

Notification of Mailing Address and Details for Strata Schemes/Owner Corporations

ABOUT THIS FORM

Strata Managers or Representatives of the Owners Corporation use this form to notify Council or update the mailing address or associated contact details for Strata Scheme developments.

A separate form applies to 'rateable' properties, businesses and dwellings/units [Change your name & address form](#)

PERSON COMPLETING THIS FORM (Tick as applicable)

☐ Strata Managing Agent

☐ Owners Corporation Representative

CONTACT DETAILS OF PERSON COMPLETING THIS FORM

Print Full Name: Phone No.:

STRATA SCHEME DETAILS

Strata Scheme/Plan No.:

Property Address: Postcode:

Note: A separate form or list of affected properties and strata schemes must be provided to Council if the notification or change in the managing agent or their business name or address relates to more than one property

STRATA MANAGERS BUSINESS DETAILS (for managing agents)

Managing Agent Business Name:

Mailing Address:

Suburb: Post Code: Business Phone No.:

Principal Business Email:

Note: The Business Email must be the principal email for the business (e.g. admin@business name.com or info@business name.com) and cannot be the email of any individual agent, team or other person in the business (other than the owner of the business)

STRATA SCHEME CONTACT DETAILS (for self-managed Strata Schemes)

Full Name of Secretary:

Mailing Address:

Suburb: Post Code:

Email : Phone No.:

SERVICE & CONTACT DETAILS

The mailing address and business email provided on this form apply to Council correspondence including, but not limited to, Annual Fire Safety Statements and all Property related correspondence e.g., Licenses, Notices & Orders, DA Strata Notifications, etc.

In relation to buildings comprising more than one Strata Schemes or Strata Plans, Council must be provided with the details of the managing agent that is responsible for 'whole-of-building' related matters (e.g. fire safety and annual fire safety statements).

Signature: Date:

HOW TO LODGE THIS FORM

BY EMAIL council@randwick.nsw.gov.au

BY MAIL

or

IN PERSON At the Council Customer Service Centre

Randwick City Council, 30 Frances Street, RANDWICK NSW 2031

Opening Hours 8:30am – 5:00pm Monday - Friday

PRIVACY NOTIFICATION

The purpose of collection of this information is for processing your application, keeping records, and establishing your identity.

It assists Council in undertaking its role and functions under NSW Acts and Regulations. Provision of this information is voluntary and is required to help process your application. You are entitled to have access to this form to correct or amend it after you have given it to Council. This form will be stored electronically in Council's electronic document management system. Access to this information is restricted to Council Officers. Members of the public will not be provided with access to the personal details contained on this form