

## SKYE TAMARAMA OWNERS UNIT RENOVATION CHECKLIST

We have endeavoured to create a step-by-step process that will provide approval by the Strata Committee so owners can have access to begin their renovations.

### Step 1 - Owners Corp Approval

NB: this relates to minor works as per the previous definition within the by-laws which can be delegated to the strata committee. Any renovations that impact the exterior of an apartment or structural walls must go before owners at general meeting and subject to a by-law.

**Please submit your planned renovation works electronically to David Terry @ Strata Logic.** This will then be reviewed by the owners corporation for compliance. Compliant submissions will then be submitted to the Strata Committee for approval.

### RENOVATION Guidelines - STRATA PLAN 1731

This list of requirements has been prepared by the SOC/Owners Corporation to complement the Renovation By-Laws to assist owners and their design consultants with the planning, design and execution of lot renovations and to specify the responsibilities of the parties involved.

Your first step is to plan the design, construction and management of your renovation and obtain all the relevant approvals whilst observing **Owners Corporation general requirements**, the **Strata Schemes Management Act 2015**, and the **requirements of all Statutory Authorities**.

**The Owner's Corporation does not deal with the requirements of NSW Planning Legislation on your behalf. You must make your own enquiries with the relevant bodies, Architect and/or Private Certifier.**

### SUBMISSION REQUIREMENTS FOR OWNERS' CORPORATION APPROVAL

Submit to the Owners Committee the completed Building Works Application Form.

This could include, but not limited to, the following:

- Architectural plans
- Engineer Certification
- Hydraulic Certification
- Waterproofing

Failure to provide plans of sufficient detail and accuracy will delay Owners Corporation approval.

### GENERAL CONDITIONS OF APPROVAL BY OWNERS' CORPORATION

1. Approved Work is restricted to those works described by the owner's corporation approved plans
2. After submitting any plans should you then decide to undertake any additional works, please notify the Owners Corporation seeking a further written approval before proceeding.
3. Strict compliance with the registered By-Laws is always required refer to By-Laws for renovations.
4. If fixed suspended ceilings, such as plasterboard are used, access hatches are to be provided to allow unimpeded access to any common property services above such fixed ceilings.
5. Access panels to service risers must remain accessible.
6. The floor slabs are designed for residential loads only and are not to be loaded with heavy concentrated loads such as stockpiled building materials
7. **Under no circumstances**, may any of the concrete floor or ceiling slabs, party walls, structural concrete columns or external perimeter brick walls be chased, drilled or

screwed into to run pipes or cables or for any other reason. These are critical structural and water proofing elements which must not be altered in any way. Please ensure your tradesmen are aware of this. This includes the requirement for all air conditioner cabling to be internal and not on the external slab edge. Stackwork core-holes need to have been checked and verified by the project's Hydraulic Engineer Alan Thomas.

8. In no circumstance are you to make structural renovations or modifications to the exterior facade of your apartment as this is common property.
9. Window frames are sealed units and no blinds, curtains or the like can be hung from the frame. If you screw into the window frames you could void its warranty and compromise its performance and will be held responsible for all make good costs.
10. During the works programme you must keep all windows, sliding doors and the unit front door closed to contain dust and noise.
11. The contractor is to ensure where high dust levels are created from sanding, welding, grinding, cutting, dusting or fumes created from spraying or painting that the respective smoke detectors are isolated from the fire alarm system and properly protected from dust build up.

The activation of the smoke detectors will create a fire trip, which will simulate a fire condition in the building resulting in Fire and Rescue NSW attendance. To avoid such false alarm incidences arrangements are to be made to suitably protect and isolate the smoke detectors in the relevant areas. The lot owner and their appointed contractors are responsible for all charges and costs associated with the protection, isolation and maintenance of fire services within the lot and in adjacent areas.

12. Any fit-out and refurbishment works within the lot shall not decrease the fire rating of any part of the building. Any decreasing of the fire rating must be reinstated and certified in accordance with the current codes.
13. **Electrical safety** – we recommend that you only have a licensed electrician to carry out any electrical works, an electrical safety check and provide you with a Certificate of Compliance for Electrical Work (CCEW) since apartments have not had electricity in operation for some time.

## Step 2 - Site Access Protocol

We are glad to announce that we have made significant progress in securing site access for owners to start their renovations.

The SOC had requested simultaneous site access from Point Built to allow the owners to start renovations on their apartments. Point Built agreed as long as the following conditions were adhered to;

1. The site needed to be clearly partitioned between Point Built & and all other builders
2. That there would be a **single supervising builder** to oversight all builders who would be undertaking apartment renovations.
3. This builder needed to **carry insurance for Public Liability & ensure OHS** for the common areas
4. **Check insurances** for contractors & other builders engaged on site
5. Site induction
6. Site security – Terry Degnan will be based at the front entrance and will be completing on site inductions if not already completed on Veyor.
7. Logistics for work zone and delivery of supplies. This zone cannot be used for parking.
8. Storage cages are not currently available for use until we have an occupation certificate
9. Waste Removal protocol. Waste removal will be the responsibility of each owner and not paid for by the Owners Corp. There will be no fixed waste disposal bins allowed. All waste must be stored within units, in wheely bins, until a mobile waste disposal truck arrives. BLH are investigating a company that can provide this service and you can engage with them directly.
10. Alimak bookings and use. This will be a fair use policy and a charge will be levied for excessive use. The alimak will be booked through the Veyor booking system.

A site partition document has been provided to show the delineation between Point Built and the owners area.

Based on the above the SOC agreed to approach BLH as the builder to have oversight for the owner's partition.

BLH agreed and offered to **provide this service at cost, with no profit or builder's margin**. This is a significant saving to the owners corp. Costs incurred are a works zone permit from council, site amenities (toilets) and fencing etc.

All builders will need to liaise with BLH to ensure they comply with safety, building compliance and logistics requirements as follows,

1. All builders will be required to register with Veyor, our digital logistics system, using the attached QR Code or [Veyor Registration Link](#). We would ask that you sign up to this at least 72 hours in advance of visiting site. Using Veyor will be the only way that we can manage the immense logistical task ahead of us. White cards and licenses will need to be uploaded to Veyor prior to starting work on site.
2. All insurances, SWM's, licenses and strata approval for works are to be sent to Daphne, site admin at least 72 hours prior to visiting site at [daphne.kandiran@gmail.com](mailto:daphne.kandiran@gmail.com). There will be a small admin fee associated with this. (\$125 per contractor)
3. WHS (Work Health & Safety) plans will be submitted to Sean from SMB Safety by BLH rep for review and approval.
4. Prior to commencement, a detailed program of work to be completed is to be submitted to BLH rep, outlining and detailing deliveries.
5. Safety inductions can be completed on site on the day of access or prior to work commencing by using the Veyor system. (QR Codes have been previously provided or are available on site if required).
6. Each owner or builder is to provide to BLH **waterproofing certification** and confirming water proofing works are carried out to Australian Standards and the National Construction Code.
7. Site deliveries will require 72 hours' notice to ensure that the alimak can be booked for delivery.
8. Owners accessing site will need to be accompanied by their builder. For those owners who wish to visit the site alone please do so between 3.30pm - 5.00pm Tuesday and Thursday or between 1pm – 2.45pm on Saturday. These types of visits will be in 15-minute intervals and need to be booked in advance through the Veyor system.
9. No site works are to be carried out after 5pm on weekdays, after 3pm on Saturdays or on Sundays as per DA Requirements.

## SITE RULES

1. Strictly NO access to the Red Exclusion Zone – personnel will be sent off site
2. Trades must provide all required SWMS/insurances to the strata's third party builder
3. The strata's third party builder is responsible for inducting personnel to site
4. All personnel must sign onto Sign on Site upon entry
5. Site Access from the Northern end through the main gate near the Alimak
6. The North tower fire stairs are to be used for general use only
7. The Work Zone's are allocated for materials loading and handling – supplied by Strata
8. The covered walkway and fencing is to be supplied and installed by Strata
9. The chemical toilets are to be supplied and maintained by the Strata
10. Point Built has the right to remove all personnel from site if at any point works are deemed to be unsafe/in breach of Work Health and Safety practices

