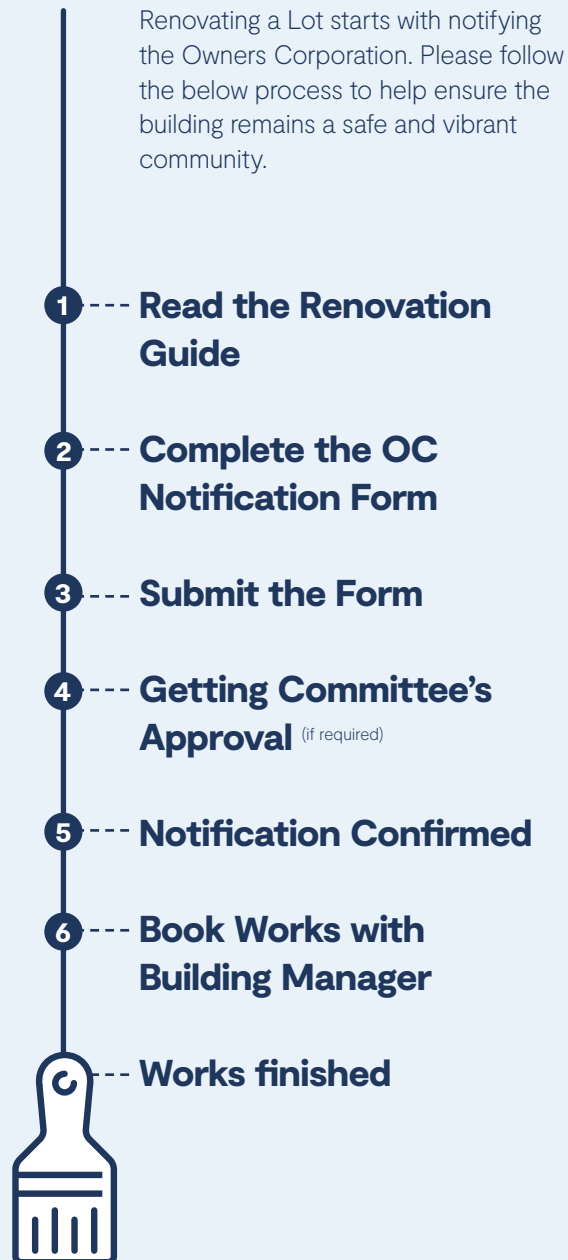


RENOVATION PROCESS

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.

GLAZING INSTALLATION APPLICATION



DOORS & WINDOWS

Prior to any works commencing, Application must be made in writing to the Owners Corporation Manager and consent given by the Owners Corporation. No structural changes to the building will be consented to. The lot owner must have Owners Corporation consent 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.

- ☐ Provide measurements with attached images of both current glazed area and proposed glass
- ☐ Design architectural drawings of proposed provided
- ☐ Contractors to provide Job Safety Analysis, Trade Licenses, Insurance and Safe Working Method Statement
- ☐ Product data sheets provided
- ☐ Method of fixing to secure frames provided
- ☐ Compliance to Australian Standards and Glazing Certificate to be provided upon completion
- ☐ Warranty must be signed for the performance of the new Internal Glazing System and the existing External Glazing System
- ☐ Colour Specification of glass to be provided
- ☐ Owner to confirm that the upstand wall has been assessed for strength and stability for the new frame and glazed system
- ☐ Owner to confirm that frames will be power coated to match existing
- ☐ Owner to ensure the integrity of waterproofing is maintained including to balconies and around glazing
- ☐ Owner to confirm that the frame is able to take the additional weight of glazing (door or window)
- ☐ The area of installation must be thoroughly cleaned and all debris/packing material etc. to 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

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 Melbourne 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