

LOT IMPROVEMENT APPLICATION

Please complete this form and return it to our office by emailing manager@stratasphere.com.au.

When completing this form, please be mindful of the following:



The outcome of this application is subject to the body corporate by-laws and solely at the discretion of the committee. Owners are strongly encouraged to review the by-laws prior to completion of this application. The Community Management Statement (CMS) is available on the owner's portal. *Please refer to the last page of this document if you require assistance with accessing the owner's portal.*



All applications and supporting documents (quotations, scopes of works, product specifications, etc) must be consolidated into **ONE PDF** document, ensuring all relevant fields are filled in and submitted to our office.

All fields marked with * are mandatory. Failure to complete all required fields will result in your application being unable to be processed.

INCOMPLETE APPLICATIONS WILL NOT BE ACTIONED.



Applications are assessed within a 6-week period from date of receipt of all relevant information to enable an informed decision by the committee. A committee can advise a further 6-week period for a decision, if that becomes necessary. The length of time taken to make a decision is entirely dependent on your committee.



Alternatively, owners may use the Strata Sphere Management App to submit applications. The App is user friendly and allows applicants to easily submit their requests and view the status of their applications. *Please refer to the last page of this document if you require assistance downloading the Strata Sphere Management app.*

* Building Name	
* Street Address	
* Suburb, State & Postcode	
* Lot Number & Unit Number	
* Your Name(s)	
* Email Address	
* Phone Number	
* Status of Ownership	☐ Current Owner ☐ Purchaser

TYPE OF IMPROVEMENT

* Select works	☐ Flooring Works ☐ NBN Conduit ☐ Patio/Decking Install ☐ Renovations	☐ Satellite Dish ☐ Screen Door Install ☐ Security Screen Install	☐ Solar Panels ☐ Other
* Detailed description of works			
Location of works/install			
Do the works/installations fall entirely within your lot	☐ Yes ☐ No		
* Do the works/installations affect <u>common property</u>?	☐ Yes ☐ No		
Does the installed value of the improvement exceed \$3,000? This field is only required for works affecting <u>common property</u>.	☐ Yes ☐ No		
Date for proposed works to commence			
Check all attached and completed documentation *(REQUIRED)*	☐ *Completed & signed application & terms & conditions ☐ *Diagram or picture of proposed plans ☐ *Tradespersons insurance & licenses for works and workers ☐ *Quotations or specifications of works ☐ Engineers report (*required for wall removal or structural changes) ☐ Acoustic sound rating report (*required for flooring works). Refer to page 4.		

TERMS AND CONDITONS	SIGN ACKNOWLEDGEMENT
1. The applicant acknowledges that the installation will be completed in accordance with the plans, drawings, and specifications submitted with the application, with no variations unless otherwise approved by the Body Corporate Committee.	
2. The applicant acknowledges that all installation works will be carried out by appropriately licensed and insured tradespersons.	
3. The applicant acknowledges that the installation must not compromise the structural integrity, appearance, or condition of adjoining lots or common property.	
4. All costs associated with the installation, ongoing maintenance, repair, and/or eventual removal of the installation are the sole responsibility of the owner.	
5. The installation must be maintained in a safe, clean, and serviceable condition to the satisfaction of the Body Corporate Committee.	
6. The lot owner shall be responsible for any increase in insurance premiums or additional insurance costs arising from the installation or improvement to common property.	
7. All building and installation works must comply with applicable local government noise restrictions and regulations.	
8. Should any condition of approval be breached, the Body Corporate Committee reserves the right to require the installation to be removed, and the affected area reinstated at the owner's expense.	
9. Any damage to common property caused by contractors, tradespersons, or delivery personnel engaged by the owner must be repaired and/or cleaned at the owner's expense.	
10. The installation must comply with all applicable by-laws of the scheme in force at the time of the application and throughout the duration of the installation.	
11. All required statutory approvals, including approvals from the local council (where applicable), must be obtained prior to the commencement of works, and copies provided to the Body Corporate.	
12. The applicant confirms that they have reviewed the Body Corporate by-laws and addressed all relevant conditions relating to the proposed improvements.	

Declaration and Acknowledgement

I/We declare that the information provided in this application is true and correct to the best of my/our knowledge. I/We acknowledge that I/we have read and understood all conditions of approval and agree to comply with all applicable Body Corporate by-laws, statutory requirements, and approval conditions relating to the proposed works.

**Please be respectfully informed that no works may commence until a formal letter of approval has been granted by the Body Corporate.*

Signature

Date

UNDERSTANDING FLOORING ACOUSTIC RATINGS

Owners should review the scheme by-laws before selecting flooring materials and underlay products to ensure the proposed flooring complies with all acoustic requirements of the scheme.

The following information is provided to assist owners in understanding acoustic performance ratings for flooring installations within the scheme.

The acoustic ratings shown below reference the Association of Australian Acoustical Consultants (AAAC) star rating system and corresponding impact insulation levels for floor surfaces. These ratings are commonly used to assess the level of footstep and impact noise transmitted between lots and common areas.

Owners are encouraged to consider flooring materials and underlay systems that achieve appropriate acoustic performance outcomes to minimise noise transfer and maintain residential amenity within the building.

As a general guide:

- 3 Star – Meets the typical minimum building standard in Australia
- 4 Star – Better noise reduction and improved comfort for neighbours
- 5–6 Star – High level of sound reduction with minimal impact noise transfer

To help minimise noise transfer within the building, all flooring installations within the scheme must achieve a minimum 4 Star acoustic rating.

Acoustic ratings can usually be found within the flooring or underlay product specifications provided by the manufacturer or supplier. Owners should speak with their contractor or flooring supplier to confirm the acoustic rating of the proposed flooring system and ensure supporting documentation is clearly included with their application.

The commonly used criterion can be better understood in terms of the Association of Australian Acoustical Consultants (AAAC) Star rating system for floor surfaces (re www.aaac.org.au);

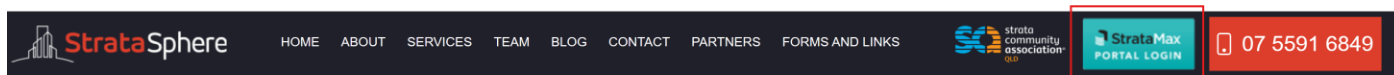
3. Intertenant Activities		2 Star	3 Star	4 Star	5 Star	6 Star
(c) Impact Insulation of Floors						
between tenancies	$L_{nT,w} \leq$	65	55	50	45	40
between all other spaces & tenancies	$L_{nT,w} \leq$	65	55	50	45	40

These levels of insulation can be considered as follows:

ISO Rating	Star Rating	Approx. ASTM	Perception
$L_{nT,w} 70$	No rating	FIIC ≤ 40	All floor impacts clearly audible (e.g. dropping comb on floor)
$L_{nT,w} 65$	2 Star	FIIC 40-45	Footsteps on tiled or parquet floors clearly audible below
$L_{nT,w} 60$	2 V Star	FIIC 45-50	Footsteps on tiled or parquet floors audible below;
$L_{nT,w} 55$	3 Star	FIIC 50-55	Footsteps on tiled or parquet floors audible below
$L_{nT,w} 50$	4 Star	FIIC 55-60	Footsteps on tiled or parquet floors barely audible below
$L_{nT,w} 45$	5 Star	FIIC 60-65	Footsteps on tiled or parquet floors normally inaudible below
$L_{nT,w} 40$	6 Star	FIIC ≥ 65	Footsteps on tiled or parquet floors near inaudible below

OWNERS PORTAL

Owners can access the portal by visiting www.stratasphere.com.au and clicking the blue “StrataMax Portal” button.



You will then be redirected to the StrataMax website to log in. If you have not previously created an account, simply follow the on-screen prompts to register your details and set up access.

The owner's portal contains a range of useful records and information, including applications, bylaws, other relevant scheme documents.

STRATA SPHERE MANAGEMENT APP

Go to your app store and type in Strata Sphere Management where you will see the below logo and simply download.

 Please use the same email address you have registered with your strata max portal account and registered on your roll with our office.

