



The Pines

Guidelines for Major Renovations SP 3840

GUIDELINES FOR MAJOR RENOVATIONS (DBP-ALIGNED)

1. PURPOSE

The Owners Corporation supports lot owners who wish to modernise and improve their apartments, while ensuring all works are carried out in a safe, compliant, and responsible manner.

These Guidelines are intended to:

- protect the structural integrity, waterproofing, and services of the building;
- safeguard common property and neighbouring lots;
- ensure compliance with applicable legislation, including the *Design and Building Practitioners Act 2020 (NSW)*; and
- minimise the risk of defects, disputes, and liability affecting the Owners Corporation.

All works must comply with:

- The Pines Consolidated By-Laws (April 2022)
- The *Strata Schemes Management Act 2015 (NSW)*
- The Building Code of Australia (National Construction Code)
- Applicable Australian Standards

2. APPROVAL FRAMEWORK

Renovations are classified as either **Cosmetic** or **Major Renovations**, with different approval pathways.

2.1 Cosmetic Renovations

Cosmetic works include:

- Painting
- Replacing cabinetry
- Installing carpet

Approval Requirement:

- Strata Committee approval required
 - Owners Corporation approval not required
-

2.2 Major Renovations

Major Renovations include works involving:

- Structural alterations
- Waterproofing (bathrooms, balconies, laundries)
- Replacement of flooring with timber or hard surfaces
- Changes affecting common property (including plumbing, ceilings, membranes)
- Works exceeding seven (7) consecutive days

Approval Requirement:

Owners Corporation approval by special resolution is required where:

- Common property is affected
- Waterproofing is altered or replaced
- Structural elements are modified
- A new or amended by-law is required

Where an existing by-law applies, approval may be delegated to the Strata Committee.

2.3 DBP COMPLIANCE REQUIREMENTS

For all Major Renovations, and any works involving waterproofing, structure, or building services:

- Works must comply with the *Design and Building Practitioners Act 2020 (NSW)*
- Owners must engage appropriately **licensed and, where required, registered practitioners**
- The following must be provided:
 - Evidence of practitioner registration (if applicable)
 - Design documentation demonstrating compliance with the Building Code of Australia
 - Design and Building Compliance Declarations (where required)

Incomplete or non-compliant applications will not be approved.

3. HARDWOOD AND TIMBER FLOORING

All timber or hardwood flooring installations must:

- Be installed by licensed and qualified contractors
- Comply with acoustic requirements (maximum 53 dB impact noise)
- Include appropriate acoustic underlay
- Allow slab inspection where required

Approval Requirement:

- Owners Corporation approval required where a by-law is needed
- Strata Committee approval sufficient where compliant with existing conditions

The Owner is fully responsible for:

- Acoustic performance
 - Damage to common property
 - Any future rectification required
-

4. PROTECTION OF COMMON PROPERTY

Contractors must:

- Protect lifts, foyers, and corridors
 - Remove protection daily
 - Clean common areas daily
-

5. CONTRACTOR ACCESS AND VEHICLES

- Contractor vehicles must not park on common property
 - Accessways and garages must not be obstructed
-

6. NOISE MANAGEMENT

- Minimum 48 hours written notice prior to noisy works
 - Works limited to approved weekday hours
 - No weekend or public holiday work without approval
-

7. WET AREA AND WATERPROOFING WORKS

All wet area renovations must:

- Be undertaken by licensed tradespersons
- Include compliant waterproofing systems
- Comply with applicable standards and DBP requirements

Owners must provide:

- Waterproofing certificate
- Compliance certificates
- DBP compliance declarations (where applicable)

Approval Requirement:

- Owners Corporation approval required where common property is affected
- Otherwise, Strata Committee approval may apply

The Owner is fully responsible for:

- Waterproofing failure
 - Resulting damage to other lots or common property
 - Ongoing maintenance and repair
-

8. INSPECTIONS AND ACCESS

8.1 Interim Inspections

For works exceeding four (4) weeks:

- Interim inspections may be conducted

8.2 Hold Point Inspections

For high-risk works:

- Inspections may be required at critical stages (e.g. waterproofing before tiling)

Owners must provide reasonable access for inspections.

9. DOCUMENTATION REQUIREMENTS

All Major Renovation applications must include:

- Scope of works
- Drawings (architectural/engineering where applicable)
- Construction methodology
- Product specifications
- Contractor licences and insurance
- DBP registration evidence (if applicable)

Incomplete applications will not be considered.

10. CLEAN-UP AND DAMAGE RESPONSIBILITY

Owners are responsible for:

- Waste removal
- Cleaning of common property
- Repair of damage to common property and other lots

The Owner bears full responsibility for:

- Defects arising from works
- Breach of statutory duty of care
- All consequential damage

The Owners Corporation may recover all associated costs.

11. RENOVATION BOND

A renovation bond may be required to cover:

- Damage
 - Cleaning
 - Non-compliance
-

12. CONTRACTOR COMPLIANCE

All contractors must provide:

- Trade licences
- Public liability insurance
- Workers compensation insurance

Where applicable:

- DBP registration
 - Professional indemnity insurance
-

13. STRUCTURAL AND DRILLING CONTROLS

- No drilling that compromises waterproofing or structure
 - All works must comply with approved requirements
-

14. GOVERNANCE SUMMARY

The following require Owners Corporation approval by special resolution:

- By-law creation or amendment
- Structural works
- Waterproofing affecting common property
- Changes to acoustic standards
- General renovation bond policies

All other matters may be administered by the Strata Committee.

15. COMPLETION REQUIREMENTS

Upon completion, the Owner must provide:

- All compliance certificates
- DBP compliance declarations (if applicable)
- Waterproofing certification

Works are not complete until all documentation is submitted.

16. REVIEW AND APPROVAL

All applications will be assessed based on:

- Compliance with by-laws
- Compliance with legislation (including DBP)
- Adequacy of documentation
- Impact on common property and other lots

Approval may be refused where risks are not adequately addressed.