

REVIEW AND UPDATE OF BY-LAWS (COMMERCIAL/INDUSTRIAL)

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

Examples of when an owners corporation may decide to update the by-laws include:

- Installation of solar panels on the common property (roof area) above each lot;
- Matters relating to charging of electric vehicles;
- Installation and maintenance of signage;
- Use of common areas;
- Roof and wall penetrations;
- Installation and maintenance of air conditioning; and
- Smoking/vaping on common property.

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** (including GST) plus disbursements. Where we are instructed to fully review and update 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.

partnering with people since 1946



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Disbursements*

Verification of identity (if required)	\$29.90
ASIC Search	28.03
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.

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 manger 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 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 Owner's 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 Owner's 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 March 2026.