



Wills
TOWER



Wills
COURT

THE WILLS

22-30 WILLS STREET, MELBOURNE

RENOVATION GUIDELINES

THE WILLS

22-30 WILLS STREET, MELBOURNE

OWNERS CORPORATION PS 444154U

RENOVATION GUIDELINES

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Introduction

The following standards and controls aim to protect your investment by ensuring that all apartments are upgraded in a manner that:

- Benefits the building and its residents by ensuring any additions and alterations are to a high consistent quality standard
- Is not adversely impacting the structural limitations with regards to insulation and noise transfer.
- Respects the comfort levels and privacy of other owners and occupiers during your renovations

This document must be read in conjunction with The Wills Street Owners Corporation PS 444154U Consolidated Rules. You can obtain a copy of the rules from the Owners Corporation Manager by emailing pama@dixonkestles.com.au. You must read through this entire document so that you are fully aware of your responsibilities before continuing to apply for approval for any renovation and redecoration works.

Table 1.0 Example of Works

The following table is a list of examples to give you an idea of what is considered to be minor and major renovations. Please seek advice from the Owners Corporation Manager to confirm whether your renovation and redecoration works require approval.

Minor renovations and redecorating works	Inform Building Manager
Repainting internal walls or ceilings without the requirement of major equipment and scaffolding	No
Repainting internal walls or ceilings via a contractor using substantial equipment and scaffolding requiring building access	Yes
Replacing a small kitchen or bathroom fixture with a new equivalent fixture or fitting (eg. cupboard doors and handles, taps and faucets)	No
Replacing light fittings / fixtures, covers and bulbs	No
Replacing or putting in a new electrical outlet (eg GPO)	No
Replacing a broken floor or wall tile	No
Replacing the carpet to 1 room or small area of your apartment	Yes
Installation of internal blinds / curtains / window furnishings according to policy	No
Installing new locks and security systems	Yes

Major renovations and redecorating works	Approval Required
Installing an external awning or sun shading device	Yes
Replacing your kitchen with a new kitchen and or replacing large kitchen fixtures such as a cooker, exhaust hood and sink	Yes
Rewiring your apartment	Yes
Re-planning and refitting an entirely new bathroom and / or relocating plumbing	Yes
Removing existing walls or creating an opening in an existing wall	Yes
Installing heating or cooling units	Yes
Installing equipment to or modifying your balcony or its balustrade	Yes
Replacing your whole apartments floor finishes	Yes
Retiling the tiled floor and wall areas of your apartment	Yes
Replacing or installing new fixed joinery units/ cabinetry (eg. wardrobes / storage cupboards/ mirror cabinets) where modifications to the existing walls is necessary	Yes
Removing the entire internal contents of the apartment to plan and rebuild new interior spaces	Yes

1. Design Approval

1.1 Owners Corporation Approval (OCA)

The Wills Street Owners Corporation Committee of Management (OCC) meets approximately 4 times per year. Before beginning certain or major types of renovation and redecoration you must seek approval from the Owners Corporation to complete the proposed works. Given the committee's meeting schedule, your approval timeline will depend on the committee's calendar and availability. The amount of information the committee will require, and if indeed you require approval for your proposed works, depends on the degree of work proposed. For example, approval will not be required if you intend to paint the interior of your apartment, however you will be required to advise the building managers if you intend to appoint a contractor to come into the premises to conduct the work over a number of days. The building manager will need to arrange for tradesman access and lift protection during the transporting of material. Table 1.0 provides a list of examples of the type of renovations and redecoration that may or may not require OCA.

As not all renovations or redecorating requires OCA, you should contact the Building Managers to discuss your intended works and your responsibilities. The Building Managers will help explain the guidelines, provide advise regarding the approval process and indicate an approval timeframe for your project.

The Building managers contact details are **1Call Facility Management Pty Ltd:**

Anton Wevita (Resident Building Manager)

Email: wills@1call.com.au

Ph: 0408 103 805

Tony Constable (Facility Manager)

Email: service@1call.com.au

Ph: 03 9009 5602

The Owners Corporation Manager is **Dixon Kestles & Co Pty Ltd:**

Pam Austin (Owners Corporation Manager)

Email: pama@dixonkestles.com.au

Ph: 03 9690 3488

1.2 Council Planning Approval

If you propose to change anything to the exterior of your apartment you will need to seek Council Approval after you have obtained OCA. Seeking approval from the Owners Corporation first, avoids paying for and obtaining Council approval for works that may not comply with this guideline. Please consult the Melbourne City Council for further information on Council Approval requirements.

1.3 Building Approval

When you are making structural or significant changes to your apartment you may require a building approval. This will depend on the extent and cost of your renovations. The Building Manager will be able to advise whether you need to speak to a building surveyor. A building surveyor will help you to obtain a building permit.

1.4 Seeking Independent Professional Advice

The Owners Corporation will need to confirm that what you are proposing can be accommodated by the existing building structure and services capacity. The building has been designed to support particular loads. Additionally, existing acoustic levels must not be adversely affected by your proposed renovations.

You will need to seek professional advice if you propose to make extensive or structural changes to your apartment. For example, you may need to seek advice from a Structural Engineer. Your Engineer (external consultant) may need to prepare specifications and/or drawings for you to support your proposal, and for the purpose of obtaining a building permit. These must be submitted with your application. Your consultant will require drawings of the existing building in order to prepare your documents. You may obtain copies of these from the Building Manager at a cost.

1.5 Project Management

All significant renovations requiring bulky materials and multi-trades will need to be project managed on site and at the cost of the owner. The renovations must be project managed by the owner or the owner's builder or contractor. It is the owner's responsibility to ensure that the Building Manager is aware of the renovation program and all agreed renovation checkpoints to be undertaken by the Building Manager.

1.6 Timeframe

Understanding the timeframe of your renovations is crucial. It gives not only you, but also the Building Manager, other residents and your builder an understanding of the start and finish date of your renovation and redecoration works. It also allows the Building Manager to check for any clashes with other scheduled renovation works.

A project schedule must be submitted to the Building manager before the commencement of any works and must be submitted with your application. Ask your builder or tradesperson to provide you with a schedule. Refer to Step 4 of this document for further details.

1.7 Your Insurance

Whilst renovating your apartment you will need to obtain Public Liability Insurance. This will insure residents and the public against injuries incurred resulting from your renovations. Insurance must be secured before starting the renovation works.

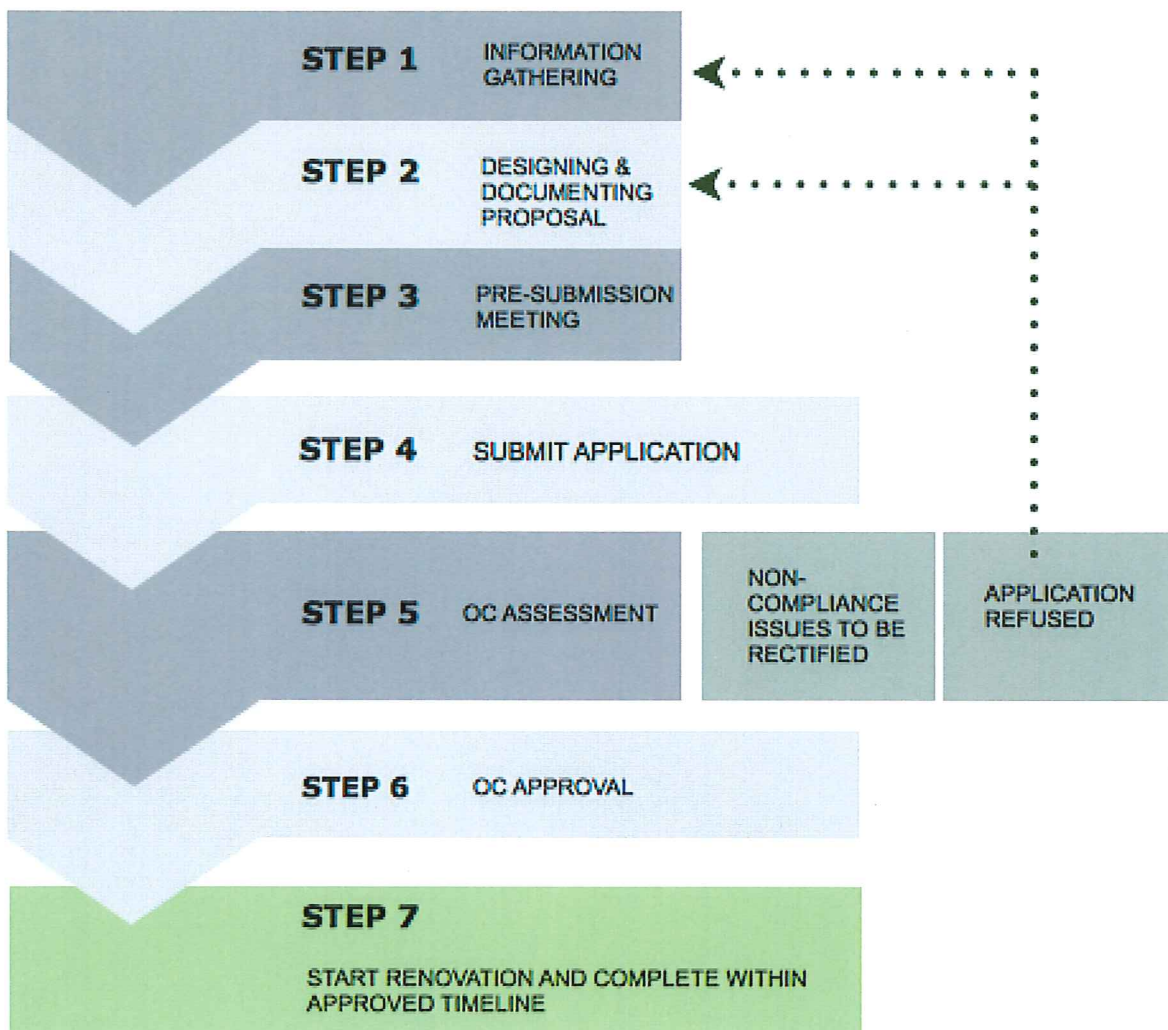
2. The Step by Step Process

The approval process comprises 7 steps. The step by step guide that follows is provided to help you through the approval process.

Carefully read through the 7 steps and contact the Building Manager to clarify any questions you may have. It is important to meet with the Building Manager's at the very initial stage so that you clearly understand your obligations and the approval process. It would be disappointing to spend time and money submitting plans for approval and later find that they do not comply with the guidelines.

The Approval Process Flow Chart

Below is a diagram that illustrates each step of the approval process. You can use this flow diagram to help you to understand or write a project timeframe.



1.9 Appeals

If you would like to appeal a decision made by the OCC, you may arrange an appointment with the committee to discuss your application. If this proves unsuccessful you may take the matter to VCAT (Victorian Civil and Administrative Tribunal).

STEP 1

Pre-Application: Meet the Building Manager

Contact the Building Manager's to arrange a time to meet to discuss your proposed renovations and get advice on how to move forward. Some renovations may be simple and able to skip some of the following steps or may not require approval.

It may be beneficial to meet with the OCC together with the Building Manager's if your renovations are potentially complex. The Building Manager's will advise you if this is necessary.

Refer to page 6 for the Building Managers contact details.

Have Your Questions Ready

Ensure you have read this document before your meeting and have your questions ready so that these can be clarified at the meeting.

This meeting is to go over your initial thoughts or design to receive feedback on your proposal, so be very clear about what you want to achieve to make the most of the opportunity.

STEP 2

Start Drawing/ Planning

With questions answered you can now produce the required drawings and documents for OCA. Refer to Appendix 1 for the Application Checklist to know what to submit. The information required varies according to the scale of your renovations.

Check with the Building Manager's to confirm what information you will be required to submit, however you will need to submit drawings with your application if your renovation involves any of the following:

- The building of new or changing of existing walls (for example new openings within existing walls)
- Moving around or newly installing any plumbing and /or kitchen fixtures
- Installation of any air conditioning equipment or services
- Changing the material/finish of your floor, wall and ceiling surfaces

Remember that if you are proposing any significant or structural changes you will need to seek professional advice to complete your application.

STEP 3

Pre-Submission Meeting

It is a good idea to meet again with the Building Manager's before submitting your final drawings and application. This gives you an opportunity to discuss the documents you have prepared and ensure that you have all the required information for submission. It also gives the Building Manager's the opportunity to check for any areas of non-compliance that can be addressed before submitting your application. Although the Building Manager's may help check for any discrepancies, this does not constitute a pre-approval.

STEP 4

Submitting Your Application

Submit your completed drawings and paperwork to the OCC. Don't forget to attach your application form and checklists and include any additional information that may help the OCC understand your proposal, including any information provided by your independent consultants. You may submit your documents via email, post or hand deliver them to the Building Managers' office.

Project Timeline

A project timeline must be submitted to the Building Manager prior to the commencement of any works and must be submitted with your application.

It must include (but not be limited to) a date line of the following:

Renovation Start Date

Demolition start date (if applicable)

Demolition finish date (if applicable)

Delivery dates of fittings/ fixtures/ equipment/ trade equipment

Installations start date

Installations finish date

Dates of checkpoints if applicable

Start date of clean up works

Finish date of clean up works

Finish date of trade clean to public spaces

Renovation completion date.

The Building Manager's will check your timeline for any clashes with other renovations that may be scheduled at the same time.

Insurance

Whilst renovating your apartment you must hold Public Liability Insurance. Now is a good time to research your options and get this in place in time for when construction starts.

STEP 5

Assessment by the Owners Corporation Committee (OCC)

Plans are assessed by the committee members at the committee meetings which occur approximately 5 times per year. You must plan to submit your application well in advance as the committee will only assess those applications received in time for the scheduled meeting. If you are resubmitting an application you must ensure to resubmit in time for the next scheduled committee meeting. Under special circumstances ad hoc or on line assessments may be possible.

Once your application is received by the OCC, the committee will:

- Advise receipt of your application if received via email.
- Check your plans and documents against the guidelines.
- Accept the documents as approved and issue you with written advice of the approval if the application complies with the guideline requirements
- Refuse the application if your application does not comply with the guidelines; or depending on the nature of the non-compliance, the committee may ask you to amend your proposal to comply and resubmit. If this occurs, you may wish to discuss your assessment with the Building Manager or committee and go over the options available to you before resubmitting.

Appeals

If you do not agree with the decision of the OCC you may appeal the decision and take the matter to the Victorian Civil and Administrative Tribunal (VCAT).

STEP 6

OCC Approval - Submit Your Council Planning or Building Permits

If you have obtained OCA for renovations affecting the exterior of the building, or for renovations that include structural modifications, you may be required to obtain a Planning or Building Permit. If you have obtained a Permit you must provide a copy of it to the OCC before beginning your renovations.

Confirm Your Access Requirements

The Building Manager's will need to help arrange access for your renovation works. Your contractor will need to promptly advise the Building Manager's on the following items once you have obtained the OCA for your project:

- Site access required during construction

- Rubbish removal requirements
- Arrangement for lift access and protection sheets for lift and hallways during construction
- Start, interim and final inspections dates and times
- Delivery and materials storage arrangements.

Communication between your builder or contractors and the Building Manager will eliminate delays and hopefully provide for a smooth renovation period. Ensure 48 hours notice is provided when trade access is required.

Public Liability, Builders Insurance and Work cover

For significant works your builder will be required to have insurance and Work cover requirements in place before starting the renovation works.

Refer to the “Important Controls” section of this document for further information.

You should also have your public liability insurance in place now before works begin.

Site Induction

Before beginning work your builder or contractor must attend a site induction. Contact the Building Manager now to make an appointment.

STEP 7

Start Renovating

You are now ready to start renovating. During the renovation works you or your contractors are responsible for the renovation program and for delivering the renovation according to the approved documents.

Check Points

The OCC representative or the Building Manager’s will need to inspect the following important stages of your renovations at an agreed time:

- Site check and photograph the existing conditions before starting construction.
- Site check the installation of insulation.
- Site check the installation of any structural components
- Site check the finished works to ensure they match the approved documents.

Your builder must give the Building Manager’s 48 hours’ notice before each inspection.

Your renovations may also require other authority’s inspections. You must co-ordinate this and advise the Building Manager’s.

On Site Management

During the renovation and redecoration period it is your responsibility to ensure your contractor maintains clear and clean public spaces free of debris and materials, for safe public and resident access. You must also ensure your contractor repairs any damages.

You must ensure that inspections occur on time and that the renovation works follow the presented and approved project timeline.

You must advise your contractor of their responsibilities referenced in the “Important Controls” section of this document.

Clean Up

Your builder or contractor must clean affected areas and repair all damages upon completing the renovation works.

3.0 Important Controls

This section must be read in conjunction with the “The Wills Street” Owners Corporation PS 444154U Consolidated Rules. You can obtain a copy of the rules from the Owners Corporation Manager.

Before you collate your application it is important to note the following information and restrictions. Changes to your apartment may affect your neighbors and the existing building structure. To ensure your renovation does not have adverse impact on the existing building, its' services and your neighbors, you must comply with the following controls.

Approvals and Appeals

Before beginning building works the following must be obtained for all works intended: Approval by the Owners Corporation Committee (OCC).

A copy of Council Permit is to be submitted or a written acknowledgement from Council stating that a permit is not required must be submitted.

A copy of a building permit is to be submitted or a written acknowledgement from the owner stating that a permit is not required must be submitted.

Engineers computations from a structural engineer if structural changes are proposed.

- A copy of legal liability all risk insurance policy held by the tradesmen or builder.

If the owner is unsatisfied with the refusal of an application they may be able to take the matter to VCAT or seek mediation at their own expense. VCAT is a tribunal hearing and it can take a considerable amount of time to get a result, so research your options carefully before proceeding. There may be a simpler solution.

During Building Works

3.1 Hours of operation

- Building works cannot start before 9:00am or continue beyond 4.00pm Monday to Friday. The use of lifts must be contained between the hours of 10am and 3pm.
- No building works of any nature can be undertaken on weekends and public holidays.
- Hallways and lift lobbies must be cleaned daily at the applicant's expense during construction.
- No materials or rubbish may be left or stored in the common areas other than that area agreed with the Building Manager during the course of the building works.

3.2 Duty of care

- The owner and builder must ensure that all building works are undertaken in a responsible manner to minimize any nuisance, disturbance and inconvenience to neighboring property owners.

- Access and storage arrangements must be made with the Building Manager's before starting any building works.
- All building works must be in accordance with current Victorian Building Regulations and in accordance with Council and other authorities' requirements.
- Protective sheeting must be provided to all common areas to be accessed during building works.

3.3 Site induction

The builder must attend a site induction. Please contact the Building Manager's for further requirements.

3.4 Isolation of existing services

The builder must report to the Building Manager's to arrange for the isolation of existing services as required during construction.

3.5 Check points

The construction works must be checked and certified in accordance with current building legislation in addition to the Building Managers' scheduled inspections. For further information refer to Step 7- Check Points.

3.6 Car Parking

Construction vehicles may be parked in the area suggested by the Building Managers for delivery purposes only. All construction workers' vehicles must not be parked on site during construction.

5.0 Other Renovations

5.1 External Lighting

No installation of external lighting is permitted

5.2 Air Conditioning and Range-hood & Fan Ducts

If you are proposing to install a new air conditioning unit to your apartment that requires an external unit/ compressor, you must select one that has an external unit that will fit within the existing designated section of your balcony's balustrade so that it is concealed from public view. If you do not have a designated area (eg. frosted glass section) to the balustrade of your glass balcony, you cannot install an external unit. In this case it may be possible to install ceiling fans for added air circulation. Please consult the Building Manager's to discuss your options.

Contractor must notify Building Manager's of any duct works.

All ducting must comply with local requirements and building codes.

You should always follow the manufacturer's recommendations for the duct size and type when installing a range hood

All exhausts relating to cooking appliances, shower fan, and clothes dryer must be connected to the external vents.

All ducts must be connected securely and sealed by a license professional.

5.3 Fly Wire Screens

Fly wire screens may be installed to the inside face of your glass sliding door or windows. The fly wire door should be a sliding door that slides behind the fixed glass panel that your door slides in front of. This will ensure that fly wire screens are not visible on the exterior facade of the building. All new fly wire screens must be aluminum and match the existing aluminum window and door frame colour.

Blinds and Awnings. Additionally you must ensure that the installation of the blinds and the supporting brackets/ screws do not interfere with the window system and its weather protection.

6.0 Upon Completion

6.1 Rectification of damages

All damage that has occurred as a result of the building works to the common property must be rectified to its original condition at the Owners expense. If the damage has not been repaired in a timely manner, the Owners Corporation has the right to charge the owner to pay for the rectification works.

6.2 Rubbish Removal

No rubbish as a result of the construction works is to be left in the buildings rubbish bins/ skips during the course of and at the completion of the construction works. The applicant or contractor is responsible for the removal of the rubbish.

The Owners Corporation may in their absolute discretion allow (but is not required to allow) variations to these guidelines to accommodate and changes in statutory controls of any authority, or to reflect current design considerations and technologies. The approval of the (The Wills Street Committee) is additional to and not in substitution of compliance with any other applicable state or local government statutory requirement.

Appendix 1

THE WILLS STREET APPLICATION FORM AND CHECKLIST

OWNERS Application Form and Checklist

Application for renovation and redecoration of existing premises

This information is to be attached to the documentation submitted to the Owners Corporation Committee. This information will be kept by Wills Street Owners Corporation Committee or nominees. Privacy legislation controls use of and access to this information.

	RESIDENTS CONTACT DETAILS	OFFICE USE ONLY
Name:		Date of Receipt
Address:		____/____/____
Ph:		Date of Approval
Mobile:		____/____/____
Email:		
	BUILDERS CONTACT DETAILS:	Signed By Committee Member
Business Name:	
Address:		
Ph:		
Contact Name:		
Mobile:		
Email:		

COST OF CONSTRUCTION \$.....	BOND (if applicable) \$.....
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APPLICATION FEE \$.....	Signed by Owner
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Please ensure that the information listed below is included in your application form. Please check each box with a tick, and attach this form to your submission. Submit 2 hardcopies (A3 for drawings) of all your documents with this checklist if you wish to submit hardcopies. You may submit your documents via Email. If sending documents via email, documents must be A3 PDF format for drawings. Do not send in Auto-Cad drawings.

Send Your Application in the first instance To:

The Owners Corporation Committee 444154U
 c/o The Owners Corporation Manager
 Dixon Kestles & Co Pty Ltd
 161 Park Street,
 South Melbourne, Vic 3205
 Ph: 9690 3488
 Fax: 9695 7760
 Email: pama@dixonkestles.com.au

CHECK	LIST OF DOCUMENTS FOR APPROVAL	OFFICE USE ONLY
	1:100 or 1:50 Existing Floor Plan fully dimensioned.	
	1:100 or 1:50 Proposed Floor Plan fully dimensioned.	
	1:100 or 1:50 Proposed elevations and details if applicable.	
	Colors and materials schedule (refer to list below).	
	Consultant's drawings if applicable.	
	Air conditioning information if installing a new air conditioner, heater or cooler.	
	Fixtures/ fittings information if applicable.	
	Builders Schedule of works and timeline (May not be applicable for minor works. Seek advice from the Building Manager).	
	These documents if applicable must be submitted to the OC for recording and checking purposes:	
	Planning Approval documents for Owners Corporation records.	
	Building Permit documents for Owners Corporation records.	
	A statement from the owner stating a building and /or planning permit is not required. This may be written in the additional information section of this application form.	

Please provide a list of trades below:

LIST OF TRADES				
Name	Company	Mobile Number	License Number	Dates on-site

DESCRIPTION OF MATERIALS AND COLOURS

Please provide information on the following items. Include an image colour sample if available. If you would like to include further information with your application please fill in the Additional Information section of this form.

LIST OF FINISHES AND MATERIALS		OFFICE USE ONLY
Ceiling material and thickness		
Floor & Ceiling Insulation type and R value if applicable		
Fly Wire Screens type and colour		

ADDITIONAL INFORMATION

ADDITIONAL INFORMATION