



## **Rules for Renovations & Building Works Procedures 110817**

Renovations (whether minor or major) and building works are covered by By-laws 7 and 8 respectively and are monitored, controlled and overseen by the Building Manager acting on behalf of the EC and the OC - what follows highlights certain pertinent points with a view of assisting someone wishing to renovate.

You should obtain the checklists for renovations and for building works.

Floor coverings are covered by By-law 6 and you should obtain the checklist for floor coverings and the guidelines re floor coverings.

Principle concerns in considering renovation requests include:

1. New bathroom floor and wall tiling must meet and be certified as meeting acceptable waterproofing standards;
2. New floor surfaces, other than carpeting (with specified underlay), require prescribed noise transmission insulation – this has to be coupled with appropriate behaviour, including e.g. no dragging of chairs across floors and consideration with high heels;
3. New bathroom wall or floor tiling and any change to carpeted flooring require formal approval;
4. Any usage changes have to be consistent with existing usage in the Altair, e.g. it would not be appropriate to replace a bedroom with a dining room resulting in a dining room being moved above an existing bedroom in the apartment below;
5. Renovators (and their successors) accepting responsibility and liability for all renovations/building works and all maintenance of same.

Where the above issues are addressed to the satisfaction of the Building Manager and the EC and a renovator complies with the Building Manager's and the EC's requirements, the EC and the Building Manager will support a renovator to the extent that OC approval of an individual renovation by-law is necessary, but cannot guarantee OC approval.

Residents wishing to carry out renovation works in their apartment must **prior to commencing work** *currently* comply with the following:

1. In some cases e.g. where the configuration of a room is changed (walls moved or removed) and with particular major renovations, a renovator may also need permission from the City of Sydney Council (e.g. a DA).

### **Prior to any work commencing:**

1. You must furnish the Building Manager all relevant information and documentation, including where applicable a signed consent form (refer to By-laws 1, 6, 7 and 8 and Annexure B to By-laws) plans, specification, engineering plans, certification and reports and development consent applications. We require final drawings to be lodged with the Building Manager. If those submitted are your final drawings please advise the Building Manager accordingly so we can determine whether they are adequate – in some cases your own hand drawings may be sufficient but in some cases we will need detailed technical drawings. These drawings will be our reference point as to what we have approved. Once the Building Manager receives

this documentation it will be necessary to address various fee and insurance issues referred to in By-laws 7 and 8.

2. You have to obtain the written consent of the EC to the commencement of work.
3. You must not commence any work before the Building Manager issues a Commencement Certificate.
4. You must comply with the Building Manager's checklist relative to pre-, during and post construction phases.
5. You are required to pay a bond deposit of 10% of the value of the proposed works to a minimum of \$1000 and a maximum of \$10,000, to be lodged with the building manager to cover any possible damage to common property, lifts etc.. At the completion of the work and rectification of damage, if any, we will refund the bond or balance of the bond if after inspection the building manager rules that no damage has been done.
6. Fill in, or ask your representative, to fill in, together with Building Management, a 'Common Area Inspection Sheet', PRIOR to any works being started. The sheet will list any existing damage between the car park entry point and the door of the apartment. At the completion of the works, the "Common Area Inspection Sheet" is to be completed by building management and the owner or their representative to determine if any new damage has been sustained during the works. Any damage sustained during works will be covered by the renovation bond deposit and any amounts over the amount of the renovation bond deposit will be invoiced to the owner.
7. If any work involves a change in the floor surface you will be required to provide documentation that this complies with prevailing noise transmission reduction standards together with an acceptable certificate that the finished work complies with the required standards. Work affecting bathroom walls or floors has to meet waterproofing specifications as determined by the Building Manager and an acceptable certificate that there has been compliance with the required standards has to be furnished.
8. If any work requires the removal of any walls you will require either acknowledgement in writing from the building manager that no 'load-bearing' wall is affected or alternatively an engineers report demonstrating that the wall's removal has no structural implications for the building and an engineers report following the work certifying that the completed work has no implications for the building's structural integrity.
9. Please take careful note of the **permitted hours of work** which are 7:30am to 4pm Monday to Friday, **excepting that:**
  - 9.1. noisy works e.g. jackhammering, repeated concrete drilling, incessant hammering etc. must not start before 9:00am and is not permitted on weekends at all. Due to the extreme disruption these and similar activities cause to the peaceful enjoyment of surrounding residents the use of such equipment will be permitted for one four-hour period only, in any given week. It is your responsibility to ensure that your builder provides enough labour and equipment to carry out the required task within this four hour period. Your Builder is **to provide 48hrs written notice of any noisy works to the concierge**. This enables us to forewarn adjacent neighbours. Failure to provide this notice will result in works being stopped until such notice is properly given;
  - 9.2. silent works, e.g. painting, can take place at any hour if there is no impact on neighbouring apartments; and
  - 9.3. no work is to take place on public holidays.

9. Access to the lifts and visitor parking bays and turning off of the main gas supply is limited to times agreed in advance with the building manager.
10. Book a lift for movement of materials. Lift booking forms for renovation works can be obtained from the concierge and must be submitted for approval at least 24 hours prior to the requested date.
11. Protect common areas. It is the responsibility of the builder to put designated protective mats down between the lift and the apartment door and remove them after each move.

**13. Abide by our Housekeeping Rules**

- 13.1 Apartment door is to be closed at all times, to prevent egress of dust.
- 13.2 Hallway carpets are to be protected, when required, with heavy duty carpet runners that are available from the concierge. This will be necessary when removing debris etc.
- 13.3 Any cleaning required as a result of these works is to take place forthwith. Our common property is to be presentable at all times. Failure to do so will result in the area being cleaned by Altair cleaners with the invoice forwarded to the apartment owner for payment.
- 13.4 Hallways and lifts are to be inspected prior to leaving each day and cleaned/vacuumed if necessary.
- 13.5 Housekeeping directions from either the concierge or building manager are to be carried out promptly.
- 13.6 Any damage occasioned to common property is to be rectified promptly.

**14. Rubbish Removal**

- 14.1 There is no facility to dispose of builder's refuse at Altair. It is the responsibility of the builder to arrange the removal of such debris.
- 14.2 No materials of any kind are to be placed in our garbage chute or garbage rooms.

**15. Dusty or smoky works**

- 15.1 The builder must notify the concierge before commencement of work each day if they will be carrying out any works likely to create dust or smoke. This allows us to isolate smoke detectors in the area. Fire brigade false alarm charges are \$500 and this cost will be passed on to the owner of the apartment in which the work is taking place if we have not been notified of such works taking place.

**16. Lifts**

- 16.1 Under no circumstances are goods, equipment or tools, to be carried in a lift unless the lift has its protective padding and carpet fitted.
- 16.2 The lift can be keyed off for your exclusive use if required e.g. when receiving a large delivery, removing debris etc. Booking of this facility is via the concierge.

**17. General**

The aim of these rules is for your works to proceed smoothly, whilst at the same time causing a minimum of inconvenience to other residents. Please contact the concierge or building manager if you need any further information.

Concierge (02) 9380 6918

Building Manager (02) 9357 6811

ALTAIR BUILDING MANAGEMENT

**FOR AND ON BEHALF OF THE OWNERS CORPORATION**