Application for the Bathroom Works

Any bathroom works that require

1. the removal and replacement of wall and/or floor tiles including waterproofing membranes
2. the removal and replacement of a toilet suite, vanity, shower, bath, taps and any associated bathroom accessories, fittings, and services
3. the installation or replacement of any associated plumbing, gas & electrical services.

require permission from the Owners Corporation in writing before the installation can commence. This form includes a guide to the application process.

Applications should be emailed to the building manager: [management@sonomaapartments.com.au](mailto:management@sonomaapartments.com.au)

Installation Requirements:

Owners must appreciate that the waterproofing is very important in strata to prevent damage to neighbouring lots.

The specific requirements for bathroom works are contained in By Laws 10 & 12.

Applicants should read and familiarise themselves with the detailed requirements of these two By-laws before submitting their application. A $500 refundable deposit must be lodged with the Strata Manager prior to application.

**PAYMENT DETAILS – NOTE PLEASE REFERENCE YOUR APARTMENT NUMBER ON PAYMENT**

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| **For SP69746 Buildings C, D & E** | **For SP71241 Buildings A, B & F** |
| Account Name: Strata Central Pty Ltd ITF SP 69746  BSB: 124 367  Account number: 2309 4799 | Account Name: Strata Sense Pty Ltd ITF SP 71241  BSB: 182 222  Account Number: 2427 51154 |

Any consent given to proceed with the installation does not imply that the Owners Corporation has given its approval to the final installation.

Application Process

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| **1. Application**  Send completed application with receipt for $500 deposit paid to Strata Manager to the Building Manager. Please allow 30 days before proposed installation. The building manager will forward to Strata Manager & Committee for a decision | **2. Assessment**  The Strata Manager will advise the outcome of your application within 10 days of receipt by Strata Committee | **3. Notification**  Advise the building manager at least 7 days prior to installation. Let your neighbours(s) know works are about to commence | **4. Inspection**  Advise the Building Manager and arrange for **inspection** of any new membrane work with a further inspection on completion | **5. Completion**  The building manager will confirm works have been completed to standard. |

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| Applicant Details: | Date: Click or tap here to enter text. | |
| Applicants Name: Click or tap here to enter text. |  | |
| Apt No: Click or tap here to enter text. | Lot No: Click or tap here to enter text. | |
| Authorised person: Click or tap here to enter text. | | Owner  Agent |
| Contact No: Click or tap here to enter text. |  | |
| Contact email: Click or tap here to enter text. |  | |
|  | | |
| Have you had preliminary discussion with the building manager concerning the proposed bathroom works?  Yes  No | | |
| Please provide a summary of the works you plan to do. Please include a floor plan showing proposed works | | |
| Click or tap here to enter text. | | |
| What materials will be used in these works ie. Tiles, fittings: Click or tap here to enter text. | | |
| What type of waterproof membrane will be laid?  Click or tap here to enter text. | | |
| Which company will be laying the membrane?  Click or tap here to enter text. | | |
| Will the installation affect any part of common property? (eg. Changes to plumbing, Removal of tiled floors, walls, doors, door frames etc). If yes, please detail below what will be affected or changed and your proposed solution  Click or tap here to enter text. | | |

Checklist

I have attached waterproofing specifications.

I have included the names of suppliers and installers that will be involved in the bathroom works

I have attached the licence and insurance details for any contractor that will be working onsite.

I have attached a receipt showing lodgement of $500 refundable deposit with the strata manager.

Declaration

I /we Click or tap here to enter text.

Understand that:

1. Approval in writing from the Owners Corporation must be obtained prior to commencing installation
2. It is my obligation to be aware of all the provisions of the By-laws in so far as they relate to the renovation or installation of bathrooms and to observe these
3. The Owners Corporation reserves the right to require me to submit to a General Meeting, at my own cost, a motion for a By-law should the works fall outside the definition of a “basic” renovation as set out in By-law 12
4. The protocols for the performance and conclusion of the renovation works as set out in By-Law 10 must be observed
5. Notification and access to inspect any new membrane must be provided in the manner set out in clause (5) of By-Law 12
6. Should the installation not meet the requirements of By-Laws 10 & 12 of SP69746/SP71241, it will be required to be removed.
7. The Owners Corporation’s approval to proceed with the work does not signify approval or acceptance of the finished installation

Signed: Date: Click or tap here to enter text.

Print Name:Click or tap here to enter text. Owner  Agent