



TRINITYCON PTY LTD

The Renovation *Guide.*

Three disciplines > planning, compliance, craft > bound into one book.

A considered, step-by-step companion for apartment and home Renovations, from first sketch to final handover. Presented by **TrinityCon Pty Ltd.**

06

CHAPTERS

51

CHECKPOINTS

2–4 wks

APPROVALS

10–15%

CONTINGENCY

- CONTENTS

Bound in *three*.

The triquetra loops three arcs into one continuous line. So does a renovation: plan, permit, execute nothing severable, each depending on the others.

<i>I</i> Vision Planning · Compliance	<i>II</i> Build Selection · Preparation	<i>III</i> Handover Execution · Delivery
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01	Planning & Designing · Foundation	8 pts
02	Strata & Approvals · Compliance	9 pts
03	Contractor Selection · Partnership	8 pts
04	Pre-Construction · Preparation	9 pts
05	During Construction · Execution	8 pts
06	Completion & Handover · Delivery	9 pts

· FOUNDATION

— 01 / 06

Planning & Designing

8 checkpoints. Move through each in sequence.

- ◇ 01 Establish clear renovation goals and priorities
- ◇ 02 Create a realistic budget with a 10–15% contingency allowance
- ◇ 03 Explore design inspiration and develop a vision for the space
- ◇ 04 Accurately assess and measure the existing layout
- ◇ 05 Consider practicality, storage solutions, and overall flow
- ◇ 06 Select suitable materials, finishes, and fixtures
- ◇ 07 Identify any structural or layout modifications required
- ◇ 08 Organise temporary living arrangements if necessary

• COMPLIANCE

— 02 / 06

Strata & Approvals

9 checkpoints. Move through each in sequence.

- ◇ 01 Review your building's by-laws regarding renovations
- ◇ 02 Check if your renovation requires Strata approval
- ◇ 03 Prepare detailed plans and specifications
- ◇ 04 Submit Strata application with all required documentation
- ◇ 05 Allow 2–4 weeks for the approval process
- ◇ 06 Obtain any necessary council permits
- ◇ 07 Notify neighbours about upcoming renovation work
- ◇ 08 Arrange building access for tradespeople
- ◇ 09 Organise protection for common areas

• PARTNERSHIP

— 03 / 06

Contractor Selection

8 checkpoints. Move through each in sequence.

- ◇ 01 Research potential contractors with apartment experience
- ◇ 02 Check licences and insurance
- ◇ 03 Request quotes from at least 3 contractors
- ◇ 04 Compare quotes, timelines, and scope of work
- ◇ 05 Discuss Strata compliance and approvals process
- ◇ 06 Clarify payment schedule and terms
- ◇ 07 Review and sign a detailed contract
- ◇ 08 Establish communication protocols

• PREPARATION

— 04 / 06

Pre-Construction

9 checkpoints. Move through each in sequence.

- ◇ 01 Finalise all material selections and orders
- ◇ 02 Create a detailed schedule with your contractor
- ◇ 03 Arrange furniture removal or storage
- ◇ 04 Protect items remaining in the apartment
- ◇ 05 Set up a temporary kitchen if needed
- ◇ 06 Arrange alternative accommodation if necessary
- ◇ 07 Notify building manager of start date
- ◇ 08 Confirm delivery and waste removal logistics
- ◇ 09 Take 'before' photos for your records

· EXECUTION

— 05 / 06

During Construction

8 checkpoints. Move through each in sequence.

- ◇ 01 Maintain regular communication with your contractor
- ◇ 02 Schedule regular site visits and inspections
- ◇ 03 Address any issues or changes promptly
- ◇ 04 Keep track of any variations to the original scope
- ◇ 05 Maintain a renovation journal with notes and photos
- ◇ 06 Be available to make decisions when needed
- ◇ 07 Inspect work at key milestones
- ◇ 08 Keep neighbours informed of progress and disruptions

• DELIVERY

— 06 / 06

Completion & Handover

9 checkpoints. Move through each in sequence.



01

Conduct a thorough inspection of all completed work



02

Create a detailed defect list if necessary



03

Ensure all defects are addressed before final payment



04

Collect all warranty information and manuals



05

Obtain certificates for waterproofing and electrical work



06

Make final payment once satisfied with all work



07

Clean the apartment thoroughly



08

Move furniture back in or purchase new items



09

Take 'after' photos to document the transformation

· PRO TIPS

Learned on *site*.

Five hard-won principles from every project we deliver. Keep them close — they save weeks, budget, and neighbourly goodwill.

A

Start with Strata

Always check your building's by-laws before planning your renovation.

B

Consider Logistics

Plan elevator access, parking for trades, and material deliveries.

C

Noise Management

Schedule noisy work during approved hours and communicate with neighbours.

D

Waterproofing is Critical

Use licensed waterproofers to avoid future issues.

E

Space Optimisation

Use smart storage and multi-functional furniture solutions.



Build with Trust, Backed by Quality

TrinityCon Pty Ltd - Renovation GUIDE.