

Thinking of renovating?

These guidelines have been prepared to assist you in improving the value of your unit by attending to all building works in a proper manner with minimum impact on your neighbours: Please study this information carefully.

To avoid unnecessary cost and inconvenience to other owners and residents, and ensure everything is carried out in a safe and workmanlike manner complying with all necessary rules and regulations, you must seek written approval from the Owners Corporation prior to commencing work.

Not all renovations affect common property, but most probably involve some alteration or penetration of common property structures including walls, ceilings, waterproof membranes or floor slabs. Other works can affect the exterior appearance of our building, and poor quality work can compromize its integrity and longevity.

Some building works require additional regulatory planning approval. You will need to determine this yourself and obtain these necessary approvals before applying lodging your Renovation Application. Côte d'Azur does not provide advice on regulatory obligations.

The main types of renovations or installations that require Owners Corporation approval are:

- Kitchen replacements or upgrades
- Bathroom & laundry renovations
- Air conditioning installation
- Change of floor coverings, especially installation of floorboards, tiles or other hard flooring
- Flyscreens or security screens
- Security alarm systems
- Internal blinds (which must comply with the specifications)
- Balcony and other outdoor works including painting the balcony walls or soffit, replacing or installing tiles or light fittings and installing blinds/awnings or any other structure

The following relatively simple jobs can be approved by the Building Manager directly:

- Carpet replacement
- Internal painting
- Installation of blinds or flyscreens to Owners Corporation specifications

Should any works be undertaken without approval, action may have to be be taken by the Owners Corporation to have them removed or rectified at your expense. This will be recorded on the apartment file, providing notice to all future prospective purchasers that works attempted in that unit were unauthorized.

Application Process

- Complete the application form answering all questions that are specific to your type of renovation and providing all the additional information requested.
- Sign the declaration.
- Lodge your application and all accompanying information with the Building Manager, preferably by eMail to <office@cote-cronulla.net>.

Approval Process

To avoid delays, please check that your application is complete with all required information. Once received, it will be reviewed by the Building Manager, who will assess and approve most simple or low-cost renovations within 7 days.

More involved, higher cost renovations will be forwarded to the Strata Manager who will further assess your application and then refer it to the Executive Committee for review. This process could take up to 28 days. You will be contacted by the Strata Manager notifying you of the outcome.

The Executive Committee can generally approve fully completed applications via eMail in two to four weeks. If your application is not straightforward or includes items that require extensive discussion, your application may be deferred until the next-scheduled Executive Committee meeting at which you may be asked to attend.

Please note that some extensive building works may require lodgement of a bond. Others may require approval by the Owners Corporation at a General Meeting by the passing of a Special By-Law.

If you have any questions regarding the progress of your application, please contact the Strata Manager directly: Nina Ashfield-Howell of Strata Title Management, Phone (02) 9540 4199, Suite 1/191-193 Taren Point Road, TAREN POINT NSW 2229, <nhowell@stratatitle.com.au>.

Once Approved

Confirmation of formal approval will be provided to you in writing by the Strata Manager. This approval will identify all the conditions which you must satisfy for the works to proceed. Please do not commence work until you receive this approval. It is your responsibility to seek clarification from the Building Manager as required.

Before commencement

Prior to proceeding with your renovation, you must liaise with Building Management so that your work can be coordinated with others around the complex, your neighbours can be appropriately notified, and the lifts and loading dock areas booked. (You may also need to complete a Lift Booking form which outlines the conditions you and your contractors must obey when carrying out works in the complex.)

You may be requested by the Building Manager to have your contractor provide a Dilapidation Report on adjacent units, especially if your renovation involves any demolition requiring jackhammers and the like which produce vibration. This report will provide a record of the present condition of those units before your renovation and can help prevent disputes because of alleged damage to other units from of your work.

If a dispute does arise between owners regarding any damage, cracking or other reported defects alleged to result from your renovation, the Owners Corporation will refer the dispute to the New South Wales Consumer Advocacy Tribunal (NCAT) for assessment.

During the work

Constant and courteous communication with your neighbours will greatly assist in minimizing inconvenience and will also allow your renovations to proceed without delay. Common sources of disruption are noted below:

Noise/Vibration
Any work which will create noise and/or vibration must be notified to the Building Manager at least 48 hours before commencing those works. The Building Manager will then be able to inform owners who have requested notification so they can make alternative plans for those days.

Any work which has the possibility of disrupting the peaceful enjoyment of your neighbours can only be conducted only between the hours of 0800–1600 Monday to Friday. (Other non-disruptive building works can continue within approved times.) Under no circumstances will noise-producing works be permitted on weekends or public holidays.

Dust
Dust can cause breathing problems, damage common property, and trigger fire alarms. For this reason, the Building Manager must be notified to isolate fire alarms and ensure the work area is fully sealed to prevent any dust leaving your unit. Any costs associated by activation of a fire alarm resulting from the work will be set against the unit owner's account as usual.

Wall/column removal, or cutting into the floor
Cutting, drilling, chasing or trenching into the concrete floor slab can seriously compromise the integrity of the slab and the overall strength of our building so slab works are best avoided. However, if any slab work or part removal of walls and/or columns is proposed, a detailed structural engineering report and plan must be provided with your application. If requested, the Building Manager will be able to give guidance to owners and their engineers by providing extracts of the original drawings for our building.

Inspections
To protect the Owners Corporation from the consequences of incorrect and/or unapproved work, the Building Manager must be given free access to your unit throughout the duration of the works. In the event the Building Manager requires independent assessment of any elements of the work, this cost will be borne by the unit owner.

After completion

Once your renovation is complete, the Building Manager will conduct a final inspection to check that the work has been carried out in accordance with the approval and to ensure that no damage has been done to common property or adjoining units. After the inspection, any bond lodged will be returned at the Building Manager's discretion.