

# RENOVATIONS APPLICATION – Boyd / Palladio / Sant’ Elia

As per the Owners Corporation Act 2006 and the Special Rules, owners proposing to undertake renovations to common property must first obtain approval off the Owners Corporation via the managing OC Committee. While not all renovations will affect common property, the majority do as it is virtually impossible to renovate main parts of your apartment without affecting common property in some way. It is therefore best to seek approval for all renovation work which will ensure the work is carried out to the required specifications to avoid un- necessary costs and inconvenience to other residents.

*The main types of renovations that require approval are:*

- Kitchen renovations;
- Bathroom and laundry renovations;
- Waterproofing;
- Installation of air-conditioning;
- Installation of floor boards, tiles or other hard flooring;
- Installation or replacement of carpet; and
- Balcony and outdoor works including painting the balcony, replacing tiles or light fittings and installing blinds or a pergola.

*The following items do not require approval – but check with the Building Manager:*

- Minor works within the apartment; and
- Painting the internal walls of an apartment.

Should works be undertaken without approval further action may be taken by the Owners Corporation to remove the installation or notification putting future apartment buyers on notice that the works are not approved.

---

## APPLICATION PROCESS

---

- 1) Complete the below application form answering all questions that are specific to your type of renovation and provide all accompanying information requested;

**PLEASE NOTE INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED. PLEASE DO NOT SUBMIT APPLICATIONS THAT ARE INCOMPLETE. WE HAVE BEEN INSTRUCTED BY THE EXECUTIVE COMMITTEE NOT TO FORWARD ON INCOMPLETE APPLICATIONS.**

- 2) Lodge your application and all accompanying information to Owners Corporation Management by scanning and forwarding (email only) all documents to [info@propis.com.au](mailto:info@propis.com.au)

---

## THE APPROVAL PROCESS

---

- 3) Once your completed application has been received and reviewed by Owners Corporation Manager it will be forwarded to the Executive Committee for approval.

**Questions:** If you have any questions regarding your application please contact the Owners Corporation Manager.

## STRATA MANAGER DETAILS

Property Investment Services (Propis) Level 5, 517 St Kilda Road, Melbourne Victoria 3004

Name: Colin Won: Phone: 03 9867 7677; Email: [colin@propis.com.au](mailto:colin@propis.com.au)

- 4) Assuming all information has been provided the Executive Committee can generally approve applications via email within approximately 2 weeks. If the application is not straight forward or there are items in the application that require discussion the application may be deferred until the next Executive Committee Meeting which you may be asked to attend and discuss the application with the committee. **PLEASE DO NOT SUBMIT YOUR APPLICATION UNLESS IT IS COMPLETE WITH ALL ACCOMPANYING INFORMATION AS IT WILL NOT BE ACCEPTED WHICH WILL DELAY YOUR APPROVAL.**

---

### ONCE APPROVED

---

- 5) Confirmation of approval will be provided by the strata manager via email or in writing.
- 6) **Prior to proceeding with the renovation, you must co-ordinate your renovation dates with Building Management so that your renovations can be co-ordinated with other work around the complex, neighbouring residents appropriately notified, and the lift booked.**
- 7) You will also need to complete and sign the Tradesmen Instructions Notice which outlines the conditions you and your contractors must obey when carrying out work in the complex and pay a \$200 cash renovation bond. For significant renovations the Executive Committee may impose a larger security bond of up to \$2,000 and this will be mentioned in the approval notification.
- 8) During the renovation, and upon completion, the Building Management will carry out a final inspection and assuming the renovation has been carried out in line with your approval and there has been no damage to common property the bond will be returned. The time of inspections will be discussed with your contractor which must be adhered to.
- 9) If waterproofing is required – refer to BCA regulation in part 2.4.1. It states that “To protect the building’s structure and keep occupants’ amenities clean, water must be prevented from penetrating through the walls on the wet areas into concealed spaces of the sanitary facility.” Floors and horizontal surfaces adjoining an insert must be waterproofed. The Building Manager MUST inspect the area to be waterproofed both before and after to ensure total compliance in this important work. **If these inspections are not complied with then your renovation will be deemed ‘Not Approved’ and further actions may be taken by the Owners Corporation.**

## BUILDING MANAGER DETAILS

Name: Marc Drew: Phone: 0439 909936 (B/H only unless urgent); Email: [bm@bpse.net.au](mailto:bm@bpse.net.au)

**Please do not start your renovation without notifying Building Management.**

# RENOVATIONS APPLICATION FORM

Name of Applicant:			
Apartment Number:			
Building:			
Contact Details:	(H)	(Mob)	(Email)
Please provide a summary of the renovation work to be undertaken?			
Who will be carrying out the work?			
Have you attached a copy of the quotation from your contractor? <i>(a copy of the quotation must be supplied for approval to be given)</i>	Circle one:	Yes	No
Have you attached a copy of your contractor's trade licence (for example builders/carpenters/tilers license) certifying that they are suitably qualified to carry out the work? <i>(Only qualified tradespeople are permitted to carry out work on common property. If you are not providing a builder's license a license specific to the work being undertaken must be provided)</i>	Circle one:	Yes	No
Have you attached a copy of your contractor's public liability insurance? <i>(All contractors working on-site must hold public liability insurance, applications will not be accepted without evidence of this insurance)</i>	Circle one:	Yes	No
Additional comments regarding the contractor being used:			
Has a sketch/drawing of where the renovations are to be undertaken been provided <i>(Please use a separate sheet or provide floor plans if preferred)</i> :	Circle one:	Yes	No

## SPECIFIC QUESTIONS - INSTALLATION OF FLOOR BOARDS/TILES

To prevent the transmission of noise between apartments all flooring installations must include an acoustic underlay that complies with a noise/impact isolation product equal or better than an Impact Insulation Class (IIC) rating of 46 or it's approximate equivalent Weighted Normalised Impact Sound Pressure Level (Ln, w) of 46. That is the IIC rating must be 46 or HIGHER, the weighted normalised ISP must be 46 or LOWER. CERTIFICATION THAT THE INSULATION MEETS THE ABOVE STANDARD MUST BE PROVIDED BY THE INSULATION MANUFACTURER IN THE FORM OF A LETTER CONFIRMING THAT THE INSULATION MEETS THE ABOVE STANDARD, A PRODUCT SPECIFICATION SHEET OR CERTIFICATION FROM AN ACOUSTIC ENGINEER. APPLICATIONS FOR FLOORING WILL NOT BE CONSIDERED UNLESS APPROPRIATE CERTIFICATION IS SUPPLIED.

**Only Dunlop Advantage 3 or 5 underlay, or its equivalent, will be accepted as it is 46 dBa.**

Carpet & underlay must meet Building Code of Australia for Class 2 buildings.

Western Distributors Timber & Rugs Dept - [www.westerndistributors.com.au](http://www.westerndistributors.com.au) can assist you with this.

Please specify the type of flooring to be laid? (timber or tiles).	
Please supply a copy of your quotation for the contractor you are appointing for these works. Have you attached this?	Circle one:                      Yes                      No
Have you provided confirmation from the insulation manufacturer that the acoustic underlay adheres to the building's acoustic standards as stated above?	Circle one:                      Yes                      No
Include product test information for floating floors and other floor coverings. Underlay must have a Critical Radiant Flux of 1.2 kW/m <sup>2</sup> or higher, and a Smoke Development Rate of at most 750 percent-minutes. Have you included this material?	Circle one:                      Yes                      No
Have you attached a product brochure of the flooring being laid?	Circle one:                      Yes                      No

**SPECIFIC QUESTIONS - INSTALLATION OF CARPET/UNDERLAY**

To prevent the transmission of noise between apartments all flooring installations must include an acoustic underlay that complies with a noise/impact isolation product equal or better than an Impact Insulation Class (IIC) rating of 46 or it's approximate equivalent Weighted Normalised Impact Sound Pressure Level (Ln, w) of 46. That is the IIC rating must be 46 or HIGHER, the weighted normalised ISP must be 46 or LOWER. CERTIFICATION THAT THE INSULATION MEETS THE ABOVE STANDARD MUST BE PROVIDED BY THE INSULATION MANUFACTURER IN THE FORM OF A LETTER CONFIRMING THAT THE INSULATION MEETS THE ABOVE STANDARD, A PRODUCT SPECIFICATION SHEET OR CERTIFICATION FROM AN ACOUSTIC ENGINEER. APPLICATIONS FOR FLOORING WILL NOT BE CONSIDERED UNLESS APPROPRIATE CERTIFICATION IS SUPPLIED.

Carpet & underlay must meet Building Code of Australia for Class 2 buildings.  
 Western Distributors Timber & Rugs Dept - [www.westerndistributors.com.au](http://www.westerndistributors.com.au) can assist you with this.

Please supply a copy of your quotation for the contractor you are appointing for these works.	
Please specify the brand and type of carpet to be laid? (i.e. 80% wool & 20% nylon)	
Include product test information For carpet and other floor coverings, and underlay must have a Critical Radiant Flux of 1.2 kW/m <sup>2</sup> or higher, and a Smoke Development Rate of at most 750 percent-minutes. Have you provided this material?	
Have you provided confirmation from the insulation manufacturer that the acoustic underlay adheres to the building's acoustic standards as stated above?	Circle one:                      Yes                      No
Have you attached a product brochure of the flooring being laid?	Circle one:                      Yes                      No

**SPECIFIC QUESTIONS - INSTALLATION OF AIR CONDITIONING**

<p>Has a product brochure from the manufacturer outlining the air conditioning units specifications been provided:</p>	<p>Circle one:                      Yes                      No</p>
<p>Has certification that the air conditioning unit does not exceed 56 dB(a) when operating been provided?</p>	<p>Circle one:                      Yes                      No</p>
<p>Please advise where the cooling unit condensation run-off will drain to?</p>	
<p>Is it intended that the cooling unit pipes are to penetrate common property walls?</p>	
<p>Have you provided a sketch of where the indoor and outdoor cooling units are to be located?</p>	<p>Circle one:                      Yes                      No</p>
<p>Please provide details of where the coolant pipes are to be laid and how they will be enclosed (Please note: any trunking should also, be specified on your drawing):</p>	

**SPECIFIC QUESTIONS - BATHROOM RENOVATIONS**

Please provide a full summary of the work being carried out:	
Are any walls/common property pipes being moved?	
Please provide details of the type of tiles being installed:	
Please provide full details of the water proof membrane to be laid:	
Please provide full details of the licenced water proofer who will be applying the water proof membrane & trade certificate:	
Will a Certificate of Compliance be provided by your water proofing contractor?	Circle one:                      Yes                      No
Will you permit the Building Manager to inspect the area to be waterproofed both before and after	Circle one:                      Yes                      No

## SPECIFIC QUESTIONS – WALL PENETRATIONS

Wall penetrations are an absolute last resort when undertaking any works at this complex. If your renovation / air conditioner install cannot proceed without undertaking a penetration

To prevent concrete spalling occurring in the future there are requirements for approval of the proposed wall penetration through an OC common property concrete wall:

1. Confirm from the installer what services will pass through the proposed penetration i.e. electrical, water outlet, etc.
2. Provide an accurate set out proposal for the penetration location, relative to all four wall panel edges/joints and include the maximum outer diameter of the proposed penetration. This will be reviewed by the renovations sub-committee and altered to meet structural requirements, based on the available as-built information of wall reinforcement.
3. The Renovations sub-committee will review, comment, outline any requirements and adjust/approve a suitable location.
4. An x-ray scan of the wall may be required to locate existing structural reinforcement, pending the above sub-committee review comments. If required, this would be at the expense of the lot owner.
5. Works shall be undertaken inside normal business hours and coordinated with the building manager. Noise shall be kept to a minimum and works shall be in accordance with all EPA requirements.
6. One penetration shall be installed only, pending sub-committee approval. Any penetration shall be drilled only, not cored, and shall not penetrate through any structural reinforcement, unless the sub-committee approval specifically and categorically states otherwise. Concrete dust shall be collected and disposed of appropriately by the contractor. The building manager shall approve of any disposal within the complex.
7. If reinforcement is encountered, immediately stop works and notify the building manager, unless the sub-committee approval specifically and categorically states otherwise. The building manager will contact the appropriate representatives i.e. renovations sub-committee representative and/or an independent structural engineer.
8. Once installed, the penetration shall be thoroughly cleaned and have waterproofing applied to its entire surface, to ensure the durability of the structural panel is not compromised.
9. Building manager to inspect all works and sign-off.

Please provide a full summary of the work being carried out:	
Are any walls/common property pipes being moved?	
Please provide details of the type of tiles being installed:	
Please provide full details of the water proof membrane to be laid:	

Please provide full details of the licenced water proofer who will be applying the water proof membrane & trade certificate:	
Will a Certificate of Compliance be provided by your water proofing contractor?	Circle one:                      Yes                      No
Will you permit the Building Manager to inspect the area to be waterproofed both before and after	Circle one:                      Yes                      No

Signed:	Print Name:	Date: / /
Signed:	Print Name:	Date: / /

**Office Use - Required forms checklist**

<b>Kitchen &amp; Wardrobe Renovations</b>		<b>Bathroom &amp; Laundry</b>	
Quote from Contractor		Quote from Contractor	
Drawing/Sketch of work being completed		Drawing/Sketch of work being completed	
Contractors public liability insurance		Contractors public liability insurance	
Trade licence (not essential)		Building, tiling or waterproofing licence (one is essential)	
No walls/common property pipes being moved		Details of water proof membrane	
		Certificate of Compliance supplied	

<b>Hard Flooring</b>		<b>Air-Conditioning</b>	
Quote from Contractor		Quote from Contractor	
Drawing/Sketch of work being completed		Drawing/Sketch of work being completed	
Contractors public liability insurance		Contractors public liability insurance	
Certification of underlay (verify acoustic level)		Certification of unit (verify operating dB)	
Brochure of product to be installed		Trade licence (essential)	
Tilers licence (essential if laying tiles)		Details regarding trunking and pipe penetrations	
Trade licence (not essential)			

# Items That May Assist Your Application

## Confused where waterproofing is required?

Each week the Victorian Building Authority (VBA) receives several enquiries about the waterproofing requirements for wet areas. Building elements in wet areas must be waterproof or water resistant in accordance with the National Construction Code (NCC) and must comply with Australian Standard AS3740 – Waterproofing of domestic wet areas.

Bathrooms, showers, laundries and toilets are considered to be wet areas within a home, and as such, the building elements in these rooms must be waterproof or water resistant. The NCC 2015 (Volume One – Table F1.7, and Volume Two – Table 3.8.1.1) provides details of the areas that are required to be water resistant or waterproof.

For bathrooms with timber floors (including timber sheet flooring such as particleboard or plywood sheet flooring), the entire floor outside the shower area must be waterproofed. Likewise, floor and wall junctions should be waterproofed whether the bathroom floor has timber or fibre-cement floors.

If concrete or compressed fibre-cement sheet flooring is used in wet areas, the floor must at least be water resistant.

For further details of requirements regarding waterproofing, refer to the NCC and Australian Standard AS3740. If you have a technical enquiry you can contact the VBA by emailing [technicalenquiry@vba.vic.gov.au](mailto:technicalenquiry@vba.vic.gov.au) or phoning 1300 815 127.

## The Difference between Sound Power Level & Sound Pressure Level

In essence – in your application we need to know both the Sound Power Level & Sound Pressure Level in dB.

But to assist you in knowing why we require this information – a brief overview is provided.

The difference between sound pressure and sound power can be tricky to get your head around. For predicting noise levels from noise polluting sources like plant, it is very important.

As a consultant, I'm often verbally quoted noise levels by clients, i.e. 'this unit has a level of 60 dB'. Unfortunately, based on that alone, I can't do a great deal, without making a lot of assumptions. If you tell me it's 140 dB I know it's going to be very loud and problematic! But at 60 dB, depending on the situation, it's difficult to assess the risk.

The aim of my articles is to hopefully shed some light on the 'dark art' of acoustics for clients and design teams, without going too far into the mathematics and every nitty gritty technicality behind the design process, that us acousticians could talk all day about. A sound pressure is the pressure deviation from atmospheric pressure caused by a sound wave, in pascals. The sound pressure level (SPL) is a logarithmic measure of the ratio of a sound pressure over a reference sound pressure (corresponding to the hearing threshold of a young, healthy ear), quoted as a dB. If these two pressures are the same, we have an SPL of 0 dB.

A sound pressure level is what we can physically measure using a sound level meter. Most noise level parameters in a report are based upon an SPL, albeit they are mostly adjusted in some way, i.e. weighted to a single number (dB(A)), or a level difference such as a Dw.

A sound power level (SWL) is theoretical. A sound power is in Watts (W), a sound power level like above, is in dB, a logarithmic ratio of the sound power over a reference sound power. W for Watts, hence SWL (as SPL is already taken!) I'll explain more shortly.

Since sound measuring instruments respond to sound pressure the "decibel" is generally associated with sound pressure level (SPL). Sound pressure levels quantify in decibels the strength of given sound sources. Sound pressure levels vary substantially with distance from the source, and also diminish as a result of intervening obstacles and barriers, air absorption, wind and other factors. Sound pressure levels are indicated in decibels.