property.

Major renovations include:

- structural changes
- waterproofing
- changes affecting the outside appearance of the property, such as an access ramp
- work that needs approval under other laws (for example, council approval).

Approval for major renovations

First, the work needs a special resolution vote before it can move ahead. If there is no strata by-law in place authorising the work, the lot owner needs to provide at their cost a legally drafted by-law as well as an agreement to pay for the holding of the General Meeting if no Annual or other General Meeting is imminent.

Once the works and by-law are approved the owner must give the owners corporation written notice at least 14 days before the work starts. This should describe the proposed alteration.

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The owners corporation cannot delegate approval for major renovations to the strata committee (unlike for minor renovations).

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, WE HAVE BEEN INSTRUCTED BY THE STRATA COMMITTEE NOT TO FORWARD ON INCOMPLETE APPLICATIONS.

2) Lodge your application and all accompanying information with the Strata Manager by forwarding (email preferred) all documents to mail@premierstrata.com.au

THE APPROVAL PROCESS

3) Once your completed application has been received and reviewed by the Strata Manager it will be forwarded to the Strata Committee for their consideration.

Questions: If you have any questions regarding your application once it has been sent to the Strata Manager please contact the Strata Manager directly.

4) Assuming all information has been provided the Strata Committee will determine if the matter requires a general meeting and/or by-law to be drafted by you for the matter to progress.

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 meeting minutes or noted by the agent under his or her delegated authority.

6) Prior to proceeding with the renovation you must notify your renovation dates to the strata manager and ensure neighbouring residents are appropriately notified.

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RENOVATIONS APPLICATION FORM

Name of Applicant:

Apartment Number:

Building Address/Strata Plan Number :

Contact Details: (H) (Mob) (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)* Circle one: Yes No

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? Circle one: Yes No

(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)

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)* Circle one: Yes No

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)*: Circle one: Yes No

For major renovations, have you had a By-Law drafted? *(Please attach proposed by-law to application)* Circle one: Yes No

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