

Strata By-Law Review Checklist

1. Audit Current By-Laws

- Review registered by-laws with NSW Land Registry Services
- Compare registered by-laws with actual building operations
- Identify outdated, unclear, or unenforceable by-laws

2. Consult Professionals

- Engage a strata lawyer or experienced strata manager
- Discuss legal risks and opportunities for improvement
- Seek advice on prioritizing changes

3. Draft New By-Laws

- Use plain English for clarity
- Ensure enforceability with specific language
- Promote inclusivity and accessibility
- Reference model by-laws from NSW Fair Trading

4. Get Owner Approval

- Communicate early with owners
- Share drafts and invite feedback
- Explain benefits of changes
- Follow the process for special resolution at a general meeting
- Register new by-laws with NSW Land Registry Services within 6 months

5. Final Tips

- Schedule regular reviews (e.g., every 5 years)
- Keep digital copies accessible to all owners
- Educate new residents about key by-laws during onboarding

This checklist is intended to provide general information only and does not constitute legal advice. You should seek independent legal advice tailored to your specific circumstances before acting on any of the information provided.