# Owner Renovation Application Form

## OWNERS' CONSENT

All registered owners of the selected lot must sign this form. For company applicants, provide the details of the chosen representative.

### Owner 1

Surname: _____ Given name: _____

Company (if applicable): _____

Email: _____

Telephone 1: _____ Telephone 2: _____

### Owner 2

Surname: _____ Given name: _____

Company (if applicable): _____

Email: _____

Telephone 1: _____ Telephone 2: _____

**As owner(s) of the property registered in this application, I/we** (please tick where applicable)**:**

- ☐ Confirm that the above details are true.
- ☐ Consent to the registration of this request.
- ☐ Consent for inspections to be conducted at an organised time by authorised representatives of the Owners Corporation.
- ☐ Shall not conduct any renovation works until this application has been approved by the Owners Corporation during a General Meeting.
- ☐ Confirm that all works conducted once this application is approved shall follow the by-laws of the common property and the rules of the Strata Schemes Management Act.

## SIGNATURES

Owner 1: _____ Date: _____

Owner 2: _____ Date: _____

If you are signing on behalf of an owner, you must state the nature of your legal authority and attach documentary evidence.



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## PROPOSED RENOVATION DETAILS

Please briefly describe all proposed renovations to the lot. If necessary, you can attach further documents to make your proposal more comprehensive, e.g. plans, samples, specifications. The documents attached should assist the Owners Corporation in making an informed decision regarding your works.

**Please select what best describes the works the property will undergo:**

☐ Alteration ☐ Erection of structure ☐ Demolition ☐ Other

**Renovation description:**

Estimated cost of work: $ _____ Duration: _____

## CONTRACTOR / QUALIFIED PERSON(S) CERTIFYING THE WORK

Please include their name(s) and qualification(s).

Company: _____ ABN: _____

Person(s) name: _____

Licence number: _____

Email: _____

Telephone: _____ Mobile: _____

**Please attach the contractor's Insurance Certificate and Work Health and Safety (WHS) documentation.**



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## CHECKLIST OF SUPPORTING DOCUMENTS

Please complete the checklist below regarding documents such as plans, samples and specifications, and include any additional evidence in the notes. Write N/A in the notes of sections unrelated to your planned works. For works including plumbing, electrical or fire, see the next page.

| PLANNED WORKS | EVIDENCE REQUIRED | NOTES |
|---|---|---|
| Internal structure changes | ☐ Plans<br>☐ Specifications | |
| External changes | ☐ Plans<br>☐ Specifications<br>☐ Evidence of architectural integrity | |
| Development application | ☐ Copy attached | |
| Floor coverings | ☐ Plans of installation<br>☐ Sample description | |
| Air conditioning | ☐ Noise ratings<br>☐ Size and location of compressor | |
| Ducts, risers and windows | ☐ Plans of retaining accessibility to windows and existing size | |



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## PLUMBING, ELECTRICAL AND FIRE

Below is a checklist of required documents relating to plumbing, electrical and fire works in the renovated lot.

| PLANNED WORKS | EVIDENCE REQUIRED | NOTES |
|---|---|---|
| **Plumbing, electrical and fire**<br><br>All must be completed by a licensed tradesperson in accordance with Australian Standards and the Building Code of Australia. | ☐ Plans<br>☐ Specifications<br>☐ Tradesperson qualifications<br>☐ Tradesperson licence<br>☐ Installation of hot water services<br>☐ Installation or replacement of quick-shutting taps with water hammer arrestors<br>☐ Sealing of all wet areas<br>☐ Additions to the electrical or water<br>☐ Additions or alterations to cables and pipes through riser ducts, ceilings, floors or walls (or any impacted areas of the common property)<br>☐ Detailed alteration, connection or disconnection of fire detectors | |

All fire safety related works must be completed and certified by the fire certification contractor appointed by the Owners Corporation.

All plumbing and electrical works must be conducted by licensed tradespeople, and evidence of their qualifications must be provided.

## SIGNATURES

As owner(s) of the property registered in this application, I/we confirm that the details and evidence provided above are true and correct to the best of my/our knowledge and belief.

**Owner 1:** _____ **Date:** _____

**Owner 2:** _____ **Date:** _____

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## INDEMNITY

The applicant hereby indemnifies the Owners Corporation against any loss, damage, claim, cost or expense arising from the approved works, which shall be the responsibility of the appropriate parties, including the contractor engaged to carry out the works and their public liability insurer, including but not limited to:

a) Any damage to the common property or the lot of another owner resulting from the works outlined in this application;

b) The cost of repairing any damage to the common property or another lot, which must be rectified by the appropriate parties at their own expense within seven (7) days of written notice;

c) Any fees, costs or expenses incurred by the Owners Corporation in enforcing the conditions of approval or any relevant by-laws;

d) The cost of any defect or condition survey required in relation to the common property or neighbouring lots arising from the works; and

e) Any loss, damage or expense arising from works carried out without the approval of the Owners Corporation.

## SIGNATURES

Owner 1: _____ Date: _____

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