

AURORA APARTMENTS PS 404635D

RENOVATION REQUIREMENTS AT MARCH 2021

INTRODUCTION

Before planning any renovations, owners should familiarise themselves with the requirements of the City of Port Phillip and the Aurora Owners Corporation.

A Building Permit from the City of Port Phillip will be required for any project that involves structural modifications which require demolition or alterations to any Essential Safety Measures, including fire safety.

The Owners Corporation has a range of responsibilities under legislation, the Owners Corporation Rules and the Building Operation Rules. These responsibilities include ensuring that:

- all statutory requirements are met e.g. Planning, Building Code of Australia, Australian Standards, the Owners Corporation Act and the Owners Corporation Rules;
- the structure of the building is not compromised;
- floor slabs are not overloaded;
- the external appearance of the building is not changed;
- there are no changes to the Common Property including building services;
- any new walls proposed do not compromise building services such as fire sprinkler coverage;
- proposed changes will not adversely affect the value of other apartments in the building; and
- any adverse impact of the proposed works on other residents in the building is minimised.

Owners planning to replace carpet with hard flooring also need to understand the specific Owners Corporation Rules relating to the acoustic isolation of Lots which are reproduced below. Hard Flooring Guidelines for the building may be obtained from the Building Management Team.

As a matter of common courtesy, it is also recommended that owners advise neighbours who may be affected by the proposed renovations.

WORKS REQUIRING APPROVAL

Works requiring approval from the Owners Corporation include:

- Complete redesign of an apartment;
- Floor space redesign;
- Kitchen renovations;
- Bathroom renovations;
- Joinery renovations;
- Changes to fixtures and fittings; and
- Aesthetic changes such as tiling and floors.

Generally speaking, changes such as replacement of carpets or painting will not be considered a renovation, but owners will still need to liaise with the Building Management Team regarding lift access, parking for contractors, use of the delivery bay etc. and will need to comply with all other requirements such as hours of work, storage of materials on the Common Property, etc.

REQUIREMENTS FOR APPROVAL TO BE CONSIDERED

Before approval will be granted, owners will be required to provide:

- A detailed scope of works;
- Drawings or sketches of any significant works planned;
- Details of any hot works proposed;
- Timeline of the proposed works;
- Information on whether or not a Building Permit is required for the proposed works; and
- Details of the lead contractor/project manager, including their registration and insurance details. It is the owner's responsibility to ensure that all insurances are current and have appropriate public liability cover.

PRIOR TO WORKS COMMENCING

Before any work commences, the owner or their representative must provide:

- A copy of the Building Permit if one is required;
- Any other documentation or guarantees required by the Owners Corporation to approve the works;
- Advice from a registered structural engineer if any structural work or increased floor slab loadings are proposed; and
- Payment of a Security Bond (if required).

The Owners Corporation, at its absolute discretion, may require the owner or their representative to provide a Security Bond at any time during the renovation process. This will be done by the owner or their representative providing credit card details, details of which will be recorded by the Body Corporate Manager. No funds will be deducted other than a nominal amount to validate the card details. However, costs associated with breaches of these requirements or the Owners Corporation Rules or Building Operation Rules will be charged to the credit card.

If the Owners Corporation has concerns about possible divergences from the scope of work or quality of work, it may engage an independent consultant to review and report on the work. The cost of this consultant will be at the owner's expense and will be charged to the credit card provided.

Owners should note that work is not to be undertaken without approval. If the Owners Corporation becomes aware of unauthorised work, and owners fail to provide any documentation required by the Owners Corporation in a timely manner, the owner will be reported to the City of Port Phillip Municipal Building Surveyor. Any unauthorised work may be required to be reversed at the owner's expense.

If there are any doubts about whether an approval has been received from the Owners Corporation, the Building Management Team should be consulted and they will, if necessary, refer the matter to the Owners Corporation Manager and the Owners Corporation Committee.

DURING CONSTRUCTION

During the construction phase of the work, the owner must ensure that all relevant contractors observe the following specific requirements and conditions.

- Provide the Building Management Team with a list of all personnel/contractors working on the project;
- Work can take place only on weekdays between the hours of 8.00 am and 5.00 pm; no work is permitted on weekends or Public Holidays;
- Deliveries and removals are permitted only between the hours of 9.00 am and 4.00 pm on weekdays, no deliveries are permitted on weekends or public holidays;
- The Building Management Team is given 48 hours notice of deliveries or removals.
- Deliveries and removals are made through the loading dock.
- The loading dock roller door is only open for prearranged deliveries or removals.
- Large deliveries are made using the truck loading bay, which must be cleared by 4.00 pm each day.
- Before commencement of work, all contractors must sign in at the front desk on each day they are on site.
- Only lift number 2 is to be used for movement of materials, and the Building Management Team will coordinate the use of that lift, with priority being given to scheduled furniture moves for other apartments;
- Common Property is not to be used for the storage or placement of equipment or materials;
- Building materials are not to be stored in any carpark in the building;
- Protective coverings must be used on the carpets in all areas of affected Common Property;
- All areas of the affected Common Property are to be clean and tidy at the end of each day. Failure to do so will result in the Owners Corporation arranging cleaning at the owner's cost;
- The Building Management Team will conduct daily pre and post work inspections and any damage to the Common Property must be repaired in a timely and professional manner. Failure to do so will result in the Owners Corporation arranging repair at the owner's cost;
- Building debris or rubbish is not to be placed in Aurora's skips or bins. If the contractor hires a skip, placement of that skip is to be coordinated through the Building Management Team;
- 48 hours notice is required for any interruption to building services (water, gas, electrical, fire, security) and any contractor doing this work must be suitably qualified. The cost of interruption will be borne by the owner;
- On application to the Building Management Team, one visitor parking permit will be granted covering a period of 30 days for weekdays which are not public holidays between the hours of 8:00 am and 6:00 pm. Extensions may be sought.
- No key safes are to be placed on the Common Property.

POST CONSTRUCTION

On completion of the work, the owner must provide copies of appropriate Certificates of Compliance to the Building Management Team. These include electrical, plumbing, waterproofing and any other work requiring written certification.

OTHER MATTERS

Rule 12 of the Owners Corporation relating to the acoustic isolation of lots:

- 12.1 Apartments at Aurora were originally designed and built with carpet as the standard floor covering in all areas other than kitchens, bathrooms, laundries and entry foyers and, to ensure Occupiers have peaceful enjoyment of their properties, it is the preferred floor covering for all apartment living areas.
- 12.2 An Occupier must not alter any ceiling, wall or floor in his or her Lot in a manner which changes the acoustic performance of the Lot without prior written approval from the Owners Corporation.
- 12.3 A bare concrete floor surface (whether it is polished or not), is not permitted in any part of the internal area of a Lot. Timber, ceramic tiles, and other similar hard floor surfaces are acceptable in apartment living areas only if they do not interfere with the peaceful enjoyment of their properties by Occupiers of other Lots in the building. Hard floor coverings are particularly discouraged in bedrooms because of the likelihood of noise transmission at night.
- 12.4 Any new flooring system installed in an apartment at Aurora must have an Association of Australian Acoustical Consultants ('AAAC') star rating of not less than five stars.
- 12.5 If an Occupier complains to the Owners Corporation about noise emanating from a Lot ("the relevant Lot") which is believed to be as a result of a newly installed hard floor surface, and in the opinion of the Owners Corporation the complaint is reasonable, then the owner of the relevant Lot must, within two months of being requested so to do by the Owners Corporation, have the newly installed hard floor acoustically tested by a suitably qualified acoustical engineer acceptable to the Owners Corporation, and provide the Owners Corporation with a report from that expert on the acoustic properties of that floor ("the Report").
- 12.6 All costs associated with acoustic testing of the floor and creation of the Report must be paid by the owner of the relevant Lot.
- 12.7 If the Report indicates that the newly installed hard floor has an AAAC star rating of less than five stars, the owner of the relevant Lot must, within two months of being requested so to do by the Owners Corporation, and at his or her cost in all things, remove the newly installed hard floor and replace it with carpet or a hard flooring system which has an AAAC star rating of not less than five stars.

Owners must ensure the contractors are aware of the various requirements outlined in this document. It is suggested that owners provide them with a copy or have them countersign this application.

Failure to comply will result in **Breach Notices** being issued by the Owners Corporation Manager.

In the event of multiple breaches, the Owners Corporation, at its sole discretion, will require that work cease and contractors will be denied access to the building until there is a satisfactory resolution of the problem/s.

ACKNOWLEDGEMENT BY OWNER & CONTRACTOR

Apartment No: _____ **Owners name/s:** _____

I/we have read, understand and will comply with these requirements.

Signature/s:

Contractor acknowledgement:

Name _____ **Signature** _____

Please hand or send all the relevant information and the signed form to the Building Manager at Aurora Apartments.