

SKYLINE APARTMENTS CTS 37631

APARTMENT RENOVATION GUIDELINES FOR MANAGING YOUR RENOVATION

THE BODY CORPORATE FOR SKYLINE APARTMENTS

The Body Corporate for **Skyline Apartments CTS 37631** has compiled this document to advise unit owners applying to renovate their Lots of their responsibilities in complying with the Body Corporate By-Laws, specifically:

1. **Damage to Common Property**
2. **Depositing of rubbish, dirt, dust or other materials on common property**
3. **The peaceful enjoyment of owners and occupiers of a Lot**

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

1. Application for Renovation

A lot owner must supply a list of the proposed renovations to the Secretary of the Body Corporate seeking approval prior to the commencement of any work. This list must detail the type of work to be carried out and include a project plan detailing the expected start and completion dates.

2. Timing of Application

Applications must be submitted **at least 30 days** before the proposed renovation start date. Approval is not guaranteed within that timeframe. A detailed project plan outlining timings (including deliveries and stages of works) must be included to allow coordination of lift access, loading bay use, and parking.

A **pre-start meeting** must be held with the Skyline Apartments Manager, Body Corporate representatives, the lot owner (or delegate), and the builder or project manager. At this meeting:

1. Roles and responsibilities are clarified
 2. Conditions of renovation are agreed upon
 3. Additional services provided by Skyline Apartments Management (e.g. lift supervision) will be costed and agreed upon.
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3. Structural Works

No internal walls are to be removed without prior Body Corporate approval and submission of a qualified structural engineer's report. The Body Corporate may commission an independent engineering review, at the applicant's cost.

4. Notification Prior to Works

At least **7 days prior** to commencement, the owner or project manager must notify the Skyline Apartments Manager in writing of the intended start date.

5. Council Approval

If required, it is the lot owner's responsibility to obtain and provide a copy of relevant Brisbane City Council approvals.

6. Building Logistics

The Skyline Apartments Manager will coordinate lift access, parking, and movement through common property. Any damage prevention measures will be discussed and implemented under their supervision.

7. Manager Costs

The Skyline Apartments Manager may claim costs for:

1. Additional or after-hours work
2. Supervision of security-related trades (e.g. fire systems)
3. Lift curtain installations/removal
4. Any agreed services in writing

A fee schedule is available upon request.

8. Access & Parking

All tradespeople must park and access the building as directed in writing by the Skyline Apartments Building Manager. **A site induction/signing every morning is required in the Lobby.**

9. Permitted Work Hours

All loud renovation work must be carried out **between 8:00am and 4:00pm, Monday to Friday (excluding Public Holidays)**.

No loud work is permitted on weekends or public holidays. This includes deliveries and any noisy or disruptive activities.

Jackhammering, tile cutting, concrete drilling, grinding, and other noisy works must be:

1. Restricted to the approved work hours
2. Notified in writing to neighbouring residents **at least 7 days in advance**

The Skyline Apartments Manager will provide the list of affected apartments for notification.

10. Use of Lifts

Only lifts designated by the Skyline Apartments Manager may be used to transport materials. The following conditions apply:

- 1. Protective curtains must be installed before use
- 2. The lift must be kept clean
- 3. Strict compliance with lift weight limits is mandatory

11. Installation of Hard Flooring

Owners must not install hard flooring surfaces—such as timber, bamboo, tiles, hybrid or vinyl—without first obtaining written approval from the Body Corporate Committee and checking by-law 16.

Owners should be aware that installing plank flooring may result in additional costs relating to the fire door. A change in floor height compared to tiled areas at the fire door can create excessive clearance beneath the door which must be no more than 20mm.

This matter was identified in the most recent fire compliance report, and the body corporate has previously on-charged owners where similar non-compliances occurred.

The application must include:

- 1. Evidence that adequate acoustic insulation will be installed,
- 2. The make and model of the flooring,
- 3. Acoustic ratings (as listed on the supplier’s quotation).

Minimum acoustic performance requirements, as measured by the **LnTw (formerly FIIC)** system, are:

Room	Maximum LnTw Rating
Bedrooms	50
Lounge/Dining	50
Corridors	50
Walk in Robe	50

12. Liability for Damage

Owners are financially responsible for any damage to Common Property caused by themselves, their contractors, or tradespeople. Repair costs will be recovered accordingly.

13. Waste Disposal

All trade and construction waste must be removed from the premises by the owner or their contractor. Use of Body Corporate rubbish bins for renovation waste is strictly prohibited.

14. Cleanliness and Housekeeping

Daily housekeeping is mandatory during renovation works. This includes:

1. Keeping apartment doors closed during dusty work,
2. Cleaning hallways and lifts immediately if soiled by construction debris or materials.

The Skyline Apartments Manager may issue cleaning instructions during the renovation. Failure to comply may result in costs being on charged separately.

15. Pre- and Post-Renovation Inspections

Before work begins, the owner (or their delegate) and the Skyline Apartments Manager must inspect common areas likely to be affected. A **Common Area Inspection Sheet** will be completed, noting any pre-existing defects.

After renovations, a second inspection will be carried out. Any new damage found will be repaired at the owner's expense.

To assist with protection, runners will be supplied to safeguard carpeted common areas during the movement of materials.

16. Insurance Premiums

Owners agree to reimburse the Body Corporate for any increase in insurance premiums resulting from their renovation works.

NOTICE TO CONTRACTORS

Skyline Apartments CTS 37631

Workplace Health and Safety Requirements

Under Queensland's Workplace Health and Safety (WHS) legislation, all common property at Skyline Apartments is deemed a workplace—even if work is conducted inside a private apartment.

Before commencing any work, contractors must provide the following:

1. Public Liability Insurance

1. **Insurance Company:** _____
2. **Policy Number:** _____
3. **Period of Cover:** _____

4. **Amount of Cover:** _____

5. **Estimated Project Start Date:** _____

2. Additional Requirements

1. **WorkCover QLD Policy Number:** _____

2. **QBCC Contractor License Number:** _____

Contractors must comply with all Body Corporate By-Laws, particularly:

1. Approved working hours,
2. Commercial vehicle access procedures,
3. Proper disposal of industrial waste (solid and liquid),
4. Responsibility for any keys issued during the work.

Prior to starting any works on-site, all contractors must report to Reception to:

1. Discuss their safety plan,
2. Submit required insurances and licenses.

Acknowledgement Form

I confirm the information provided above is accurate and that all insurances and licenses are current as of the date of signing.

Signature:

Date:

Apartment No.:

Level:

Department/Area:

Company/Trading Name:

Contact Details: