

REVIEW AND UPDATE OF RESIDENTIAL BY-LAWS - APARTMENT BUILDINGS

Penmans are regularly asked to review by-laws for residential strata complexes where the owners corporation has decided that the by-laws put in place by the original developer no longer fully meet the needs of the owners/occupiers of the complex.

Sometimes an owners corporation will decide to change the by-laws to either grant exclusive use rights to all owners in respect of certain common property (such as installation of air conditioning equipment on balconies) or to create obligations that bind all owners (such as making owners individually responsible for waterproofing of bathrooms).

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 and update strata by-laws to cover typical matters (like those listed above) is **\$3,300** (inclusive of GST) together with out-of-pocket expenses. Where we are instructed to fully review and the by-laws (rather than draft a specific a common property rights (also known as exclusive use) by-law for one owner), these fees are payable by the Owners Corporation.

This fixed fee does not apply to a complex re-draft of the by-laws or very specific or complex changes. If that is the case, we will provide a separate quote before commencing work.

Disbursements*

Verification of identity (if required)		\$29.90
Title Searches:	Pre registration search	\$31.00
	Post registration search	\$31.00
	Dealing (per Dealing)	\$33.93
	Registered By-Laws	\$33.93
PEXA Fees:	Single Title	\$52.80
	Multiple Titles	\$72.93
Registration Fee		\$175.70

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

partnering with people since 1946



We have Accredited Specialists in
Property Law and Wills & Estates

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Our fixed fee includes reviewing the existing by-laws for the strata scheme, drafting the updated by-laws, preparing the necessary resolution that will need to be passed at a meeting of the owners corporation, preparation of a consolidated set of by-laws (which includes the new by-laws), having that executed by the owners corporation and arranging registration of the consolidated by-laws on the title for the common property.

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 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:
 - Details of the new by-laws required including the minutes of any meetings where they have been discussed, any formal plans and specifications that have been prepared;
 - Any correspondence between the strata manager and/or owners corporation and the owners about the agreed changes; and
 - 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.
- c) We will then draft the documents for you and send them to your strata manager who will confirm if any changes are necessary and call the meeting of the owners corporation;
- d) Once the by-law is passed, we will prepare the consolidated by-laws and arrange registration.

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 November 2025.