

## Application for the installation of Non-Carpeted Floor

Some owners may wish to make changes to flooring in their property. Any change to a non-carpet flooring such as timber, parquetry or tiles requires permission from the Owners Corporation before the installation can commence. This form is to guide residents through 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 installation of any hard flooring will change the acoustic levels emitted from normal foot traffic within an apartment and may result in an increase in noise being heard in adjoining apartments.

The specific requirements for any hard flooring installation are contained in By Law 13. Owners should read and familiarise themselves with this by law as well as the rules around installation before submitting their application.

Any consent given to proceed with the installation does not imply that the Owners Corporation has given its approval to the final installation. Approval of the final installation is dependent upon the achievement of satisfactory acoustic standards being demonstrated, which may require acoustic testing at the owner's expense.

Any non-compliant flooring installation will be required to be removed.

### Application Process

<b><u>1. Application</u></b>	<b><u>2. Assessment</u></b>	<b><u>3. Notification</u></b>	<b><u>4. Inspection</u></b>	<b><u>5. Completion</u></b>	<b><u>6. Operation</u></b>
Send completed application to the Building Manager. They will forward to Strata Manager & Committee for a decision	The Strata Manager will advise the outcome of your application within 10 days of receipt by Strata Committee	Advise the building manager at least 7 days prior to installation. Let your neighbours(s) know works are about to commence	Advise the Building Manager works have been completed and arrange for inspection	The building manager will confirm works have been completed to standard.	

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<b>Applicant Details:</b>		Date:	
Applicants Name:			
Apt No:		Lot No:	
Authorised person:		<input type="checkbox"/> Owner <input type="checkbox"/> Agent	
Contact No:			
Contact email:			
Have you had preliminary discussion with the building manager concerning the suitability of the proposed non carpeted flooring? <input type="checkbox"/> Yes <input type="checkbox"/> No			
What type of non-carpet flooring do you plan to install?			
Please describe the sound proofing materials that will be used in the installation:			
From which company will you be purchasing the non-carpeted flooring?			
Which company will be installing the non-carpeted flooring?			
Will the installation affect any part of common property? (eg. Removal of tiled floors, walls, doors, door frames etc). If yes, please detail below what will be affected or changed and your proposed solution			

## Checklist

- I have attached specifications for the hard flooring and underlay product that will be used.
- I have included the names of suppliers and installers that will be involved in the installation of the hard flooring.
- I have attached the licence and insurance details for any contractor that will be working onsite.

## Declaration

I /we

Understand that:

1. Approval in writing from the Owners Corporation must be obtained prior to commencing installation
2. Should the installation not meet the requirements of By Law 13 of SP69746/SP71241, it will be required to be removed.
3. Any installation will proceed according to the rules for the installation of hard flooring.
4. The Owners Corporation's approval to proceed with the work does not signify approval or acceptance of the finished installation as is governed by the provisions of Sonoma by laws.

Signed:

Date:

Print Name:

Owner    Agent