



Strata Embassy

RENOVATIONS FACTSHEET

Renovations Within a Lot

The first step a lot owner should take when looking to begin renovations is reading the current registered by-laws for the Strata Plan. This factsheet is written in a clear and concise manner to make the process as simple to complete as possible. Your strata manager will use the information captured here and consultations with you to liaise with the Strata Committee and/or Owners Corporation in an effort to have the renovations approved.

The Lot

In a Strata Scheme the lot owner typically owns the inside or 'airspace' of their lot. This usually means that the perimeter walls, ceiling, roof and floor are common property. Internal walls separating your kitchen and lounge room, for example, are not common property; neither are floating floors, fixtures or bench tops. However, you should keep in mind that even if you are looking to remove a non-load bearing internal wall (not a common property item) a Council Development Application will likely be required and the Owners Corporation must consent to a Development Application that is located within the building.

Areas of Common Property

The following list outlines the general definitions and inclusions when speaking about common property:

- Floor includes ramps or stairways
- Wall includes any doors, windows or other structure within the wall and their working parts
- Ceramic tiles originally attached to a common property surface (balcony, floor, boundary wall)
- Pipes in a common property wall, or that service more than one lot
- Electrical wiring in the common property, or that services more than one lot
- Parquetry or floor boards that were installed at the time of build
- Vermiculite and plaster ceilings as well as cornices
- Floors with magnesite finish
- Balcony doors (usually) if the strata plan was registered after 1 July 1974
- Load bearing walls and columns
- The concrete slab between storeys or between a roof area or garden space if the strata plan was registered after 1 July 1974 (some recent strata plans also identify the slab as part of the lot)

Alterations to Common Property

In accordance with Section 108 of the Strata Schemes Management Act 2015, before an owner can add to, alter or erect a new structure on the common property the Owners Corporation must pass a special resolution. Ideally the resolution will transfer the on-going obligations of repairs and maintenance of the specific common property to the lot owner and a by-law will be registered to this affect, with the lot owner's written consent.



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Definitions of 'Works'

COSMETIC WORK

Under section 109 of the Act, cosmetic work requires no approval from the Owners Corporation. Regardless, in the interest of communal living it is best practice to notify the Strata Manager of your planned cosmetic works so that the Strata Committee is aware of any contractors on site and potential noise.

Cosmetic work includes	Cosmetic work excludes
<ul style="list-style-type: none">installing or replacing hooks, nails or screws for hanging paintings and other things on walls,installing or replacing handrails,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.	<ul style="list-style-type: none">work that consists of minor renovations for the purposes of section 110,work involving structural changes,work that changes the external appearance of a lot, including the installation of an external access ramp,work that detrimentally affects the safety of a lot or common property, including fire safety systems,work involving waterproofing or the plumbing or exhaust system of a building in a strata scheme,work involving reconfiguring walls,work for which consent, or another approval is required under any other Act,any other work prescribed by the regulations for the purposes of this subsection.

MINOR RENOVATIONS

Under section 110 of the Act minor renovations can be done with an ordinary resolution at a general meeting of the Owners Corporation. Minor works may include but are not limited to the following:

Minor renovations include	Minor renovations exclude
<ul style="list-style-type: none">renovating a kitchen,changing recessed light fittings,installing or replacing wood or other hard floors,installing or replacing wiring or power access points,work involving reconfiguring walls,removing carpet or other soft floor coverings to expose underlying wooden or other hard floors,installing a clothesline,installing a reverse cycle split system air conditioner,installing double or triple glazed windows,installing a heat pump,installing ceiling insulation.any other work prescribed by the regulations for the purposes of this subsection.	<ul style="list-style-type: none">work that consists of cosmetic work for the purposes of section 109,work involving structural changes,work that changes the external appearance of a lot, including the installation of an external access ramp,work involving waterproofing,work for which consent or another approval is required under any other Act,work that is authorised by a by-law made under this Part or a common property rights by-law,any other work prescribed by the regulations for the purposes of this subsection.

Note: lot owners should investigate or enquire with their Strata Manager whether a general minor renovations by-law has been registered for the strata plan.



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Process Flow Chart

Application received by the Strata Manager and a copy is sent to the Strata Committee for their review.



Strata Manager provides their initial advice and supplies the applicant with the standard conditions of consent for the particular building, so the lot owner is aware of their obligations to the Owners Corporation.

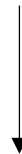


If the proposed work requires Owners Corporation consent the Strata Manager will advise the lot owner and liaise with the Strata Committee to convene a General Meeting. **(Note: if an Extraordinary General Meeting is called for the sole purpose of approving the renovation request, all costs associated with the meeting are the responsibility of the lot owner to pay.)**



MAJOR WORKS

If the work proposed is deemed to effect common property, then the lot owner will need to provide a common property rights by-law (the Strata Manager can recommend the applicant a strata lawyer to draft the by-law) to the Strata Manager/Strata Committee. The works and the by-law will form part of the agenda for a General Meeting and will require a special resolution (a vote of 75% or more in favour).



MINOR RENOVATION

If the work is deemed to be a minor renovation an ordinary resolution is required. This means that 50% or greater of the Owners Corporation votes in favour of the motion at the general meeting. **(Note: if the Owners Corporation has adopted a general minor renovations by-law the Strata Committee will be able to approve the renovation request at their next Committee Meeting.)**



Assuming approval is granted by the Owners Corporation, the Strata Manager will register the by-law at NSW Land & Property Information with the lot owner's consent and within 6 months of the resolution being passed. **(Note: all costs incurred with this process are at the expense of the lot owner.)**



IN ACCORDANCE WITH THE STANDARD CONDITIONS – **WORK CAN COMMENCE** WITH 7 DAYS ADVANCE NOTICE PROVIDED TO THE STRATA COMMITTEE

