**SP4701**

**74-76 Upper Pitt Street, Kirribilli NSW 2061**

**Kalamunda**

**GUIDANCE FOR MINOR RENOVATIONS APPLICATIONS**

Under the 2017 Strata Laws, By-Law 2.6 provides that Minor Renovations may be approved by the Strata Committee without the need for the application to be submitted to a general meeting of the Owners Corporation.

Attached are:

1. An Application for Strata Committee approval of a proposed Minor Renovation.
2. An extract of the By-Laws of SP4701 which sets out the definition and requirements for Minor Renovations

Applicants are asked to submit the attached form, with attachments, to the Strata Manager, Mr Anthony Coates, at Jamesons Strata Management, 60 Harbour Street, Mosman NSW 2088.

Application are requested to read and comply with the by-laws as attached. Attention in particular is drawn to:

1. Provision of evidence on qualifications(§15(a))
2. Providing the building residents with notices (§15(b))
3. Meeting acoustic standards for floors (§15(c) & 17(d))
4. The requirement for a slab inspection if floor coverings are to be removed (§16(d))
5. Providing suitable parking arrangements (§16(d),(e))
6. Restrictions of hours of work (§16(g))
7. Not using the ground floor lobby for materials (§16(h))
8. Protection of the building from damage (§16(i),(j)
9. Daily cleaning of the lift and lower lobby floor (§16(m))
10. Keeping the building secure (§16(n),(o)
11. Notification on the completion of works (§17(a))
12. Indemnification of the Owners Corporation (§21)

If the proposed renovation involves the installation of an air conditioning unit, Jamesons will also provide specific guidelines related to such units.

*Strata Committee SP4701*

*November 2017*