

Renovation Request

Version 1.2

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):

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 (whether approval may be given by the strata committee depends on the scheme's current by-laws) — e.g. kitchen renovation, changing recessed light fittings, installing / replacing hard floors, installing wiring / cabling / power / access points,

reconfiguring non-structural walls, and Regulation 28 list items (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, and 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):

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	
Contractor(s) company name(s)	
Licence(s) & qualifications (attach copies)	
Public liability – Insurer	
Policy #	
Expiry	

Waste & debris management (bagging, removal route, skip location, protection of lifts / common areas):

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? (Provide proposed clause assigning maintenance obligations and access rights.) ☐ Yes ☐ No

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 (attach any other document relevant to the proposed works)