



RENOVATION GUIDELINES

Gazebo Overview

Welcome to the Gazebo apartments. We hope you enjoy being part of the Gazebo community.

To protect the interests of all Gazebo owners and residents, we have put together this Renovation Guidelines Manual, which will introduce you to the things you need to know about applying for & renovating an apartment.

Please also take the time to familiarise yourself with the house rules for contractors conducting work in the building.

If you have any questions about this Manual, please contact Building Management at below:

Name: Freed Baig
Email: manager@gazeboapartments.com.au (preferred way)
Phone: 0410 386 058 (for emergencies)

If you wish to contact the Strata Committee, please do so through our Strata Manager:

Name: Kate Maclachlan
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1. Before Renovation

Renovations are generally an exciting time for an owner. However, since you live in an apartment complex operating under the Strata Schemes Management Act 2015, there are certain things you need to be aware of before commencing the works. Building Management has prepared this document to facilitate your renovation.

Please note this guide is general in nature and provides broad guidance only. It does not replace, override, or limit any requirements under the building's By-laws or other regulatory requirements. Please reach out to Building Management for guidance specific to your project.

1.1. Important Requirements

- a) An application cannot be considered unless the applicant is an owner.
- b) Proposed renovation to your apartment must have prior written approval from Strata Committee before any work can commence.
- c) Only the approved scope of work can go ahead. No additional items can be included in the renovation project which were not approved originally. *For example, if only painting and carpet replacement was approved, floorboards cannot be added later under the same umbrella of 'flooring'.*
- d) NSW Government legislation requires that applications that will result in an alteration to the Common Property, such as uplifting tiles in the bathroom(s), or altering the lower edge of your front door, require approval from the Owners in an Annual General Meeting (AGM – held in the first quarter of each year) or an Extraordinary General Meeting (EGM – Organized by the Strata Manager at a cost paid by the applicant). However, the Strata Committee may authorise certain works to be done nominally on behalf of the Owners Corporations if certain conditions are met on case-by-case basis.

- e) The installation of hard flooring in place of carpet is regulated to prevent noise transmission between lots. Please refer to By-Law 15 in the complete copy of the building's By-laws (provided alongside this guide) to review the mandatory acoustic testing and other requirements. The Strata Committee holds the authority to order complete removal of any non-conforming or unauthorised flooring at the lot owner's expense. To avoid unnecessary delays or cost, it is vital that either you or your project manager thoroughly review these compliance benchmarks during the initial planning stage.
- f) All renovations need to comply with the building's fire safety regulations and standards. Any and all works that involve modification to, penetrations or replacement of walls bounding adjacent lots or common property corridors, must be modified or replaced with fire retardant material installed by a competent installer and certified by a competent fire safety certifier in accordance with Section C of the Building Code of Australia.
- g) Please do not book trades, order materials, or start any works until you have received formal, written approval from the Strata Committee for your specific scope. The only exception to this guidance would be any necessary preparation work required to complete your application itself (such as booking an acoustic engineer for a pre-installation acoustic report).

1.2. Procedures and Timelines

- a) Every application is vetted case-by-case by the Building Manager and Strata Committee. As a first step, the lot owner 'voices' their intend to renovate their lot, and Building Manager provides them with renovation guidelines and other documents which may be required by the lot owner or their tradesmen.
- b) Building Manager performs their general screening and may request further documentation if required. When the application is complete and ready to

submit to the Strata Committee, Building Manager submits the application to the SC on behalf of the applicant. Building Manager coordinates between the applicant and Strata Committee should there be more information required as well as when the application is approved or rejected.

- c) Alterations that require the consent of the Owners at a General Meeting may take considerably longer for the approval. For this step, a Special By-law must be approved by vote at an EGM or AGM before any work can commence.
- d) The Strata Committee makes decisions Bi-Monthly.
 - a. **Exception:** During lifts renovation project in 2026 (Jan to Dec), all types of renovations have been suspended due to reduced lifts capacity and car park spaces. Renovations will resume again during the first half of 2027 for which the application window is currently open until 31 August 2026. All applications received by the deadline will be reviewed all at once by the Strata Committee in the first half of September 2026. Please contact Building Manager for more information.
- e) Applications to consolidate units require council approval. Major structural alterations and or alternations to non-weight bearing walls require a Development Application. The Development Application is made through the City of Sydney. Final approval of the Owners in AGM or EGM can't be given until the Development Application is completed with Council approval or a letter from council stating the DA is not required.
- f) If your proposed works is expected to result in a material alteration to the exterior or the public areas of the building that could be prejudicial to the architect's honour or reputation, you will also need to follow the notification procedures set out in section 195AT of the Copyright Act 1968 (Cth) in relation to the architect's integrity & heritage listing.

1.3. Required Documents for Application

You will need to submit below documents to the Building Manager for your renovation application:

- a) Full scope of work prepared by your tradesmen who will undertake the work. The scope of work must include:
 - I. Full details of work to be done, the type of work, how will it be done, in what stages etc (the more available information, the better).
 - II. Draft Drawings of the proposed work.
 - III. Proposed start/end dates and number of days the work will take.
 - IV. How the new materials will be delivered onsite and whether lift reserve is required for the material delivery (please note Building Management or Concierge does not handle, receive, or store renovation/trades related deliveries including tools and materials. They must be taken straight to the apartment by the delivery service or onsite receiver, whilst you still need to coordinate with the concierge regarding oversized deliveries).
 - V. Whether the tradesmen need car parking space in the common area (subject to availability and cannot be guaranteed).
 - VI. How the waste material/items will be taken off site.
- b) Contractors' information including company, ABN, license number, Insurances, certificate of currency, Workers Compensation and Employers Liability. All of these must remain valid/current throughout the entirety of the project.
- c) Structural Engineer Certification if applicable.
- d) Acoustic Testing if applicable.
- e) DA if applicable.
- f) Anything else if required by the Building Management or Strata Committee.

1.4. After Application Submission

Once the decision has been made, it will be communicated to the applicant. If rejected an explanation detailing the reasons for rejection will be provide. If approved the Owner must:

- (a) Pay the required security bond (more information in section 1.5).
- (b) Any/all safe work method statements (SWMS) to be provided to the Building Manager by the contractor(s).
- (c) Any Material Safety Data Sheets (MSDS) for any potentially hazardous chemicals utilised by the contractor(s).

1.5. Security Bond

- a) After an application is approved, the lot owner is required to pay a refundable security bond to ensure that the Common Property is not damaged. If damage occurs to the common property as a result of any works, the Owners Corporation will use the deposited bond against the cost of fixing the damage.

\$5,000	for any minor works
\$10,000	for any major works

2. During Renovation

2.1. Permitted Hours for Work

No noisy or disruptive works may be conducted outside **7:00 AM to 4:00 PM, Monday to Friday (excluding public holidays)**.

To request work outside these hours, you must obtain approval from the Building

Manager in advance. Approval is granted at management's absolute discretion. For after-hours approval to be considered, the lot owner and contractor must guarantee the following conditions:

- **Zero Noise:** No tools, drilling, cutting, or audible noise may be generated after 4:00 PM.
- **No Common Property Traffic:** No moving of materials or heavy foot traffic through corridors, lifts, or lobbies by tradespeople.
- **No Contractor Parking:** No contractor vehicles may be parked in common property, visitor bays, or driveway after hours.

2.2. Lift and Car Park Access

Short-term parking is available for loading and unloading only. This should be arranged with the concierge.

Access to the lifts and vehicle parking is strictly limited to pre-approved bookings. Any delivery that arrives without a prior reservation with the Concierge will be denied access.

All trade and construction related deliveries and removals must be transported using a padded lift. The Concierge will install the protective lift padding only upon receiving an advanced lift booking from the owner or contractor.

2.3. Travel Route

All tradespeople, materials, and tools must enter the building via the driveway and LG lift lobby. No renovation-related movement is permitted through the main ground floor foyer to prevent tracking dirt onto the foyer carpets and surfaces.

If this policy is breached and the main foyer is soiled or damaged, Building Management will require immediate rectification at the lot owner's expense. This will involve either

professional deep cleaning or full replacement, depending on what is required for a satisfactory restoration.

2.4. Trades Waste & Cleaning

- a) No building waste or surplus material can be disposed in the common property's bins or council removal area. Removal of trades waste must be arranged by the contractor themselves.
- b) Rubbish must be removed from the site daily.
- c) All common areas used by contractors must be left in a clean state at the end of each day.

2.5. Other Requirements

- a) Lot owner must arrange sufficient keys and fobs for their contractors to seamlessly access the property. Concierge may assist, on occasional basis, passing contractors to their floors however it is not to be utilised as a dedicated security or door service to buzz tradesmen to their required floors on a regular basis.
- b) You may store your apartment keys/fobs at the concierge which the tradesmen may collect and return as per their need.
- c) No items must be stored outside the lot in the common property.
- d) The contractor must ensure that all surfaces that do not form part of the owner's private lot are protected from any damage.
- e) The contractor will be charged for any necessary repairs to common areas that result from damage caused during works.
- f) Building Management does not provide supervision services for the private works, however it may visit the apartment time to time to check on the progress

of the work for its own documentation purposes.

- g) If your project runs behind schedule, you must inform Building Management immediately with a detailed explanation of the required variation. While every effort is made to accommodate unforeseen changes, Building Management reserves the right to reject an extension of time or any other variation from the original scope of work due to its own operational needs or other scheduled renovations/works in the building.

3. After Renovation

3.1. Completion

- a) The owner must notify the Building Management on the completion of the work.
- b) Completion certificates (for example waterproofing and other warranties) to be provided to the Building Management.
- c) If applicable, final acoustic report must be submitted to the Building Management.
- d) Everything and all places must be made good before declaring completion.

3.2. Security Bond Refund

Once all documentation has been received, an appointment is to be made with the Building Manager to inspect the completed works.

Provided no damage to common property had occurred during the works, the Building Manager will then notify the Strata Manager who will organise for the security bond to be refunded.