

**PROTOCOL FOR RENOVATION REQUESTS/APPLICATIONS MADE TO THE
OWNERS CORPORATION**

1. Prior to any works commencing Application must be made in writing to the Owners Corporation in care of its Managing Agent and delivered to the Melbourne Inner City Management (MICM), 178 City Road, Southbank, 3006.
2. Applications must include drawings and specifications of the works to be undertaken that clearly identify the location of the works and the scope of alterations to existing structure and fabric. Contact details and time frames must be provided to allow for processing and an attempt by the Owners Corporation, Managing Agent and any required external consultants to work within the Applicant's schedule if possible.
3. Applications will be processed within 4 business days of receipt by the Owners Corporation's Managing Agent.
4. All applications will be forwarded to the Committee of Management for review and approval. The Committee shall contact the Applicant direct if a site inspection is required. The determination by the Committee shall take no more than 14 business days.
5. A written response will be forwarded to the Applicant within 18 days of receipt of the Application. Said response may include a determination NOT TO PROCEED with works as determined by the Committee in its sole discretion.
6. The Committee and/or Managing Agent may charge a fee for assistance with external consultants in reviewing the application and the supporting documentation. Any such fee as well as all Council/Heritage Permit fees will be paid by the Applicant upon demand.
7. The Applicant is responsible for all Town Planning Permits and Building Permits and a Certificate of Occupancy (if applicable) must be presented to the Owners Corporation through its Managing Agent upon completion of the works.
8. The Applicant must ensure that all trades and contractors are supervised at all times while on site and during ingress and egress over and across the common property.
9. No vehicles or waste receptacle such as bulk bins are permitted on common property without the express written consent of the Owners Corporation or its Managing Agent. Trades vehicles are not permitted to park inside any common area or in any car parking space unless it belongs to the Applicant. Waste receptacle bins must be stored in the Applicant's car space. No trades' vehicle is permitted to park or remain, except for unloading, in the loading dock area of the parking garage.
10. No storage (temporary or otherwise) of supplies and/or materials is permitted on common property.
11. All work must be carried out/undertaken by accredited builders, plumbers, electricians and a certificate of completion and guarantee of works undertaken forwarded for lodgment with the Managing Agent for insurance purposes and recording of building variations.
12. All work must further be carried out in a tradesman like manner and within permitted industry time frames – not prior to 7am on weekdays or 9am on Saturday; finished by 5pm; no works on Sunday or Public Holidays at all.
13. Materials and debris to be removed at the sole cost and expense of the Applicant and the common property must be cleared and cleaned at the end of every workday.
14. THE OWNERS CORPORATION RUBBISH BINS MUST NOT BE USED TO DISPOSE OF CONSTRUCTION MATERIALS OR SUPPLIES OF ANY NATURE INCLUDING CARTONS AND BOXES, PAINT, TIMBER AND THE LIKE.

15. The Applicant must indemnify and keep indemnified the Owners Corporation from all claims for any loss of or damage to the property of, or personal injury to, third parties resulting from or incidental to the works being carried out by the Applicant.
16. Any damage incurred to the Owners Corporation building/services/common property during the works or accessing of the Applicant's unit will be made good by the Owners Corporation and charged to the Applicant.

Change Log

Version	Supersedes	Change
14-Oct-25	25/08/2017	Updated OC Manager address