



APARTMENT RENOVATION

Guidelines for Managing your Renovations

The Body Corporate for River Place Apartments CTS 30270 has compiled these guidelines to advise lot Owners applying to renovate their Lots of their responsibilities in complying with the Body Corporate By-Laws, specifically:

- Damage to Common Property.
- Depositing of rubbish, dirt, dust or other materials on common property.
- The peaceful enjoyment of Owners and occupiers of a lot.

It is the intention of the Body Corporate that your renovations precede smoothly, while at the same time causing a minimum of inconvenience to all residents.

Table of Contents

1. The Application.....	3
2. Project Start-up	3
3. During Construction / Renovation.....	4
4. Hard Flooring	5
5. The Bond.....	6
6. Working with the Building Managers.....	7
7. Statutory Declaration	8

1. The Application

A Lot owner (**Owner**) must supply a list of the proposed renovations to the Secretary of the Body Corporate (**Committee**) seeking approval for the renovations prior to commencement of the work. This list must detail the type of work to be carried out and include a project plan detailing the expected starting and completion dates of the renovation.

The Application for Renovation forms are available from the River Place Body Corporate Managers (**Body Corporate Managers**).

An application for renovations must be in the hands of The Secretary; River Place Apartments CTS 30270, at least 35 days prior to any proposed date for the commencement of renovations. While the Committee will endeavour to process your application as quickly as possible, applicants are advised that 35 days is not an automatic start date, and that the Committee will only approve applications when all details and reports are to hand.

A project plan detailing the timing of activities (such as deliveries), start and end dates, with regular reviews must be provided by the Project Manager. This will allow the Building Caretakers (**Building Managers**) to plan lift access, loading bay requirements and parking needs of the trades people engaged in the renovation.

No internal walls are to be removed, nor floors penetrated, without permission of the Body Corporate upon receipt of a suitably qualified engineer's report advising that such removal will not affect the structural integrity of the building. The Body Corporate reserves the right to engage an independent engineer to provide an alternative report; such engagement, if deemed required, to be paid for by the applicant for the renovation.

No owner shall remove, install or replace any floor covering in a lot without Body Corporate approval. If the installation of hard flooring is a component of the proposed renovation works, detailed information of acoustic performance of the new flooring will need to be provided with the application. Section 4 of this document has required acoustic standards that need to be met.

For matters requiring approval by Brisbane City Council, and/or other authorities, it is the Owner's responsibility to lodge the application and to provide the Body Corporate with a copy of such approvals.

All contractors must provide a copy of their Public Liability Insurance and required licences to the Body Corporate before renovations commence. The bond must be received by the Body Corporate prior to the renovation commencement.

The Committee's consideration and approval of applications may only commence upon advice to Committee from the Body Corporate Manager that the minimum bond and Statutory Declaration has been received with the application.

The Owner will meet any of the Body Corporate costs (including administration legal and meeting costs) in relation to the Owner's application for the works.

2. Project Start-up

At least a week before any renovation commences, an Owner or Project manager must inform the Building Managers, in writing, of the intended date of commencement of work.

The Building Managers will inform the Owner of parking and lift requirements as well as any other requirements for the purpose of preventing damage to Common Property in the building. The movement

through the building of personnel, equipment and materials will be closely monitored by the Building Managers.

Prior to the start date of the renovations a meeting must be held between the Building Managers (Body Corporate representative), Owner or delegate and the project manager/builder. This meeting will ensure that everyone understands their roles and responsibilities and agrees to the terms and conditions. At this meeting an agreement between the Building Managers and Owner will be struck as to the timing and amount of payments for extra work carried out by the Building Managers during the renovation. These will be separate charges to payment to the Body Corporate for the bond.

An Owner shall be responsible for liaising with Qld Fire Services (or other relevant statutory authority) in relation to the suspension and re-setting of any fire alarm settings that may be required as a result of the renovations and any costs associated therewith

The Owner will provide a signed Statutory Declaration as shown at the end of this document.

All relevant local authority's approvals for work (if required) must be obtained by the owner and copies of these permits to be provided to the Committee before commencement of the works.

3. During Construction / Renovation

An Owner, in conjunction with the Building Manager must take all steps to ensure that all trades people, park in such areas and enter the building by certain means that have been agreed to in writing by the Building Managers.

All work is to be carried out between the hours of 8 am and 4 pm on regular weekdays (Monday to Friday) excluding Public Holidays that fall on a weekday. No work that will result in the disturbance of the peaceful enjoyment of Owners is to be carried out on holidays or weekends.

An Owner must ensure that noisy work such as jack hammering, concrete drilling and excessive hammering, which can be heard in adjoining apartments, will be notified to the adjoining residents 7 days before the commencement of the intended work. The Building Manager will provide the Owner with relevant apartment numbers so that the Owner can place notices in the appropriate letter boxes.

A notice of the renovation and noise warning is to be placed in the lifts and on the noticeboards 7 days prior to the renovations.

An Owner or builder employed by the Owner can only use a lift to carry equipment and materials from the basement/loading bay to the apartment which has been designated for that purpose by the Building Managers and such lift is:

- to have a padded curtain installed prior to use.
- the lift is to be left in a clean state at all times.
- the lifting capacity of the lift is to be strictly observed i.e.: **NO OVERLOADING.**

An Owner or their delegate shall remove all trade waste associated with the renovation work and shall not use the Body Corporate rubbish bins for this purpose.

The Owner accepts all risk and responsibility for liabilities related to any injuries sustained by Trades people engaged by the Owner whilst on common property.

An Owner will ensure the Workplace Health and Safety regulations are always complied with. An owner will ensure that all work is carried out by qualified trades people who are appropriately licensed and insured.

Daily housekeeping must be carried out including apartment doors to be closed during dusty jobs, hallways and lifts to be inspected daily and cleaned if necessary, at the time when made dirty by movement of materials and the works.

After completion of the works an inspection by the Building Manager will be required, and any new defects caused by the movement of equipment, materials and personnel associated with the renovation will be repaired by the Owner. Initially this cost will come from the bond, but further cost above the value of the bond will be the responsibility of the Owner. In order to assist with carpet protection, the Building Managers will provide runners to protect the carpet during the movement of materials and equipment along the corridor from lift to apartment.

The Owner undertakes to reimburse the Body Corporate for any additional insurance premium as a result of the works.

4. Hard Flooring

The implementation of a plan to ensure the acoustical quality of the Hard flooring and installation methods is essential. Hard flooring can create an adverse noise impact to adjacent and lower residences from the transfer of sound.

Subsequently an Owner **shall not** install any hard floors such as timber, bamboo flooring, tiling or vinyl without Body Corporate approval and having first provided evidence to the Committee that there will be adequate sound proofing.

The slab thicknesses for each unit's floor and ceiling is obtainable from the Building Managers. Generally, the slabs are 180mm thick with **no suspended ceilings**. Some centrally located units have 160mm thick slabs. The Owner is to provide the details of the products to be used and the complying acoustic certification, together with details of the specifications of their unit and the unit below proposed hard floor treatment.

If a certificate from the supplier (suitable for River Place Apartments structure) is not available (that is, if the certificate is not applicable to the specifications of the unit and unit below in terms of slab thickness and suspended ceilings), the installation must include acoustic testing to the applicable Australian Standards to prove compliance. The co-ordination of the acoustic testing is to be arranged by the Owner, acoustic testing supplier, and the Building Manager. Access to the unit below may be required.

Final installation of all underlay, tile sub-surfaces must be witnessed by the Building Managers. Co-ordination is to be arranged by the Owner.

The minimum standards using Weighted Standardised impact Sound Pressure Level (LnTw) are listed below. These figures are based on the generic construction of River Place Apartments. Note the lower the figure the better the acoustic performance.

Source Room (Floor where hard treatment is proposed)	Receiving Room (Room below proposed hard floor treatment)				
	Bedroom	Living Room	Kitchen	Bathroom/Laundry	Entrance Foyer
Bedroom	≤ 45	≤ 50	≤ 50	≤ 50	≤ 50
Living Room	≤ 45	≤ 50	≤ 50	≤ 50	≤ 50
Kitchen	≤ 45	≤ 50	≤ 50	≤ 50	≤ 50
Bathroom/Laundry				≤ 50	
Entrance Foyer	≤ 45	≤ 50	≤ 50	≤ 50	≤ 50

For example: Where a living room is to have timber or tiled flooring installed over another living room, then a floor system that achieves an LnTw level of 50 or less is required. Should the living room be over a bedroom then a higher rating of 45 or less is required.

If a noise complaint is received from an owner after the renovation is complete (post May 2021), then the Owner must organise at their cost, a floor impact noise test conducted in general accordance with the applicable Australian Standard by an acoustic engineer to show that the flooring meets the requirements above. If the Owner fails to provide the acoustic certificate, then the Body Corporate can organise an acoustic engineer to complete the test and report at the cost of the Owner.

If the acoustic test results fail to meet the requirements, then the Owner will be required to reinstate the lot to its original condition, or the Occupier must comply with any direction given by the Committee to mitigate the noise disturbance.

In addition, pads must be placed under furniture including chairs. Runners and mats may also be required to mitigate noise transmissions.

All new bathroom tiling will be installed with a full screed and acoustic insulation as required.

The Body Corporate (or representative) reserves the right to carry out inspection of the floor laying process at any time during working hour. The Building Manager is required to witness the installation of the underlay and compliance with the approved material. Acoustic engineers may also be used by the Body Corporate for advice during the floor laying process and testing may also be required during the process. Such engagement, if deemed necessary by the Committee, is to be paid for by the applicant of the renovation.

5. The Bond

An Owner must pay a minimum bond of \$2000.00 to the Body Corporate. Cheques should be made payable to: The Body Corporate for River Place Apartments CTS 30270.

The minimum deposit of \$2000.00 and Statutory Declaration must accompany the application and be forwarded to:

For attention:

Body Corporate Manager River Place Apartments Body Corporate Services Pty Limited.

PO Box 466.

Toowong, QLD 4066.

The process of Committee consideration and approval of applications may only commence upon advice to Committee from the Body Corporate Managers that the minimum bond and Statutory Declaration has been received with the application.

The bond may be increased if the works are considered to be a major renovation. The Bond will be applied to reimburse the Body Corporate for costs incurred as a result of:

- Any damage caused to Common Property by the Owner or their agents in carrying out the renovations.
- Any Cleaning of the common property by the Body Corporate that is required as a result of the renovations.

The Bond or any unused portion of it will be refunded to the Owner following a satisfactory inspection of the common property by the Building Manager at the final completion of works.

An Owner is to reimburse the Body Corporate for any damage sustained to common property for any excess sum over the bond of \$2000.00

6. Working with the Building Managers

At least a week before any renovation commences an owner or Project manager must inform the Building Managers of River Place Apartments, in writing, of the intended date of commencement of work.

The Building Manager will inform the owner of parking and lift requirements as well as any other requirements for the purpose of preventing damage to Common Property in the building. The movement through the building of personnel equipment and materials will be closely monitored by the Caretaker.

Prior to the start date of the renovations a meeting must be held between the Building Managers, Body Corporate representative, owner or delegate and the project manager/builder. This meeting will ensure that everyone understands their roles and responsibilities and agrees to the terms and conditions. At this meeting an agreement between the Building Managers and owner will be struck as to the timing and amount of payments for extra work carried out by the Building Managers during the renovation. These will be separate charges to payment to the Body Corporate for the bond.

The Building Managers have the right to make claim for any extra charges that may occur. These charges may include but not limited to:

- Additional work carried out under the instructions of the Supervising Engineer/Architect (SE/A).
- Putting up and removing the padded curtains in the lifts (nil charge during normal work hours).
- Any requests that require the Building Managers to attend to outside normal working hours.
- Supervision of any trades people working on any security areas of the building, i.e.: Fire Alarms.
- Any costs for repairs to work undertaken at the request of the SE/A or his delegate.

The Building Manager will not make claims on the Owner for any services that have not been agreed to in advance in writing. A schedule of charges will be made available upon request.

7. Statutory Declaration

Oaths Act 1867

Statutory Declaration

QUEENSLAND
TO WIT

I,

of in the State of Queensland

do solemnly and sincerely declare that

1. I/we have read and understood the River Place Apartments CTS 30270 Renovation Guidelines (Renovation Guidelines).
2. I/we acknowledge that the Renovation Guidelines are reasonable and necessary for the enjoyment of all owners in River Place Apartments, and as such I/we agree to comply with all aspects of the Renovation Guidelines as they are applicable to my renovation.
3. [Cross out if not applicable] I/we intend to install hard flooring and confirm that I/we will comply with the Renovation Guideline requirements for hard flooring.
4. I/we will obtain all necessary Brisbane City Council, QFRS and other regulatory authority approvals for the renovation and provide copies to the Body Corporate before commencing the renovation.
5. I/we have provided a copy of the Renovation Guidelines to my Project Manager and made it a condition of the renovation project that the Project Manager and any trades people engaged on my renovation comply with it.
6. I/we acknowledge that failure to comply with the requirements of the Renovation guidelines may result in the Body Corporate requiring rectification works to be undertaken at our cost, to ensure the renovation complies with the Renovation Guidelines.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act 1867.

Signature of declarant/deponent

Taken and declared before me at

this day of

A Justice of the
Peace/Commissioner for
Declarations.