

## Renovation Request

Date created: 18/01/2026

Version: 1.1 – Standard Form

This form does not constitute approval. No works (including preparatory works) may commence until written approval is issued in accordance with the Strata Schemes Management Act 2015 (NSW), the Strata Schemes Management Regulation 2016, and the scheme's by-laws.

### 1) Applicant Details

SP:

Scheme name/address:

Lot number(s):

Owner's name(s):

Email:

Phone:

Property Manager contact (if applicable):

### 2) Summary of Proposed Works

Describe what you want to do and why (attach plans/specs):

[insert summary below]

Location(s) within lot/common property affected:

- Kitchen
- Bathroom
- Laundry
- Bedroom
- Living area
- Balcony/terrace
- External walls/facade
- Services (electrical/plumbing/HVAC)
- Other:

Are you altering or impacting any common property (including waterproofing, services, membranes, structural elements, or external appearance)?  Yes  No

### 3) Works Categorisation

**A. Cosmetic work** (no approval generally required) – e.g., painting, internal blinds, built-in wardrobes, laying carpet, fixing hooks/handrails. Does not involve waterproofing, structural changes, external appearance, or plumbing/exhaust systems.  Yes  No

**B. Minor renovation** (Note: Whether approval may be given by the strata committee depends on the scheme's current by-laws.) Examples include kitchen renovation, changing recessed light fittings, installing/replacing hard floors, installing wiring/cabling/power/access points, reconfiguring non-structural walls, and Regulation 28 list (e.g., rainwater tank, split-system A/C, double/triple glazed windows, heat pump, ceiling insulation, removing carpet to expose timber).  Yes  No

**C. Major renovation / changes to common property** (special resolution and by-law may be required): Any work adding to/altering common property or erecting structures, or where ongoing maintenance obligations need to be assigned. Often applies to structural changes, waterproofing, external appearance changes.  Yes  No

### 4) Detailed Scope & Drawings

Attach: plans, mark-ups, specifications, product data sheets.

Describe scope (demolition, new works, fixings to slab/walls, penetrations, membranes, finishes):

[insert summary below]

- Are you installing/removing hard flooring?  Yes  No
- Any waterproofing or bathroom works?  Yes  No
- Any structural changes (load-bearing elements)?  Yes  No
- External appearance affected?  Yes  No

**5) Program & Site Management**

Proposed start date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Duration: \_\_\_\_\_ weeks

Working hours:  Mon–Fri \_\_\_\_ – \_\_\_\_  Sat \_\_\_\_ – \_\_\_\_  No noisy works before \_\_\_\_ am

Contractor(s) company name(s): \_\_\_\_\_

License(s) & qualifications: (attach copies) \_\_\_\_\_

Public liability insurance: Insurer \_\_\_\_\_ Policy # \_\_\_\_\_ Expiry \_\_\_\_/\_\_\_\_/\_\_\_\_  
(attach certificate)

Waste & debris management: (bagging, removal route, skip location, protection of lifts/common areas) **[insert summary below]**

**6) Services, Compliance & Risk**

Electrical:  New circuits  Rewiring  Board upgrades

Plumbing:  New fixtures  Stack work  Penetrations

Fire safety systems affected?  Yes  No

Asbestos or hazardous materials risk?  Yes  No

Lift or common area protection plan attached?  Yes  No

Dilapidation photos provided (before/after)  Yes  No

**7) Neighbour Amenity & Acoustic Plan**

Underlay acoustic rating is: \_\_\_\_\_. This must comply with applicable Australian Standards and scheme by-laws (attach datasheet/test).

Noise management measures: \_\_\_\_\_

Notice to adjoining lots (dates/method): \_\_\_\_\_

**8) By-law Request**

Do you seek a works by-law allocating ongoing maintenance to the lot owner including responsibility for repair, replacement, and access to common property as required?  Yes  No

Draft by-law attached?  Yes  No (Provide proposed clause assigning maintenance obligations and access rights.)

**9) Applicant's Declarations**

By signing, I/we:

- 1) Confirm the information is true and complete.
- 2) Understand no work may commence until written approval is issued under the scheme's by-laws/Act.
- 3) Will repair any damage to common property and ensure all work is performed competently.
- 4) Will comply with work hours, conditions, and any by-law or resolution imposed.
- 5) Acknowledge that approval may be subject to conditions, inspections, bonds, or compliance evidence.

Signature(s): \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Attachments Checklist**

- Plans/mark-ups
- Specifications / product sheets
- Contractor licences
- Public liability certificate
- Safe work method statements
- Acoustic underlay data (if flooring)
- Waterproofing details (if applicable)
- Draft by-law (if applicable)
- Dilapidation photos (before)
- Waste/logistics plan
- Other (please attach any other document relevant to the proposed works)