



RENOVATION/REDECORATION APPLICATION - HOME UNIT COMPANY EASTHAVEN | 35a SUTHERLAND CRESCENT, DARLING POINT

Any renovation or redecoration of a unit requires the written approval from the Board prior to commencing works. (House Rule 8.1)

Shareholders are required to enter a Renovation Deed with Easthaven Ltd prior to any works being approved or commenced. No works will be approved or permitted to occur in the absence of a Deed.

Submission for Renovation / Redecoration:

Checklist of documents to be reviewed by the Board.

* Check with Woollahra Council or a private certifier for projects that require Woollahra Council development consent or a complying Development Certificate (before submitting to the Board).

The following checklist is provided to help you prepare your submission. This form and relevant documents should be submitted to the Board no later than the last day of the month. This checklist is not exhaustive – it is provided as a guide only. The Board may ask you to provide further material to support your submission. The Board meets the second week of each month during which submissions are reviewed.

Checklist if required:

Unit Number: _____

Owner: _____

Name(s): _____

Work phone(s): _____

Home phone (s): _____

Mobile(s): _____

Email(s): _____

Brief description of project:

Date you would like work to commence:



Date you expect work to be completed:

Details of principal contractor:

Business Name:

Licence number:

Phone number:

	Attached
Copy of Woollahra Council DA Approval or Complying Development Certificate	
Plans from your builder or architect Plans must be CAD based (not hand drawn) and drawn to scale. They should provide details such as the location of existing layout and load bearing walls, structures, and dimensions, plumbing and drainage plans, location of fire alarms, and the materials and finishes specified. If it is said that no Development Approval or CDC is required, Shareholders must demonstrate to the satisfaction of the Board how any proposed works are exempt from the requirement for planning approvals by reference to the provisions of the SEPP (Exempt and Complying Development) or equivalent.	
A plan to manage and remove site waste	
An Engineer's report is required if your renovation includes removal of non-load bearing walls	
Acoustic design, assessment and compliance from an Acoustic Engineer is required if your renovation includes changes that impact the transference of sound between apartments.	
Confirmation that you have made contractors aware of the 'House Rules' regarding renovation activity especially in regard to the periods in which they can work.	
If replacing flooring, a plan to remove the magnesite at that time and take remedial action satisfactory to the Building Manager and the Shareholder's expense.	

Renovation Bond required:

Included with this application - proof of payment of a required **\$2,000 bond**, paid to the Company's trust account as such details below:

In Trust for Easthaven Limited
BSB 182-222
ACC 2434-64047



The \$2000 bond, net of costs incurred, will be refunded to the shareholder 30 days after the relevant documentation has been submitted after the completion of the renovation (i.e. Fire Safety Certificate, Occupation Certificate etc. In the event such certification is not required, the Bond will be returned following inspection by the Building Manager on satisfactory completion and no damage has been sustained to common property. Any additional fees from property management (Strata Choice) incurred in relation to your renovation application either to the applicant or to the board in response to your application will also be deducted from the bond. Please contact the Building Manager on completion of renovation.

If the renovation proposal is not approved by the Board, the bond will be promptly returned.

Please ensure your contractors do not use Easthaven's rubbish bins for site material and advise them there is no onsite parking. They should also be made aware of the following House Rules:

- Renovation and redecoration works shall be carried out strictly between the hours of 7.30am and 4.00pm, Monday to Friday and 8.00 am to 12.00 noon on Saturdays.
- No power tools can be used before 8.00am and no loud building or demolition work should commence before 8.00am.

The commencement date for any renovations is at the discretion of the Board., The building manager, will monitor works on behalf of the Board. He can be contacted on (02) 7208 8891 or management@easthaven.com.au.

Should your builder require information such as the location of the central electricity box, water meters or other logistics then they should contact the Building Manager.

Standard Conditions

The attached Standard Conditions apply to the approval and carrying out of any works. The conditions are in addition to and not in substitution for, compliance with the requirements of this form and the House Rules.

Important Notes

No renovation works are permitted in the period 7 days before Christmas to Australia Day (inclusive). Further to this, only two concurrent renovations can be under construction at one time.

The Board is in the process of preparing a specification and schedule of approved materials and finishes for external works such as balconies, windows and doors. On notification of adoption, proposed works must comply with the approved specifications.



STANDARD CONDITIONS for Renovation/Redecoration

1. Owners are at all times responsible for the contractors or sub-contractors employed to carry out renovation work and a breach of any conditions by the contractor is considered a breach by the owner.
2. If, at any time, conditions relating to the approval are breached, including the undertaking of non-approved work, the owner may forfeit any renovation bond or have building access for tradespeople revoked.
3. The owner agrees to provide access to the apartment for the Board or Building Manager to inspect the renovation work following 24 hours' notice.
4. Tradespeople are required to be appropriately qualified and hold relevant building licences and insurances.
5. Tradespeople are not permitted to utilise electricity sourced from common areas without the prior written approval of the Board.

Resident Notification

6. The owner agrees to place a copy of the renovations and works notification on the front door of the apartment during the works and have a copy displayed on the building notice boards 7 days prior to works commencing.

Time Restrictions & Noise

7. Work must only be carried out between 7.30 am to 4.00 pm weekdays and 8.00 am to 12 noon Saturdays. Renovation work is not permitted on Sundays or public holidays.
8. Tradespeople must only use the lifts to transport materials through the building between 8.00 am and 4:00 pm.
9. Renovation work that involves loud repetitive noise (jack hammering, banging, drilling or any loud power tools) must be restricted to after 8.00 am. No power tools can be used before 8am.
10. Contractors must adhere to any restrictions in regard to loud repetitive noise imposed by building management.

Building Damage, Cleaning & Waste Disposal

11. All care must be taken to prevent damage to common property or to another lot at all times.
12. Any damage that does occur must be repaired promptly at the owner's expense.
13. Protective coverings (lift covers/floor coverings) must be installed to protect common property walls & floors where required by the Building Manager or Board.
14. Doors should be sealed off at the edges to ensure that dust does not transmit from apartments to the common property hallways.
15. Balconies must not be used as workshops.
16. Owners will be expected to pay for the cleaning of any dust that accumulates on the building facade or neighbouring balconies as a result of renovation work.
17. Common property (particularly residential hallways and lifts) must be kept clean at all times. Mess created as a result of the renovation must be cleaned up regularly during the day and a final clean completed at the end of each day so that common property areas are back to their original presentation. It is expected that owners/contractors at least vacuum the lifts and residential hallways at the end of each day to ensure they are clean & tidy (additional items to note include foot prints from workman boots and dust on window sills).
18. If common property areas are found not to be cleaned to their usual standard, the Building Manager will arrange for the area to be cleaned and the cost will be passed on to the owner.
19. Under no circumstances is building waste (including carpet, appliances, old tiles, kitchens and vanities) to be disposed of in common property bins or garbage chute rooms. It is the responsibility of



the owner to dispose of these separately and an area for a skip bin can be arranged if required.

I, _____(insert name) acknowledge that I have read the House Rules concerning works and renovations and the standard conditions outlined and agree to adhere to all such conditions imposed in addition to any additional conditions imposed by Easthaven Ltd and I acknowledge that should any of the conditions be breached there may be negative consequences such as the removal of building access for tradespeople and I will incur liability for cleaning charges, removal of waste and damage repairs.

Signed: _____ Date: _____