

## **Renovation 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. 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, preparation of notice \$110 plus disbursements. The owner must provide written acknowledgement of the process as well as the costs they will incur, along with the details of the works, before a meeting can be called.

### **Changes to common property**

If an owner wishes to carry out changes to common property involving:

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

This requires a by-law to be drafted setting out terms and conditions under which the owners corporation would permit the work, and then approval of the by-law via a special resolution at a general meeting. 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. The approximate cost for a solicitor to draft the by-law is \$900, meeting cost is \$220, preparation of notice \$110 plus disbursements, strata manager costs for instructing solicitor and applying the common seal \$110 and cost of registration of by-law would be approximately \$1,000.

The owner must provide written acknowledgement of the process, as well as the costs they will incur, along with the details of the works, before a by-law can be drafted.

The owner must provide:

- (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.