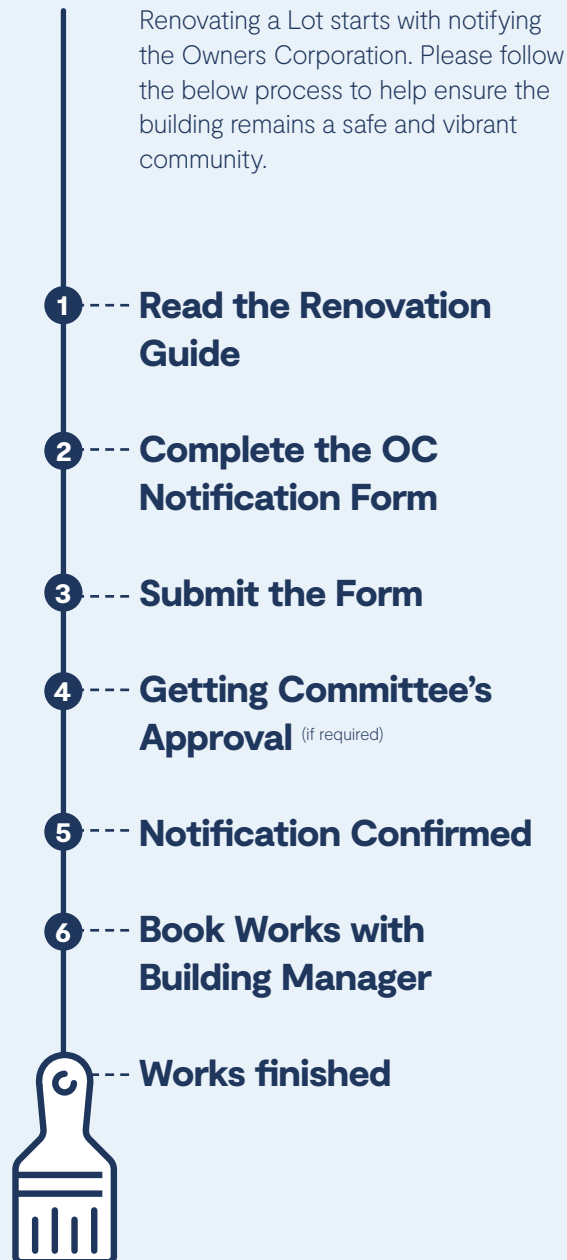


RENOVATION PROCESS

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

☐ _____

☐ _____

☐ _____

☐ _____

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.

OWNER'S NOTIFICATION EXTERNAL APARTMENT RENOVATIONS



This Notice satisfies the Owners Corporation Regulation 2018 – 5.2 that the Owner has notified the Owners Corporation of the proposed installation.

Owners are required to tick all the following circles, complete and sign the form Owners Corporation Acceptance.

- ☐ The Owner agrees to accept liability, that they have satisfied all the Victorian Building Authority and National Construction Code regulatory requirements for their External Renovation
- ☐ The Owner agrees that a Planning Permit, Building Permit and/or Structural Engineer Certification may be required by the Owners Corporation for external works.
- ☐ The Owner agrees not to alter or damage Common Essential Services.
- ☐ The Owner is to ensure that the Contractor has insurance and the relevant licence to undertake the works. The Owner is required to obtain the relevant Certificates of Compliance for Electrical/ Plumbing / Waterproofing Works.
- ☐ The Owner is to ensure that the Contractor has a Safe Work Method Statement – SWMS for works to be undertaken, specifically for High Risk Works.
- ☐ The Owner accepts liability for any costs associated with damage to Common Areas by the Contractor and charged to the Lot Owner.
- ☐ The Owner accepts liability for any damage/ water leaks caused or as a result of the renovation works.
- ☐ The Owner / Contractor is to ensure that all materials are removed from site and not placed in the Bins within the facility.

Prior to commencement, the Owner agrees to the following:

- If applicable and requested by the Manager, Applicant to provide a copy of the works contract.
- If required and depending on the nature of the works, provide copies of all the SWMS (Safe Working Method Statement) or JSA (Job Safety Analysis).
- 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 you will be responsible for the Melbourne Fire Brigade call out costs which can exceed \$2,500. If no Concierge or Building Manager exists, it is your responsibility to ensure that you utilize the services of the buildings fire safety contractor to isolate and de-isolate the smoke detectors on your floor.
- 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 vehicles or waste receptacle such as bulk bins are permitted on common property nor allowed to park in any car space (unless it belongs to the Applicant) without the express written permission of the Owners Corporation Manager.
- 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.
- Materials and debris must not be placed in the residents' waste bins and must to be removed at the sole cost and expense of the Applicant. The Common Property must be cleared and cleaned at the end of every work day.
- All work must be carried out within permitted time frames as detailed in the Special Rules of the Owners Corporation. This is generally from 8am on weekdays; finished by 5pm with no works permitted on Weekends or Public Holidays. Please confirm with your Building Manager or OC Manager the rules specific to your building.
- Any damage incurred to the Owners Corporation building / services / Common Property during the works or accessing of the Applicant's unit will be made good by the Owners Corporation and charged to the Applicant.
- Indemnify the Owners Corporation and MICM 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

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