

Strata flooring approval checklist

Use this checklist to prepare for a flooring project, then keep it with your approval paperwork. Your scheme documents and the proposed work determine which steps apply. Start with the [strata rules guide](#) for your state.

Before you choose a floor

- ☐ Get your scheme's registered by-laws, rules or articles. Check whether model provisions apply, and identify the flooring and noise requirements.
- ☐ Note the acoustic requirement in the by-law, if any: the scheme (AAAC stars, L'nT,w, Ln,w, IIC or FIIC), the number, and whether it is a laboratory or a field figure.
- ☐ Find out what is below your floor: another dwelling, a car park, a commercial tenancy, or nothing. The rule and the risk change with each.
- ☐ Check whether the scheme has a standard approval form or a list of conditions it always applies.
- ☐ Ask the strata or body corporate manager how long approvals usually take and whether the committee can decide or a general meeting is needed.

Choosing a system

- ☐ Ask the supplier for the test report for the covering and underlay tested together, not the underlay alone.
- ☐ Check the report names the test method, laboratory or on-site tester, floor construction, any ceiling and the complete result. Identify whether its metric and test basis match your building's requirement.
- ☐ Confirm the underlay is one the floor manufacturer allows under its warranty, and that the total thickness is within the manufacturer's limit for floating floors.

- ☐ If an on-site result is required, ask an acoustic consultant whether the proposed system and supporting evidence are relevant to your building. A prediction is not a finished-floor test.

Applying

- ☐ Confirm who can decide the application, then submit the required documents through your scheme's process.
- ☐ Attach the product data sheets, the test report, the installer's details and the installation method.
- ☐ Ask for the decision, and any conditions, in writing.
- ☐ If a post-installation test is required, settle the tester, access and response to an unsatisfactory result before work starts. Ask your strata adviser how testing costs may lawfully be allocated.

After installation

- ☐ Keep the approval, product and installation records, invoices and any post-installation report together.
- ☐ If a neighbour complains, respond in writing and offer the paperwork before the matter goes further.

This checklist is general information, not legal advice. Your scheme's registered by-laws and your state's legislation prevail.

Your notes

Building and lot

Committee or manager contact

Rating required, and scheme

Documents sent

Decision and date

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