

Renovation & Works Application

Provide the information your owners corporation may need to assess proposed works.

Important: Do not start work until you have confirmed what approval is required. NSW strata law distinguishes cosmetic work, minor renovations and major renovations. Scheme by-laws can also affect the approval pathway.

1. Owner and lot details

Scheme / building	
Lot number	
Owner name	
Email	
Phone	

2. Proposed works

Summary of works	
Proposed start date	/ /
Estimated completion	/ /
Work hours	
Areas affected	

3. Nature of work

- ☐ Internal painting / finishes
- ☐ Kitchen works
- ☐ Bathroom / laundry works

- Flooring
- Electrical / cabling
- Plumbing
- Air conditioning / heat pump
- Walls / structural work
- Waterproofing
- Windows / external appearance
- Common property affected
- Council, planning or other statutory approval may be required

4. Contractor details

Builder / contractor	_____
	—
Licence number	_____
	—
Contact	_____
	—
Insurance details	_____
	—

5. Supporting documents

- Scope of works / quotation
- Plans, drawings or specifications
- Contractor licence details
- Certificates of currency / insurance where required
- Acoustic information for hard flooring where applicable
- Waterproofing information where applicable
- Structural engineering information where applicable
- Council / certifier / other approval information where applicable
- Waste removal and common property protection arrangements

6. Access, protection and waste

Common property access	
Lift / loading needs	

Waste / debris removal	
Protection measures	

7. Owner acknowledgement

- I will not commence work until the required strata approval has been obtained.
- I will ensure contractors comply with lawful requirements and applicable scheme by-laws.
- I will arrange repair of damage caused to common property by the works, subject to applicable law and approvals.
- I understand further information or a by-law may be required depending on the proposed works.

Owner signature	_____
Date	___ / ___ / ____

General information only. Under current NSW guidance, cosmetic work generally does not require owners corporation approval; minor renovations require approval; and major renovations require owners corporation approval by special resolution. The exact pathway depends on the work, legislation and the scheme's by-laws.