

Strata Scheme Management Act 1996 [clause 36 Sh.2]

**REQUISITION FOR A MOTION TO BE CONSIDERED**

**To:** The Secretary  
The Owners Corporation  
Strata Plan No: .....  
.....  
.....  
..... NSW 2.....

**From:**  
Name: .....  
Unit No: ..... Street No: .....  
Street .....  
Town: ..... State: Postcode: .....  
.....  
**Owner of lot(s):**.....

Dear Sir/Madam

**Re: Requisition for a motion to be considered**

Pursuant to cl 36, Sch 2 of the *Strata Schemes Management Act 1996* (NSW), I hereby require inclusion of the following motions on the agenda of the next general meeting of the owners corporation:

**Subject:**.....

(1) THAT the owners corporation resolves that:

**Subject:**.....

(2) THAT the owners corporation resolves that:

Yours faithfully,

Signature: ..... Date:...../...../.....

\*Owner/mortgagee/covenant chargee. [*\*Delete inapplicable word*]

Total no. of pages submitted (including this page)	
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Strata Scheme Management Act 1996 [clause 36 Sh.2]

**SCHEDULE 2 - Meetings and procedure of owners corporation - (Section 14) - Part 2**

**36 Requisition for motion to be included on agenda for general meeting**

(1) Any person entitled to vote at a general meeting of an owners corporation on a motion that does not require a unanimous resolution may, by notice in writing served on the secretary of the executive committee, require inclusion in the agenda of the next general meeting of the owners corporation of a motion set out in the notice and the secretary must comply with the notice.

(2) The secretary must give effect to the requirement of the notice.

(3) Subclause (1) does not require the inclusion of a motion on the agenda of a general meeting for which notices have already been given in accordance with this Schedule but in that case the motion must be included in the agenda of the next general meeting after that.

(4) For the purposes of subclause (1), an owner of a lot who, but for the fact that the lot is subject to a mortgage or covenant charge, would be entitled to vote at a general meeting of the owners corporation is entitled to vote at that meeting.

Please Note: Your strata managing acts on behalf of the secretary and executive committee.

**Direction on completion of the Motion Requisition Form.**

1. “To”: Insert your strata plan number; Building Name; Street address and town
2. “From”: Insert your name and the details of your residential address.
3. “Owner of Lot(s)”: Insert the number(s) of unit(s) you own in the strata plan.
4. “Subject”: Please indentify the topic or subject that your motion relates to e.g. Keeping of Animals; Energy Usage; Maintenance Services
5. Your motion needs to be written in the form of an outcome that you are aiming to achieve and should be a continuation of the sentence “THAT the owners corporation resolve that”
  - e.g. *THAT the owners corporation resolve that pursuant to bylaw 2 of Sch 1 of the Strata Schemes Management Act 1996 (NSW) the owners corporation consents to Mr M. Marinara, owner of Lot 11, parking her motor vehicle registration no MAR-111 on the common property area marked by hatching shown in Annexure 'A' hereto for a period of two months from the date of 1/01/09 and the managing agent is instructed to issue Mr M. Marinara a written approval on behalf of the owners corporation.*
6. “Signature”: To be signed by the person whose name appears at the top of the page requesting the motion. Please indicate whether you are an owner of the lot of a mortgagee or covenant chargee by crossing out those that do not apply under your signature.
7. If there is insufficient space for the motion or motions you wish to have included please complete on separate sheet(s) of paper and attach to this form as a front sheet. Please identify the number of additional pages, if any, at the front of this page.
8. Completed form should be lodged with South Coast Property Management:

Email: Scanned signed version to [info@southcoastps.com.au](mailto:info@southcoastps.com.au)

Mail: 5/534 George Bass Drive Malua Bay NSW 2536 or Fax (02)4329 2209

or with the Secretary of your owners corporation.

It is recommended that you maintain a copy of the documentation for your own records.