**New development strata by-laws order form – Developers**

\*Send your completed form and all attachments to info@fixedcostbylaws.com.au

**Your details**

**1**|Your name

**2**|Your address

**3**|Your email

**4**|Your phone number

**Developer details**

**5|**Developer name

**6|**Developer ABN

**7**|Address of the development

**8**|Deposited plan number

**9|**Which stage of development (if applicable)

**10**|Number of proposed lots in scheme

**By-law details**

**11**|Type of by-laws required (please let us know of any specific requirements in the spaces provided)

[ ]  **Awnings and pergolas**

[ ]  **Air conditioning**

[ ]  **Animals and pets**

[ ]  **Architecture and landscaping**

[ ]  **Barbequing**

[ ]  **Behaviour, nuisance, and noise**

[ ]  **Car washing and car wash bays**

[ ]  **Changing the use of a lot**

[ ]  **Children and guests**

**[ ]  Exclusive use of the common property** – please specify lot(s) benefitted and area(s)

[ ]  **Fire alarms and safety**

[ ]  **Fire safety equipment**

[ ]  **Floor coverings**

[ ]  **Future renovations**

 Nature of renovation:

|  |  |  |
| --- | --- | --- |
| [ ]  Air conditioning  | [ ]  Awnings, shutters and pergolas  | [ ]  Bathrooms  |
| [ ]  Balcony enclosure | [ ]  Doors  | [ ]  Fencing |
| [ ]  Floor coverings  | [ ]  Foxtel and satellite dishes | [ ]  Gas installation |
| [ ]  Gardens  | [ ]  Hot water systems | [ ]  Kitchens |
| [ ]  Security systems  | [ ]  Signage  | [ ]  Skylights  |
| [ ]  Solar panels | [ ]  Storage cages | [ ]  Wall removal  |
| [ ]  Windows | [ ]  OTHER (please specify)       |

[ ]  **Garbage disposal**

[ ]  **Gardens**

[ ]  **Glass windows and doors**

[ ]  **Hanging of washing**

[ ]  **Motor vehicles and car spaces**

[ ]  **Moving furniture and large objects**

[ ]  **Notice board**

[ ]  **Pool**

[ ]  **Restriction on the use of a lot**

[ ]  **Safety devices**

[ ]  **Security and keys**

[ ]  **Service of notices**

[ ]  **Signage**

[ ]  **Smoking**

**[ ]  Special privilege licence only** – please specify lot(s) benefitted and area(s)

[ ]  **Storage inc. hazardous material**

[ ]  **Telecommunication room(s)**

[ ]  **Tenants**

[ ]  **OTHER**

**12**|A copy of the draft strata plan(s)? [ ] Yes [ ] No [ ] N/A

**14**|Plans, drawings and specifications relating to the by-laws? [ ] Yes [ ] No

**15**|Development consent from Council or a certifier? [ ] Yes [ ] No [ ] N/A

**16|**Acknowledgement:

I have read and acknowledged the terms and conditions attached to this form and instruct Fixed Cost By-Laws to prepare the by-law as outlined above. I confirm I have the authority to instruct Fixed Cost By-Laws to undertake the work. I understand that the fee must first be paid before the text of the by-law and all other documents are released.

If not printing out, please check box to confirm before sending [ ]

If printing out:

Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authority \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Terms and Conditions**

1. In these terms and conditions:
	1. “**FCBL”** means Colin Cunio Solicitors Pty Ltd trading as Fixed Cost By-Laws.
	2. “**Fee”** means the fixed fee FCBL provides to You after you submit the Form.
	3. “**Form”** means the form to which these terms and conditions are attached which requests that the Work be carried out and includes all attachments.
	4. “**Work”** means the provision of a set of by-laws to be registered with a strata plan of subdivision under the provisions of the *Strata Schemes Development Act 2015*.
	5. “**You/ Your**” means the person, company, or other legal entity that has engaged FCBL to undertake the Work.
2. Upon proceeding with the submission of the Form you agree to be bound by these terms and conditions.
3. FCBL is regulated by the *Legal Profession Uniform Law*. That law does not require a costs disclosure to be given to You because the cost of these legal services is below the relevant threshold.
4. FCBL will provide you with a fixed cost (the amount of the Fee) to complete the Work within 2 business days of receiving the duly completed Form.
5. Upon completion of the Work FCBL will issue You with an invoice for the Fee.
6. The Work will be released upon payment of the Fee.
7. The Fee or part of the Fee is not refundable under any circumstances, including but not limited to circumstances where you decide not to register some or all of the by-laws or Land Registry Services NSW decides not to register some or all of the by-laws.
8. You acknowledge that:
	1. You are responsible for providing FCBL with all information required to undertake the Work.
	2. The quality, validity and enforceability of any by-laws drafted by FCBL depends on the information You provide to us in the Form.
	3. FCBL will not be responsible for any deficiency in the Work arising as a result of You failing to provide all information requested in the Form or providing inaccurate information.
	4. The validity and enforceability of part or all of any by-law can be challenged in a Tribunal or Court.
9. The by-laws are subject to copyright. You agree not to alter, copy, distribute or use in any way part or all of this material without the express written consent of FCBL.