



## Notice of Renovations or Other Works

Private Lot Works can be subject to controls of the Owners Corporation, and Lot Owners have an obligation to provide notification of works, and in some cases written Owners Corporation approval is required.

Prior to any Private Lot works commencing, please complete and return this notice to the Owners Corporation c/o SOCM Pty Ltd via email [info@socm.com.au](mailto:info@socm.com.au).

No works are permitted to be undertaken prior to the Owners Corporation reviewing the works notice.

Upon receipt of this notice, the Owners Corporation will have a **minimum of 14 days** to review, and provide consent subject to all requirements and documents being provided with the returned form.

**TO** The Owners Corporation

Owners Corporation PS No.

Building Address

**FROM**

Name(s)

Lot No

Lot Address

Phone Number

Email Address

**DESCRIPTION OF WORKS**

# Owners Corporation Proxy

## CONTRACTOR(S) APPOINTED FOR WORKS

Company Name	Trade

Please provide a copy of the principal contractor(s) Professional Indemnity Insurance, and Public Liability Insurance together with this form (if applicable). Please also include a copy of the contractor(s) Licences (if applicable).

## SCHEDULE OF WORKS

Proposed works commencement date

Proposed works completion date

Estimated cost of works

## BUILDING PERMITS, PLANNING, CERTIFICATION OF PLAN OF SUBDIVISION

Has an application been made by the Lot Owner for a Building Permit, Planning Permit, or certification of a plan of subdivision affecting the lot for the purpose of the works?

Building Permit	Yes	No
Planning Permit	Yes	No
Heritage Victoria Planning Permit	Yes	No
Any other Permits	Yes	No

If YES, to any of above, please provide a copy of the relevant permit together with this form.

Please provide status update in comment box if applicable.

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## IMPACT ON COMMON PROPERTY AND ENJOYMENT BY OTHER LOT OWNERS

Will the renovations or other works, effect the common property or other lot owners enjoyment of the common property? ie. acoustic ratings, long term restricted access use. If YES, please describe and provide evidence.

Yes            No

## IMPACT ON INSURANCE PREMIUM

Do the works change the existing use of the lot in a way that will affect the insurance premium for the Owners Corporation? ie. uses that result in hazardous activity, uses for commercial or industrial purposes, uses for retail purposes. If YES, please describe and provide evidence.

Yes            No

## EXTERNAL APPEARANCE OF THE LOT

Do the works involve making changes to the external appearance of the lot (written approval from Owners Corporation is required). ie. awnings visible from external building, change in paint colour. If YES, please describe and provide evidence.

Yes            No

## DAMAGE OR ALTERING COMMON PROPERTY

Do the works involve damaging or altering the common property? (written approval from Owners Corporation is required). ie. conduit installation, drilling into common area walls/floors/ceilings, method of fixing etc. If YES, please describe and provide evidence.

Yes            No

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## COMMON PROPERTY STRUCTURAL IMPACT

Do the works alter a structure that forms part of the common property? (written approval of Owners Corporation is required). ie. impact on load bearing walls, windows, etc. If YES, please describe and provide evidence.

Yes                  No

## ESSENTIAL SAFETY MEASURES IMPACT

Do the works affect the ESM (essential safety measures) in the building? (written approval of the Owners Corporation is required). ie. removal, relocation, addition of sprinkler heads, emergency lights, exit lights, paths of egress or fire doors, fire compartmentalisation and fire ratings. If YES, please describe and provide evidence

Yes                  No

## RELEVANT DOCUMENTATION

To expediate the works approval process, all relevant documentation (where applicable) should be provided together with this form:

- Contractor(s) Insurances
  - Professional indemnity
  - Public Liability
- \*\* Depending on scope of works, the certificate of currency should have interests of Owners Corporation PS 756031D noted (if applicable).
- Safe Work Method Statements (SWMS)
- Plans / Drawings
  - Stamped approved plans and drawings from a registered building surveyor, ie. architectural, electrical, hydraulic, mechanical, fire services, engineering etc.
  - Waste Management Plan / Demolition Plan (where applicable)
- Copy of Permit(s) – Building or Planning/ or other as required.
  - \*\*If not required, written advice from Building Surveyor / Council as to why a Permit is not needed (if applicable).
- Engineering Reports (ie. Structural)
- Other reports
  - Slab and wall scan reports (if drilling into the common property and or lot boundaries)
  - Condition/Dilapidation reports of Common Property and / or adjoining Lots (if applicable)
- Material Specifications
  - Plant and equipment specifications
  - Indication of materials used (colour, type)
  - Fixing methods
  - Material transport method (supply and removal)
  - Acoustic Reports and ratings
  - Flooring Installations: Please refer to the attached [Acoustic Standards Guideline](#). Confirmation of fire certification and acoustic specifications is required. ie. carpet/timber/ tiled floors: the highest-grade acoustic underlay to achieve acoustic ratings of 50db.
- Other Information as reasonable requested by the Owners Corporation:

# Owners Corporation Proxy

## ESSENTIAL SAFETY MEASURES IMPACT

Please tick the boxes if you agree

The Lot owner/ or occupier, and his/her successors in title hereby undertakes to indemnify Owners Corporation Plan No.PS (“Owners Corporation”), its members, servants, officers, and committee members to the full extent permitted by law from and against all claims, demands, actions, suits, damages, costs and expenses of any kind (including in respect of death, injury to person or damage to property) suffered by the Owners Corporation, its members, servants, officers, and committee members as a result of, or in any way arising from or in connection to the works which are the subject of this Works Request Form or the ongoing maintenance and repair of those works.

The Lot owner/ or occupier, and his/her successors in title hereby release, to the full extent permitted by law, the Owners Corporation, its members, servants, officers, committee members, employees and contractors from all claims and demands of every kind arising from any accident, damage, death, injury or loss sustained by the Lot owner or any other person (whether to person or property) in any way connected to the works the subject of this Works Request Form and the maintenance and repair of those works. The Owners Corporation reserves the right to prepare a Deed of Release, at the Lot Owners cost and execution, if the Lot Owners works significantly impact common property

## OBLIGATIONS

Please complete by ticking YES if you agree

YES NO

The Lot owner/ or occupier and their Contractors will abide by the Owners Corporation Rules, - (Attached).

The Lot owner/ or occupier agrees to reimburse the Owners Corporation for any costs associated with this request to consent to the building works. ie. reasonable engagement of a third-party at the Owners Corporations discretion, ie. Philip Chun, to review proposed structural works and plans and provide sign off.

The Lot owner/ or occupier agrees to supply to the Owners Corporation any further particulars of the proposed works as may be reasonably requested to enable the Owners Corporation to be satisfied that the proposed works are in accordance with the reasonable aesthetic and building requirements of the total building, do not endanger the building and are compatible with the overall services to the building and the individual floors.

The Lot owner / or occupier agrees that the proposed works are only to commence after all requisite permits, approvals and consents required under all relevant laws and rules have been obtained and copies have been given to the Owners Corporation or their representative and then must be in accordance with those permits approvals, consents, and any conditions thereof.

If the works involve proposed changes to the fire capabilities in the Lot or common property, a relevant qualified consultant will be engaged to confirm that works will not compromise the fire protection integrity of the Lot, or building, at the Lot owner/ or occupiers cost.

If the works are structural, a relevant qualified consultant will be engaged to confirm that works will not compromise the integrity of the buildings structure, at the Lot owner/ or occupiers cost.

Any penetration through fire-rate structures (e.g. boundary / common property walls, ceilings, concrete slabs etc) will be appropriately fire sealed, at the Lot owners/ or occupiers cost.

# Owners Corporation Proxy

## OBLIGATIONS (continued)

YES NO

If Fire Indicator Panel (FIP) isolations are required to enable the works to be undertaken without activating the buildings fire alarm system, the lot owner/ occupier agrees to reimburse the Owners Corporation for all costs associated with the required isolations which are undertaken by the buildings specialist fire service contractor.

The works must be undertaken in a reasonable manner to minimise any nuisance, annoyance, disturbance, and inconvenience from building operations to other owner and occupiers.

The Lot owner/ occupier must ensure that the contractors are supervised in the carrying out of such works to minimise any damage to or dirtying of the Common Property and the services therein.

The Lot owner / occupier will make good all damage and remediate the Building and Common Property, which is caused by the works and if the owner or occupier fails to immediately do so after provision of notice, the Owners Corporation reserves the right to make good any such damage or remediation works and charge the cost of same to the owner / or occupier in its absolute discretion.

If the works are found to impact the quiet enjoyment and safety of living in the complex (once completed) the Lot owner/ occupier agrees to rectify at their own cost.

The Lot owner / occupier must promptly notify the Owners Corporation Manager or Building Manager on becoming aware of any damage to or defect in the Common Property or any personal property vested in the Owners Corporation.

## LOT OWNER OR OCCUPIER ACCEPTANCE

The Lot owner/ or occupier represents that the information is true and complete and indemnifies the Owners Corporation of its reliance on this information.

Date

Name — Owner(s)

Signature — Owner(s)

## LOT OWNER OR OCCUPIER ACCEPTANCE

Recommendation to proceed      Yes      No

Date

Name

Signature

Other Comments

# Owners Corporation Proxy

## WORKS SIGN OFF

The Owners Corporation [approves/acknowledges] the works, which are subject to confirmation and fulfillment of the [‘Additional Special Conditions’](#) outlined below (if applicable) and acceptance of the [‘Obligations, and Indemnity Release’](#) above.

Date

Name –Owners  
Corporation representative

Signature –Owners  
Corporation representative

## ADDITIONAL SPECIAL CONDITIONS

(Owners Corporation use only – further particulars relating to works required)

## COMPLETION OF WORKS

Upon completion of the works, the following documentation must be submitted to the Owners Corporation (where applicable):

- Certificate of Final Inspection
- Copies of final As Built plans
- Certificates and permits applicable to the works
- CEOS – Certificate of Electrical safety (for all electrical works)
- Penetration certification (for all fire penetrations)
- Any other documentation applicable to building works request

## NEXT STEPS

Once considered and reviewed by the Owners Corporation, you will receive a signed copy of this works form for your records. Please reference the [Additional special conditions](#) in case they apply.

You will also receive a letter which details the next steps and building specific expectations for the works. ie. Building Management details, on-site building protection, fire panel isolations, times of works, and use of common property.

If you have any questions or require assistance completing this form, please contact our office on (03) 9495 0005.