



Are you considering a new kitchen? bathroom? false ceiling? balcony tiles? new timber or tile flooring? etc

Step 1:

Request a copy of the Special By-Law 4 application from the Building Manager (or download at www.flightdeckcollaroy.com.au). Please read thoroughly.

Organise a meeting on site with Nick Crowle (Northern Beaches Consulting Engineer – NBCE, Ph: 02 9984 7000) to go through the By-Law application process.

Step 2 (allow 2 weeks once application submitted for approval by NBCE and OC committee):

Submit completed Part A, B, C sections of the renovation By-Law to NBCE.

Including but not limited to: Description of works and copies of plans (can be owner's drawings). Including kitchen layout and appliance positioning; bathroom and wet areas layout and placement of all items; air-conditioning positioning; lighting/electrical plan. Copy of Engineer's report should any demolition/chasing be required. An indication of start date and length of works.

If a building company/kitchen company has been engaged to do the works - copy of their licence number and a copy of their 20M insurances should be supplied at time of By-Law submission. If individual trades are being used and are not yet finalised, these licences and insurances will be required 2 weeks prior to work starting.

Step 3 (allow 4 weeks for approval by all owners):

Once Engineer and OC have agreed to submission, EGM will be organised to vote on application.

Owner will be sent a copy of the "Major Works Renovation Requirements" document from NBCE.

If not previously submitted, ensure that the licences and insurances are supplied during this time frame. If insurances are not supplied until this point, work cannot start without an email stating licences and insurances are acceptable. Bond to be paid on the night that the application is approved and bank cheque handed to the Strata Manager. If postal vote, Strata Manager to receive cheque prior to the vote date.

Step 4 (allow 1 week):

Give the OC at least 48 hours notice of any noisy work and/or the actual start date so all residents can be informed.

Are you considering new blinds? carpet? painting?

Replacing carpet, replacing blinds and/or undertaking painting do not require a By-Law. However, 7 days written notice must be sent to the Strata Manager and Building Manager. For carpet removal the Engineer will need to attend site to check the slab. Please be aware, the new carpet installation may be delayed if the slab needs remediation. Should carpet be laid without checking, it will be necessary for the carpet to be rolled back for the Engineer to check the slab.

PLEASE CONTACT LEE STROUD (STRATA MANAGER) IF YOU ARE UNSURE WHAT SECTION APPLIES TO YOUR PROPOSED WORKS. ALL DELIVERIES RELATING TO WORKS AND ALL TRADES MUST ENTER VIA BASEMENT.