

SP 70059 TOP OF THE TOWN
RENOVATION PROCEDURE OVERVIEW

1. Owner submits Renovation Application (in approved form).
2. Building Manager checks that Renovation Application is complete and submits to strata managing agent.
3. Strata managing agent checks the Renovation Application, including impact on common property and compliance with the Architectural Standard.
4. Strata managing agent submits application to executive committee for approval and proposed bond.
5. If approved, strata managing agent obtains indemnity, bond and written agreement to conditions from owner before works can begin.
6. When indemnity, bond and agreement to conditions from owner have been received, strata managing agent advises building manager that approval has been granted and the relevant conditions for the works.
7. Strata managing agent advises owner that works have been approved and must be coordinated with building manager.
8. Strata managing agent arranges for by-law to be authorised and registered (if required) – at the cost of the owner.
9. Building manager advises residents of works and liaises with the owner/contractors regarding the works.
10. Building manager advises strata managing agent when works have been completed and the recommended bond return.
11. Strata managing agent confirms bond return with executive committee.