



GREYFRIARS PTY LTD
(ACN - 007 272 931)

GREYFRIARS POLICY STATEMENT AND APPLICATION - RENOVATIONS

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PREAMBLE

Greyfriars is a mid-century era heritage listed building completed in 1951, designed by renowned Melbourne architect [Bernard Evans](#).

Greyfriars is listed in the [City of Glen Eira Post-war and Hidden Gems Heritage Review 2020](#). See also [Citation](#) and [Statement of Significance](#).

Renovation plans, except those items listed under 'Renovations not requiring an application', must be submitted to the board for consideration and approval **30 days prior** to the commencement of works. An application form is at the end of the policy.

Greyfriars age and heritage status must be considered and respected in any renovation plan and application. This policy aims to provide guidance for shareholders wishing to undertake renovations to modernise and bring their apartment up to a contemporary standard.

Tradespeople employed to undertake structural renovations, electrical and plumbing works must hold a recognised trade qualification, a current practicing license and be insured.

This policy sits beneath the Greyfriars Common Rules and alongside the Acoustic Privacy policy. Shareholders should refer to all documents to ensure their renovation plans and application align with their respective requirements.

Etiquette around renovations includes informing neighbours of noise impacts, not disposing of building waste in the rubbish bins or on the grounds, and ensuring neighbours are informed about plumbing works that may impact the water supply. Rubbish skips can be placed on the street but not on the property. There is a trades parking space in the carpark.

GENERAL RENOVATIONS

General non-structural renovations include but are not limited to, removing, relocating, replacing or installing:

- Kitchen and bathroom plumbing
- Kitchen and bathroom cabinetry
- New floor coverings. These must meet the Greyfriars Acoustic Policy
- Dishwashers, ovens and gas heaters. Dishwashers must be connected to cold water only and with a water pressure reducing valve.
- Tiling in bathrooms. Tiles must be installed with a waterproof membrane
- Kitchen and bathroom exhaust fans. Exhaust fans must be flued out of the building
- False ceilings and walls. Repairs and maintenance are the responsibility of the shareholder
- Asbestos removal must be done in accordance with Glen Eira Council and Victorian government guidelines

STRUCTURAL RENOVATIONS

Structural renovations include the removal or alteration of internal walls. These require a formal engineering assessment and detailed drawings. Specific requirements apply and the board may require further technical advice including an engineering peer review. Any costs associated with the board approving structural renovations will be met by the shareholder. Preliminary informal discussions with the board may be valuable to assess scope and options.

EXTERNAL FIXTURES

External fixtures must meet the following guidelines:

- Security doors should be black or dark grey mesh and the frame should be of a simple design with clean lines.
- External window awnings must:
 - be a block colour that complements the cream or red bricks where they are to be installed
 - have a straight edge (stripes and scalloped edges are not permitted)
 - have guide ropes installed through the bricks rather than the steel frame windows, or electric motors
 - be installed by a reputable installer (preferred installer: Lifestyle Awnings)
- Front doors should be painted in the same cream colour. This colour is not recognised by name and the paint shop has to make it up according to a code, which can be provided on request.

RENOVATIONS NOT PERMITTED

The following renovations are not permitted:

- Any alterations to or removal or replacement of:
 - the external fabric and common areas of the building or grounds
 - external double brickwork, front doors and external paintwork
 - steel frame windows, kitchen and bathroom windows, balconies, and chimneys
 - rooflines and roof cavity (including access to the roof cavity for storage or any other private purpose)
- Renovations within, or that encroach on common area spaces
- Partitioning off areas of the garden or grounds for private use
- Installation of washing machines
- Installation of air conditioning units

RENOVATIONS NOT REQUIRING AN APPLICATION

Shareholders do not need permission to undertake internal works including:

- Internal painting, plastering, puttying/sealing leaks in doors and windows
- installing light fittings
- sanding timber floors
- internal electrical rewiring
- changing or removing internal doors
- installation of built-in furniture

COMPLIANCE WITH LOCAL GOVERNMENT, EPA AND GREYFRIARS POLICIES AND GUIDELINES

Renovations must take place within the times specified in the [City of Glen Eira noise policy](#). In addition, shareholders should consider the impact their renovations may have on neighbours and inform them in advance.

When planning a renovation, shareholders should refer to:

- Greyfriars Common Rules, 2023
- Greyfriars Acoustic Policy, 2023

HEATING and COOLING

External air conditioning or heating units are not permitted. Wood fires are not permitted in fire places.

Greyfriars encourages passive cooling and heating, including use of ceiling fans, external awnings, sealing gaps under doors and in window frames, double glazing and the use of curtains. These measures combined have a positive effect on keeping internal temperatures acceptable. Insulation is installed in the roof cavity.

ACCESS TO SHARED INFRASTRUCTURE

In some instances, a tradesperson may require access to another shareholder's unit or garage to access common infrastructure, such as plumbing. This requires some logistical organisation and where it is necessary, the board should be notified so access can be arranged.

RENOVATION APPLICATION CHECKLIST

- Ensure you are familiar with this Renovations Policy, the Common Rules and the Acoustic Policy, and that your plans align with all requirements
- Provide as much detail as possible about proposed renovations
- Provide evidence of acoustic properties in line with the Acoustic Policy in the case of floor coverings and dishwashers by submitting product technical specifications
- In the case of general renovations, submit your application one month in advance of the intended commencement of works
- In the case of structural renovations, submit your application three months in advance of the intended commencement of works
- In the case of structural renovations, submit associated engineering drawings
- Be prepared to work with the board constructively on any amendments requested of your application.

RENOVATIONS APPLICATION FORM

Apartment number	
Name	
Mobile	
Email	
Commencement date	
I have read the Greyfriars Common Rules, Renovations Policy and Acoustic Privacy Policy and my application aligns with their requirements.	
Signed	Date __/__/_____

List the general works in detail. Include accompanying engineering plans if required.