

RENOVATION REQUEST

Version: 1.2 – 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): _____

Licence(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 upgradesPlumbing: New fixtures Stack work PenetrationsFire safety systems affected? Yes NoAsbestos or hazardous materials risk? Yes NoLift or common area protection plan attached? Yes NoDilapidation 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 RequestDo 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 NoDraft 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)