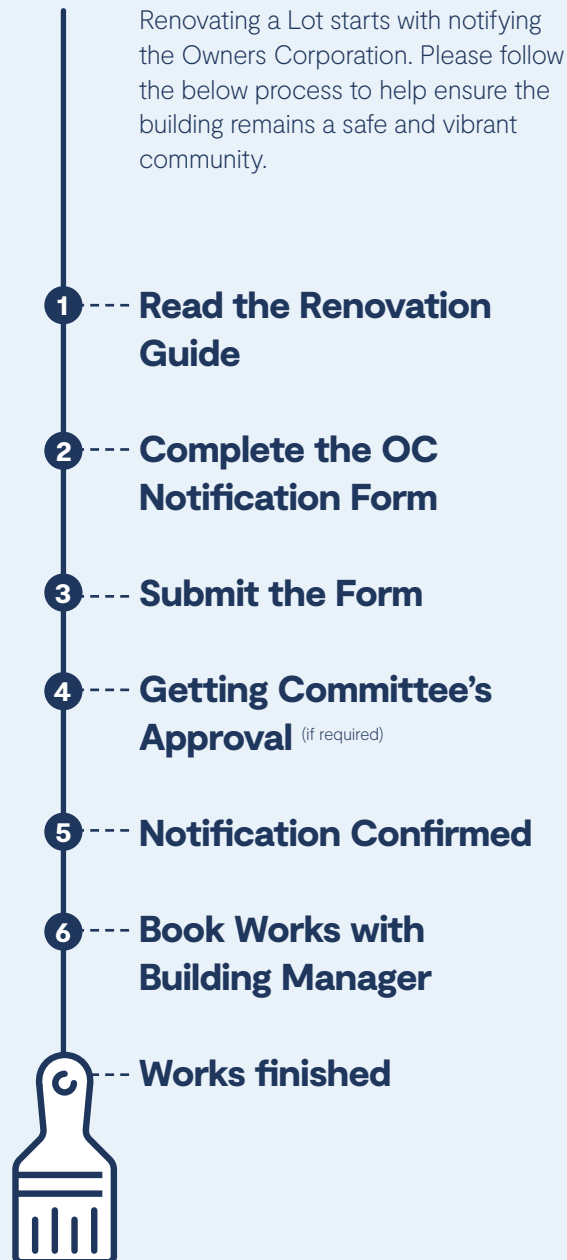


# RENOVATION PROCESS

## FAQs



### 1. What are the risks in renovating a Lot?

Lot renovations can affect other units or common property. Work must be done safely and to a good standard. The Owners Corporation (OC) provides guidance to help.

### 2. Why do I have to notify the Owners Corporation?

If your renovation affects the structure or external appearance, the OC Committee must review and approve it. For other works, notice helps the OC support and coordinate.

### 3. Can the Owners Corporation decline my renovations?

Yes, if the works affect structure or appearance and don't follow the rules. Other works are just noted, with support from MICM.

### 4. What is considered structural work?

Any changes to internal walls, pipework, or load-bearing parts like floors, roofs or beams.

### 5. How long will this process take?

If approval is needed and documents are complete, expect around **14 days**. Other works require only notice.

M I C M

The fillable form can be found after the Process & Tips pages.



**Form**

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MICM

# Renovation Tips

Whether the renovation works are big or small, the most important thing for all Lot Owners is minimising risks for themselves, other Lots and the Common Property. The liabilities that come from events like leaks, fires and hazards can be great; the tips below offer just some of the ways that you can manage your risks when proposing a renovation for your Lot.



## 1. Use Licensed Contractors



Hire licensed professionals for quality work, insurance coverage, and warranties.

## 2. Get the Right Documentation



Request contractor licenses and insurances; obtain required permits and completion certificates.

## 3. Isolate Smoke Detectors



Coordinate fire system isolation with building management to prevent costly false alarms from dust or fumes

## 4. Always Waterproof



Ensure Waterproofing is included in wet area and balcony works, and a certificate is provided.

## 5. Book Your Lift



Reserve the lift 48+ hours in advance for moving materials.

## 6. Consider Building Style



Match external fixtures (e.g. blinds, pipes) with the building's aesthetic.

## 7. Changing Flooring?



Ensure new flooring meets fire and acoustic standards for apartments.

## 8. Consider a Drip Tray



Install a tray under A/C units to prevent water dripping onto lower balconies.

## 9. Be Respectful



Follow building or council rules for work hours; keep common areas clean and safe.

## 10. Be Responsible



You're responsible for any contractors you allow into the building. If they cause damage or nuisance, your Lot may breach OC rules.

# AIR CONDITIONING INSTALLATION APPLICATION



Thank you for your recent enquiry regarding the installation of an air conditioning unit at your property. The requirements for the placement and installation of air-conditioning equipment are listed below. The lot owner must have Owners Corporation approval prior to any installation. This is achieved by carefully reading the following, ticking each circle to indicate your agreement with the conditions and return the completed form to our office.

The colour of any unit/system and associated pipe and electrical connections must be in keeping with the finishes of the building.

The unit/system and associated pipe and electrical connections must be installed 100mm below the horizontal height of the top balcony handrail. This includes all penetrations through the walls, window frames and all external finishes. Surface mounted pipes, conduits, brackets are not permitted to be affixed on the Owners Corporation areas and must be wholly contained within your lot. Penetrations must be neat with minimum clearance, be correctly sealed/weather-proofed and finished in keeping with the existing building finishes.

Operating noise levels of the unit/system must not interfere with or disrupt adjoining neighbours and may after installation/commissioning require additional sound proofing in order to satisfy this requirement.

All condensate drainage must be installed in a manner that prevents water falling to neighbouring apartments and/or common areas below and must not damage or deface any part of the building finishes. Condensate waste must be discharged to an approved drain or an evaporative tray must be installed.

The total air conditioning installation must be installed in accordance with the manufacturers installation/commissioning instructions and comply with all relevant governing authority guidelines, by laws, codes and regulations and be installed by qualified personnel/trades only.

The area of installation must be thoroughly cleaned and all debris/packing material etc., be removed from site. The Owners Corporation rubbish bins and recycle bins are not to be used for this purpose.

Any damage caused to common property or common services during the installation process will be made good by the Owners Corporation and charged to the lot owner.

A commissioning certificate signed and dated by the qualified installer should be kept by the lot owner of the apartment for future reference.

Applications must be accompanied with Make and Model number of the air conditioning system proposed for installation along with a photo of where the outdoor condenser unit will be placed. Applications submitted without this information will not be processed.

Applications must be accompanied with contractor details and a copy of the contractors Public Liability Insurance. Applications submitted without this information will not be processed.

**I acknowledge as the lot owner I will be responsible for the installation, on-going service and maintenance of the air conditioning unit.**

## IF PERMISSION TO PROCEED WITH THE WORKS IS GIVEN:

Applicant will be advised of the consent in writing and Applicant must comply with, but not limited to, the following:

- Concierge or Building Managers are to be advised when the scheduled works are due to take place, as smoke detectors may be required to be isolated to avoid a false alarm that may be triggered by debris and possible dust. If a false alarm is triggered, as the lot owner, you will be responsible for the Fire Brigade call out costs.
- Ensure contractors' compliance with statutory provisions relating to work safety (OH&S) and risk mitigation (insurance requirements).
- All work is undertaken in strict accordance with the application
- Tradesmen and contractors are supervised at all times while on site and during ingress and egress over and across the Common Property
- No storage (temporary or otherwise) of supplies or materials is permitted on Common Property.
- The use of lifts must be booked through Concierge/ Building Manager at least 48 hours prior and all precautions must be taken to avoid damage to common property.
- And if consented to, indemnify the Owners Corporation against all and any claims including and not limited to personal injury, death or product damages as a consequence of the proposed works being performed by the Applicant, its contractors including sub- contractors, agents, consultants etc.
- At least fourteen (14) business days prior to commencement of works, the lot owner must advise the Owners Corporation Manager (MICM) when the works are scheduled to commence and the expected duration of the works.

**With my signature below, I accept and will comply with the terms mentioned above.**

First Name  Last Name   
Lot No  Unit No   
Full Property Address   
Signature  Dated

**Completed form must be returned to**

**MICM**

178 CITY ROAD,  
SOUTHBANK VIC 3006

**Or email**

**[ocadmin@micm.com.au](mailto:ocadmin@micm.com.au)**