



STRATA ANGELS

PEACE OF MIND

# STRATA ANGELS

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www.strataangels.com.au

## **RENOVATION APPROVAL FORM**

Reference: Item number 5 'Works' of Owners Corporation Rules.

OC PS #	PS621343F - OC1 and OC2
PROPERTY ADDRESS	632-640 Doncaster Road, Doncaster, VIC 3108

### **OWNERS' CONTACT DETAILS**

LOT/UNIT #	
FULL NAME OF ALL OWNERS	
MOBILE/LANDLINE #	
EMAIL	

### **INTENDED RENOVATIONS (Please use separate sheet if required)**


REQUESTER'S SIGNATURE		DATE	
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### **VERIFICATION/APPROVAL (Internal use by the Owners Corporation)**

Verified by BUILDING MANAGER		DATE	
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Verified by OC MANAGER		DATE	
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#### **Approval by the Owners Corporation Committee**

COMMITTEE MEMBER 1		DATE	
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COMMITTEE MEMBER 2		DATE	
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COMMITTEE MEMBER 3		DATE	
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## IMPORTANT INFORMATION FOR THE OWNERS:

1. No works are to be undertaken without the prior approval of the Owners Corporation Committee.
2. Completed Renovation Approval Form along with all requisite documents must be submitted to the Building Manager/Owners Corporation Manager who would verify your request and submit it to the Owners Corporation Committee for its review/decision.
3. No structural changes are allowed whatsoever.
4. Proposed works must be approved by relevant authorities as applicable - you may seek advice from independent experts such as engineers, contractors, other specialists, etc.
5. The contractors must be licensed in their trade and must have adequate insurance.
6. All works are to be undertaken in accordance with relevant legislation and requirements such as OH&S, Essential Safety, etc.
7. The lot owner is responsible for any damages to the common property, which must be reinstated to its original condition at the lot owner's expense. The Building Manager will inspect the affected area and will report to the Owners Corporation Committee who shall decide on the nature and extent of the repairs, replacement and reinstatement required.
8. **Work days/Timing:** All works are to be undertaken between 7:00am and 6:00pm, Monday to Friday and between 9:00am and 6:00pm on Saturday. No works are to be carried out on Sundays and public holidays.
9. **Parking:** No parking is available at the building for trades people.
10. **Lifts:** The goods lift is the only lift available to transport the materials from lower ground floor carpark and can only be used if protective coverings are installed on floors and walls. Prior arrangements must be made with the Building Manager for the lift covering - notice of at least 3 business days is required.
11. **Waste:** No waste or debris are to be left on the common areas of the building and its surrounding areas/streets.
12. The works should not cause any sort of disturbance, noise or other, to fellow residents, staff, and visitors, etc. to the building.

## **DOCUMENTS TO BE ATTACHED TO THE RENOVATION APPROVAL FORM**

- (a) List of all the works intended to be undertaken along with material specifications, suppliers' brochures, etc. as applicable.
- (b) Drawings/plans clearly showing the existing layout and proposed renovations signed by the Structural Engineer/Building Surveyor.
- (c) Engineering/consultants' reports as applicable.
- (d) Council Permits or written acknowledgement from the Council that no permit is required for the intended renovation.
- (e) Contractors' insurance and Legal Liability cover.
- (f) OH&S policies, Work Method Statements and Job Safety Analysis.

**Completed form along with all documents are to be emailed to the Building Manager on [pinnaclebm@connectfacilities.com.au](mailto:pinnaclebm@connectfacilities.com.au) with copy to the Owners Corporation Manager on [info@strataanaels.com.au](mailto:info@strataanaels.com.au)**