

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@archibaldresidences.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.

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: Esther Lee

Company: Strata Sense

Phone: 1300 859 044

Email: esther.lee@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 Archibald by-laws as follows:

By- Law 9. KEEPING AN ANIMAL

9.1. What animals may you keep?

Subject to by-laws 9.2 ("Guide or hearing dogs or other animals for a disability") and 9.3 ("Small animals"), you may only keep an animal in your Lot with the Owners Corporation's consent, which cannot unreasonably be withheld. The Owners Corporation can impose conditions if it gives you consent to keep an animal according to this by-law 9.1.

9.2. Guide or hearing dogs or other animals for a disability

You may keep in your Lot a guide dog or hearing dog or other animal trained to assist to alleviate the effect of a disability if you need the dog or other animal because you have a disability. You must provide the Owners Corporation with reasonable evidence that the animal is an assistance animal.

9.3. Small animals

Subject to compliance with the conditions of clauses 9.4 ("How you must keep your animal") to 9.6 ("Animal may be removed"), you may keep in your Lot:

- (a) a single cat or dog;
- (b) a single bird, provided it is kept in an appropriate bird cage; and
- (c) fish in an aquarium.

9.4. How you must keep your animal

If you are permitted to keep an animal under this by-law 9 ("Keeping an animal"), you must:

- (a) control and restrain your animal (eg by keeping it on a leash, carrying or restraining

in an appropriate pet cage) on Common Property;

(b) clean and remove any mess left by your animal on Common Property;

(c) ensure that your animal is registered as a "companion animal" under the Companion Animals Act 1998 (NSW) (if required) and comply with the Companion Animals Act 1998 (NSW);

(d) ensure that your animal does not wander into another Lot or Common Property;

(e) comply with any conditions imposed by the Owners Corporation in giving consent;

(f) ensure that your animal does not disturb any other Owners and Occupiers; and

(g) register your dog and cat with the Owners Corporation and provide the Owners Corporation with reasonable details of breed, sex, age, registration and vaccination history.

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	
Name of Applicant/Owner of pet:	
Apartment Number:	
Pet owner’s contact details.	Phone: Email:
Owner occupier or tenant?	
If tenant/flat mate, has Landlord’s/Apartment Owner’s permission been obtained?	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)
Is this the only pet residing in the apartment? If no, how many and what kind of other pets reside in the apartment?	YES <input type="checkbox"/> NO <input type="checkbox"/> (please tick relevant advice)
Type of Pet for which approval is now required (i.e. dog, cat, etc.):	
Name of pet:	
Breed and Profile:	

Colour/Description:	
Age:	
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 <input type="checkbox"/> NO <input type="checkbox"/> (please tick relevant advice)
Have you attached a photo of your Pet:	YES <input type="checkbox"/> NO <input type="checkbox"/> (please tick relevant advice)
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 <input type="checkbox"/> NO <input type="checkbox"/> (please tick relevant advice) Comments:
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 you answer yes, please provide full details.	YES <input type="checkbox"/> NO <input type="checkbox"/> (please tick relevant advice) Comments:
Owners Comments:	

APPLICANT AGREEMENT & CONDITIONS TO KEEP A PET

- Approval to keep a pet is subject to the SP103144 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.

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

