

60 Willis St – Renovation Guidelines

1. Purpose

The intent of these guidelines is to prevent:

- Potential damage to common area wall linings and floors
- Noise disruption to other residents/tenants
- Meeting health and safety requirements
- Compromising existing building systems.

Plus, to ensure that clause 16.3 of the Body Corporate operational rules is adhered to.

Renovations and minor repairs are becoming more prevalent in the complex as the original fit outs are now over 20 years old. Renovations can create disruption and noise for residents and this guideline is intended to help reduce the impact on everyone by improving understanding and communications for each renovation project planned, no matter how big or small. So, whether you are planning to replace carpet, or do a total kitchen or bathroom renovation, these guidelines are important and apply to you.

2. Instructions for owners

2.1 Legal obligations

- a. Any changes to an apartment MUST comply with Body Corporate rules, in particular 16.1 An Owner of a Unit must not alter the elevation of their Unit, or make additions or alterations to their Unit (including any alterations to gas, water or electricity supply services) without first obtaining written consent from the Body Corporate except in the case of internal fit out or decorating.
- b. 16.2 An Owner or Occupier of a Unit shall not remove any material or substance installed at the time of construction of the Unit to ensure acoustic soundness and integrity unless it is to replace or renew such material or substance to achieve a level of acoustic soundness and integrity equal to or in excess of that evident when the material or substance was installed.
- c. 16.3 An Owner or Occupier of any Unit who carries out any repair, maintenance, additions, alterations or other work on that Unit must ensure that any contractors or other persons employed or engaged cause minimum inconvenience to all other Owners and Occupiers and ensure that such work is carried out in a proper workmanlike manner.
- d. If the work requires a building consent, this must be obtained and at the conclusion of the work, a code of compliance certificate needs to be issued and a copy forwarded to the Body Corporate. Any requirements triggered by the raising of a building consent will be at the cost of the unit owner.

2.2 Notice period

You must give the Body Corporate a minimum of 10 working days' notice of your renovation. This is particularly important if the project requires new materials to be brought on site or demolition materials being removed, and if there is going to be significant or sustained noise issues.

As soon as possible once notice is given, you will need to outline/agree the following with the Body Corporate so that an adequate communications plan for other residents can be established and Health & Safety obligations can be met:

- Outline of extent of work and its expected duration
- Hours of work of the contractors – who is coming on site and when
- Health & Safety considerations for other occupants
- Who will be given keys/access fobs to independently access the building
- Use of the goods lift

- Site induction for all workers on site (see link)
[60+Willis+St+Hazard+briefing+for+work+in+apartments.pdf \(squarespace.com\)](#)

In line with rule 10.1 there is an exclusion period for all renovations carried out by contractors so that residents can enjoy their Christmas/New Year break at home, in peace and quiet. This period is from Christmas Eve to the first working day after 1 January. Owners carrying out DIY renovations over this period need to be mindful of not breaching rule 10.1 and disturbing their neighbours.

10.1 An Owner or Occupier of a Unit shall not make or permit any noise or carry out or permit any conduct or behaviour, in any Unit, the Common Property or any Accessory Units, which is likely to interfere with the use and enjoyment of the building by other Owners or Occupiers.

2.3 Protection of Common Areas & daily clean up

You have an obligation to protect all common areas from damage and mess during your renovation and keep these areas clean and safe daily. Particularly you must ensure:

- Owners must ensure that contractors have left the common areas in the same condition as they found them at the end of each day's work, using whatever means necessary which may include the use of drop cloths, vacuuming and mopping.
- Your contractors must only transport materials via the goods lift or the stairs. Note that the lift does not have much height, so you will have to plan carefully if you need to bring materials up via the stairs.
- Remember that the stairwells and common areas must be kept clear because of safety and in the event of fire to maintain a clear evacuation path for residents. Your contractors may not store materials in any common areas, or in the entrance foyer. Everything must be taken straight to the apartment and stored there.
- No demolition materials or rubbish is to be added to the common rubbish bins. It must be taken off site to be disposed of. The bins are for the household rubbish of residents only.

2.4 Induction for your contractors

The owner needs to ensure that the Body Corporate induction form [60+Willis+St+Hazard+briefing+for+work+in+apartments.pdf \(squarespace.com\)](#) has been completed for each contractor who comes on site and is not being supervised by the owner. It is your obligation to get this completed on the first day of that contractor's work and sent to the Body Corporate immediately, so they are aware of who is working in the building and to ensure compliance with Health & Safety requirements.

It is your responsibility to brief all contractors on the following:

- Hours of work (8am-5pm). If the work is likely to continue beyond 5pm please refer to the guidelines under 3.1.
- The need to be considerate of all other residents while on site, particularly by minimising the noise as much as possible, not playing loud music, keeping the apartment door closed at all times during work, etc.
- Use of the goods lift – instructions for this will be provided by the Body Corporate
- Need for protection and cleanliness of common areas
- Best ways to bring materials on site and the need to remove all rubbish from the site
- Storing all materials and tools inside the apartment.

2.5 Issues relating to alarm systems

If your renovations impact on the building's internal smoke or fire alarm systems, you will need to contact Nationwide Fire Protection who support these systems in the building. You can contact Nationwide on 04 586 0599. **Your own electrician will not be able to do this work.**

Nationwide will need to come on site to isolate your apartment alarms while the renovation is going on to ensure no false alarm call outs happen and to reconnect at the appropriate time when work is completed. There will be a charge for this, and they will need reasonable notice to do this, so do not leave it to the last minute. The cost of any alarm call outs caused by the work will be at the unit owner's expense.

2.6 Recommended contractors

From experience, the Body Corporate is aware that renovations go smoother when owners use contractors who are familiar with the building, particularly our plumbers and electricians. We can recommend tradies who regularly work in the building.

2.7 Absence during renovation

Renovations requiring you to move out of your unit will need to be discussed separately with the Body Corporate, particularly if you will not be staying locally while the work is carried out. Such considerations as who will be cleaning up in the common area and who will come to site if anything goes wrong, will need to be covered.

3. How the Body Corporate will help

3.1 Communications

As there are an increasing number of residents who work from home now, communication is the key to keeping everyone informed and reducing stress for all.

The Body Corporate will assist you with communicating your plans to the residents in the building. However, if your plans change or the timing changes (which is very usual!), the Body Corporate will need to know this asap so there are no surprises for residents. It is useful to know on a weekly and sometimes daily basis, especially now that more people are working from home, what tradespeople are working, the likely hours to be worked, and the likely noise/disruptions to expect. If your renovation goes on for several days/weeks, then this will become increasingly important as the patience of other residents diminishes. The Body Corporate will provide residents with these regular updates so there are no surprises.

Your Body Corporate contact for pre-work communications and updates on changes is: sixtywillisstreet@gmail.com.

3.2 Information

The Body Corporate can help you in advance of the work to identify specific issues relating to the building that may be relevant to your contractors. For on-the-day enquiries the Body Corporate reserves the right to invoice for this work.

Your Body Corporate contact for building information is: sixtywillisstreet@gmail.com.

LINK to Induction sheet: [60+Willis+St+Hazard+briefing+for+work+in+apartments.pdf \(squarespace.com\)](#)