

FIFTY ALBERT

Private Works Policy

This Policy outlines the process by which Lot Owners may notify the Owners Corporation of their intent to undertake private works within their lot to ensure that outcomes comply with Owners Corporation requirements.

Background

Lot Owners within an Owners Corporation are entitled to renovate or refurbish the interior of their Lot provided approvals have been granted by the Owners Corporation.

Any work affecting walls, ceilings and floors must meet the relevant building standards to ensure acoustic, waterproofing and fire safety standards are maintained. In addition to these features, it is critical that building services are not impaired or altered as a result of private works.

To ensure the integrity of common property, Lot owners must first notify the Owners Corporation and provide the relevant supporting documentation in relation to the proposed renovation and in accordance with any specified requests stipulated in the Owners Corporation Rules before commencing work.

Failure to notify the Owners Corporation of your intention to renovate may mean that you have contravened the Owners Corporation Rules and you may be required to reinstate the works undertaken.

Scope

Applicable to all Owners Corporation members (Lot Owners) seeking to undertake private building works.

Authority

The Rules of the Owners Corporation registered with the Plan of Subdivision at Land Victoria.

Process

The Owners Corporation must review any application for private building works before consent to proceed can be given. For consent to be considered, anyone intending to undertake private building works will be required to complete a form titled '*Notification of Private Building Works*' and submit it along with required supporting documentation to the Owners Corporation Manager before commencing work.

Private Building Works include but are not limited to:

- Renovation of the Lot including the removal or addition of walls
- Refurbishment of the interior of the Lot which may include painting
- Removal or replacement of floor coverings
- The installation of permanent fixtures including cupboards and wardrobes
- Dependent on the Rules, the fixing or having fixed any electrical, audio visual, communication device, equipment (for example televisions or speakers) and hard floor coverings that may affect the acoustic performance of any inter-tenancy wall, floor or ceiling. This may require a qualified acoustics engineer to certify prior to the work that it will meet the Building Code of Australia minimum requirements for sound attenuation.
- The installation of air conditioning or heating units.
- Refurbishment of wet areas including Kitchens, bathrooms and laundry areas etc.

Council local laws

The construction needs to follow applicable local council laws/bylaws. This includes any restrictions on construction between designated times. It is the Lot Owner's responsibility to demonstrate compliance with local council laws/bylaws and any building standard requirements that apply to the scope of works undertaken.

Owners Corporation Rules

You will need to abide by the Owners Corporation Rules whilst building works occur. A copy of the Owners Corporation Rules can be obtained by contacting the Owners Corporation Manager or Building Manager.

Contractors

Any Building Works Contractors that work on your Lot are required to be licensed and fully insured for the work they are employed to perform including public (legal) liability insurance in the event that an insurable event occurs on or to the common property.

The Lot Owner must ensure that any contractor engaged to perform approved building works on their Lot complies with the reasonable directions of the Owners Corporation concerning the method of building operations, means of access, use of the Common Property, on-site management, building protection and hours of work.

The Lot Owner or their representative must also supervise the carrying out of such Building Works and ensure that the following conditions are met.

- The Building Works are undertaken in a reasonable manner so as to minimise any nuisance, annoyance, disturbance and inconvenience to other Members or Occupiers;
- Construction work complies with all laws of the relevant Authorities;
- Building materials are not stacked or stored on Common Property without prior written consent from the Owners Corporation;

- Scaffolding is not erected on the Common Property or exterior of the building without prior written consent from the Owners Corporation;
- Construction vehicles and construction worker's vehicles are not brought into, or parked on the Common Property except by prior arrangement with the Owners Corporation;
- The exterior and Common Property of the building is at all times maintained in a clean and tidy state;
- All contractors and tradesmen use only the lifts, lobby and areas designated by the Building Manager when working on the Lot.

Protection of common property

You will need to ensure that common property is properly protected at all times whilst building works are carried out.

Where an Owner commissions Building Works, a representative of the Owners Corporation and the Owner must inspect the part of the Common Property which will be affected by the Building Works (for example, the area through which building materials will be transported) prior to commencing the Building Work to establish the state of repair of the Common Property and again after the Building Work has been completed to determine if any damage has been caused to the Common Property in the course of works being completed.

Suitable floor, wall and other protections should be installed in the Common Property before any building materials are taken through those parts of the Common Property

Should building works result in common property being damaged or dirtied then the Owners Corporation will hold the Lot Owner liable for the associated cost of repair/cleaning. The Owners Corporation has the right to arrange repairs and cleaning in the first instance.

Fire/detector isolations

The building has a fire detection system that is linked to the Fire Brigade. Should a false fire alarm occur because of Lot Owner building works, the Lot Owner will be held liable by the Owners Corporation to pay for the associated cost of the Fire Brigade's attendance.

Certain types of works will require that common property fire safety systems are isolated to prevent them from being activated by heat, smoke, fumes or dust generated by works in your apartment. This procedure avoids a costly False Fire Alarm callout to the fire brigade.

All isolation, and de-isolation of the fire safety systems must be carried out by the Fire Safety Contractor responsible for the building. Call out fees will apply and must be paid directly to the service provider by the Lot Owner at least three business days prior to the isolation being required.

For safety reasons, fire system isolations are only permitted during the approved working hours and must be de-isolated (turned on) by 4pm of the same day that isolation occurred.

Respecting your neighbours

Living in proximity to other people increases the likelihood of them being affected by your building works.

If the proposed works will impact your neighbours e.g., creation of loud noise, shutting off water supply etc. then you must provide written notice to your neighbours at least three (3) days prior to works commencing.

Noise

Noise must be kept to a minimum at all times. Works can be completed between 9am and 4pm daily, excluding weekends and public holidays.

Water, Gas & Electricity

If you require the supply of water, gas or electricity to be switched off to other Lots to complete works then you must notify the Owners Corporation Manager at least three (3) business days in advance of the date on which supply is to be turned off. Time frames for service interruptions must be kept to the shortest possible time.

Application

To notify the Owners Corporation of your intent to undertake building works within your Lot, please review and complete the '*Notification of Private Building Works*' form and submit it along with any required supporting documentation to the Owners Corporation Manager.

Applications will be reviewed and responded to within 14 business days. Further information may be requested by the Owners Corporation if required. Approvals are subject to Owners Committee agreement.

Do not commence works before receiving formal approval from the Owners Corporation.

Questions

Should you have any questions regarding the notification process please contact the Building Manager or Owners Corporation Manager for assistance.

Building Manager

Name: Neil Brown

Phone: 0408 51 21 51

Email: bm@50albert.com.au

FIFTY ALBERT

PRIVATE WORKS APPLICATION FORM

Apartment owners wanting to undertake private works within their apartment must complete the following form. All private works are subject to Owners Corporation approval as set out in the Owners Corporation Rules and Private Works Policy.

BUILDING NAME:

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BUILDING ADDRESS:

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APARTMENT NUMBER:

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APARTMENT OWNER

Tick preferred primary contact.

OWNER 1

OWNER 2

Full name:

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Full name:

.....

Email:

.....

Email:

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Mobile:

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Mobile:

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WORK DETAILS

1. Description of planned works.

Include a brief description of the location and type of work to be undertaken.

[Empty box for description of planned works]

PRIVATE WORKS APPLICATION FORM

WORK DETAILS CONTINUED

2. Do the planned works require drilling or installations into common property walls, ceilings, or floors?

- No - proceed to question 3.
- Yes - provide a description of the work required, materials to be used and fixing methods.

PRIVATE WORKS APPLICATION FORM

WORK DETAILS CONTINUED

3. Will the planned works impact the external facade of the building?

- No - proceed to question 4.
- Yes - provide a description of the work required, materials to be used and fixing methods.

PRIVATE WORKS APPLICATION FORM

WORK DETAILS CONTINUED

4. Do the planned works include any structural alterations or additions?

- No - proceed to question 5.
- Yes - provide a description of the work required, materials to be used and fixing methods.

PRIVATE WORKS APPLICATION FORM

WORK DETAILS CONTINUED

5. Do the planned works impact fire protection systems, including fire sprinklers, fire detection devices, apartment door and/or door equipment alterations?

No

Yes - provide a description of the work required, materials to be used and fixing methods.

PRIVATE WORKS APPLICATION FORM

CONTRACTOR DETAILS

Provide details for each contractor to undertake work as part of the overall project.

Lead Contractor

Company name:

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ABN:

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Contact name:

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Phone:

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Email:

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Industry:

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A copy of the contractors Certificate of Insurance and relevant licenses are to be submitted with this application form.

Contractor 2

Company name:

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ABN:

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Contact name:

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Phone:

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Email:

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Industry:

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A copy of the contractors Certificate of Insurance and relevant licenses are to be submitted with this application form.

Contractor 3

Company name:

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PRIVATE WORKS APPLICATION FORM

ABN:

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Contact name:

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Phone:

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Email:

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Industry:

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A copy of the contractors Certificate of Insurance and relevant licenses are to be submitted with this application form.

Use a second form in the event there are more than three contractors to be listed.

PRIVATE WORKS APPLICATION FORM

WORK PLAN

Proposed start date:

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Proposed completion date:

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Note: to minimise impacts to residents, approved works must be completed between 9am and 4pm Monday to Friday excluding public holidays.

COMPLIANCE

Is a building permit required?

Yes - copy to be provided with this application. No - as confirmed with local council.

Is a planning permit required?

Yes - copy to be provided with this application. No - as confirmed with local council.

Will the Lot boundaries on the Plan of Subdivision be altered in any way?

No Yes - please describe below.

PRIVATE WORKS APPLICATION FORM

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PRIVATE WORKS APPLICATION FORM

OWNER OBLIGATIONS

The apartment Owner is responsible to ensure the following:

- All work is completed to the relevant Australian, Government and Local Council standards using materials that meet all current building codes and compliance with Local and State Government.
- Completed works do not impact the safety or quiet enjoyment of living in the building. If works are found to be non-compliant, Owners will be required to rectify immediately.
- Contractors engaged to complete the work are qualified and hold relevant licenses to undertake the proposed work.
- All contractors must hold a valid Product and Public Liability Insurances (minimum requirement \$5 million per instance). Copies of the insurance certificate of currency are to be provided with this application form.
- Contractors provide building management with a copy of the Safe Work Method Statement documents prior to work commencing.
- If changes are proposed to the fire capabilities in the apartment, a fire engineer will be engaged by the Owners Corporation at the Owners expense to certify that works will not compromise the fire protection integrity of the apartment and adjoining common property.
- If structural works are involved, a structural engineer will be engaged by the Owners Corporation at the Owners expense to certify that works will not compromise the integrity of the buildings structure.
- If flooring works are involved, the Owner must provide a sample and the data sheet for the proposed acoustic insulation with this application. Owners are required to provide photographic proof that the approved acoustic underlay was installed prior to laying the final floor coverings (carpet, tiles, floorboards etc.).
- Acoustic insulation is mandatory for all floor, wall, and ceiling works. A minimum 6 Star AAAC Rated acoustic insulation is required. Refer to aaac.org.au for further information.
- If renovations or restoration of wet areas are involved Owners are required to provide an independent certification from a qualified water proofing contractor before final finishes are laid (tiles, stone, flooring etc.)
- Any penetrations through fire-rated structures (boundary / common property walls, ceilings, concrete slabs etc.) must be appropriately fire sealed and certified by a qualified Fire Engineer. Written certification must be submitted to the Owners Corporation.
- All related documentation is provided to the Owners Corporation with this application, including:
 - Detailed plans including electrical, hydraulic, plumbing, fire service layouts and elevations.
 - Acoustic flooring underlay samples and technical specification data sheet (6 Star AAAC Rating).
 - Schedule of materials to be used and related fixing methods.
 - Contractor details and insurances
 - Permits and building surveyor/council documents and approvals.
 - Drawing of external facades where relevant
 - Engineering reports for proposed Fire System and or Structural works.
 - Other documents as required in connection with proposed work.

PRIVATE WORKS APPLICATION FORM

INDEMNITY AND RELEASE:

The Lot owner, and his/her successors in title hereby undertakes to indemnify Owners Corporation Plan No. PS 640463M OC1 & OC2 ("Owners Corporation"), its members, servants, officers, and committee members to the full extent permitted by law from and against all claims, demands, actions, suits, damages, costs and expenses of any kind (including in respect of death, injury to person or damage to property) suffered by the Owners Corporation, its members, servants, officers, and committee members as a result of, or in any way arising from or in connection to the works the subject of this Private Works Application Form or the ongoing maintenance and repair of those works.

The Lot owner, and his/her successors in title hereby release, to the full extent permitted by law, the Owners Corporation, its members, servants, officers, committee members, employees and contractors from all claims and demands of every kind arising from any accident, damage, death, injury or loss sustained by the Lot owner or any other person (whether to person or property) in any way connected to the works the subject of this Private Works Application Form and the maintenance and repair of those works.

The Owners Corporation reserves the right to prepare a Deed of Release, at the Lot Owners cost and execution, if the Lot Owners works significantly impact common property.

The Lot Owner acknowledges that details of these works once approved and completed may be recorded on the Owners Corporation Certificate relating to the subject Lot.

Approval Sign off and acceptance:

The Owner represents that the information is true and complete and agrees to the terms as set out in this form. The owner indemnifies the Owners Corporation and its representatives for its reliance on this information.

NAME - OWNER(S):

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LOT/APT NO:

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SIGNATURE - OWNER (S):

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DATE:

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PRIVATE WORKS APPLICATION FORM

OWNERS CORPORATION ONLY

The Owners Corporation approves the works subject to the confirmations and the fulfilment of the Additional Special Conditions outlined and the acknowledgement of the above by the Owner.

SIGNATURE – OC REPRESENTATIVE:

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DATE:

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NAME – OC REPRESENTATIVE:

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ADDITIONAL APPROVAL CONDITIONS:

Owners Corporation to populate.

PRIVATE WORKS APPLICATION FORM