

Name/s of lot owner or occupier

Address

Postcode

The owners corporation of Strata Plan  has decided to issue you this notice.

It believes that you have contravened by-law number

A copy of the by-law is attached.

The owners corporation believes that you have contravened this by-law by: (state action causing contravention and give dates and details. Example: On (date) you parked motor vehicle (registration number) on common property driveway without permission.)

You must comply with the by-law immediately by: (state action required to stop the contravention.

Example: Removing motor vehicle (reg. no.) from the common property driveway)

You must stop contravening this by-law and obey it now and in the future. If you do not comply with the by-law, the owners corporation may apply to the NSW Civil and Administrative Tribunal to impose a monetary penalty on you.

Signed for and on behalf of the owners corporation  
(please sign)

Name of signatory (please print name)

Date

## IMPORTANT INFORMATION ABOUT THIS NOTICE

1. This Notice should refer to one by-law only.
2. The strata committee, or owners corporation (if it has decided not to let the strata committee issue this Notice), must convene and hold a meeting to decide to issue this Notice or to issue notices for the type of breaches concerned in this Notice, and record its decision in the minutes. Alternatively, a managing agent who has been delegated the function may decide to issue this Notice.
3. For a Penalty: an application to the NSW Civil and Administrative Tribunal must be made within 12 months of the Notice being served (given).
4. The secretary or strata managing agent should keep a copy of this Notice as well as a record of the date and method of service – refer to the Affidavit of Service on reverse. A strata managing agent who issues a Notice must make a written record specifying that action and the manner in which it was done. The agent must also provide a copy of the record kept to the owners corporation in accordance with section 55(2) of the *Strata Schemes Management Act 2015*. Enquiries may be directed to NSW Fair Trading on **13 32 20**.

**Affidavit of service**

Name

I

Address

Postcode

**say an oath as follows:**

I am a person authorised by the owners corporation to serve the attached Notice to Comply with a By-Law.

On the  day of  year

Name of lot owner or occupier

I served

Method of service

with the attached Notice to Comply with a By-law by delivering a true copy by

at

as required by the *Strata Schemes Management Act 2015*.

Signed (please sign)

Name of signatory (please print name)

Date

Sworn at

this  day of  year

Justice of the Peace / Solicitor (please sign)

before me

Name of signatory (please print name)

**HOW THIS NOTICE CAN BE SERVED**

The *Strata Schemes Management Act 2015* sets out how notices may be given. **Where an electronic means of service has been recorded for the person in the strata roll, the notice may be given to them electronically, as set out below.** Where this is not available, the Act provides alternative ways to give the notice. The relevant section is shown below:

**1. Service on occupier (section 263 (2))**

A Notice or other document may be given to the occupier of the lot:

- (a) by post at the address of the lot, or
- (b) by leaving it at the address of the lot with some person apparently of or above the age of 16 years.

**2. Service where address is included in the strata roll (section 263 (3))**

If an address for the service of notices on a person is recorded in the strata roll or has been notified in a tenancy notice, a document may be given to the person:

- (a) In the case of a postal address – by post at that address, or
- (b) by sending it by electronic transmission to an address or location nominated (in correspondence or otherwise) by the person as an address or location to which correspondence can be sent, or
- (c) by leaving it at that address with some person apparently of or above the age of 16 years.

**3. Service on owner of lot (section 263 (4))**

A document may be given to the owner of the lot in accordance with point (2) above or if no address or service is recorded on the strata roll:

- (a) personally, or
- (b) by post at the address of the lot, or
- (c) by leaving it on a part of the lot that is the owner's place of residence or business (otherwise than on a part of the lot provided for the accommodation of a vehicle or as a storeroom), or
- (d) by leaving it in a place provided on the parcel for receiving mail posted to the lot, or
- (e) in any manner authorised by the by-laws for the service of notices on owners.