

## STRATA PLAN ADMINISTRATION SHEET

Sheet 1 of 3 sheet(s)

\* OFFICE USE ONLY

Name of, and address for service of notices on, the Owners Corporation. (Address required on original strata plan only)

The Owners - Strata Plan No  
No's. 63 to 71B GRAFTON STREET  
COFFS HARBOUR NSW 2450

\*

Registered:

\*

Purpose:

PLAN OF SUBDIVISION OF LOT 1 DP 1226703

\*(COMMERCIAL) Model by-laws adopted for this scheme

\*Keeping of animals: Option A/B/C

\*Schedule of By-laws in \_\_\_\_\_ sheets filed with plan

\*No By-laws apply

SEE SHEET 3

x Strike out whichever is inapplicable

Strata Certificate (Approved Form 5)

(1) \*The Council of ..... COFFS HARBOUR CITY

\*The Accredited Certifier .....

Accreditation No .....

has made the required inspections and is satisfied that the requirements of;

\*(a) Section 37 or 37A Strata Schemes (Freehold Development) Act 1973 and clause 29A Strata Schemes (Freehold Development) Regulation 2007,

\*(b) ~~Section 66 or 66A Strata Schemes (Leasehold Development) Act 1986 and clause 30A Strata Schemes (Leasehold Development) Regulation 2007,~~

have been complied with and approves of the proposed strata plan illustrated in the plan with this certificate.

\* (2) ~~The Accredited Certifier is satisfied that the plan is consistent with a relevant development consent in force, and that all conditions of the development consent that by its terms are required to be complied with before a strata certificate may be issued, have been complied with.~~

\* (3) ~~The strata plan is part of a development scheme. The Council or accredited officer is satisfied that the plan is consistent with any applicable conditions of the relevant development consent and that the plan gives effect to the stage of the development contract to which it relates.~~

\* (4) The building encroaches on a public place and;

\*(a) The Council does not object to the encroachment of the building beyond the alignment of

..... GRAFTON STREET & PARK AVENUE LANE

\*(b) The Accredited Certifier is satisfied that the building complies with the relevant development consent in force that allows the encroachment.

\* (5) ~~This approval is given on the condition that lot(s) ..... are created as utility lots in accordance with section 39 of the Strata Schemes (Freehold Development) Act 1973 or section 68 of the Strata Schemes (Leasehold Development) Act 1986.~~

Date .....

Subdivision No.....

Relevant Development Consent No. ....

Issue By .....

.....  
Authorised Person/General Manager/Accredited Certifier

\* Strike through if inapplicable

^ Insert lot numbers of proposed utility lots

L.G.A. COFFS HARBOUR

Locality: COFFS HARBOUR

Parish: COFF

County: FITZROY

Surveyor's Certificate (Approved Form 3)

I, ..... IAN GRAHAM EVISON

REG WALTERS & PARTNERS

of ..... P.O. BOX 1801 COFFS HARBOUR 2450

a surveyor registered under the Surveying Act 2002, hereby certify that:

(1) each applicable requirement of  
\*Schedule 1A to the Strata Schemes (Freehold Development) Act 1973  
\*Schedule 1A to the Strata Schemes (Leasehold Development) Act 1986  
has been met.

(2) ~~\*(a) the building encroaches on a public place;  
\*(b) the building encroaches on land (other than a public place), and an appropriate easement has been created by ..... to permit the encroachment to remain.~~

(3) \*the survey information recorded in the accompanying location plan is accurate.

Signature: .....

Date: .....

\*Strike through if inapplicable

^ Insert the Deposited Plan Number or Dealing Number of the instrument that created the easement.

SURVEYOR'S REFERENCE: REF 06029-01

Use STRATA PLAN FORM 3A for additional certificates, signatures and seals

## STRATA PLAN ADMINISTRATION SHEET

Sheet 2 of 3 sheet(s)

PLAN OF SUBDIVISION OF LOT 1 DP 1226703

\*

Registered:

\*

Strata Certificate Details: Subdivision No:

## SCHEDULE OF UNIT ENTITLEMENT

(If insufficient space use additional annexure sheet)

UNIT ENTITLEMENT	
LOT 1	19
LOT 2	16
LOT 3	16
LOT 4	16
LOT 5	16
LOT 6	17
AGGREGATE	100

Signatures, seals and statements of intention to create easements, restrictions on the use of land or positive covenants  
(If insufficient space use additional annexure sheet)

SURVEYOR'S REFERENCE: 06029-01

\* OFFICE USE ONLY

WARNING: Creasing or folding will lead to rejection

SP FORM 3.08 (Annexure)

STRATA PLAN ADMINISTRATION SHEET

Sheet 3 of 3 sheet(s)

Office Use Only

Office Use Only

Registered:

This sheet is for the provision of the following information as required:

- Any information which cannot fit in the appropriate panel of any previous administration sheets
- Statements of intention to create and or release affecting interests in accordance with section 88B Conveyancing Act 1919
- Signatures and seals – see section 22 Strata Schemes Development Act 2015

The by-laws adopted for the scheme are:

\* Model By-laws for residential strata schemes together with:

Keeping of animals: Option ~~\*A~~/\*B

Smoke penetration: Option \*A/~~\*B~~

(see Schedule 3 Strata Schemes Management Regulation 2016)

\* ~~The strata by-laws lodged with the plan.~~

Surveyor's Reference: 06029-01

GRAFTON STREET

PARK AVENUE LANE

0.295

WALL

90.0

59

ONE LEVEL  
BRICK SHOPS  
No's 63-71B

COVERED  
PATIOBRICK  
STORE  
ROOMS

COMMON  
PROPERTY

BRICK W/C's  
COMMON PROPERTY

FACE OF WALL

29.91

[illegible]

## LOCATION PLAN

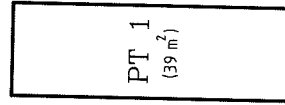
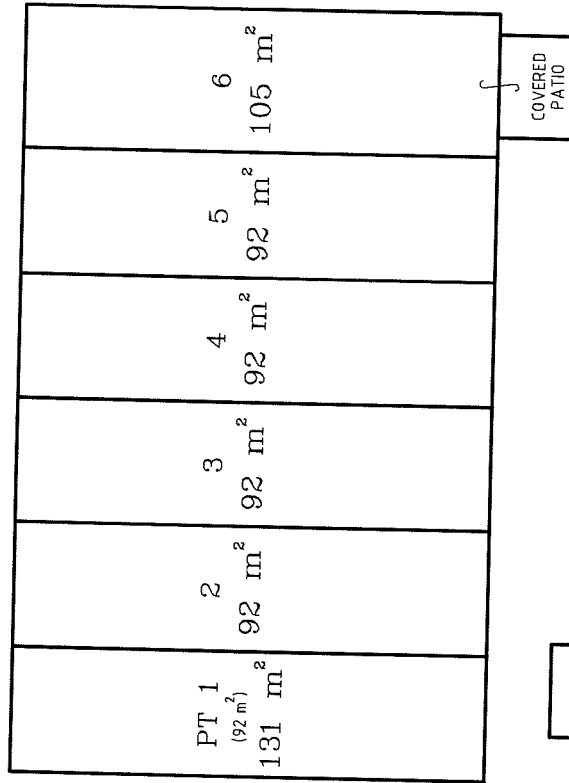
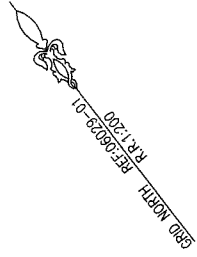
Surveyor: IAN GRAHAM EVISON

Surveyor's Ref: 06029--01

Subdivision No:

Lengths are in metres. Reduction Ratio 1: 200

10	20	30	40	50	60	70	80	90	100	110	120	130	140	150
Table of mm														



Surveyor: IAN GRAHAM EVISON	Registered
Surveyor's Ref: 06029-01	
Subdivision No:	
Lengths are in metres, Reduction Ratio 1: 200	

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# **By-Laws as adopted for Strata Plan 94657**

## **63-71a GRAFTON STREET COFFS HARBOUR**

**Registration date:**

### **1 Vehicles**

An owner or occupier of a lot must not park or stand any motor or other vehicle on common property, or permit a motor vehicle to be parked or stood on common property, except within the car parking spaces allocated for each lot in the strata scheme as shown on the Car Parking Spaces Plan attached.

### **2 Changes to common property**

- (1) An owner or person authorised by an owner may install, without the consent of the owners corporation:
  - (a) any locking or other safety device for protection of the owner's lot against intruders or to improve safety within the owner's lot, or
  - (b) any screen or other device to prevent entry of animals or insects on the lot, or
  - (c) any structure or device to prevent harm to children.
- (2) Any such locking or safety device, screen, other device or structure must be installed in a competent and proper manner and must have an appearance, after it has been installed, in keeping with the appearance of the rest of the building.
- (3) Clause (1) does not apply to the installation of any thing that is likely to affect the operation of fire safety devices in the lot or to reduce the level of safety in the lots or common property.
- (4) The owner of a lot must:
  - (a) maintain and keep in a state of good and serviceable repair any installation or structure referred to in clause (1) that forms part of the common property and that services the lot, and
  - (b) repair any damage caused to any part of the common property by the installation or removal of any locking or safety device, screen, other device or structure referred to in clause (1) that forms part of the common property and that services the lot.

### **3 Damage to lawns and plants on common property**

An owner or occupier of a lot must not, except with the prior written approval of the owners corporation:

- (a) damage any lawn, garden, tree, shrub, plant or flower being part of or situated on common property, or
- (b) use for his or her own purposes as a garden any portion of the common property.

### **4 Obstruction of common property**

An owner or occupier of a lot must not obstruct lawful use of common property by any person except on a temporary and non-recurring basis.

## **5 Keeping of animals**

- (1) An owner or occupier of a lot may keep an animal on the lot, if the owner or occupier gives the owners corporation written notice that it is being kept on the lot.
- (2) The notice must be given not later than 14 days after the animal commences to be kept on the lot.
- (3) If an owner or occupier of a lot keeps an animal on the lot, the owner or occupier must:
  - (a) keep the animal within the lot, and
  - (b) supervise the animal when it is on the common property, and
  - (c) take any action that is necessary to clean all areas of the lot or the common property that are soiled by the animal.

## **6 Noise**

An owner or occupier of a lot, or any invitee of an owner or occupier of a lot, must not create any noise on a lot or the common property likely to interfere with the peaceful enjoyment of the owner or occupier of another lot or of any person lawfully using common property.

## **7 Behaviour of owners, occupiers and invitees**

- (1) An owner or occupier of a lot, or any invitee of an owner or occupier of a lot, when on common property must be adequately clothed and must not use language or behave in a manner likely to cause offence or embarrassment to the owner or occupier of another lot or to any person lawfully using common property.
- (2) An owner or occupier of a lot must take all reasonable steps to ensure that invitees of the owner or occupier:
  - (a) do not behave in a manner likely to interfere with the peaceful enjoyment of the owner or occupier of another lot or any person lawfully using common property, and
  - (b) without limiting paragraph (a), that invitees comply with clause (1).

## **8 Children playing on common property**

- (1) Any child for whom an owner or occupier of a lot is responsible may play on any area of the common property that is designated by the owners corporation for that purpose but may only use an area designated for swimming while under adult supervision.
- (2) An owner or occupier of a lot must not permit any child for whom the owner or occupier is responsible, unless accompanied by an adult exercising effective control, to be or remain on common property that is a laundry, car parking area or other area of possible danger or hazard to children.

## **9 Smoke penetration**

- (1) An owner or occupier, and any invitee of the owner or occupier, must not smoke tobacco or any other substance on the common property.
- (2) An owner or occupier of a lot must ensure that smoke caused by the smoking of tobacco or any other substance by the owner or occupier, or any invitee of the owner or occupier, on the lot does not penetrate to the common property or any other lot.

#### **10 Preservation of fire safety**

The owner or occupier of a lot must not do anything or permit any invitees of the owner or occupier to do anything on the lot or common property that is likely to affect the operation of fire safety devices in the parcel or to reduce the level of fire safety in the lots or common property.

#### **11 Storage of inflammable liquids and other substances and materials**

- (1) An owner or occupier of a lot must not, except with the prior written approval of the owners corporation, use or store on the lot or on the common property any inflammable chemical, liquid or gas or other inflammable material.
- (2) This by-law does not apply to chemicals, liquids, gases or other material used or intended to be used for domestic purposes, or any chemical, liquid, gas or other material in a fuel tank of a motor vehicle or internal combustion engine.

#### **12 Appearance of lot**

- (1) The owner or occupier of a lot must not, without the prior written approval of the owners corporation, maintain within the lot anything visible from outside the lot that, viewed from outside the lot, is not in keeping with the rest of the building.

#### **13 Cleaning windows and doors**

- (1) Except in the circumstances referred to in clause (2), an owner or occupier of a lot is responsible for cleaning all interior and exterior surfaces of glass in windows and doors on the boundary of the lot, including so much as is common property.
- (2) The owners corporation is responsible for cleaning regularly all exterior surfaces of glass in windows and doors that cannot be accessed by the owner or occupier of the lot safely or at all.

#### **14 Disposal of waste—bins for individual lots [applicable where individual lots have bins]**

- (1) An owner or occupier of a lot must not deposit or throw on the common property any rubbish, dirt, dust or other material or discarded item except with the prior written approval of the owners corporation.
- (2) An owner or occupier of a lot must not deposit in a toilet, or otherwise introduce or attempt to introduce into the plumbing system, any item that is not appropriate for any such disposal (for example, a disposable nappy).
- (3) An owner or occupier must:
  - (a) Comply with all reasonable directions given by the owners corporation as to the disposal and storage of waste (including the cleaning up of spilled waste) on common property, and
  - (b) Comply with the local council's guidelines for the storage, handling, collection and disposal of waste.



- (4) An owner or occupier of a lot must maintain bins for waste within the lot, or on any part of the common property that is authorised by the owners corporation, in clean and dry condition and appropriately covered.
- (5) An owner or occupier of a lot must not place anything in the bins of the owner or occupier of any other lot except with the permission of that owner or occupier.
- (6) An owner or occupier of a lot must place the bins within an area designated for collection by the owners corporation not more than 12 hours before the time at which waste is normally collected and, when the waste has been collected, must promptly return the bins to the lot or other area authorised for the bins.
- (7) An owner or occupier of a lot must notify the local council of any loss of, or damage to, bins provided by the local council for waste.
- (8) The owners corporation may give directions for the purposes of this by-law by posting signs on the common property with instructions on the handling of waste that are consistent with the local council's requirements or giving notices in writing to owners or occupiers of lots.
- (9) In this by-law:  
*bin* includes any receptacle for waste.  
*waste* includes garbage and recyclable material.

#### **15 Disposal of waste—shared bins [applicable where bins are shared by lots]**

- (1) An owner or occupier of a lot must not deposit or throw on the common property any rubbish, dirt, dust or other material or discarded item except with the prior written approval of the owners corporation.
- (2) An owner or occupier of a lot must not deposit in a toilet, or otherwise introduce or attempt to introduce into the plumbing system, any item that is not appropriate for any such disposal (for example, a disposable nappy).
- (3) An owner or occupier must:
  - (a) comply with all reasonable directions given by the owners corporation as to the disposal and storage of waste (including the cleaning up of spilled waste) on common property, and
  - (b) comply with the local council's guidelines for the storage, handling, collection and disposal of waste.
- (4) The owners corporation may give directions for the purposes of this by-law by posting signs on the common property with instructions on the handling of waste that are consistent with the local council's requirements or giving notices in writing to owners or occupiers of lots.
- (5) In this by-law:  
*bin* includes any receptacle for waste.  
*waste* includes garbage and recyclable material.

#### **16 Change in use or occupation of lot to be notified**

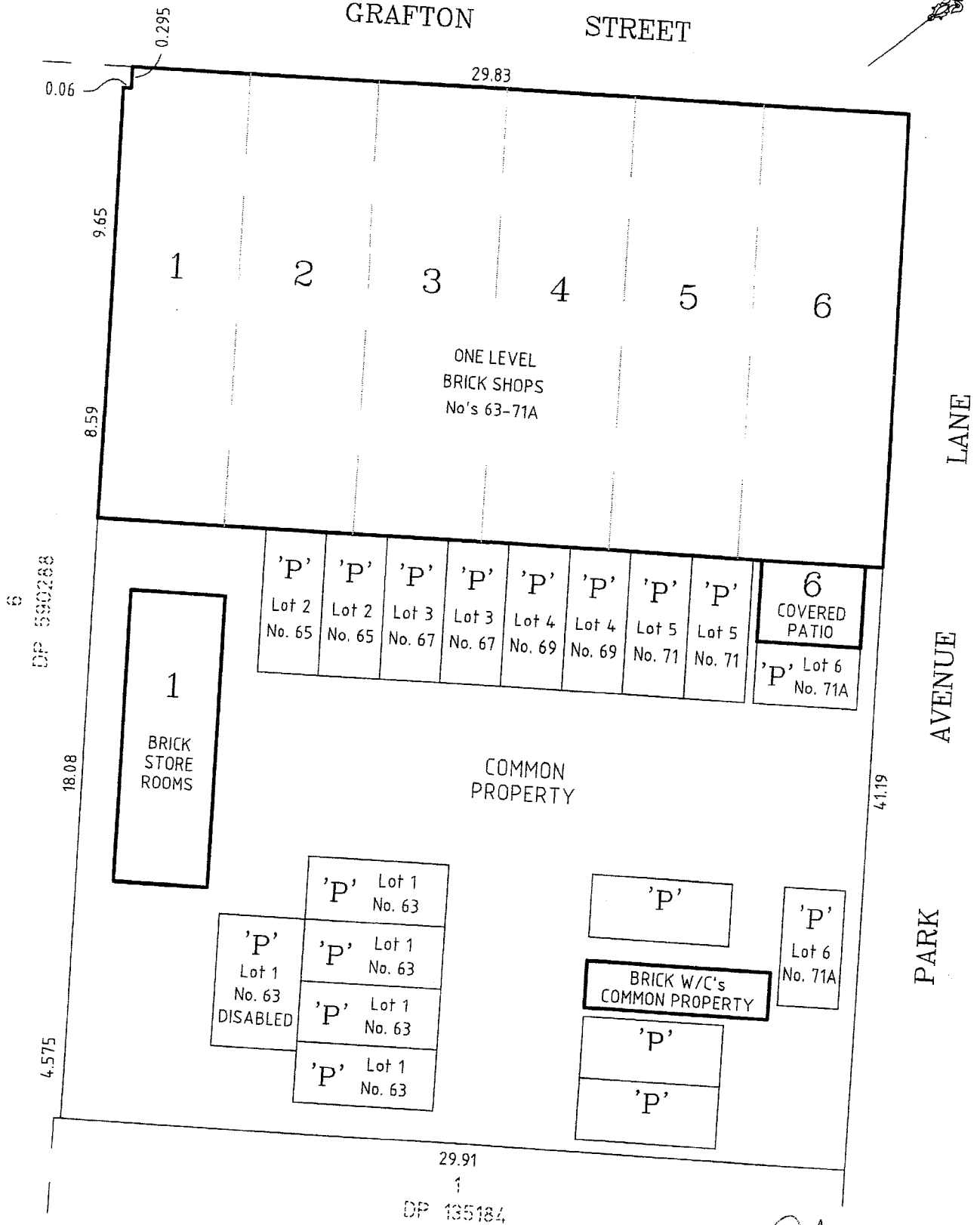
- (1) An occupier of a lot must notify the owners corporation if the occupier changes the existing use of the lot.

- (2) Without limiting clause (1), the following changes of use must be notified:
  - (a) a change that may affect the insurance premiums for the strata scheme (for example, if the change of use results in a hazardous activity being carried out on the lot, or results in the lot being used for commercial or industrial purposes rather than residential purposes),
  - (b) a change to the use of a lot for short-term or holiday letting.
- (3) The notice must be given in writing at least 21 days before the change occurs or a lease or sublease commences.

**17 Compliance with planning and other requirements**

- (1) The owner or occupier of a lot must ensure that the lot is not used for any purpose that is prohibited by law.
- (2) The owner or occupier of a lot must ensure that the lot is not occupied by more persons than are allowed by law to occupy the lot.

# CAR PARKING SPACES PLAN



- NOTES:
- 1 DENOTES STRATA PLAN LOT NUMBER
  - 'P' DENOTES ALLOCATED CAR PARKING SPACE
  - Lot 1 DENOTES ASSOCIATED STRATA LOT NUMBER
  - No. 63 DENOTES ASSOCIATED STREET ADDRESS

*[Handwritten signature]*