

Renovation Approval Process Fact Sheet

Sections 109, 110, 111 Strata Schemes Management Act 2015
Section 28 Strata Schemes Management Regulation 2016

Cosmetic Works/Renovations

No approval needed for:

- installing or replacing hooks, nails or screws for hanging paintings and other things on walls,
- installing or replacing handrails within lots,
- painting,
- filling minor holes and cracks in internal walls,
- laying carpet,
- installing or replacing built-in wardrobes,
- installing or replacing internal blinds and curtains,
- any other work prescribed by the regulations for the purposes of this subsection.

Minor Works/Renovations

An owner may carry out minor renovations with the approval of the owners corporation by resolution at a general meeting. A special resolution is **not** required. They must give written notice of proposed work, including the following:

- (a) details of the work, including copies of any plans,
- (b) duration and times of the work,
- (c) details of the persons carrying out the work, including qualifications to carry out the work,
- (d) arrangements to manage any resulting rubbish or debris.

Authority to approve can be delegated to strata committee if a by-law has been registered allowing this.

Minor works include but not limited to:

- renovating a kitchen,
- changing recessed light fittings,
- installing or replacing wood or other hard floors,
- installing or replacing wiring or cabling or power or access points,
- work involving reconfiguring walls,
- removing carpet or other soft floor coverings to expose underlying wooden or other hard floors,
- installing a rainwater tank,
- installing a clothesline,
- installing a reverse cycle split system air conditioner,
- installing double or triple glazed windows,
- installing a heat pump,
- installing ceiling insulation.

If the AGM is not due to be held shortly and the owner does not wish to wait, they can pay for an EGM to be called to gain approval. Meeting cost is \$220 plus printing and postage costs according to the number of lots in the scheme. A quote can be supplied if needed, and the owner must provide written acknowledgement of the costs they will incur as well as the process.

Changes to common property

This requires a special resolution and by-law setting out terms and conditions. Generally speaking:

- work involving structural changes,
- work that changes the external appearance of a lot, including the installation of an external access ramp,
- work involving waterproofing.

A quote will be provided to the owner for the approximate costs of a solicitor to draft the by-law, meeting for approval, by-law registration, and strata manager costs for instructing solicitor and applying the common seal. The owner must provide written acknowledgement of the costs they will incur as well as the process. They will also need to provide the following information:

(a) details of the work, including copies of any plans,

(b) duration and times of the work,

(c) details of the persons carrying out the work, including qualifications to carry out the work,

(d) arrangements to manage any resulting rubbish or debris.