



*Soqué*  
WAREHOUSE  
*Apartments*

est. 1940

# Resident's handbook

## In This Booklet

Welcome	page 1
Index	page 8
Appendices link to Soqué website	page 34
Applications	page 35
Bus and Rail services Map	page 39

Email contacts:

[Buildingmanager@soquewarehouseapartments.com](mailto:Buildingmanager@soquewarehouseapartments.com)

[Secretary@soquewarehouseapartments.com](mailto:Secretary@soquewarehouseapartments.com)

[Chairman@soquewarehouseapartments.com](mailto:Chairman@soquewarehouseapartments.com)

Soqué Warehouse Apartments website: <http://www.soquewarehouseapartments.com/>

Or



Soqué Facebook page

<https://www.facebook.com/search/top?q=soqu%C3%A9%20warehouse%20apartments>

Or





# Soqué Warehouse Apartments



Hi there!

Welcome to our wool store community.

You are joining owners and tenants of 96 other apartments who love living in this magnificent wool store block.

We hope you will become a part of this vibrant group of residents and participate in our social activities. Or not, if that's your choice.

As an owner, you are part of the **Owners' Corporation**, and the Owners' Committee **elects a Strata Committee** to handle the day to day management of the building. The Strata Committee, along with your Building Manager, has put together some useful information in this booklet.

Although it contains the inevitable do's and don'ts, with links to our by-laws on page 6, its main purpose is to assist, inform and help you and your fellow residents to enjoy and appreciate the quality of life in one of the most beautiful warehouse apartment blocks, not only in Newcastle but also in the whole country.

This booklet should be kept for reference for occupiers of your apartment. It will be updated from time to time. A digital version is available on our website.

***Best wishes for a long and happy residency —from the Strata Committee.***

-1

## First, some facts at a glance:

### Moving in?

Be sure to contact the **Building Manager**:

- \* For an orientation tour, to explore the layout and amenities. It really helps if you know where everything is.
- \* To arrange access for your removalists
- \* Where to park
- \* Using lift (covers need to be fitted to lift walls to protect your furniture and the lift)
- \* To check you have keys, door fobs and roller door remotes.



### Did you bring your pet?

Most of us love pets and there are quite a number in the building.

However, there are commonsense rules:

**Clean up.** The obvious one is: clean up any accidents. If it is a bigger problem than you can manage, see the Building Manager for advice.

**Fill in Application.** Fill in a pet application: this ensures we know how many animals are on site and where they are located. Why? Well if you were away and there was a fire, we would need to know where pets are located.

**Identify.** Also, because we live together, we need to know all animals are healthy and vaccinated, as well as microchipped in the event they stray.

**Barking.** Ensure your pet is catered for while you are out. There may be some other people to mind your pet, take it for a walk, whatever. However, distressed barking all day is not good for your pet or something other residents want to put up with.

**Enjoy:** Our pets live quite happily in our building, we hope yours will too.







## Common Property Rules

### **A word to the unwary:**

Common property rules apply to all parts of the building outside your apartment and car space. This means any modification needs an approval.

However, it is important to know that your **verandah is also common property**. And it needs an approval for any modification.

The same with **your bathroom**. Anything done to the floor or waterproofing also needs approval.

Your **front door**, which is also a special fire door, also is in this category.

It is a non smoking building and this includes balconies and carparks.

Someone once described all this by saying we own everything in the air space within our walls up to the thickness of paint on common walls.

So, you can make your apartment your own, just not alter common property without permission. The upside of this, is that the owners corporation is responsible for repairing any common property within your apartment. And it will be covered by insurance.

## Common Property ....continued

## Why All the Rules?

Because in renovating

1. What was there originally, was approved in the development application and changes need to be noted. If they are, then they become part of the building and covered by building insurance.
2. What you do may impact on others (leaks, weakened walls, noisy flooring etc)
3. In the event of a claim, Insurance companies like to be very specific in what they are insuring. They will dispute a claim if what they insured doesn't match what we are claiming.



Anything done to common property needs the approval of the elected Strata Committee who represent you and all the owners.

Major renovations need the approval of the owners, at a general meeting (EGM) or an AGM.

Where possible the Strata Committee will approve of minor renovations and try to keep things moving. These will be recorded in our building file.

## Confused?

Don't worry, we all were, when we first moved in. Best bet is to ask another resident who has been here a while.

However, we each own the common property just to the same extent as anyone else, so it stands to reason that we would want to **maintain it to a high standard.**

Hence the need for rules that we can all abide by.

## Parking

Parking can become a big issue.

By law, when this building was modified to become apartments, the developer had to provide so many car parks for residents and so many carparks for visitors, usually **10%**. This was recorded in the development application.



We are expected to reserve those visitor car parks for visitors only, and not are allowed to use them for resident parking. By law, NCC officers could come onto our property and book recalcitrant parking.

Only cars, motorbikes, trailers or bikes are permitted in the car spaces. No furniture, tyres or rubbish are permitted in your car space.

That said, if you needed to work on your car outside in daylight, speak to the Building Manager and he will ascertain if some friendly owner would not mind you using their outside car space for a short period.

## Sheds in Carparks.

If there is room on your car space against the wall, you can install a storage shed.

It needs approval from the Strata Committee and should be in harmony with the rest of the building. In other words, similar to what is already approved.

Due to fire regulations, sheds and tops of sheds need to be kept clear of boxes, bags and other items. The



asbestos clean up from the Wickham Woolshed Storage fire really highlighted the dangers associated with this type of storage on top of sheds.



## By Laws

These are extensive and designed to clarify issues that may arise. The hope is to avoid disputes between neighbours, stay legal and preserve the value and integrity of this wonderful old building



When we live together in close contact, it is inevitable that we will sometimes unknowingly offend or inconvenience another resident.

When you live detached from everyone else, you call the shots, BUT...

When you live in a community, there are common rules. Therefore, what we do within the building, can impact on someone else.

By making clear what our rights and obligations are, as a small community, we hope to keep everyone happy.

Please read the by laws using the QR code below in this booklet so you know what is expected of you and everyone else.

As an owner or occupier it is in your interests to read, familiarize and comply with these by-laws.



In particular we draw your attention to the following:

- Your behaviour.
- You have a responsibility towards others.
- Your lot.
- Keeping an animal.
- Common property.
- Rules.
- Failure to comply.



Soqué  
By-laws



## Emergencies



### **Police/ Ambulance/ Fire**

000

Hamilton Fire Station

02 49 61 6388

Carrington Fire Station

02 49 61 4354

Newcastle Fire Station

02 49 27 2520

### **Police**

Police Assistance Line

131 444 or 000

Waratah Police Station

02 49 26 6599

Newcastle Police Station

02 49 29 0999

### **Council**

Newcastle City Council

02 49 74 2000

### **Building Manager**

John and Anita Todorovski

02 49 69 5200

0416 805 551

# Table of contents

History	
Access/ exit fobs/ air keys	10
Bicycles	12
Building Manager	12
Car parking	14
Common areas	14
Communicating with residents	15
Mail & deliveries	15
Emergencies	16
Fire alarm / doors / hoses	17
Garbage facilities	18
Library	19
Lighting	20
Moving in / out	21
Noise	22
Pets	23
Plumbing / laundry	24
Renovations	24
Security	25
Strata Committee	26
Transport	27
Television / cable tv	28
Visitor access	29
Visitor cars	30
Water and Gas	31
Wheel chair	32
Window furnishings	32
Local Coffee	33
<b>Appendices</b>	<b>34</b>
<b>Blank forms</b>	
Pet Application	35
Minor Renovations	37



## History

Hickory's first interstate development was the construction and conversion of a historic Woolstore into 97 upmarket apartments with a retail precinct, a Child Care Centre and an adjoining car park.

The creative architecture by Fairweather Proberts required high quality workmanship to combine the historic elements of the site with the contemporary design.

In 2006 Soqué (pronounced Sek- koya, like the redwood tree, Sequoia) was the winner of HIA's annual awards for Best Apartment Project, Best Renovation over \$900,000 and Best Renovation.

The recent

Wickham Warehouse Fire (March 2022) has left Soqué Warehouse Apartments as the one authentic remaining woolstore.





# Access: Door fobs and Carpark remotes

A proximity “fob” and roller door remote system is installed throughout Soqué Warehouse Apartments to secure the building and car parking areas.

The fob [a small grey lozenge shaped item] provides access to entry doors either Milford / Roslyn Street or into the building via the car parking area. It should be kept with your apartment key for day to day access to the apartments.



The black remote will give you access to the car parking areas and should be either kept in your vehicle or on your vehicles key ring. Entry to the car park is on Milford Street. Your car needs to be close to both entry / exit points for the air key to work.

Four buttons provide access to all car park roller doors as follows:

## Button 1

Milford Street entry / exit ①

## Button 2

Lower car park exit ②

## Button 3

Lower car park entry ③

## Button 4

Upper car park entry /exit ④



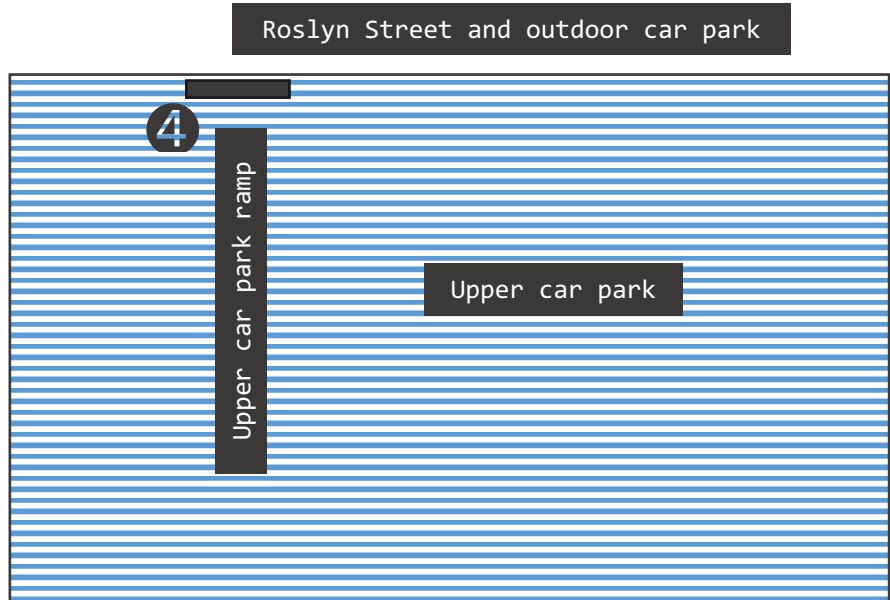
Any additional **apartment keys** can be organised by the apartment owner, fobs may be ordered through the building for a charge of \$50.00 per fob.

**Roller door remotes** can only be issued in restricted numbers to help to ensure that car lot allocations are not exceeded. The number of roller door remotes issued to any owner should not exceed the number of car parks allocated to that owner,

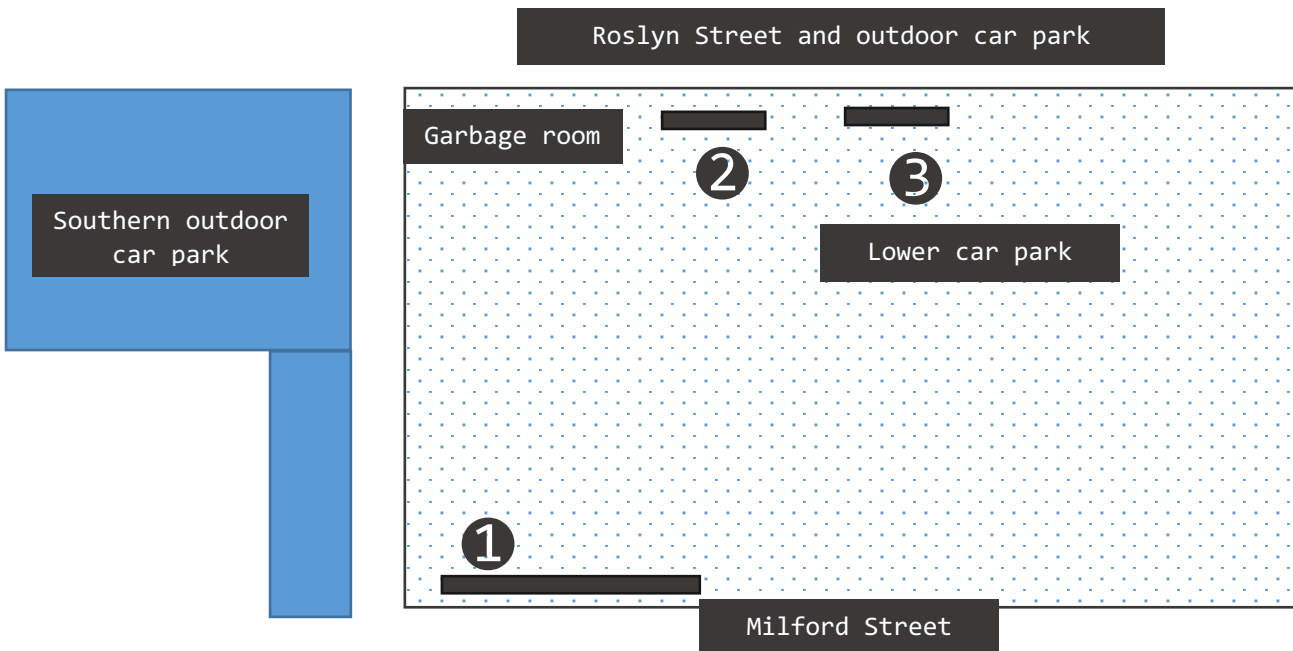
In the event of the need to replace a lost roller door remote then the lot owner will be required to sign a declaration of loss and the lost remote will be de programmed.

**Replacement remotes** cost \$100.00 each including deactivation / reprogramming.

upper car park map



lower car park map



# Bicycles

Bicycles may be stored in both lower and upper car parks within the bicycles racks provided by Soqué Warehouse Apartments.

Please ensure that bicycles are secured when stored in the car parks to prevent unauthorised usage or theft.



# Building Manager

The Building Manager is on site from 8am to 4:30pm Monday to Friday.

The Building Manager's office is located beside the stairs, next to the Roslyn Street entrance.



**John & Anita Todorovski**

**Phone**

0416 805 557

**Fax**

02 4969 5200

**Email**

[info@Soquéapartments.com.au](mailto:info@Soquéapartments.com.au)

***In summary Building Manager services include:***

- Single point of contact for all building issues at Soqué Warehouse Apartments.



- Manages the cleaning contracts and is accountable for the performance of the cleaners.
- Prepares Building Managers report for Strata Committee meetings.
- Regularly inspects all floors and areas of Soqué Warehouse Apartments.
- Maintains regular inspections, maintenance and servicing of plant and equipment.
- Seeks cost effective tenders, monitors and manages contractors.
- Maintains a list of preferred trade's peoples.
- Attends to all compliance certificates.
- Assist with itemization and rectification or defects.
- Reports breaches of the by-laws to the Strata Committee.

## Car parking

As a resident car park is a shared pedestrian and vehicle area, the speed limit has been set to a strict slow 10kph.

Please respect the limit imposed in order to ensure the safety and protection to your fellow residents, children and their property.

Be aware of strangers hanging around entry / exits.

Do not inadvertently allow someone to enter the car park who is not authorized.

All units have at least one allocated car space. A lot number is marked on each space. Please do not park in any other resident's car space under any circumstances. If a person has illegally parked in your space please report to the Building Manager.

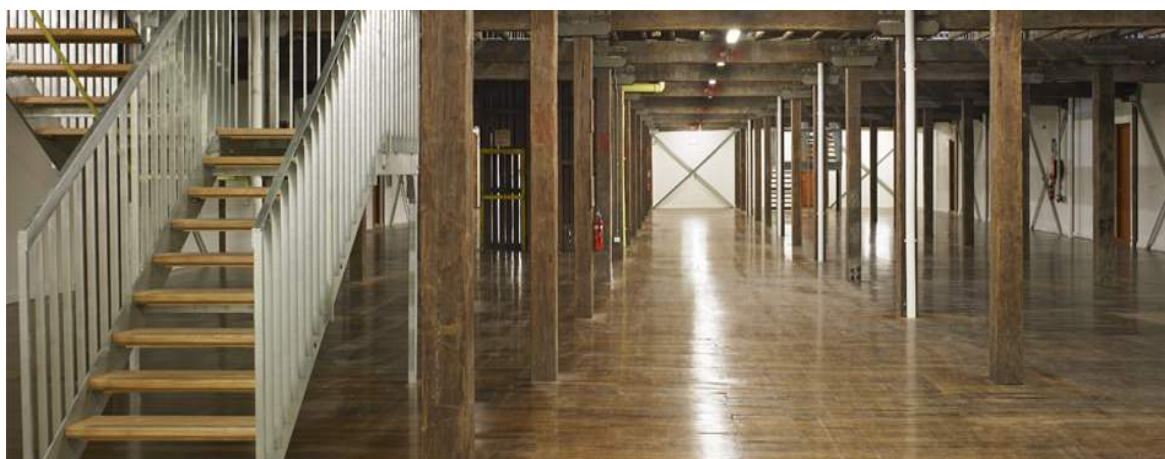


## Common areas- more info

Common areas are the areas outside your apartment, such as central lobby, hallways, lifts, stairs and car park driveways.

They must be kept free of personal belongings to avoid fire, trip and occupational health and safety hazards.

This includes items such as rubbish, rugs, shoes, bicycles, plants and trolleys.



**Note:**

The common areas are all non-smoking areas.



# Communicating with residents

Residents are encouraged to attend monthly Strata Committee meetings. Notices of the meetings and the agendas will be placed on the notice board next to the common room on the lower level near the Milford Street lift.

Strata Committee, Strata Manager and Building Manager notices will be placed on this board.

Other relevant notices will be sent direct to your mailbox , SMS, or under your door by the Building Manager.

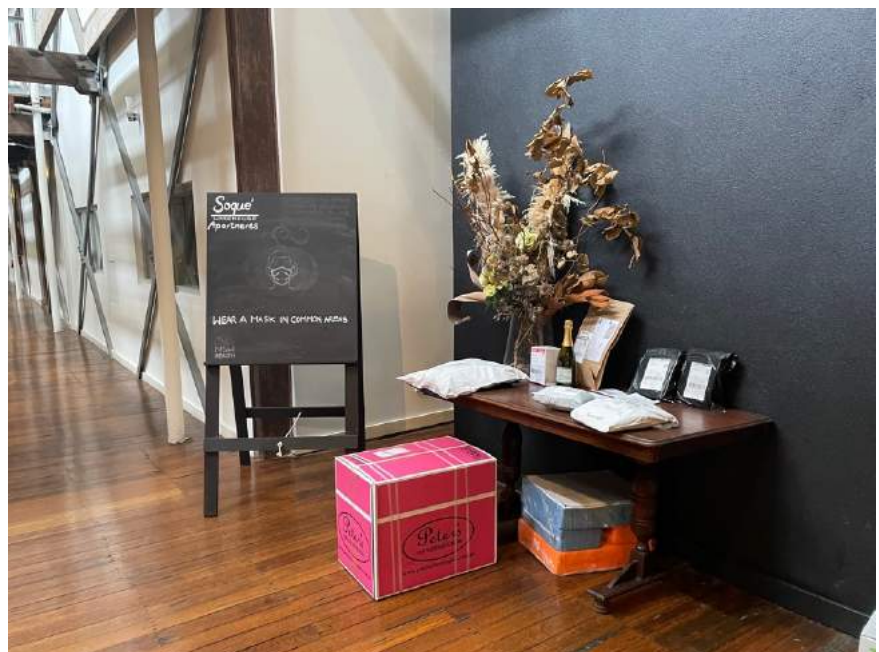
**SMS: SoquéFolk** is an SMS group administered by the Chairman, Strata Committee. They usually are more informal and relate to everyday information. Membership is not compulsory, but if you are not already included and wish to be, please see the Building Manager.

## Mail and deliveries

**Post box mail** is delivered to letterboxes outside the entrance in Milford Street.

**Parcels** can be delivered to the Postage Table on the ground floor.

Please ask your deliveryman not to leave parcels and boxes inside the doors or near the stairs, which then create trip hazards for our residents.





# Emergencies



A P.A. speaker system has been installed in the central lobby area and hallways for the announcement of fire drills and emergencies.

Evacuation assembly points are on the footpath outside away from the doors.

Please ensure you follow any directions given during alarm situations.

Your apartment has round speakers placed in central locations. You will hear the announcements/alarms through this into your apartment.



**Lifts should not be used** in the event of an evacuation of the building.

Please familiarize yourself with your apartment location and your closest emergencies evacuation plan, these are be located at entrance points to lift and common areas.



# Fire alarms, doors and hoses

Each apartment has smoke detectors fitted.

Burning toast may set off a smoke detector.

Due to the heritage nature of Soqué Warehouse Apartments, smoke detectors that are set off will also set off the building fire alarm.

The buildings P.A. will promptly let you know to evacuate.

False triggering of the building fire alarm will incur a cost of **\$1700** (as of 2022) per occasion. This is because two fire trucks are dispatched at every alarm event.

The Fire Chief will determine whether it is a false alarm or not.

Legislation requires the fire doors to be freely accessible from inside the building.

Fire hoses reels and extinguishers are

located on each level within the central lobby areas, hallways and car park areas. These need to be kept free from obstruction.



# Garbage facilities

## **Put a Bag on it.**

Please bag and tie all small items of domestic garbage before putting into the chutes on each level.

**No bottles down the chute**, for the obvious reasons that people may be working below.

## **Keep it Small.**

Do not place bulky packages or oversized items in the chutes.

## **Double Bag.**

Please double bag particularly strong smelling or messy items, such as oils, as these may drip on the way to the chute and damage common area timbers or carpets.

All articles for recycling must be placed in the yellow recycling bins in garbage room located with the lower level car park.

## **Flatten Your Boxes**

Flattened cardboard goes in the blue bins. We get only once service per week so there is a need to compact as much as possible.

Please wash any smelly recyclable items before leaving in the appropriate bin. Also take bulky / oversized items to the garbage room.

Please do not flush any foreign items down toilets, including cotton buds, nappies or sanitary towels.

## **Why All the Rules?**

So we don't clog up or system and cause unpleasant problems for everyone.



# Library

Need a good novel to curl up with in your apartment?

Check out our **Community Library** in the foyer at the Roslyn Street entrance.

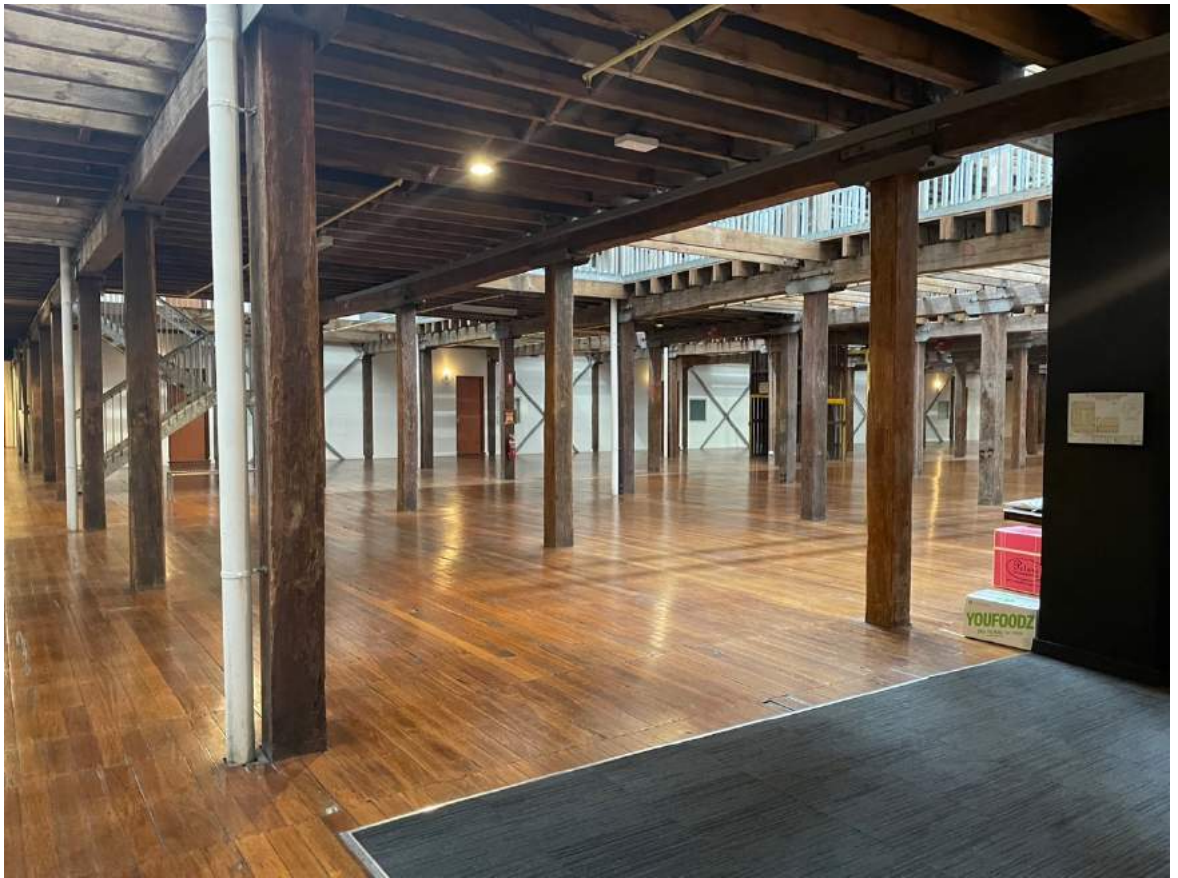
Take what you want, donate what you no longer have a need for.

Stop a while and browse.





# Lighting



The lighting within the Soqué Warehouse Apartments has been re-examined in terms of the environmental cost.

The majority of the lighting within the building has been replaced with energy efficient LED or compact fluorescent bulbs.

Motion sensors have been installed to reduce our energy costs and our carbon footprint.

Some lights have yet to be changed or are non-operational at the moment but the Strata Committee will endeavour to move forward with green initiatives.

# Moving in and out

## 48 Hours Notice

As the two lifts are constantly in use by all residents of Soqué Warehouse Apartments, it is imperative that moves are co-ordinated with the Building Manager who must be given at least 48 hours notice.

## Milford Street Entrance:

Pedestrian access only. No large items to come through front door.

## 9am —4pm

Moves may only take place on days between 9am and 4pm, excluding Sundays and public holidays.

## Lifts

Lifts will not be “locked off” unless specific approval given by the Building Manager, as residents cannot properly use the lifts for access to all areas while in this mode.

## NOTE:

Any damage to common property sustained during move is to be paid by the owner or occupier prior to leaving.



# Noise

Please remember that noise from parties, loud voices, sound systems, tv's, radios and musical instruments does travel, particularly at night.

Noise from balconies will carry to other apartments, and noise from within your apartment will affect your neighbours if your balcony doors are open.



In the case of constant, unreasonable noise, our recommended course of action is as follows:

1. Buzz the apartment from the Milford Street entry door keypad
2. Ask them politely to turn down the noise to an acceptable level.
3. Inform the Building Manager.
4. If loud noise persists, please call the **police assistance line** and lodge a complaint. **131 444**

# Pets

Under the current by-laws a resident may keep some pets without the consent of the owner's corporation.



These are:

- Fish in an enclosed aquarium; and
- 1 caged bird; and
- 1 cat.

## **Dogs need a Pet Application** (more like a registration)

A pet policy has been developed by the Strata Committee that includes the prevailing by-laws relating specifically to keeping of animals as pets, which must be adhered to at all times.

By doing so, we can ensure that the pet owning residents, non-pet owning residents and the Building Manager of the building have their individual interest recognized and protected.

Permission to keep non-compliant pets in this building is granted solely by, and at the discretion of the Strata Committee of Soqué Warehouse Apartments and is subject to strict adherence to this policy.

**Just complete a pet application and send to the Strata Committee.**

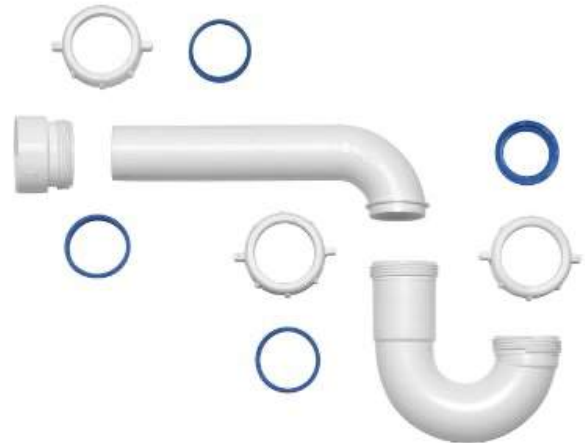


## Plumbing / laundry

There is an “s bend” within both the kitchen and laundry sinks,

If the water dries out, smells from the drainage pipework will enter your apartment,

If this happens, simply pour one or two cups of water, perhaps with a cap full of bleach down the drain concerned.



## Renovations / additions to apartment

All building works must have the approval of the Strata Committee of the owner's corporation and strata manager.

See attached application form

Some works may also require a Newcastle City Council development application.

Works in an owner's apartment needs to adhere to current BCA guidelines

**There are Minor Works and Major Works.**

An application for Minor Works can be approved by the Strata Committee. Major Works have to be approved by the Owners Corporation at a General Meeting

Permission can be granted at the discretion of the Strata Committee of Soqué Warehouse Apartments and is subject to adherence to guideline / specifications by the Building Manager.

### NOTE:

Any damage to common property sustained during the building works is to be paid by the owner.



# Security

The security of our building depends on 2 things:

## **Passive security:**

We have CCTV in some of the vulnerable common property spots and all of the outer doors are locked.



## **Active security:**

This depends on residents ensuring that all doors are locked, and that no unauthorised persons enter when we have the doors open.

Be careful with the roller doors and make sure the fire doors from the carpark are closed at all times as an added preventative measure.

(Fire doors also need to be kept shut for insurance reasons, (i.e. **doors deliberately propped open = no insurance cover**).

Notify the Building Manager immediately if you feel threatened or have any concerns.



# Strata Committee

NSW State legislation requires strata titled apartment buildings to have their general affairs managed by a Strata Committee



of the Owners Corporation, a group elected annually by owners of the individual units within the building.

Please note that these are voluntary positions and Strata Committee members work hard on your behalf to make Soqué Warehouse Apartments one of the city's leading apartment complexes.

Strata Committee members do not receive moneteries or gifts of any kind.

The Strata Committee meets monthly to discuss any management, financial and administrative issues requiring attention.

Agendas will be placed on the notice board next to the common room on the lower level near the Milford Street lift prior to meetings, and meeting minutes shortly afterwards.

Any owner is able to attend a meeting but cannot address the meeting unless the Strata Committee agrees.

Please feel free to contact a member of the Strata Committee if you have any issues, problems, complaints or suggestions for the building.

The Building Manager is also a good point of contact for queries relating to living in our apartment building.

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**Note:**

**Current members / details are on the notice board.**

# Transport

The Strata Committee has compiled this information for residents and newcomers to Soqué Warehouse Apartments, so that everyone is aware of the facilities available and how to use them.

## Newcastle taxi

133 300

## Silver Service Taxi

133 100

## Wheelchair accessible taxi

02 49 40 5995

## Newcastle executive hire cars

02 49 50 0678

## Newcastle Railway Interchanges

02 49 50 0678

For light Rail and NSW trains

**Uber** use your phone app

## Bus service

In nearby Maitland Road, a 10 minute walk.  
See map at back.





# TV and internet

The building is connected to free-to-air television and various outlets can be found in your apartment.



Internet is available through your telephone connection at your expense.



Similarly, wi-fi within your apartment is a private expense to be set up by the resident.



# Visitor access

## Outside

Pedestrian visitor entry into building can only be gained by speaking to an apartment resident from the **outside lobby intercom**.

Dial the apartment number on keypad and press the **BELL** button

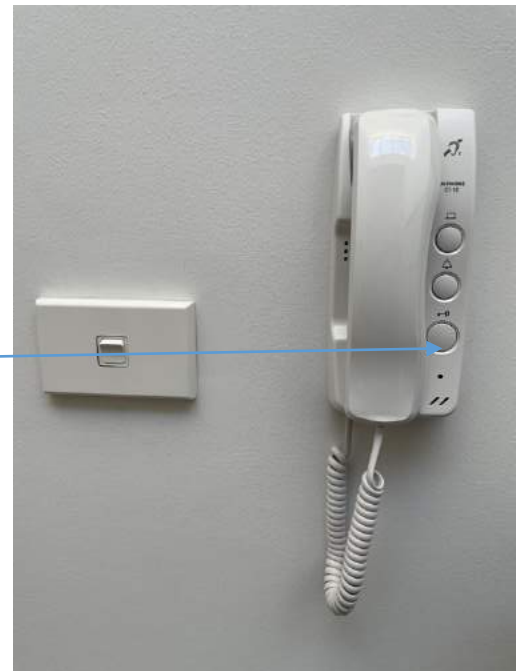


## Inside

**In your apartment**, you will hear a bell ring.

Pick up your receiver, ascertain who it is and press the **KEY** button to grant access.

Visitor parking is also available in the back carpark. This requires you letting visitors through roller doors 1 and 2 with your roller door remote.



# Visitors' Cars

The visitor car parks are located in the two outside car parks with 10 allocated and two disabled car spaces, the latter in the lower car park marked in blue.



Any unauthorised vehicles parked within the

disabled car spaces will be notified to the authorities. The visitor car parks are for the use of visitors / contractors and guests of the apartment's residents.

Visitors are to be allowed entry to the car park but are subject to a limit of 8 hours stay, any longer stay will need approval by the Strata Committee.

The by-laws prohibit use of the visitor car park by owners and residents.

The Strata Committee believes that a certain amount of flexibility is appropriate which can allow owners limited use in certain circumstances of up to half an hour at a time as long as there is space available.

Check with the Building Manager for access to car spaces

## Note:

The car park areas are all non-smoking areas.

# Water and gas

Under the sink and hand basins, there are hoses that connect the taps to the water supply. To turn off, turn knob so that it screws in to stop supply.

## Cold water to apartment

There is an access cabinet outside your apartment front door.

You will need to ask the Building Manager for a key to open the cabinet.



Turn the lever accordingly



## Gas

The meter and isolation valve are under the stove in your kitchen cupboard

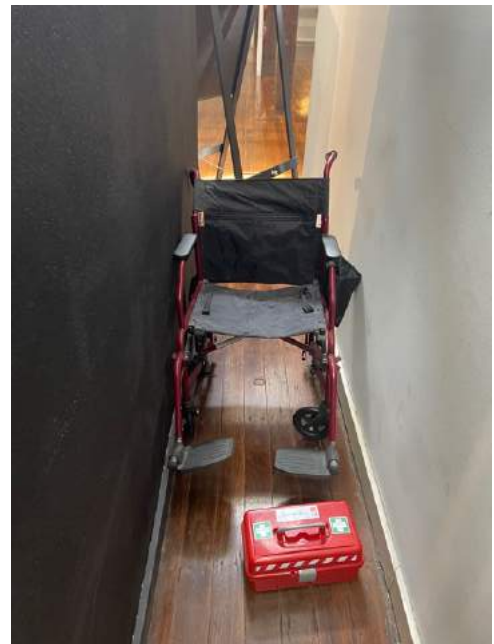




# Wheelchairs

There is a wheelchair and First Aid kit stored behind the lift on the Ground Floor.

Use them at will, but be sure to return them to their location.



# Window furnishings

Blinds and curtains are on display to the outside world and there are certain rules that apply to maintain the attractive appearance of our building.

These are:

## Approved Furnishings

An owner or occupier shall not hang any curtain, blind or any other window dressing in any window or door other than a blind or curtain approved by the original owner or Owners Corporation.

## Colours

Any curtain or blind in a window or door which faces public or common areas must have a backing of white/off-white, cream, silver or pale grey.



# Local coffee nearby

## Milford Espresso

At our front door  
dist: 0 km

Great coffee, light snacks  
and takeaways

## Baked Uprising

25 Downie Maryville  
dist: 0.5m

Excellent cakes, pastries,  
bread and coffee.

## Coffee Ritual

181 Hannell St, Wickham  
dist: 0.4km

Great coffee, with original  
pottery

## Equium Social

181 Hanne St, Wickham  
dist:1.3km

Trendy coffee, great food.

## Café Inu

Cowper st, Carrington  
Dist: 1 km

Coffee, with a Japanese  
touch, in old boxing  
stadium

## Ground Up

Young St, Carrington  
Dist: 1 km

Quirky grunge  
atmosphere, popular  
coffee.

## Coffee Club

Next to Railway Interchange  
Dist: 1 km

Coffee Club by day,  
First Bite at night

# Appendices

Each of these can be accessed by scanning the QR code below,  
or

visiting Soqué Warehouse Apartments website:

<http://www.Soquewarehouseapartments.com/lifeSoqué#>

**Appendix A: By-laws of strata plan 76580**

**Appendix B: Pets [companion animals]**

Copies at back of this booklet.



**Appendix C: Application for Minor renovation**

Copies at back of this booklet.

**Appendix D: Strata Committee code of conduct**

**Appendix E: Soqué Handbook**



## Pet Application Form

Strata plan number: \_\_\_\_\_

Address of plan: \_\_\_\_\_

Lot Number and Apartment Number \_\_\_\_\_.

Applicant's name: .....

Telephone: .....

Type of pet:.....

Age of pet: Description of the pet: .....

Vaccinated: Yes  No

Email (yours): .....

Name of pet: ..... Micro-chipped: Yes No

Council Registration Number  
: \_\_\_\_\_

*Note: Applicable to dogs and cats only. Dogs are required by law to be registered with the local council in every Australian State and Territory (other than the Northern Territory where dog registration is required by some councils only). Cats are required by law to be registered with the local council in NSW, Victoria and Queensland (and by some councils in the Northern Territory and Western Australia).*

I (The Applicant) \_\_\_\_\_

request the consent of the Body Corporate to keep the above detailed pet on our property.

Signed ..... Date .....

**Check list (Please ensure that you provide all documents listed on next page with your application)**



- Pet application form
- Picture of the animal(s)  Microchip certificate  Vaccination information
- Council registration certificate
- Veterinarian contact details (optional)

## Pet Keeping Agreement

I/We have read and understood the by-law regarding pets and I/We

1. Agree to abide by the by-laws of Strata Plan Number: SP 76580
2. Understand that it is my/our responsibility as pet owners to:
  - o monitor the noise from the pet, ensuring they do not unreasonably cause annoyance or disturbance to neighbours
  - o maintain a high standard of cleanliness and sanitation at all times, cleaning and disposing of any animal waste within the lot or common property
  - o maintain a high standard of preventative health care e.g. flea and worm treatment
  - o keep the pet under control at all times within the lot or common property
3. Acknowledge that I/we shall be liable for any damage to common property caused by the pet and shall pay the Owners Corporation immediately for any costs incurred in rectifying this damage
4. 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, actions by my pet
5. Acknowledge that the consent of the Owners Corporation operates in respect of the nominated pet only and that any change of pet must be the subject of a separate application
6. Acknowledge that in the event of a breach of this agreement the Owners Corporation may withdraw any consent it has given me for the keeping of a pet
7. Understand that dogs of a prohibited breed or declared dangerous must not be kept or brought onto the lot or common property.

Signed (Pet Owner).....

Signed (Owners Corporation representative).....

Date .....

Where the signatory to this agreement is a tenant this form must also be signed by the lot owner/lot owner's managing agent as an indication that they give permission for an animal to be kept on the property.

Lot owner/agent signature.....

Date.....

# Application for Minor Renovations by Owner/s

Date:

To the Secretary of Soque Strata Committee  
and Strata Managing Agent



I/We

The owner/s of Lot No

Apartment No

hereby give notice to the Owners' Corporation of Soque Warehouse Apartments of intention to undertake Minor Renovations on Lot No

Give details of the Minor Renovations to be undertaken, including type of work , materials to be used, method of installation and proposed location: (further details can be attached), especially if more than one tradesperson)

1. Type
  2. Construction Materials
3. Method of installation
  4. Proposed location

Name of contractor

Contractor's Licence No.

Details of Contractor's All risks Insurance

Is Newcastle City Council approval required: Select Yes/No

If Yes, has application been made for Development Approval? Select Yes/No

## Date installation is to start

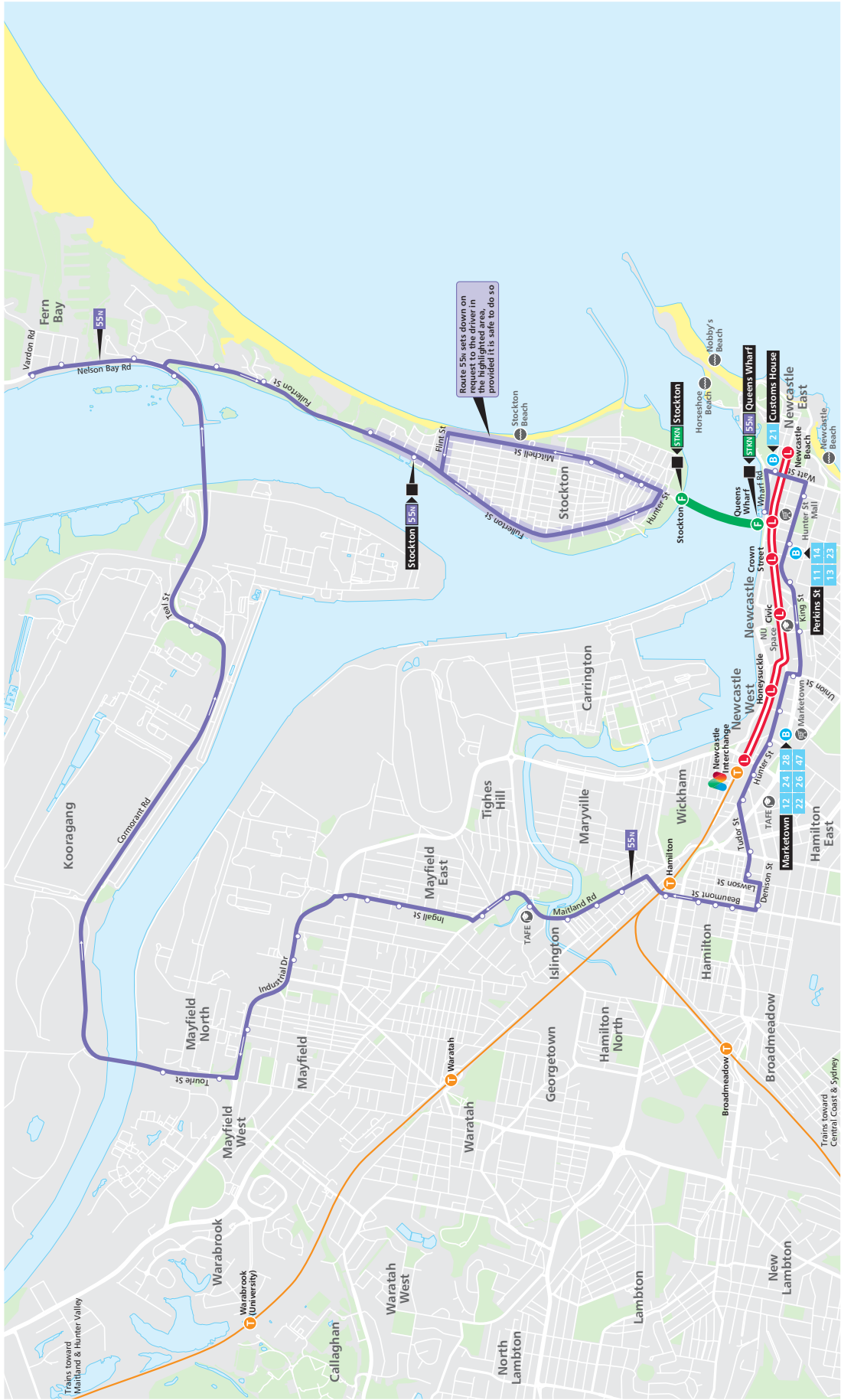
I have read Special By-Law "Minor Renovation" and acknowledge that no work is to start without approval in writing from the Owners' Corporation

I acknowledge that any Minor Renovation undertaken may be subject to special conditions as required by the Owners' Corporation and I shall abide by these special conditions.

Owner/s' Name

I agree that this will count as being the digital signature of Owner/s Yes/No

Date



**Legend**

- Ferry route/wharf
- STKN
- Bus route and stop
- Bus connection available
- 55N
- Route start/finish
- Train/line/stop
- Light rail/line/stop
- Shopping centre
- Educational institution
- Hospital
- Beach
- Sporting facility
- Information, 09:00-16:00 Monday-Friday