



# Renovation Application Form

To assist the Committee and to ensure timely approval of your request, please complete the form in full and ensure this and any supporting documents are returned in a single PDF file.

**Please note** – If additional support completing the application or approval needs to be undertaken at a special meeting there may be additional costs which will also need to be paid for by the applicant.

## APPLICANT DETAILS:

Your Name:	
Address of Strata Scheme:	
Strata Plan No.	
Unit/Lot number:	
Email Address:	
Telephone Number:	
Your Address:	
Contractor Licence:	
Authorised Representative: <i>If different from above e.g. contractor or partner</i>	

## PLEASE NOTE:

- The owners of the lot should review our fact sheet which details the different 'levels' of work and what approvals you require, which varies depending upon the works you are looking to undertake.
- If approval at a meeting is required we will only distribute the 'Renovation Works Details' section of your application to try and protect any personal details but please note the application in its entirety will be stored in the Owners Corporations records as required..
- If works are undertaken that affect common property without the required approvals the Owners Corporation can require that you remove any works undertaken and reinstate common property.
- Upon completion, please submit the application form, along with any supporting documentation in a single PDF file, to:

The Owners Corporation, c/o Townhouse Strata Pty Ltd, 38 Ocean view Parade, Caves Beach, NSW 2281, or via email to [info@townhousestrata.com.au](mailto:info@townhousestrata.com.au) or directly with your strata manager.

**If you have any questions or concerns your strata manager can be contacted on (02) 4971 0363**



## RENOVATION WORK DETAILS:

*Note – The information below will potentially be circulated to the Strata Committee and/or all owners to seek approval for the works.*

Name of Owner/s:	
Unit/Lot Number:	
<p>Description of renovation:</p> <p><i>Describe briefly all proposed renovations to your lot. Please attach further details to the application if necessary. For example plans, specifications etc.</i></p>	
<p><u>Attachments with this application</u></p>	<p>Plans:</p> <p>Construction specifications:</p> <p>Development Application:</p> <p>Any other relevant documents:</p>
<p>Estimated cost of work:</p> <p><i>The estimated cost of the renovations, labour, materials etc.</i></p>	<p>\$</p> <p><i>Note – The Owners Corporation need to know this in case the strata insurer needs to be advised.</i></p>
<p>Contractors Name:</p> <p>License Number:</p> <p>Type/Class of License:</p> <p><i>Please attach insurance and license details of the contractor/qualified person.</i></p>	<p>Copy of Insurance attached:</p> <p>Copy of License attached:</p>
<p>Further details on any waterproofing work being undertaken as part of the renovation:</p> <p><i>Note – Additional approval is required for waterproofing works as the Act classes this as work affecting the common property.</i></p>	



<p>Details of how waste and refuse will be removed and disposed of from the property:</p> <p><i>Note - Permission is required if a skip is to be used onsite.</i></p>	
<p>Details on how the common property will be protected from the works:</p>	
<p>If change to flooring or installation of an air conditioner is due to be undertaken, please note a separate application will be supplied.</p>	<p>Flooring Works:</p> <p>Air Conditioner system works:</p>
<p>Proposed hours during destructive or noisy works:</p>	
<p>Estimated Start and finish dates:</p>	<p>Start:</p> <p>Finish:</p>

### AGREEMENT:

I/We request the Owners Corporation consider the above detailed renovation works, subject to the following AGREED TERMS:

1. I/We have read and understood the approvals required to undertake this renovation including the relevant section of the Strata Schemes Management Act 2015 and fact sheet from Townhouse Strata Pty Ltd.
2. Any requirements under Section 110 of the Strata Schemes Management Act 2015 and Clause 28 of the Strata Schemes Management Regulation 2016 will be adhered to.
3. Any council approvals are to be arranged by the owner prior to the works beginning.
4. The extent of the works due to be undertaken are detailed in this application to the best of my/our knowledge and if further works are discovered to be required to be undertaken the Strata committee/strata managing agent will be advised within 48 hours.
5. I/We will ensure that common property is kept clean and clear at all times and is protected from damage.
6. i/We will ensure that the security of the building is maintained at all times.
7. I/We will accept full responsibility and indemnify the Owners Corporation for any claims by or injuries to third parties or their property caused by, or as a result of, action of my contractor.
8. I/We will rectify any damage to common property, or the lot of another owner, resulting from the works in this application within 7 days.
9. I/we will be responsible for the cost of repair to the common property, the lot of another owner, or for any waste that has not been removed from common property at the completion of the works.
10. I/We will be responsible for any costs associated with the approval of these works including, but not limited to, the strata managers additional service fees for liaising with the Strata Committee and convening of any meetings
11. Work is only to be undertaken during the hours stipulated by Council.
12. Such other terms and conditions as the Strata Committee, acting reasonably, may impose.

<p><b>Signature of Owner</b></p> <p>Note – if there are multiple owners on the strata roll all owners must sign.</p>	Signature(s)	
	Date	