

## AIR CONDITIONER INSTALLATION FORM

This guide and application form has been prepared to walk owners through the process involved in the installation of an air-conditioner.

Owners are encouraged to read their by-laws in detail before applying. Owners are also asked to appreciate that alterations to common property is a privilege and not a right, despite most Owners Corporations wanting every owner to maximise the enjoyment and value of their property.

Owners should be patient throughout the application process as it can take considerable time and resources depending on the type and location of air-conditioning system that is proposed to be installed.

### **APPROVAL METHODS**

The Strata Schemes Management Act 2015 categorises air-conditioner installations as follows:

TYPE OF INSTALLATION	CATEGORY	CATEGORY
Split systems on balconies	“Minor renovation”	Approval required at a general meeting
Split systems on walls	“Other renovation”	Approval required at a general meeting <b>with a by-law</b>
Ducted air systems	“Other renovation”	Approval required at a general meeting <b>with a by-law</b>
Window mounted systems	“Other renovation”	Approval required at a general meeting <b>with a by-law</b>

The Owners Corporation can pass a new special by-law to delegate minor renovations to the Strata Committee however it cannot delegate “other renovations”. Therefore, all ducted systems or split systems that change the external appearance of the lot will require a dedicated special by-law.

To determine what level of approval is required and whether any new special by-laws have been implemented to streamline air-conditioner approvals, please submit this application to your strata manager.

**ALL INSTALLATIONS SHOULD BE REFERRED TO YOUR STRATA MANAGER FIRST!**

### **Disclaimer:**

The content of this guide is intended as a guide only and cannot be relied upon for legal advice. Readers should make and rely on their own enquiries regarding all aspects of the material. Titles Strata Management Pty Ltd disclaims any liability for negligence or otherwise in any way connected with this guide.

# PART 1 - APPLICATION

## OWNER DETAILS

Strata Plan No.	<input type="text"/>	Lot No.	<input type="text"/>
Full address of Strata scheme.	<input type="text"/>		
First Name.	<input type="text"/>	Surname.	<input type="text"/>
Contact No.	<input type="text"/>	Email address.	<input type="text"/>

## RENOVATION DETAILS

Type of system (eg, split, window, mounted, ducted).	Colour of external condenser unit and conduit.
Details on how the unit will be mounted (eg, attached to wall, balcony floor, or sitting on balcony).	
Details on how condensation will be drained from the external condenser (eg, plumbed to drain, collection tray).	
Proposed commencement date. (approximate)	Expected duration of works.
Proposed method of delivering materials & location.	Proposed method of removing trade waste & debris.
Proposed method of contractor parking.	
Other Details:	

## CHECKLIST – I HAVE ATTACHED THE FOLLOWING:

Proposed Contractors Licence

Contractors Insurance Details

Sketches/diagram/photos showing location and pipe works of internal & external units

Copy of air-conditioner model and specifications

I understand that it is my responsibility to notify the strata committee of any changes to the proposed contractor and work times, circulate notices to my neighbours informing them of the work times, rubbish, delivery and parking arrangements, ensure that the contractor protects the common areas, particularly hallways and lifts for the duration of the work, ensure the contractor cleans all common areas daily, if requested, provide the strata committee with access to inspect before and after the renovations, where relevant, obtain consent from any government or authority for the renovations.

# PART 2 – APPROVAL PROCESS

## EXAMPLES OF WORK

### COSMETIC WORK

The following work will generally not require approval:

- Installing or replacing hooks, nails or screws for hanging paintings and other things on walls
- Installing or replacing internal handrails
- Internal painting
- Filling minor holes and cracks in internal walls
- Laying carpet, installing or replacing built-in wardrobes
- Installing or replacing internal blinds and curtains

### NOT COSMETIC WORK

The following work is not considered as cosmetic:

- Work categorised as 'minor renovations'
- Work involving structural changes
- Work that changes the external appearance of a lot
- Work that detrimentally affects the safety of a lot or common property, including fire safety systems
- Work involving waterproofing
- Work involving exhaust systems
- Work involving reconfiguring walls

### MINOR RENOVATIONS

The following work will generally require a resolution at a general meeting:

- Renovating a kitchen
- Changing recessed light fittings
- Installing or replacing wood or other hard floors
- Installing or replacing wiring, cabling or power points
- Work involving reconfiguring walls non-load bearing walls
- Removing carpet or other soft floor coverings to expose underlying wooden or other hard floors
- Installing a rainwater tank, clothes line, reverse cycle spit system air conditioner
- Installing double or triple glazed windows, heat pump, ceiling insulation

### NOT MINOR RENOVATIONS

The following work is not a minor renovation:

- Work categorised as 'cosmetic work'
- Work involving structural changes
- Work that changes the external appearance of a lot
- Work involving waterproofing
- Work that must be authorised by way of a by-law

### OTHER RENOVATIONS

The following work will generally require a special resolution at a general meeting of all the owners and a special by-law to be drafted by a specialised strata lawyer engaged by the Owners Corporation:

- Work involving waterproofing
- Work involving structural changes
- Work involving reconfiguring load bearing walls
- Work that changes the external appearance of a lot
- Work that requires the permanent occupation of common property airspace
- Work that is not categorised as 'cosmetic work' or 'minor renovations'

### IMPORTANT NOTES

From time to time, the Owners Corporation may pass a special by-law that can place certain types of renovation into either the 'cosmetic work' or 'minor renovations' categories. It is important that owners read and understand all by laws registered for their scheme.

## CATEGORY OF WORKS & METHOD OF APPROVAL (OFFICE USE ONLY)

Cosmetic Work

Minor Renovations

Other Renovations

No Approval Required

Strata Committee Meeting Required

General Meeting Required (no special-by-law)

General Meeting Required (with special by-law drafted)

Comments

## APPLICATION COSTS (OFFICE USE ONLY)

No approval required (No cost)

Await next Strata Committee Meeting (No Cost)

Await next Annual General Meeting (No cost for meeting, quote to be provided to Lot Owner for by-law if required)

Strata Committee Meeting to be convened via Voting Paper (\$99.00)

Strata Committee Meeting to be convened in person (\$220.00)

Extraordinary General Meeting to be convened (\$220.00 plus disbursements & by-law drafting fees)

Comments

# PART 3 – COMMENCEMENT OF WORK

## APPROVAL TO COMMENCE (OFFICE USE ONLY)

Meeting Date.  Strata Manager.

Signature.  Dated.

## CONFIRMATION OF RENOVATION DETAILS

Confirmed commencement date.  Confirmed duration of works.

Confirmed method of removing trade waste & debris.

Confirmed method of delivering materials.

Confirmed method of contractor parking.

## CHECKLIST

I have:

- Read and understood all instructions/conditions for approval provided by the Strata Committee/Owners Corporation
- Circulated notices to my neighbours informing them of work times, rubbish, delivery & parking arrangements
- Instructed the contractor to protect the common areas, particularly hallways and lifts for the duration of the work
- Instructed the contractor to clean all common areas daily
- Offered the Strata Committee an opportunity to access and inspect before and after the renovation
- Obtained consent from any government or other authority for the renovations

## COMMENCEMENT

**You may commence installation of your air-conditioner from this point.**

# PART 4 – COMPLETION & SIGN-OFF

## CHECKLIST

I have:

Completed by renovations

Ensured the common areas are free of any damage and debris as a result of the renovations

Submitted any waterproofing and engineering certificates to Titles Strata Management Pty Ltd

Offered the Strata Committee an opportunity to access and inspect after the renovations

Lot Owner Name.

Signature.

Dated.

## SIGN-OFF (OFFICE USE ONLY)

Strata Committee Member.

Signature.

Dated.