

# PRESIDIO APARTMENTS

STRATA PLAN 63664

P: 0401 392 582

E: [management@presidioapartments.com.au](mailto:management@presidioapartments.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 unnecessary 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 floor boards, 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 Strata Committee meeting or Annual General Meeting for approval by all owners.

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### APPLICATION PROCESS

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- 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@presidioapartments.com.au](mailto:management@presidioapartments.com.au) .

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### THE APPROVAL PROCESS

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- 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

Strata Manager: Jolly Duong

Company: Strata Sense

Phone: 1300 859 044 or 02 8488 9941

Email: [jolly.duong@stratasense.com.au](mailto:jolly.duong@stratasense.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.**

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### ONCE APPROVED

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- 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 co-ordinated with other work around the complex, neighbouring 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? <i>(a copy of the quotation must be supplied for approval to be given)</i>	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? <i>(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)</i>	Yes                  No  Comments:
Have you attached a copy of your contractor's public liability insurance? <i>(All contractors working on-site must hold public liability insurance, applications will not be accepted without evidence of this insurance)</i>	Yes                  No  Comments:
Additional comments regarding the contractor being used:	

Has a sketch/drawing of where the renovations are to be undertaken been provided ( <i>Please use a separate sheet or provide floor plans if preferred</i> ):	<p style="text-align: center;">Yes                      No</p> <p>Comments:</p>
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**SPECIFIC QUESTIONS - INSTALLATION OF FLOOR BOARDS/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?	<p style="text-align: center;">Yes                      No</p> <p>Comments:</p>
Have you attached a product brochure of the flooring being laid?	<p style="text-align: center;">Yes                      No</p> <p>Comments:</p>

**SPECIFIC QUESTIONS - INSTALLATION OF AIR CONDITIONING**

Has a product brochure from the manufacturer outlining the air conditioning units specifications been provided:	<p style="text-align: center;">Yes                      No</p> <p>Comments:</p>
Has certification that the air conditioning unit does not exceed 50 dB(a) when operating been provided?	<p style="text-align: center;">Yes                      No</p> <p>Comments:</p>
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?	<p style="text-align: center;">Yes                      No</p> <p>Comments:</p>
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):	
<b>SPECIFIC QUESTIONS - BATHROOM RENOVATIONS</b>	
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 Presidio 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**

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<b>Kitchen &amp; Wardrobe Renovations</b>		<b>Bathroom &amp; Laundry</b>	
Quote from Contractor		Quote from Contractor	
Drawing/Sketch of work being completed		Drawing/Sketch of work being completed	
Contractors public liability insurance		Contractors public liability insurance	
Trade license (not essential)		Building, tiling or waterproofing license (one is essential)	
No walls/common property pipes being moved		Details of membrane	

<b>Hard Flooring</b>		<b>Air-Conditioning</b>	
Quote from Contractor		Quote from Contractor	
Drawing/Sketch of work being completed		Drawing/Sketch of work being completed	
Contractors public liability insurance		Contractors public liability insurance	
Certification of underlay (verify acoustic level)		Certification of unit (verify operating dB)	
Brochure of product to be installed		Trade license (essential)	
Tilers license (essential if laying tiles)		Details regarding trunking and pipe penetrations	
Trade license (not essential)			