
Sent: 27/06/2017 12:20:41 PM
Subject: Online Submission

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MR Nathan Newmarch
3 / 529 Pittwater RD
Brookvale NSW 2100

RE: REV2017/0020 - 51 / 1 - 5 Collaroy Street COLLAROY NSW 2097

I write on behalf of the Owners Corporation SP58961, being 1-5 Collaroy Street. The following is a copy of a recent letter to the owner of lot 51 in the aforementioned Strata Plan.

As the managing agent of the Owners Corporation, I have been asked to write to you about the proposed renovations to lot 51 in Strata Plan 58961, which are outlined in Northern Beaches Council submission REV2017/0020. I note that the Owners Corporation have not been contacted regarding the proposed changes to the lot nor has a renovations application been received from yourself as the lot owner prior to submission to Council.

It is a requirement of the Strata Schemes Management Act 2015 that lot owners seek approval from the Owners Corporation for all proposed renovations (with the exception of those listed in Section 109) prior to commencement of any works. As such you are requested to complete the attached standard renovations form and return it to our offices prior to any changes being made to the lot.

The application must include full details of the proposed renovation including but not limited to:

- Full description of the proposed changes including floor plan - before and after
- Confirmation of any changes to walls - including structural engineer's certification before and after the works.
- Full details of the proposed swimming pool to be installed within the unit including the capacity (volume and weight of the water), dimensions, noise impact features of any filters and/or heating system as well as any other pertinent feature of the componentry of the pool. Additionally, the precise size and location of proposed drainage pipes and power requirements/installations. - Diagrams required.
- Details regarding the need to empty the pool and the proposed drainage solution.
- An Engineer's certification to confirm that the slab on which the pool will sit is structurally safe to support the weight of the water.

On receipt of the above information and renovations application a general meeting of the Owners Corporation will be called to consider and if thought fit approve the proposed renovations. Due to the type of installation, there may also be a need for the adoption of a special by-law to indemnify the Owners Corporation against any damage caused by the installation. The cost of the meeting and work associated with the special by-law as well as any future correspondence in relation to this matter will

be at the cost of the lot owner and will be added to the ledger as a levy debt.

Additionally if the renovations are approved, per Section 82 of the Strata Schemes Management Act 2015, the Owners Corporation will require that the lot Owner provide reimbursement to the Owners Corporation for any additional insurance costs incurred due to the change in use of the lot and directly attributable to the proposed new use as a swim school.

Please ensure that NO works are completed by yourselves or your tenants until the above process has been completed and formal approval for the change of use and accompanying renovations has been given in writing from the Owners Corporation.

Any failure to comply with this process will result in an application being submitted to NSW Civil & Administrative Tribunal (NCAT) for breaches of the Act and model by-laws seeking orders to remove any unauthorised renovations and application of the minimum civil penalties (currently \$550 per infringement).

I therefore strongly urge you to complete and send a formal application to my office requesting the approval of the Owners Corporation to the planned works, including detailed plans and specifications of the intended works.

Please do not hesitate to contact me if you have any questions about this letter.

Yours faithfully

Nathan Newmarch
Senior Strata Manager

CC - Kevin Short, NBC Planning