

CREATION OF A COMMON PROPERTY RIGHTS BY-LAW - RESIDENTIAL STRATA

If you want to carry out work to your residential apartment, townhouse or unit and that work involves common property (which in simple terms is the structure of the building) you will most likely need a common property rights by-law.

Examples of when this is required include major bathroom or kitchen renovations (for example, passing of new pipes through a concrete floor), enclosure of balconies, and installation of air conditioning equipment.

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 fee for creation of a common property rights by-law are **\$1,925** (inclusive of GST) together with disbursements.

Disbursements*

Verification of identity (if required)	\$29.90
Search fees (per search)	\$31.00
PEXA fee	\$52.80
Registration fee	\$175.70
Copy of registered by-laws	\$33.93

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

Our fixed fee includes reviewing the existing by-laws for the strata scheme, drafting your by-law, 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 your new by-law), 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 on these sorts of matters have verified the identity

partnering with people since 1946



We have Accredited Specialists in
Property Law and Wills & Estates

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scheme approved under
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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 strata manager's mobile device;

- (b) You will need to provide us with:
- Details of the work you intend to carry out including any formal plans and specifications that have been prepared;
 - Any correspondence with the strata manager or owners corporation; 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 to approve and then send them to your strata manager who will call the necessary 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 and a member of our property team will be in contact with you. Alternatively, please call our friendly receptionist to arrange 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.