

# C.F. STRATA MANAGEMENT

Professional Boutique Strata Managers

SUITES 305 & 306, 30 - 40 HARCOURT PARADE  
ROSEBERY NSW 2018  
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**PROFESSIONAL  
STRATA  
MANAGER**  
Strata Community Association (NSW)



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## INFORMATION SHEET FOR PROPOSED RENOVATIONS TO A UNIT / LOT

The Owners' Corporation **MUST** be notified of all proposed renovations **AT LEAST 14 DAYS** before they commence.

An Owner **MUST** submit an application in writing for approval of the proposed renovations and this should include as a guide the below information –

- Clearly state in detail the proposed works
- Before and after floor plans
- Reports from structural engineers (if applicable)
- Quotations / scope of proposed works
- Contractor's information
- Specifications on materials to be used

The application should also clearly indicate if the common property is being changed in any way, such as –

- Change to plumbing
- Relocation of wet areas
- Removal of an internal wall or a section of an internal wall
- Change to electrical wiring within a common wall
- Change to a floor surface
- Installation of an item on the exterior wall or of the building that may change the appearance of the building

Once the application is received, the Owners' Corporation and our office can access same and determine what type of approval may be required, i.e. either approval from the Strata Committee under its delegation, or approval from the Owners' Corporation via a general meeting, or if a By Law is required.

You must always submit an application, as unapproved works may be ordered to be removed and the property reinstated to its original condition.

Any proposed works can only commence once approval has been granted in writing from the Owners' Corporation or its Strata Committee.

Please see below some basic information which may be of assistance to you –

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## WHAT IS THE UNIT / LOT

The lot in most strata plans is the inside of the unit and is 'owned' by the individual owner, but does not include the main structure of the building, i.e. the main walls, the ceiling and the floor which are common property. The owner owns the 'airspace' of the lot and this would normally include the internal walls between rooms, floor coverings such as carpet and fixtures such as baths, toilet bowls, benchtops and the like.

## WHAT IS COMMON PROPERTY

The following is a brief guideline of common property –

- Slabs / floor that divides lots and / or the common property
- Exterior walls and structural walls
- Exterior windows and doors
- Structural walls
- Pipes in the common property or servicing more than one lot (ducting panels)
- Electrical wiring in the common property or servicing more than one lot
- Original flooring
- Magnesite finish on the floor
- Vermiculite ceilings.

## CLARIFICATION OF COMMON PROPERTY AND TYPES OF APPROVAL REQUIRED

- The registered Strata Plan defines the boundaries between common property and lots;
- Pending the details of the proposed works, the Executive Committee may be able to grant approval;
- Should the proposal require change to the common property, in MOST cases approval is required from the Owners' Corporation and a By-Law needs to be registered.
- **In accordance with the Strata Act and Regulations 2015/2016, we also refer you to Sections 109 – Cosmetic works by Owners, 110 – Minor Renovations by Owners, 111 – Works by owners of a lot affecting Common Property and Reg 28 - Minor Renovations By Owners.** Please see same attached.

Please note that this is a general information sheet and is a guide only. Please note that the above is a guide only and should not be taken as legal advice or the like. Owners should rely on their own investigations. C. F. Strata Management disclaims liability for negligence or the like in any way connected to this information sheet.

File: c:/data/standarddocs/ bus letters / web info sheet Proposed renovations to a unit