

RENOVATION REQUEST **OWNERS CORPORATION APPLICATION & REQUIREMENTS**

Prior to any works commencing, Application must be made in writing to the Owners Corporation Manager and consent given by the Owners Corporation. No structural changes to the building will be consented to

1. All proposed works must be carried out by accredited builders and contractors, registered plumbers and electricians.
2. Applications must include:
 - Plans & specifications of the works to be undertaken including scope of works
 - If applicable, Town Planning (Council) Permits and Building Permits
 - Builder's / contractors' Registrations, Liability Insurance & Work cover policies
 - Design drawings of proposed (Architectural)
 - Services drawings (Plumbing, electrical etc.)
 - Product data sheets
3. The contractors are to supply certificate of compliance upon completion of works
4. The Essential Services Manager will review all applications to ensure works are in accordance with Essential Safety Measures for the building and comply with its Occupancy Permit.
5. The Owners Corporation may require the assistance of a suitably qualified building consultant to assist in assessing the application. The cost of engagement of such consultant to review the application and supporting documentation will be payable by the Applicant. The Owners Corporation will submit a quotation to the applicant for consent prior to their engagement. The Manager will contact the Applicant if a site inspection is required
6. A written response may include a determination NOT TO PROCEED with works as determined by the Owners Corporation at its sole discretion.

IF CONSENT IS GIVEN:

Applicant will be advised of the consent in writing and Applicant is to comply with the following:

- If applicable and requested by the Manager, Applicant to provide a copy of the works contract.
- If required and depending on the nature of the works, provide copies of all the SWMS (Safe Working Method Statement) or JSA (Job Safety Analysis).
- Concierge or Building Managers are to be advised when the scheduled works are due to take place, as smoke detectors may be required to be isolated to avoid a false alarm that may be triggered by debris and possible dust. If a false alarm is triggered, as the lot you will be responsible for the Melbourne Fire Brigade call out costs.
- Ensure contractors' compliance with statutory provisions relating to work safety (OH&S) and risk mitigation (insurance requirements).
- All work is undertaken in strict accordance with the application
- Tradesmen and contractors are supervised at all times while on site and during ingress and egress over and across the Common Property
- No vehicles or waste receptacle such as bulk bins are permitted on common property nor allowed to park in any car space (unless it belongs to the Applicant) without the express written consent of the Owners Corporation Manager.
- No storage (temporary or otherwise) of supplies or materials is permitted on Common Property.
- The use of lifts must be booked through Concierge/ Building Manager at least 48 hours prior and all pre cautions must be taken to avoid damage to common property.

- Materials and debris must not be placed in the residents' waste bins and must be removed at the sole cost and expense of the Applicant. The Common Property must be cleared and cleaned at the end of every work day.
- All work must be carried out within permitted time frames as detailed in the Special Rules of the Owners Corporation. This is generally from 8am on weekdays or 9am on Saturday; finished by 5pm with no works permitted on Sunday or Public Holidays.
- Any damage incurred to the Owners Corporation building / services / Common Property during the works or accessing of the Applicant's unit will be made good by the Owners Corporation and charged to the Applicant.

And if consented to, indemnify the Owners Corporation against all and any claims including and not limited to personal injury, death or product damages as a consequence of the proposed works being performed by the Applicant, its contractors including sub- contractors, agents, consultants etc.

I hereby accept the above terms and conditions of the application to the:

OWNERS CORPORATION: MICM PROPERTY PS: _____

OWNERS NAME _____ LOT NO: _____

SIGNATURE: _____ DATE: _____

CONSENT OF THE APPLICATION:

Hereby grants conditional consent for the proposed works to the owner/s of lot number _____ subject to compliance with the above terms and conditions.

The Owners Corporation reserves its rights to rescind its conditional consent if the lot owner/s breaches any of the above terms and conditions.

SIGNED BY: _____ DATE: _____

FOR AND ON BEHALF OF: _____

HARD / TIMBER FLOORING INSTALLATION

OWNERS CORPORATION APPLICATION & REQUIREMENTS

Prior to any works commencing, Application must be made in writing to the Owners Corporation Manager and consent given by the Owners Corporation. No structural changes to the building will be consented to. The lot owner must have Owners Corporation consent prior to any installation. This is achieved by carefully reading the following, ticking each box to indicate your agreement with the conditions and return the completed form to our office.

- Fire rating data sheet of the proposed final product (Greater than R 2.2)
- The Acoustic Data sheet of the proposed final product (Less than 62 dB)
- Contractors to provide Job Safety Analysis, Trade Licenses, Insurance and Safe Working Method Statement
- The area of installation must be thoroughly cleaned and all debris/packing material etc. to be removed from site. The Owners Corporation rubbish bins and recycle bins are not to be used for this purpose
- Any damage caused to common property or common services during the installation process will be made good by the Owners Corporation and charged to the lot owner

IF CONSENT IS GIVEN:

Applicant will be advised of the consent in writing and Applicant is to comply with the following:

- Concierge or Building Managers are to be advised when the scheduled works are due to take place, as smoke detectors may be required to be isolated to avoid a false alarm that may be triggered by debris and possible dust. If a false alarm is triggered, as the lot you will be responsible for the Melbourne Fire Brigade call out costs.
- Ensure contractors' compliance with statutory provisions relating to work safety (OH&S) and risk mitigation (insurance requirements).
- All work is undertaken in strict accordance with the application
- Tradesmen and contractors are supervised at all times while on site and during ingress and egress over and across the Common Property
- No storage (temporary or otherwise) of supplies or materials is permitted on Common Property.
- The use of lifts must be booked through Concierge/ Building Manager at least 48 hours prior and all pre cautions must be taken to avoid damage to common property.
- And if consented to, indemnify the Owners Corporation against all and any claims including and not limited to personal injury, death or product damages as a consequence of the proposed works being performed by the Applicant, its contractors including sub- contractors, agents, consultants etc.

I hereby accept the above terms and conditions of the application to the:

OWNERS CORPORATION: MICM PROPERTY PS: _____

OWNERS NAME: _____ LOT NO: _____

SIGNATURE _____ DATE: _____

CONSENT OF THE APPLICATION:

Hereby grants conditional consent for the proposed works to the owner/s of lot number _____ subject to compliance with the above terms and conditions.

The Owners Corporation reserves its rights to rescind its conditional consent if the lot owner/s breaches any of the above terms and conditions.

SIGNED BY: _____

FOR AND ON BEHALF OF PS: _____

DATE: _____

CARPET INSTALLATION

OWNERS CORPORATION APPLICATION & REQUIREMENTS

Prior to any works commencing, Application must be made in writing to the Owners Corporation Manager and consent given by the Owners Corporation. No structural changes to the building will be consented to. The lot owner must have Owners Corporation consent prior to any installation. This is achieved by carefully reading the following, ticking each box to indicate your agreement with the conditions and return the completed form to our office.

- Fire rating data sheet of the proposed final product (Greater than R 2.2)
- Appropriate underlay (Owner to consult with flooring supplier)
- Contractors to provide Job Safety Analysis, Trade Licenses, Insurance and Safe Working Method Statement
- The area of installation must be thoroughly cleaned and all debris/packing material etc. to be removed from site. The Owners Corporation rubbish bins and recycle bins are not to be used for this purpose
- Any damage caused to common property or common services during the installation process will be made good by the Owners Corporation and charged to the lot owner

IF CONSENT IS GIVEN:

Applicant will be advised of the consent in writing and Applicant is to comply with the following:

- Concierge or Building Managers are to be advised when the scheduled works are due to take place, as smoke detectors may be required to be isolated to avoid a false alarm that may be triggered by debris and possible dust. If a false alarm is triggered, as the lot you will be responsible for the Melbourne Fire Brigade call out costs.
- Ensure contractors' compliance with statutory provisions relating to work safety (OH&S) and risk mitigation (insurance requirements).
- All work is undertaken in strict accordance with the application
- Tradesmen and contractors are supervised at all times while on site and during ingress and egress over and across the Common Property
- No storage (temporary or otherwise) of supplies or materials is permitted on Common Property.
- The use of lifts must be booked through Concierge/ Building Manager at least 48 hours prior and all pre cautions must be taken to avoid damage to common property.
- And if consented to, indemnify the Owners Corporation against all and any claims including and not limited to personal injury, death or product damages as a consequence of the proposed works being performed by the Applicant, its contractors including sub- contractors, agents, consultants etc.

I hereby accept the above terms and conditions of the application to the:

OWNERS CORPORATION: MICM PROPERTY PS: _____

OWNERS NAME: _____ LOT NO: _____

SIGNATURE _____ DATE: _____

CONSENT OF THE APPLICATION:

Hereby grants conditional consent for the proposed works to the owner/s of lot number _____ subject to compliance with the above terms and conditions.

The Owners Corporation reserves its rights to rescind its conditional consent if the lot owner/s breaches any of the above terms and conditions.

SIGNED BY: _____

FOR AND ON BEHALF OF PS: _____

DATE: _____

AIR CONDITIONING **OWNERS CORPORATION APPLICATION & REQUIREMENTS**

Thank you for your recent enquiry regarding the installation of an air conditioning unit at your property. The requirements for the placement and installation of air-conditioning equipment are listed below. The lot owner must have Owners Corporation consent prior to any installation. This is achieved by carefully reading the following, ticking each box to indicate your agreement with the conditions and return the completed form to our office.

- The colour of any unit/system and associated pipe and electrical connections must be in keeping with the finishes of the building
- The unit/system and associated pipe and electrical connections must be installed 100mm below walls, window frames and all external finishes. Surface mounted pipes, conduits; brackets are not permitted to be affixed on the Owners Corporation areas. Penetrations must be neat with minimum clearance, be correctly sealed/weather-proofed and finished in keeping with the existing building finishes
- Operating noise levels of the unit/system must not interfere with or disrupt adjoining neighbours and may after in order to satisfy this requirement
- All condensate drainage must be installed in a manner that prevents water falling to neighbouring apartments and/or common areas below and must not damage or deface any part of the building finishes. Condensate waste must be discharged to an approved drain or an evaporative tray must be installed.
- The total air conditioning installation must be installed in accordance with the manufacturers installation/commissioning instructions and comply with all relevant governing authority guidelines, by laws, codes and regulations and be installed by qualified personnel/trades only.
- Contractors to provide Job Safety Analysis, Trade Licenses, Insurance and Safe Working Method Statement
- The area of installation must be thoroughly cleaned and all debris/packing material etc. to be removed from site. The Owners Corporation rubbish bins and recycle bins are not to be used for this purpose
- Any damage caused to common property or common services during the installation process will be made good by the Owners Corporation and charged to the lot owner
- A commissioning certificate signed and dated by the qualified installer should be kept by the lot owner of the apartment for future reference
- I acknowledge as the lot owner I will be responsible for the installation, on-going service and maintenance of the air conditioning unit.

IF CONSENT IS GIVEN:

Applicant will be advised of the consent in writing and Applicant is to comply with the following:

- Concierge or Building Managers are to be advised when the scheduled works are due to take place, as smoke detectors may be required to be isolated to avoid a false alarm that may be triggered by debris and possible dust. If a false alarm is triggered, as the lot you will be responsible for the Melbourne Fire Brigade call out costs.
- Ensure contractors' compliance with statutory provisions relating to work safety (OH&S) and risk mitigation (insurance requirements).
- All work is undertaken in strict accordance with the application
- Tradesmen and contractors are supervised at all times while on site and during ingress and egress over and across the Common Property
- No storage (temporary or otherwise) of supplies or materials is permitted on Common Property.
- The use of lifts must be booked through Concierge/ Building Manager at least 48 hours prior and all pre cautions must be taken to avoid damage to common property.
- And if consented to, indemnify the Owners Corporation against all and any claims including and not limited to personal injury, death or product damages as a consequence of the proposed works being performed by the Applicant, its contractors including sub- contractors, agents, consultants etc.

I hereby accept the above terms and conditions of the application to the:

OWNERS CORPORATION: MICM PROPERTY PS: _____

OWNERS NAME: _____ LOT NO: _____

SIGNATURE _____ DATE: _____

CONSENT OF THE APPLICATION:

Hereby grants conditional consent for the proposed works to the owner/s of lot number _____ subject to compliance with the above terms and conditions.

The Owners Corporation reserves its rights to rescind its conditional consent if the lot owner/s breaches any of the above terms and conditions.

SIGNED BY: _____

FOR AND ON BEHALF OF PS: _____

DATE: _____

FACELIFT - LIKE FOR LIKE RENOVATION (KITCHEN/BATHROOM)

OWNERS CORPORATION APPLICATION & REQUIREMENTS

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- Provide measurements with attached images of both current are and a plan/drawings of the proposed changes
- Design architectural drawings of proposed provided
- Contractors to provide Job Safety Analysis, Trade Licenses, Insurance and Safe Working Method Statement
- Services drawings attached (Plumbing, Electrical etc.)
- Owner to confirm that existing systems (Plumbing/Electrical) will be used
- Product data sheets attached
- Owner to confirm that works are a facelift only (Like for like replacement)
- Owner to confirm that no structural changes will be carried out (Drilling into concrete walls and floors)
- Owner to confirm that no alterations will be done which affects the integrity of the fire system
- Contractors are to supply certificates of compliance upon completion
- The area of installation must be thoroughly cleaned and all debris/packing material etc. to be removed from site. The Owners Corporation rubbish bins and recycle bins are not to be used for this purpose
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- Ensure contractors' compliance with statutory provisions relating to work safety (OH&S) and risk mitigation (insurance requirements).
- All work is undertaken in strict accordance with the application
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- The use of lifts must be booked through Concierge/ Building Manager at least 48 hours prior and all pre cautions must be taken to avoid damage to common property.
- And if consented to, indemnify the Owners Corporation against all and any claims including and not limited to personal injury, death or product damages as a consequence of the proposed works being performed by the Applicant, its contractors including sub- contractors, agents, consultants etc.

I hereby accept the above terms and conditions of the application to the:

OWNERS CORPORATION: MICM PROPERTY PS: _____

OWNERS NAME: _____ LOT NO: _____

SIGNATURE _____ DATE: _____

CONSENT OF THE APPLICATION:

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SIGNED BY: _____

FOR AND ON BEHALF OF PS: _____

DATE: _____

DOUBLE GLAZED INSTALLATION
**OWNERS CORPORATION APPLICATION &
REQUIREMENTS**

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- Provide measurements with attached images of both current area glazed and proposed glass
- Design architectural drawings of proposed provided
- Contractors to provide Job Safety Analysis, Trade Licenses, Insurance and Safe Working Method Statement
- Product data sheets provided
- Method of fixing to secure frames provided
- Compliance to Australian Standards provided
- Warranty must be signed for the performance of the new Internal Glazing System and the existing External Glazing System
- Colour Specification of glass to be provided
- Owner to confirm that the upstand plaster wall has been assessed for strength and stability for the new frame and glazed system
- Owner to confirm that frames will be power coated to match existing
- Owner to ensure the integrity of waterproofing is maintained i.e.: caulking / sealing around glass being installed
- The area of installation must be thoroughly cleaned and all debris/packing material etc. to be removed from site. The Owners Corporation rubbish bins and recycle bins are not to be used for this purpose
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- Ensure contractors' compliance with statutory provisions relating to work safety (OH&S) and risk mitigation (insurance requirements)
- All work is undertaken in strict accordance with the application
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SIGNED BY: _____

FOR AND ON BEHALF OF PS: _____

DATE: _____

CONVERTING FIXED WINDOWS INTO SLIDING (BEDROOM TO BALCONY)

OWNERS CORPORATION APPLICATION & REQUIREMENTS

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- Provide measurements with attached images of both current area glazed and proposed glass
- Design architectural drawings of proposed provided
- Contractors to provide Job Safety Analysis, Trade Licenses, Insurance and Safe Working Method Statement
- Product data sheets provided
- Compliance to Australian Standards provided
- Glazing certificate to be provided upon completion
- Owner to confirm that the frame and the door will be capable of meeting any engineering process
- Owner to confirm that the frame is designed to take the additional weight and load of the door
- Owner to ensure the integrity of waterproofing is maintained to external balcony/tiling
- The area of installation must be thoroughly cleaned and all debris/packing material etc. to be removed from site. The Owners Corporation rubbish bins and recycle bins are not to be used for this purpose
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- Ensure contractors' compliance with statutory provisions relating to work safety (OH&S) and risk mitigation (insurance requirements).

- All work is undertaken in strict accordance with the application
- Tradesmen and contractors are supervised at all times while on site and during ingress and egress over and across the Common Property
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- The use of lifts must be booked through Concierge/ Building Manager at least 48 hours prior and all pre cautions must be taken to avoid damage to common property.
- And if consented to, indemnify the Owners Corporation against all and any claims including and not limited to personal injury, death or product damages as a consequence of the proposed works being performed by the Applicant, its contractors including sub- contractors, agents, consultants etc.

I hereby accept the above terms and conditions of the application to the:

OWNERS CORPORATION: MICM PROPERTY PS: _____

OWNERS NAME: _____ LOT NO: _____

SIGNATURE _____ DATE: _____

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The Owners Corporation reserves its rights to rescind its conditional consent if the lot owner/s breaches any of the above terms and conditions.

SIGNED BY: _____

FOR AND ON BEHALF OF PS: _____

DATE: _____