

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 residents through the application process.

The conditions of keeping a pet are covered in the by-laws of the building as follows:

STRATA PLAN BY-LAWS "METROPOLITAN" SP95763

23. Keeping of animals

23.1 Subject to this bylaw 23, an owner or occupier may keep:

- a) An animal on the lot, if the owner or occupier gives the Owners Corporation written notice no later than 14 days after the animal commences to be kept on the lot, that it is being kept on the lot; goldfish or other similar fish in a fish tank or indoor aquarium in accordance with this bylaw 23;
- b) Canaries, budgerigars or similar birds kept indoors at all times; and
- c) A guide dog, hearing dog or other animal trained to assist to alleviate the effect of a disability if the owner or occupier needs the dog or other animal because of a visual disability, a hearing disability or any other disability.

An owner or occupier must obtain the prior consent of the Owners Corporation to keep any other animal.

23.2 An owner or occupier may keep one domestic cat or one small size dog provided that the owner or occupier has obtained the prior consent of the Owners Corporation. The Owners Corporation will not give an owner or occupier consent to keep:

- a) any cat or dog that exhibits a tendency towards being vicious, aggressive, noisy or difficult to control;
- b) a cat or dog that is not registered under the *Companion Animals Act 1998* (NSW); or
- c) a dangerous, nuisance or restricted cat or dog under the *Companion Animals Act 1998* (NSW).

23.3 Subject to bylaw 23.2, an owner or occupier who keeps an animal under this bylaw must ensure that the animal does not wander onto:

- a) another Lot; or
- b) common property

23.4 If it is necessary to take an animal onto common property (eg to transport it out of the building), the owner must carry and restrain it (eg by pet cage) and control it at all times.

23.5 The Owners Corporation may make conditions if it gives an owner or occupier consent to keep an animal.

23.6 The Owners Corporation has the right at any time to order an owner or occupier to remove their animal if:

- a) it becomes offensive, vicious, noisy, aggressive or a nuisance;
- b) the cat or dog is a dangerous, nuisance or restricted cat or dog under the Companion Animals Act 1998 (NSW); or
- c) the cat or dog is not registered under the *Companion Animals Act 1998* (NSW).

23.7 The owner or occupier is responsible:

- a) to other owners and occupiers and people using common property and other parts of the building for:
 - (i) any noise their animal makes which causes unreasonable disturbance or interferes with the reasonable quiet enjoyment of any other owner or occupier; and
 - (ii) damage to or loss of property or injury to any person caused by their animal; and
 - (iii) cleaning up after their animal.

23.8 In addition to its powers under the Management Act, the Owners Corporation has the power to issue an owner with a written notice if their animal continues to defecate on:

- a) another Lot; or
- b) common property,
after a warning has been given to the owner or occupier by the Owners Corporation

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. We have been instructed not to send incomplete applications to the committee. Your completed application should be submitted to building management via email at management@metropolitanstleonards.com.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.

Strata Manager: Jay Marshall
Company: Body Corporate Services
Phone: (02) 8973 1000
Email: jay.marshall@bcsm.com.au

Approval: 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 Strata Committee meeting.

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

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	
Name of Applicant/Owner of pet:	
Apartment Number:	
Pet owner's contact details.	Phone: Email:
Owner occupier or tenant?	
If Tenant, has Landlord's / Apartment Owner's permission been obtained? (Please tick relevant advice)	YES NO NOT APPLICABLE If Yes, is a copy of permission attached? YES NO (Tenants must submit Owner/Landlord approval for this application to be considered)
Is this the only pet residing in the apartment? (please tick relevant advice) If no, how many and what kind of other pets reside in the apartment?	YES NO
Type of Pet for which approval is now required (i.e. Dog, Cat, etc):	
Name of pet:	
Breed:	
Colour/Description:	
Age:	

METROPOLITAN RESIDENCES

METROPOLITAN RESIDENCES

STRATA PLAN 95763

9 Albany Street, St. Leonards

P: (02) 9056 7119

E: management@metropolitanstleonards.com.au

W: metropolitanstleonards.com.au

Height at Full Size:	
Weight at Full Size (kgs): (Dogs only permitted up to 10 kgs)	
Pet Registration Number or Microchip Number:	
Pet Registration Papers Attached: (Dogs & Cats must be registered for the application to be considered)	YES NO
Have you attached a photo of your pet?	YES NO
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.	YES NO
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 to this Pet? If yes, please provide full details.	YES NO
Pet Owner Comments:	

APPLICANT AGREEMENT & CONDITIONS TO KEEP A PET

- Approval to keep a pet is subject to the following conditions which must be observed at all times by pet owners or carers (including temporary carers). Owners are responsible for ensuring that any carers are aware of and understand these conditions.
- Applicants should read through and familiarise themselves with the requirements stipulated in the By-Laws listed previously in this document 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 Building Management 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 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 a 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.

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 / Tenant's Name

Date