

# **AURORA APARTMENTS RENOVATION GUIDELINES**

## **NOTIFICATION & APPROVAL**

Applications for internal renovations must be submitted to the Body Corporate Manager for review by the B/C Committee 45 days prior to commencement.

Once B/C Committee approval is granted the following guidelines must be observed:

## **COMMUNICATION, DELIVERY/REMOVALS & LIFT/LOADING DOCK USAGE**

The apartment's owner or their delegated supervisor must provide the Aurora Concierge with a list of all personnel/contractors they anticipate will be working on the project.

48 hours notice is to be given to the Concierge for required access to loading dock and truck loading bay for any delivery or removal of materials - this is the only route for delivery or removal of all materials.

Larger material deliveries in truck loading bay must be cleared from there by 4.00pm of that day.

Reception for all deliveries is to be made by apartment owner or their supervisor and coordinated through Aurora's Concierge.  
The loading dock roller door must only be open for the prearranged period of delivery or removal.

The dock is not a point of entry for contractors and must remain closed following each delivery or removal.

Delivery and removal of all materials is restricted between the hours of 9.00 am to 4.00 pm Monday to Friday (not weekends)

Only lift No.2 is to be used for all movements.

Priority will be given to and coordinated by the Concierge for scheduled furniture moves of other apartments.

## **RENOVATIONS TO FLOORING**

New hard flooring (timber/tiles/etc.) not to be direct stuck to the concrete substrate.

An acoustic underlay must be used in all cases to achieve an AAAC star rating in excess of 5.

## **HOURS & NOISE**

Project activity and accordingly noise will be restricted from 8.00 am to 5.00 pm Monday to Friday (not weekends)

## **COMMON AREAS**

Under no circumstances are any common areas to be used for storage or placement of operating equipment or any materials.

These areas include apartment lobby, loading bay and visitors and residents car parks.

Protective covering should be placed for carpet protection in common areas and lift.

Cleaning - All common areas used by builders & their contractors are to be cleaned by the builder at the end of each day. Failure to do so will result in the B/C arranging for the cleaning and costs will be added to owners B/C account.

The Concierge will conduct a daily pre & post inspection of all common areas being used by contractors, and any damage to be made good by owner/ contractor.

### **RUBBISH REMOVAL**

No building debris and rubbish is to be placed in Aurora's skips or bins. Hiring of skips and removal of all rubbish are at owners/contractor's expense. Placement of skip is to be coordinated through Concierge.

### **SERVICES**

48 hours notice is required for any interruption to building's water/electrical/gas/fire or security systems. Any contractor required for this is at owner's expense.

### **VISITORS CAR PARK**

An application for 1 visitor car park will be granted for 30 days between the hours: Mon to Fri 8.00am to 6.00pm.

Extensions must be applied for.

All other contractors and service persons are required to find alternative parking arrangements.

### **LIABILITY**

It is the owner's responsibility to ensure all personnel engaged in any project activity are legally registered, OH & S compliant and has appropriate public liability insurance coverage.

APARTMENT NO.:

OWNER'S NAME/S:

I have read and will observe these guidelines.

Signature:

Aurora Body Corporate Committee  
582 St Kilda Road  
Melbourne Vic 3004

Plan No. PS 404635 D