

Hamilton Park Handbook

Introduction

This Handbook is for owners and residents in Hamilton Park – Units Plan 523 – 21 Cossington Smith Crescent, Lyneham, ACT. It provides information about living and owning in Hamilton Park and complements the formal, enforceable *Rules for UP 523*.

The information in this handbook was endorsed by an ordinary resolution of the owners corporation on 13 May 2026.

This handbook and the rules are made under the [Unit Titles \(Management\) Act](#) (UT(M)A).

All residents (including owners and tenants) and visitors must:

- Be considerate of other residents and not cause a nuisance or annoyance to other residents.
- Keep noise to a minimum.
- Keep lawns and gardens neat, tidy and free of litter and garbage.
- Not use the unit in a way that causes a hazard to others or is illegal.
- Comply with signs erected on common property.

Contacts

Strata Manager for Hamilton Park: Vantage Strata: info@vantagestrata.com.au or phone 02 6171 9700. Direct contact is Simon Anthony: Simon.Anthony@vantagestrata.com.au.

Vantage Strata provide **portals for owners and tenants**, to access documents and forms. To log in or request an account: <https://vantagestrata.com.au/>.

The **Hamilton Park website** has information about living at Hamilton Park, including events and updates: <https://hamiltonpark.com.au/>.

You can contact the **executive committee of the owners corporation** directly via: <https://hamiltonpark.com.au/contact/> or email: committee@hamiltonpark.com.au.

More information on strata unit living

ACT Government Planning – Buying a Unit (requirements and resources for unit titles): <https://www.planning.act.gov.au/community/buy/buying-a-unit>

Unit titles management in the ACT: What you need to know (document from 2018 but still useful) https://www.parliament.act.gov.au/_data/assets/pdf_file/0010/1389250/Exhibit-07A-Unit-titles-management-in-the-ACT-What-you-need-to-know.pdf

Owners Corporation Network of the ACT (many useful resources for owners corporations): <https://www.ocnact.org.au/>

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Parking & Traffic Management

Introduction

Owners and residents must **not** use the common property to interfere with the use and enjoyment of the common property by an owner or resident of another unit (Rule 1.7).

Ensuring safety on the driveway, ease of access and fair sharing of parking is important for all owners and residents to live comfortably at Hamilton Park.

Drive and ride safely

A speed limit of 10 km per hour applies on all roadways within Hamilton Park, and applies to all types of vehicles, including cars, bicycles and scooters.

The roads within Hamilton Park are sign-posted as a 'Shared Zone' and all vehicles must give way to pedestrians.

Vehicles reversing or driving out of garages or parking bays must always give way to all other vehicles and pedestrians.

If there is a collision involving a vehicle (or vehicles), the driver(s) must report it, as per: [Report a collision | Australian Capital Territory Policing \(act.gov.au\)](https://www.act.gov.au/police).

Notify the Strata Manager if there is any damage to common property.



Do not block access or park on gardens

Vehicles must not be parked on the roadway.

The No Parking signs prohibit parking on the roadway. They do not apply to parking within designated parking bays.

Vehicles must be parked on the apron in front of a garage or within a designated parking bay and not protrude onto the roadway or the garden.



- If a vehicle is too large to fit in a parking bay, it must be parked elsewhere. The units were built in the late 80s and the parking bays are not designed to accommodate some large vehicles now common.
- If a vehicle damages gardens or other common property, this is the responsibility of the vehicle owner, and the owners corporation may recover the cost of any repairs under Section 31 of the *Unit Titles (Management) Act 2011*.

Parking is not permitted:

- On any path, garden, or landscaped area within Hamilton Park and in or near the entrances or on the nature strips on Cossington Smith Cres.
- Anywhere the vehicle may block access to other vehicles or block other residents' access to their unit.
- Of caravans, boats and trailers on common property.

Note: a trailer may be parked temporarily on common property when required for removals or maintenance activities.

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Parking bays (or other areas of common property) must not be used for motor vehicle repairs, except in emergencies.

Parking for residents and visitors

Residents

- Each unit has a garage and one other allocated parking space, either on the apron in front of their garage or elsewhere (Rule 1.17). Where the allocated space is not in front of the unit garage, it is marked with the number of the unit.
- For parking spaces allocated to a unit, a vehicle can only be parked there by an owner or resident of that unit, or with the consent of an owner or resident of that unit.

Visitors

- Visitors can park in a parking space allocated and marked for Visitors. These are on a first come first served basis.
- Residents must not park in spaces allocated for visitors.
- **Unregistered** vehicles must not be parked in Visitor parking spaces.
- A vehicle parked in a Visitor parking space without moving for longer than two weeks will be considered an **abandoned** vehicle, unless exempted by the Executive Committee.

Unregistered and/or abandoned vehicles

Action to remove unregistered or abandoned vehicles from common property is taken in line with the [Uncollected Goods Act 1996 | Acts](#).

For an unregistered or abandoned vehicle parked on common property, the Strata Manager will send a notice to all owners and residents, and a place a copy on the vehicle.

If the vehicle is not removed within 7 days of the notice being issued, it will be considered "Uncollected Goods".

The value of the vehicle will be assessed based on:

- available market data for the year, make and model of the car; and
- approx. costs for the removal of the vehicle from the property.

If the value of the vehicle is <\$500 and the vehicle has not been removed 1 month after the deadline, the owners corporation will arrange for the vehicle to be towed from the property and the owner will not be able to recover the vehicle.

If the value of the vehicle is >\$500 and the vehicle has not been removed 3 months after the deadline, the owners corporation will arrange for a notice to be placed in The Canberra Times advising the intention to auction the vehicle at a public auction.

If the vehicle is not removed, it will be auctioned. The owners corporation can retain an amount from the proceeds to cover the owners corporations costs, with any excess paid to the ACT Government.

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Real estate signs on the verge

Signs advertising a unit for sale or rent are not to be erected within 50cm of irrigation or other infrastructure. Sprinkler heads are located adjacent to the yellow marks on the garden edging, and there are hoses and sprinklers within the gardens.

If a sign damages the irrigation system, any damage caused will be the responsibility of the owner, and the owners corporation may recover the cost of any repairs under Section 31 of the UT(M)A.

Such a signs may be erected on the verge/nature strip by the roadway, provided:

- The sign does not obscure vision for drivers on the road or driveway
- The sign is at least 50cm away from the garden beds, to ensure there is no damage to the irrigation system.

Section 7 (1) (viii) of the [Movable Signs Code of Practice 2023](#) provides an exemption to erect real estate agent signs on residential nature strips.

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Garbage, Recycling & Green Waste

Introduction

To keep Hamilton Park a pleasant place to live, all residents and visitors should take care to dispose of garbage, recycling and green waste responsibly, according to these guidelines. This will ensure all can use and enjoy common property (Rule 1.7).

Garbage and recycling

- All garbage must be deposited in the bins provided in accordance with the signs displayed in the garbage bays.
- Remove the contents of all cardboard boxes and flatten the boxes before placing them in the recycling bins.
- Do not put items for recycling in plastic bags – place items loose and empty in recycling bins.
- If uncertain about whether something is recyclable or not, place in the general waste bin.
- Check the ACT Government and Hamilton Park websites with the links shown below for more information about what can go in recycling and what goes in the waste bin.
- [Recycling and Waste - City Services \(act.gov.au\)](https://act.gov.au), [Recycling sorted - Recyclopaedia \(act.gov.au\)](https://act.gov.au) and [Rubbish, recycling and green waste | Hamilton Park](#)

Recycling

The recycling bin is for empty household containers, packaging, paper and cardboard.



No garbage, recycling, green waste or unwanted goods should be left near the garbage bays, anywhere else on common property, or on the roadside kerb in front of Hamilton Park.

Large items

- If you have unwanted items that are still serviceable, you can donate to charity or offer them to others via the [Buy Nothing Lyneham, ACT Facebook page](#) or other community pages or websites. Residents may also have a garage sale/give away, as long as all items stay within the resident's property and are not left on common property or on the roadside curb in front of the complex.
- The Strata Manager will coordinate the free ACT Government Bulky Waste Collection service provided by the ACT Government, approximately every three months.
- The owners corporation will provide additional garbage and green waste skip bins three times each year. These are usually in January (around Australia Day), April (around Easter or Anzac Day) and October (around Labour Day).
- When Bulky Waste collection or skips are booked, the Strata Manager and/or executive committee will distribute information to all residents.
- Mattresses cannot be put in skip bins and must not be left on common property or on the roadside kerb. Arrange for removal of unwanted mattresses with [Soft Landing Mattress Recycling](#), or through the Bulky Waste collection. Cost applies.

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Green waste bins

Green waste bins are available through the ACT Government for garden organics such as weeds, grass, clippings, prunings, flowers, leaves, twigs and small branches (no longer than 45cm long and a diameter of 10cm).

Hamilton Park owners can apply for a green waste bin through the Strata Manager, with a one-off application cost to be paid by the applicant. There is also a small additional charge to place the unit number on the bin for identification purposes.

For more information about green waste bins, see:

[Green bins - City Services \(act.gov.au\)](https://act.gov.au/green-bins).

Green waste bin application process:

- Owners apply for a green waste bin through the Strata Manager (quote Hamilton Park UP 523 in the request): info@vantagestrata.com.au.
- Note – green waste bins are allocated to the unit, not the resident or owner.
- The application fee and cost for numbering will be invoiced to the owner with the next strata levy.
- Residents who are not owners but wish to order a green waste bin will need to discuss their application with the unit owner.

Rules for use of green waste bins:

- Individual units are responsible for the storage of green waste bins within the fence perimeter of the unit (i.e. not on the main driveway or elsewhere on common property).
- Individual units are responsible for compliance with the ACT Government's rules and regulations regarding use of green waste bins (see link and image above).
- Collection day is alternate Thursdays, usually very early morning. A copy of the collection calendar is available at: [Bin collection calendar - City Services \(act.gov.au\)](https://act.gov.au/bin-collection-calendar).
- Individual units are responsible for placing green waste bins on the verge of the Hamilton Park complex on Cossington Smith Crescent for collection.
- Put out green waste bins no earlier than the night before collection day.
- Retrieve green waste bins no later than the morning after collection day.
- If a bin is on the street in time for collection but is not emptied, report this to ACT NoWaste (via Access Canberra 13 22 81) and they will arrange for the bin to be emptied.
- If a bin is damaged or stolen, report this to ACT NoWaste who will repair/replace the bin at no cost: [Bin repair - City Services \(act.gov.au\)](https://act.gov.au/bin-repair) or [Missing bin - City Services \(act.gov.au\)](https://act.gov.au/missing-bin).
- Report any other issues with green waste bin maintenance to the Strata Manager: info@vantagestrata.com.au.



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Keeping Pets

Introduction

Pets are permitted in Hamilton Park in accordance with these guidelines, which set out the processes and responsibilities involved. See also Rules 1.5 (Pets in units) and 1.10 (Noise).

Notification of a pet

The pet owner must notify the owners corporation that the animal is to be kept within the unit within 14 days of the animal being kept within the unit, by submitting a *Pet Registration Form* to the Strata Manager. This form is available on the Vantage Strata portal or on request from the Strata Manager: info@vantagestrata.com.au.

Where the pet owner is a resident who is not the owner of the unit, the request must include confirmation that the resident has permission to keep the pet (noting, under ACT tenancy law, lessors cannot refuse consent for pets without the approval of ACAT: [Pets in rental properties - ACAT \(act.gov.au\)](https://www.act.gov.au/rental-properties)).

Pet register

The Strata Manager keeps a register of pets.

Please advise the Strata Manager if a pet is no longer at the unit.

Hamilton Park requirements

The pet owner must comply with the following requirements as set out in the rules for Hamilton Park:

- a) the total number of animals kept within the unit (other than birds in a cage or fish in an aquarium) is not more than 3
- b) the pet owner ensures that the animal is appropriately supervised when the animal is on the common property
- c) the pet owner keeps the animal secure so that it cannot escape the unit unsupervised
- d) the pet owner cleans any area of Hamilton Park that is soiled by the animal
- e) the pet owner takes reasonable steps to ensure the animal does not cause a nuisance or a risk to health or safety
- f) the pet owner ensures the pet does not make such a noise that might be reasonably likely to cause substantial annoyance to an owner, occupier or user of another unit.

Where the requirements or conditions are not met, the executive committee may, on behalf of the owners corporation, take action for a breach of rules, as provided for in the UT(M)A S109.

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ACT Government requirements

The pet owner must comply with all ACT Government legislation and guidelines regarding pet ownership.

For ACT Government requirements, including registration, microchipping, desexing and containment, see:

- Dogs: [Your responsibilities - City Services \(act.gov.au\)](https://act.gov.au/your-responsibilities-city-services)

All dogs in the ACT must be microchipped, registered and desexed (unless have a permit).

Part of being an owner means you need to exercise your dog. If you are in a public place with your dog, you must have effective control of the dog at all times. This includes both on-leash and off-leash areas.

- Cats: [Your responsibilities - City Services \(act.gov.au\)](https://act.gov.au/your-responsibilities-city-services)

All cats in the ACT must be microchipped, registered and desexed (unless have a permit).

*Cat containment has been extended across the ACT for cats born on or after **1 July 2022**.*

Containment means keeping your cat on your premises 24 hours a day.

- General: [Domestic animals - City Services \(act.gov.au\)](https://act.gov.au/domestic-animals-city-services)

Incidents

For any questions about keeping a pet within Hamilton Park, or there are any incidents relating to pets, contact the Strata Manager: info@vantagestrata.com.au.

If the incident involves a dog attack, this can also be reported to ACT Domestic Animal Services via Access Canberra on 13 22 81. For more information, see: [Dog attacks and dangerous dogs - City Services \(act.gov.au\)](https://act.gov.au/dog-attacks-and-dangerous-dogs-city-services).

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Owners Corporation

Governance and Meetings

Introduction

The section summarises key aspects related to governance of Hamilton Park, UP 523, and meetings of owners (general meetings) and the executive committee. See the references for the Unit Titles (Management) Act (UT(M)A) and Rules for UP 523 for more detail.

Owners corporation

The members of the owners corporation for Hamilton Park are the owners of the units.

UT(M)A Part 2 - 8

If a unit is owned by 2 or more part-owners, each part-owner is a member of the owners corporation. The part-owners must nominate one part-owner as their representative for notices. *UT(M)A Part 2 – 11*

Hamilton Park owners corporation has a common seal for executing documents, with use of the seal set out in the *Rules for UP 523 1.14*.

Electronic notices

The Strata Manager will send owners levies, general correspondence and meeting papers via email, unless the unit owner requests to receive notices via post.

Unit owners must notify the Strata Manager of any changes in their contact details.

Financial management

The financial year for owners corporation is from 1 October to 30 September.

The owners corporation holds funds in two accounts:

- Administrative/general fund, for general administration
- Sinking fund, for maintaining the common property in good condition, in accordance with the sinking fund plan.

The owners corporation approves the budget for the general fund and sinking fund at the annual general meeting. *UT(M)A Part 5*

General meetings

The annual general meeting for Hamilton Park is usually held in November or December.

At times there may be a requirement for additional general meetings to be held.

The *UT(M)A Schedule 3* sets out the procedures for general meetings, including AGMs.

The executive committee must give notice of a general meeting at least 14 days before the meeting, or at least 21 days before the meeting if there is a motion that requires an unopposed or unanimous resolution. *UT(M)A Schedule 3 – 3.6*

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Each unit has a single vote at a general meeting. *UT(M)A Schedule 3 - 3.22*

A person is only entitled to vote for a unit on a motion if all amounts payable to the owners corporation for the unit have been paid. *UT(M)A Schedule 3 - 3.20*

A person entitled to vote on a matter may appoint a proxy to vote on their behalf (*UT(M)A Schedule 3 – 3.26*) or cast an absentee vote on motions (*UT(M)A Schedule 3 – 3.31*). This information will be included with the meeting notice.

A person should submit for either a proxy form **or** absentee vote. For Hamilton Park, where a person submits both a proxy form and an absentee vote, the proxy appointment will take effect over the absentee vote (*Rules for UP 523 1.16*). The proxy holder may see the absentee vote to inform their exercise of the proxy appointment.

Executive committee

At the annual general meeting, the owners corporation will determine the number of members of the executive committee and, where there are more nominees than positions, elect members for the executive.

Any unit owner, or unit representative if there are two or more part owners, may nominate for the executive committee.

Unit owners nominating for the executive committee must agree to abide by the Hamilton Park executive committee Code of Conduct, as well as the Code of Conduct in the *UT(M)A (UT(M)A Schedule 1 – Part 1.1)*.

The executive committee must give a copy of the minutes of general meetings and executive committee meetings to members of the owners corporation within 14 days after the meeting was held. *UT(M)A Schedule 2 – Part 2.1 (2)*

Electronic attendance and participation at meetings

A unit owner may attend a general meeting – or an executive committee member attend an executive committee meeting – by electronic means provided the unit owner is able to communicate with other participants in the meeting, including participating in debate and voting on resolutions. *Rules for UP 523 1.15 and UT(M)A Schedule 2 – Part 2.1 (2.8) and Schedule 3 – Part 3.1 (3.1)*

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Maintenance and Alterations

Introduction

Unit owners must ensure that the unit is in a state of good repair (Rule 1.3), while the owners corporation is responsible for maintenance of the common property (Unit Titles (Management) Act Division 3.3, Section 24).

This note sets out the specifications and processes agreed to by the owners corporation for maintenance and presentation of units, as well as other relevant legislative requirements.

Insurance

The owners corporation insurance covers buildings and public liability claims that occur on common property. The owners corporation's insurance does not cover contents or items such as carpet, curtains and light fittings. The owners corporation recommends that unit owners have their own insurance for contents, fittings and public liability within their own units.

The obligations for the owners corporation regarding insurance are set out in Division 5.4 of the UT(M)A.

Owners can access a copy of the current Certificate of Insurance on the [Owners portal](#). This includes information on coverage of the policy.

Contact the Strata Manager **as soon as possible** regarding any potential insurance claim. The Strata Manager will notify the executive committee (EC) of any claims, to enable monitoring of costs and any broader issues.

Responsibility for maintenance

Unit owner: Rule 1.3 sets out the responsibility for a unit owner to maintain their unit so it is in a good state of repair. This includes the enclosed courtyard within the boundary of the unit's title.

Owners corporation: The owners corporation will maintain (as set out under S24 of the UT(M)A, extracting those clauses relevant for Hamilton Park):

- the common property
- other property that it holds
- if a utility service is the subject of an easement for the potential benefit of all units, facilities associated with the provision of the utility services including utility conduits.

Responsibility for facilities and utility services

In practice, the last dot point above means that if a facility (such as a drain) is within a unit boundary and for the benefit of a single unit, it is the responsibility of that unit owner. However, if the facility is for the benefit of multiple units, then it is, in effect, an easement within the unit boundary and the responsibility of the owners corporation.

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This principle also applies in reverse. That is, if a facility for the benefit of a single unit is on common property, it is in effect an easement for the benefit of that unit, and is the responsibility of the unit owner. Note that this is not always straightforward to determine, as explained in the Owners Corporation Network ACT page on Maintenance (<https://www.ocnact.org.au/maintenance>).

If a unit owner requires maintenance of a utility service that may be the responsibility of the owners corporation, then they should, where possible, notify the Strata Manager prior to any work being undertaken. However, if the matter is urgent or the cause unforeseen, they should notify the EC as soon as possible after the immediate response, providing details of the source of the problem and the units affected. Where confirmed as the responsibility of the owners corporation, the cost will be paid/reimbursed.

For more information about the stormwater and water & sewerage networks in the ACT, see the links below. These include information about how to prevent or address any problems.

- Stormwater: [Stormwater network - City Services \(act.gov.au\)](https://www.act.gov.au/city-services/stormwater) and [Stormwater - City Services \(act.gov.au\)](https://www.act.gov.au/city-services/stormwater)
- Water and sewerage network: [Assets around my home | Icon Water](https://www.act.gov.au/icon/water).

Note: there is one water meter for all units in Hamilton Park. Owners pay for water and sewerage supply, while the owners corporation pays for water usage across all units. This water usage charge is reflected in the levies paid by owners.

Responsibility for gardens in front of units

The gardens between the unit boundary (fence for single-storey 3-bedroom units or front window eave for other units) and the roadway are common property. In practice, maintenance for these has been shared between unit owners and the owners corporation.

The owners corporation will ensure that any vegetation is cut back from the roadway, signs and lighting, to ensure accessibility and safety for all residents.

Where owners maintain the garden in front of their unit boundary, they should ensure that it is neat and tidy, and must ask for owners corporation approval for any structures such as raised garden beds or paving. The owners corporation will notify owners of any work that impacts on the garden in front of their unit.

An owner can request the owners corporation undertake essential maintenance of the common property garden in front of their unit, as required.

Specifications for colours, roofing and fences

The specifications for colours, roofing and fences are set out in Annexure 1 to this handbook.

The EC can approve exceptions to these specifications. Contact the Strata Manager if any questions about the specifications or wishing to seek an exemption.

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Fence maintenance

All fencing on the boundary/within the entitlement of the Unit is the responsibility of the individual owner. Dividing fences between units are the shared responsibility of the respective unit owners (noting this may involve more than two units, depending on situation).

- The fencing specifications in Annexure 1 provide an overall look for fences for the complex. The materials used may vary, as long as they are consistent with general style and colour scheme.
- Fences must be constructed to be robust, according to the standards of the materials used.
- Fences that are replaced or constructed and do not meet these specifications without written approval from the EC will be deemed unapproved structures. The EC will request any unapproved structure be demolished and replaced with an approved structure.

The EC will periodically review fences to identify where repair, repainting or replacement is required. Owners of fences identified by the EC as needing attention will be advised of the requirements.

- Minor repairs and repainting must be completed within six months of being advised.
- Major repairs or replacement must be completed within 12 months of being advised.

All repairs, replacements and repainting must be completed in accordance with the fencing specifications in Annexure 1.

Erections and alterations

Rule 1.4 sets out the requirements for any erections or alterations to units, including the types of erections and alterations that require EC approval.

Owners should contact the Strata Manager prior to undertaking any work to confirm the appropriate process.

Erections and alterations not requiring approval

For the following erections and alterations, which are listed in Rule 1.4 (1) (a), no formal permission is needed, as long as the changes are not structural and are consistent with the specifications in Annexure A1. The owner should notify the EC of the work, and the Strata Manager will keep a record of modifications to assist with any future insurance claims.

Changes requiring notification, not permission:

- changes that are internal and not structural (that is, not requiring ACT Government planning or development approval), including renovations of kitchens or bathrooms
- installation of an airconditioning unit, evaporative cooler unit or heat pump for hot water services, where the external unit is fully contained within the property boundary
- installation of solar panels
- installation of roof ventilators and exhausts for rangehoods, dryers etc
- replacement of a window or door, where no change to the overall dimensions

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- installation of awnings and roller shutters
- replacement of fences
- replacement or installation of gates within rear fences
- installation of decks, ensuring that they do not block access to infrastructure such as drains.

For erections and alterations not listed, or outside the specifications in Annexure A1, the express permission of the EC is required.

Matters requiring approval by the executive committee

The EC will review any request for erections or alterations under Rule 1.4 (1) (b). These requests should be submitted using the Alterations and Erections Application form. This form is available on the Vantage Strata portal or on request from the Strata Manager: info@vantagestrata.com.au.

Where any neighbouring units may be impacted, the EC will seek comments from the unit owner(s). These owners have 14 days to respond (Rule 1.4 (3)). The EC will consider any comments or objections from neighbours, but is not bound by them, as the EC is the ultimate decision maker.

All structures must meet ACT Government requirements and owners must obtain any necessary approvals before requesting permission and provide this with their request. For more information see:

- [Building approvals - Environment, Planning and Sustainable Development Directorate - Planning \(act.gov.au\)](#)
- [Check if you need a Building approval - Environment, Planning and Sustainable Development Directorate - Planning \(act.gov.au\)](#)

Alteration	Information required with request	Notes
Installing air conditioners or heat pumps for hot water services, where the external unit is outside the property boundary	Site plan indicating where the air conditioning or heat pump unit is going to be placed (both inside and outside). The details (make / model) of the system, including specifications.	Preference is for owners to place external units on their own property and not common property where possible. The location should be discreet and not highly visible.
Pergolas and structures above fence height	Site plan of the size and style of the structure. Documentary evidence of ACT Government Building Approval that the new structure is compliant.	
Internal structural alterations	Documentary evidence of ACT Government Building Approval that the new structure is compliant.	

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Limit on capacity of swimming pools etc.

Swimming pools (or similar) with a capacity of 1,000 litres or more are not permitted, and not included as modifications the EC can approve under Rule 1.4 (1) (b). This is due to all owners needing to share the cost of high water usage, as there is only one water meter for the whole complex.

As under Rule 1.4 (1) (d), an owner may apply to the owners corporation for a special resolution to permit a swimming pool or similar with a capacity of 1,000 litres or more.

Units 1-23 and Units 30-33 - enclosing rear courtyards

As per Rules for Units Plan 523, 1.13, the owners corporation granted a Special Privilege for exclusive use to the area of common property at the rear of a unit where this area was not fully enclosed by the original rear courtyard fence (Units 1-23 and Units 30-33).

The owners must agree to take responsibility for the upkeep and maintenance of the area and fencing.

This special privilege allows the owners to erect a fence to enclose the portion of common property at the rear of their unit, level with the original rear courtyard fence.

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Annexure A1: Specifications for colours, roofing and fences

Colour scheme

Component	Colour	Format	Notes
Gates Fences Lattice	Mission Brown ¹	Paint	Wooden components
	Colorbond Jasper ¹	Powder coat	Metal components
Garage roller doors	Colorbond Jasper ¹	Powder coat	
Gutters Downpipes Meter boxes	Colorbond Jasper ¹	Powder coat	If replacing
	Mission Brown ¹	Paint	If painting existing
Wooden fascia boards	Mission Brown ¹	Paint	
Metal fascia boards	Colorbond Jasper ¹	Powder coat	
Eaves	Off white	Paint	
Front doors Back doors Garage side doors ²	<i>Various – owners can choose style and colour of doors</i>		
Window frames Fly screens Glass sliding door frames	Hammersley Brown ^{1 & 3}	Powder coat	
Evaporative cooling systems (external component)	Hammersley Brown ¹	Powder coat	EC permission required
Air conditioners (external component)	Off white (no specific colour)	Powder coat	EC permission required if outside unit boundary
Roof ventilators (e.g. whirlybirds)	Colorbond Jasper ^{1 & 4}	Powder coat	EC permission required
Window roller shutters – metal	Brown, beige or cream	Powder coat	EC permission required
Awnings – fabric	Stripes or solid colours in brown, beige or cream	Fabric	EC permission required
Awnings – fittings	Hammersley Brown ¹	Powder coat	
Pergolas	Mission Brown ¹	Paint	EC permission required
Decks (ground)	Medium to dark brown	Stain	EC permission required
Balcony, decks, rails, railing caps, posts, balusters, siding ⁵	Light Brown ⁶	Paint	For 2-storey units
Siding ⁷	Colorbond Paperbark (pale brown/cream)	Paint	For 2-bedroom units

¹ Mission Brown or equivalent. Compatible paint colours include Fudge Truffle, Chocolate Mousse, Dark Granite, Phantom Mist, Mission Brown 2003 and Rocky Road. For metal, colours include Jasper or Hammersley Brown.

² Applicable for 3-bedroom, 1-storey units – the external door from the courtyard to the garage.

³ Originally Mission Brown, no longer available, Hammersley Brown is the closest equivalent.

⁴ Some units have ventilators with a red brown colour, but Jasper is now the standard.

⁵ Applicable for 2-storey units (26-29, 34-40): sidings are the wooden palings beside front doors.

⁶ There is no commercial product for the Light Brown used. See note on next page for colour match to use.

⁷ Applicable for 2-bedroom units (41-50): diagonal wooden palings above garage & entrance.

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Light Brown

This applies to balconies, decks, rails, railing caps, posts, balusters, siding for 3-bedroom, 2-storey units.

There is no commercial product available that matches the Light Brown used in the two storey units. The Dulux colour match details are set out to the right.

Dulux formula – Extra Bright

G – 76.73

M – 23.40

W – 67.07

XX – 220.80

Roofing specifications

Unit roofing must be consistent with the existing tiled roofing, as set out to the right.

Manufacturer = Monier

Model = Centurion

Colour = Saffron

Fence specifications

Definitions:

- Front Fences – those around front courtyards, facing common property or a roadway.
- Dividing Fences – those around front or rear courtyards and forming a barrier between the yards of neighbouring units.
- Rear Fences – those around rear courtyards, facing common property or a roadway.

Fence specifications – permitted styles

Material	Front Fences	Rear Fences	Dividing Fences
Wooden palings – hardwood or treated pine	Palings up to 100mm wide, vertical. Options: Lapped or no gaps or gaps up to 50mm		Palings 100mm wide Lapped
Galvanised metal or recycled plastic palings	Palings up to 100mm wide, vertical. May have gaps up to 50mm.		Palings up to 100mm Must be without gaps
Metal sheeting (e.g. Colorbond sheets)	Not permitted	Permitted	Permitted
Lattice	Not permitted	Lattice may be attached to the height of 1m above the fence or brick wall it is attached to.	

Fence specifications – all fence styles

Component/aspect	Specifications
Height	• Maximum height is 1.8 meters or the height of the adjoining brick fence, whichever is the smaller. <i>The EC may approve exemptions to the maximum height where minor.</i>
Colour	• Fences, and lattice if attached, must be Mission Brown or equivalent (e.g. Colorbond Jasper for metal). • If painted – colour requirement for external side only.
Posts	• Fence posts must be securely cemented into the ground or secured by dyna bolts to the existing brick fence. • The maximum distance between each post is 3 meters. • If galvanised fence posts are used, they must have a galvanised cap. • Galvanised fence posts may be left unpainted. However, if painted the colour must be Mission Brown or equivalent.
Rails	• Must be adequate to ensure stability. Generally requires three rails, secured to the fence posts using galvanised bolts or screws.
Gates within rear fences	• Gates are allowed within rear fences if of the same materials, colour and style as the surrounding fence.