

## CONSOLIDATION OF BY-LAWS COMMERCIAL OR RESIDENTIAL STRATA

Penmans are regularly asked to assist Owners Corporations where a resolution has been passed to change or add by-laws and the existing by-laws need to be consolidated to meet the requirements of the *Strata Schemes Management Act 2015* (NSW).

Penmans are experts in strata matters. Our team is led by Paula Roberts who is one of only 150 Law Society accredited specialists in property law in NSW. We have a team of lawyers, licensed conveyancers and paralegals and we accept instructions in all property law matters.

Our fees to review the minutes of meeting, prepare the consolidation, have it executed by the strata manager and attend to registration are **\$825** (inclusive of GST) together with out-of-pocket expenses.

This fixed fee does not apply to preparing new by-laws or drafting resolutions. We have separate fixed fee packages for those services.

### Disbursements\*

Verification of identity (if required)	\$29.90
Tile Search (per search)	\$31.00
Dealing Search (per search)	\$33.93
PEXA Fee	\$52.80
Registration	\$175.70
Copy of Registered By-laws	\$33.93

\*Disbursement amounts are current as of August 2025 and include GST, if applicable.

The steps are:

- a) Penmans regularly act in these sorts of matters have verified the identity of many of the Central Coast strata managers. If we have not dealt with your

*partnering with people since 1946*



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Legislation

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strata manager before, we will need to do this. This is done either in person or via a link sent to the mobile device of the strata manager.

b) You will need to provide us with:

- A copy of the minutes of the meeting of the Owners Corporation where the resolution was passed.
- A copy of the strata plan and by-laws if you have them. Otherwise, we can obtain them from the strata manager or NSW Land Registry Services.

### **Next Steps**

Please fill in our [contact form](#) and include in the comments that you have a strata by-law matter. A member of our property team will be in contact with you. Alternatively, please request a free 15-minute phone conference to discuss your specific situation.

The information you obtain at this site is not, nor is it intended to be, legal advice. You should consult a Solicitor for individual advice regarding your own situation. Liability limited by a scheme approved under Professional Standards Legislation.

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**Fixed fees current as of August 2025.**