

Air-conditioner installation application 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	Approval method
Split systems on balconies	“minor renovation”	approval required at a general meeting
Split systems on walls	“other renovation”	approval required at a general meeting with a by-law
Ducted systems	“other renovation”	approval required at a general meeting with a by-law
Window mounted systems	“other renovation”	approval required at a general meeting with a by-law

Many owners may recall their Owners Corporation implementing a special by-law that delegates authority to the Strata Committee to consider air-conditioning applications however the legislation that came into effect on 30th November 2016 made such by-laws redundant.

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. Conti Strata disclaims any liability for negligence or otherwise in any way connected with this guide*

Part 1 - Application to install an air-conditioner

Owner Details:

Strata Plan:

Unit number & Address:

Name:

Phone:

Email:

Renovation Details:

Type of system (eg, split, window mounted, ducted):

Colour of external condenser 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 removing trade waste & debris:

Proposed method of delivering materials:

Proposed method of contractor parking:

Other details:

Checklist:

I have attached:

- A copy of the proposed contractor's licence
- A copy of the proposed contractor's insurances
- Mandatory:** Sketches/diagrams/photos depicting the location of the external condenser and any conduit/pipework
- Mandatory:** A copy of the model 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 & parking arrangements
- Ensure 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 other authority for the renovations

This form was completed by:

Name:

Signature:

Date:

Part 2 – Approval process

EXAMPLES OF 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 handrails
- painting
- filling minor holes and cracks in internal walls
- laying carpet,
- installing or replacing built-in wardrobes
- installing or replacing internal blinds and curtains

The following is not cosmetic work:

- 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 plumbing
- work involving exhaust system
- work involving reconfiguring walls

EXAMPLES OF OTHER RENOVATIONS

The following work will generally require a special resolution at a general meeting of all owners and the drafting of a special by-law:

- 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'

Category of Works & Method of Approval (office use only):

- | | |
|--------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> Cosmetic works | <input type="checkbox"/> No Approval required |
| <input type="checkbox"/> Minor renovations | <input type="checkbox"/> Strata Committee Meeting required |
| <input type="checkbox"/> Other renovations | <input type="checkbox"/> General Meeting required (no special by-law) |
| | <input type="checkbox"/> General Meeting & By-law Required |

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, cost to be quoted for by-law if required**)
- Strata Committee Meeting to be convened by paper vote (**\$99.00**)
- Strata Committee Meeting to be convened in person (**cost to be quoted**)
- Extraordinary General Meeting to be convened by paper vote (**cost to be quoted**)
- Extraordinary General Meeting to be convened in person (**cost to be quoted**)

Comments:

EXAMPLES OF MINOR RENOVATIONS

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

- 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 non-load bearing walls
- removing carpet or other soft floor coverings to expose underlying wooden or other hard floors
- installing a rainwater tank
- installing a clothesline
- **installing a reverse cycle split system air conditioner**
- installing double or triple glazed windows
- installing a heat pump,
- installing ceiling insulation

The following 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 a by-law

IMPORTANT NOTES

From time to time, the Owners Corporation may pass a special by-law that can place certain types of renovations into either the 'cosmetic work' or 'minor renovations' categories.

It is important that owners read and understand all by-laws registered for their scheme.

Part 3 – Commencement of work

Approval to commence (office use only):

Meeting date:

Strata Manager Sign-off:

Name:

Date:

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

Sign-off (office use only):

Strata Committee Meeting date:

Strata Manager Sign-off:

Name:

Date: