



## STRATA PLAN 98777

(Building A) 61 Atchison Street, Crows Nest 2065

(Building B) 78A Albany Street, Crows Nest 2065

**P:** (02) 7255 5241 (24/7)

**E:** [management@thealbanycrowsnest.au](mailto:management@thealbanycrowsnest.au)

# PET APPLICATION FORM

The Owners Corporation understands that some owners may wish to keep a pet on their property. The keeping of any animal on a lot requires written permission from the Owners Corporation. This form is to guide owners through the application process.

## APPLICATION PROCESS

- 1) An application form must be completed in full for each pet. Please Note: Applications will not be accepted unless all information is provided including all supporting documentation. Your completed application should be submitted to building management via email at [management@thealbanycrowsnest.au](mailto:management@thealbanycrowsnest.au) along with all accompanying information.
- 2) Building management will conduct an initial review of your application to confirm it is complete and then forward the application to the Strata Manager who will liaise with the Strata Committee for approval. You will be cc'd on the email to the Strata Manager. Please note: Building management does not approve your application, the Strata Committee does. Any questions regarding your application once it has been forwarded to the Strata Manager should be directed to the Strata Manager who will follow up with the committee on your behalf.

Approval Time: Once your application has been sent to the committee it may take up to 4 weeks for approval or may be held off until the next SC meeting.

Strata Manager: Tamara Ford

Company: Strata Sense

Phone: 1300 859 044

Email: [tamara.ford@stratasense.com.au](mailto:tamara.ford@stratasense.com.au)

- 3) Once the application is approved, the strata manager will notify you of the approval via email or a letter. This will then be minuted at the next Strata Committee meeting.

## APPLICATION ASSESSMENT (CONDITIONS & BY-LAWS)

Your application to keep a pet will be assessed in accordance with the conditions of this application and The Albany by-laws as follows:





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### **By- Law 5.10 KEEPING OF ANIMALS**

(a) Subject to section 139(5) of the Management Act Owners and Occupiers must not, except with the prior approval of the Owners Corporation, keep any animal on their Lot or on Common Property, except:

- (i) up to:
  - (A) two dogs;
  - (B) two cats; or
  - (C) one dog and one cat,with a combined weight of no more than 20 kilograms;
- (ii) a small caged bird; or
- (iii) fish in an aquarium.

(b) The Owners Corporation must not unreasonably withhold its approval of the keeping of an animal on a Lot.

(c) If an Owner or Occupier is permitted to keep an animal on their Lot or on Common Property under this by-law 5.10, then the Owner or Occupier:

- (i) must notify the Owners Corporation that the animal is being kept on their Lot or on Common Property and provide the Owners Corporation with a detailed description of the animal including:
  - (A) details of the breed, size and weight of the animal; and
  - (B) a photograph of the animal;
- (ii) must ensure that the animal is at all times kept under control and usually within the confines of their Lot;
- (iii) must ensure that the animal does not enter any part of the Strata Parcel or Building designated as an area on which animals may not enter and, when the animal is on any part of the Strata Parcel or Building, other than their Lot, that the animal is accompanied by the Owner or Occupier or other responsible person;
- (iv) must, when the animal is on any part of the Strata Parcel other than their Lot, carry or keep the animal appropriately tethered and under control;
- (v) is liable to other Owners and Occupiers and to any person lawfully using Common Property for:
  - (A) any noise caused by the animal which is disturbing to an extent which is unreasonable; and
  - (B) damage to or loss of property or injury to any person caused by the animal;
- (vi) is responsible for promptly cleaning up after the animal has disturbed or soiled any part of the Strata Parcel or Building;
- (vii) must maintain the health and hygiene of the animal so as to prevent the spread of communicable diseases and pests to other animals and people in the Strata Parcel or Building; and



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(viii) must remove the animal if, in the opinion of the Owners Corporation acting reasonably, the Owner or Occupier is not complying with this by-law 5.10.

(d) This by-law 5.10 does not prevent the keeping of a dog used as a guide or hearing dog.

(e) Owners and Occupiers must not allow a visitor to bring an animal on to the Strata Parcel or Building unless the animal is a guide dog, hearing dog or other animal trained to assist to alleviate the effect of a disability and the visitor needs the dog or other animal because of a visual disability, a hearing disability or any other disability.

## PET APPLICATION FORM

**PLEASE ENSURE ALL INFORMATION IS SUPPLIED, APPLICATIONS WILL NOT BE SENT FOR APPROVAL UNLESS ALL INFORMATION HAS BEEN PROVIDED.**

REQUEST TO KEEP A PET – APPLICATION FORM	
<b>Name of Applicant/Owner of pet:</b>	
<b>Apartment Number:</b>	
<b>Pet owner's contact details.</b>	Phone: Email:
<b>Owner occupier or tenant?</b>	
<b>If tenant/flat mate, has Landlord's/Apartment Owner's permission been obtained?</b>	YES <input type="checkbox"/> NO <input type="checkbox"/> NOT APPLICABLE <input type="checkbox"/> (Please tick relevant advice) If Yes, has a copy of permission to be attached? YES <input type="checkbox"/> NO <input type="checkbox"/> (Tenants must submit Owner/Landlord approval for the application to be considered)
<b>Is this the only pet residing in the apartment?</b> <b>If no, how many and what kind of other pets reside in the apartment?</b>	YES <input type="checkbox"/> NO <input type="checkbox"/> (please tick relevant advice)



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<b>Type of Pet for which approval is now required (i.e. dog, cat, etc.):</b>	
<b>Name of pet:</b>	
<b>Breed and Profile:</b>	
<b>Colour/Description:</b>	
<b>Age:</b>	
<b>Height at Full Size:</b>	
<b>Weight at Full Size (kgs):</b> (Combined Dogs weight only permitted up to 20 kgs)	
<b>Pet Registration Number or Microchip Number:</b>	
<b>Pet Registration Papers Attached:</b> (Dogs & Cats must be registered for the application to be considered)	YES <input type="checkbox"/> NO <input type="checkbox"/> (please tick relevant advice)
<b>Have you attached a photo of your Pet:</b>	YES <input type="checkbox"/> NO <input type="checkbox"/> (please tick relevant advice)
<b>Has this Pet ever been the subject of a dangerous dog order under the <i>Companion Animals Act 1996 (NSW)</i> (or other state/territory equivalent)? If yes, please provide full details</b>	YES <input type="checkbox"/> NO <input type="checkbox"/> (please tick relevant advice) Comments:
<b>Have you or any person in your household been the subject of any action or order (including any fine or seizure) under the <i>Prevention of Cruelty to Animals Act 1979</i> (or other state/territory equivalent) in relation</b>	YES <input type="checkbox"/> NO <input type="checkbox"/> (please tick relevant advice) Comments:



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<b>to this Pet? If you answer yes, please provide full details.</b>	
<b>Owners Comments:</b>	

**APPLICANT AGREEMENT & CONDITIONS TO KEEP A PET**

- Approval to keep a pet is subject to the SP98777 By-laws and the following conditions which must be observed at all times by pet owners or carers (including temporary carers). Owners are responsible for ensuring that carers are aware of and understand these conditions.
- Applicants should read through and familiarise themselves with the requirements stipulated in the By-Laws ahead of submitting their application.
- The Owners Corporation may at any time may change these conditions, and those changes will apply to existing approvals. Owners will be notified of any changes.
- Applications shall be made to the Owners Corporation via the Building Manager not less than 14 days prior to the acquisition of the pet(s) and must include full details of the animals/birds.
- If an owner or occupier of a lot keeps a cat, dog or caged bird on the lot then the owner or occupier must:
  - Keep the animal/bird within the lot;
  - Carry the animal/bird when it is on the common property; and
  - Take such action as may be necessary to clean all areas of the lot or common property that are soiled by the animal/bird.
- Approval in writing from the Owners Corporation must be obtained for this application prior to keeping a pet on my lot.
- I/we shall be liable for any damage to common property caused by the pet(s) and shall pay the Owners Corporation immediately for any costs incurred in rectifying this damage.
- I/we accept full responsibility and indemnify the Owners Corporation for any claims by or injuries to third parties or their property caused by, or as a result of the actions of my nominated pet (s).
- The Consent of the Owners Corporation operates in respect of the nominated pet(s) only and that any change of pet must be the subject of a separate application.
- In the event of a breach of any by-law relating to pets, the Owners Corporation may withdraw any consent it has given me for the keeping of a pet.



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**DECLARATION BY OWNER**

I declare that I have read the above conditions and agree to be bound by them (including the indemnity). I will ensure that all other carers of my pet are aware of and observe these conditions. I declare that all information and documents supplied in my application form are accurate and not misleading.

By ticking this box I agree to the above declaration and rules for keeping of pets.

.....  
Owner's Name

.....  
Date