



CTS 36730

10 Pidgeon Close, West End

APPLICATION FOR IMPROVEMENT TO LOT

This application form is used for hard flooring, installations (including fans on balconies), renovations (including structural alterations). No application for approval is required in relation to internal painting, replacing carpet with carpet or tiles with tiles in wet areas.

OWNER DETAILS:

Name: _____

Lot No: _____ **Camden** **Montmarte** **Greenwich River End** **Greenwich Office End**

Address: _____

Telephone: _____

Email: _____

Basic nature of improvement: _____

Please attach to this application the following:

- Cover letter setting out the details and nature of the works.
- Copy of any relevant plans, drawings, diagrams, photographs, brochures.
- Copy of quotes from the contractor/s.
- Where applicable, any certificates of approval from a local or governmental authority.
- Where the works are structural in nature, an engineer's report confirming that the structural integrity of the building will not be compromised.
- Where hard flooring, a report from the installer confirming that the installation meets the requirements of noise transference under by-law 33.
- Any other information necessary to enable the committee to make an informed decision about the application.

By signing this application form, you acknowledge that:

- (a) You understand and will abide by the by-laws pertaining to the works.
- (b) You are responsible for the cost of and ongoing maintenance of the works.
- (c) Any contractors engaged by you are suitably qualified and insured and will comply with all workplace health and safety regulations.
- (d) You are responsible for cleaning up any mess on common property and any damage to common property caused by you or your contractors.
- (e) You are responsible for all waste removal (Body Corporate supplied bins are not to be utilised).

- (f) If you require a skip bin, then you must liaise with the building manager as to where it is to be situated.
- (g) Depending on the nature of the works (eg, noise), you may need to notify your neighbours when the works are being carried out.
- (h) You must comply with any further conditions imposed by the Body Corporate in giving its consent.

Signature: _____

Date: _____

Please return your completed form and supporting documents to reception@stratacare.com.au.

Note: You must not commence the works until written consent is provided by the Body Corporate.

HARD FLOOR INSTALLATION

- 33. Hard Floor Installation**
- 33.1 Any new flooring system installed in the building in an area other than a kitchen, bathroom, laundry or balcony must result in an overall four-star floor performance in accordance with the AAAC Guideline for Apartment and Townhouse Acoustic Rating, which is a floor impact isolation performance of $L_nT,w \leq 50$.
- 33.2 Any proposal for a floor system, other than carpet with underlay, must be submitted to and approved by the Body Corporate Committee in one of the three following methods at the cost of the Owner:
- (a) Select the proposed floor system based on one of the systems which have been tested onsite and deemed to satisfy the performance requirement.
 - (b) The proposed floor system must be tested as a prototype in the building prior to any works commencing. A prototype shall consist of a minimum 1.2m x 1.2m sample installed in the unit no closer than 1.2m to any wall or structural column and fully cured/set. The results should be approved by the Body Corporate Committee in conjunction with an Acoustical Consultant who is a member of the AAAC. The installation shall include all of the details included in the prototype system and be inspected by an AAAC member firm during installation to ensure the details are included in the system under construction. Results of the inspection shall be submitted to the Body Corporate Committee prior to completion.
 - (c) The proposed floor surface and underlay system must have a floor impact isolation performance of $\Delta Lw 20$ or above as specified by the supplier. The floor impact isolation test report, stating the $\Delta Lw 20$ performance, must be provided to and reviewed by an Acoustical Consultant who is a member of the AAAC. The installation shall include all of the details included in the prototype system and be inspected by an AAAC member firm during installation to ensure the details are included in the system under construction. Results of the inspection shall be submitted to the Body Corporate Committee prior to completion.
- 33.3 Failing to comply with the above, the Owner shall at their cost have the L_nT,w determined by a field test conducted by an Acoustical Consultant who is a member of the AAAC. The Owner must provide a copy of the Acoustical Consultant's report to the Body Corporate Committee. Where the L_nT,w of the completed flooring is more than 50, the Owner must, within a reasonable time and at their own cost, cause the removal of the flooring and/or have any necessary procedures or additional works undertaken in order for the flooring to comply with the requirements of this By-law.
- 33.4 In order to clarify the extent of works, a marked up plan of the intended hard flooring installation, including type of system, must be forwarded to the Body Corporate for their records. Copies of the floor plans are available from the Building Manager of Koko. The tenant/Owner is also to provide a notification letter to the residents below of their intention to install the hard flooring.
- 33.5 In addition to the above requirements, the Owner of a Lot who is replacing carpeted floor with hard floor must recognise the potential for adverse noise impact on the residents below and must seek to minimise floor impact noise where possible. All movable furniture (e.g. chairs) must be fitted with soft pads on the feet, and it is recommended that rugs be placed on heavily trafficked areas.