


Approved Form 12	<b>Building Management Statement</b>	Sheet 1 of .....sheets
Registered:	Office Use Only	Office Use Only
		

*Note: This building management statement has effect as an agreement under seal binding:*

- (a) each owner for the time being of any part of the building or its site affected by the statement, and
  - (b) any mortgagee in possession or lessee or sublessee of any part of the building or its site affected by the statement.
- (See section 196I Conveyancing Act 1919)

**1. Definitions and Interpretation (Optional)**

**2. Compulsory Matters<sup>1</sup>**

- (a) Establishment and composition of the Building Management Committee (the Committee) and appointment of its office bearers
- (b) Functions of the Committee and its office bearers in managing the building and its site
- (c) Dispute Resolution
- (d) Damage Policy
- (e) Other Insurance
- (f) Allocation of the costs of shared expenses and details of the method used to apportion the costs of shared expenses
- (g) Review Process regarding Allocation of Costs
- (h) Service of Notices and other documents on the Committee

**3. Other Matters (Optional)<sup>2</sup>**

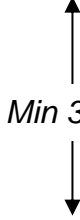
- (a) Means of Access
- (b) Storage and Collection of Garbage
- (c) Meetings of the Committee
- (d) Keeping of Records of Proceedings of the Committee
- (e) Safety and Security Measures
- (f) Appointment of Managing Agent
- (g) Unacceptable Noise Levels
- (h) Control of Trading Activities
- (i) Service Contracts
- (j) Architectural Code

**4. The provisions of this Building Management Statement incorporate and are subject to the provisions implied by clause 6, Schedule 8A Conveyancing Act 1919, except to the extent this Building Management Statement provides otherwise.**

1. Refer to the requirements set out in clause 2, Schedule 8A Conveyancing Act 1919 in completing this section  
 2. The headings in this section of the form are for guidance only and are not an exhaustive list of matters which may be included. See clause 5, Schedule 8A Conveyancing Act 1919

*This is the approved form referred to in section 196E(1)Conveyancing Act 1919.*

**NOTE: The boxed heading at the top of this form must appear at the top of each sheet of the document.**

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**Signatures, Seals and Consents**

*A Building Management Statement must be signed in accordance with section 196H Conveyancing Act 1919*