

NEW ACTON SOUTH (THE APARTMENTS)

REMOVALS AND DELIVERIES TO AND FROM THE BUILDING

Important: All removals and significant deliveries must be arranged with the Building Manager at least 2 days in advance for an agreed date and time using the attached Form. They will be scheduled only Monday to Friday when the Building Manager is on duty. Removals or deliveries outside these times and on Saturdays or Public Holidays (**NO SUNDAYS**) will not be permitted unless the removal has been pre-booked with the Building Manager and he is satisfied that it will be well managed. **If these procedures are not followed the removalist will be denied access to the Building.**

The Building Manager will assist by informing owners, tenants or removalists on the procedures to follow. He will also install appropriate lift protection curtains prior to the appointed date and time. **Under no circumstances are lifts to be used for removals or significant deliveries without lift curtain protection.** Carpet protection is also required between the lift and the apartment door (to be installed by the removalist or owner/tenant). This may be waived for podium levels 1, 2 & 3 if the distances involved are excessive.

Moving Advice

1. Removal vehicles are to park within the designated East Loading Zone. If the loading zone is occupied, the South-East driveway to the public car park may be an alternative at the drivers own risk. There is no vehicle access along Kendall Lane.
2. **Absolutely no entry or exit is permitted through the ground floor main entrance or the ground floor lift foyers.**
3. The building manager will give information for entry or exit for removals depending on the apartment location. Entry and exit will generally be as follows:
 - a) **Entry** to the building is through the garage roller door and down to Basement 1 lifts. (Lift 1 for the East Tower and Lift 4 for the West Tower).
 - b) Ground floor apartments (G11-G15) have direct access through the garage.
 - c) Ground floor apartments (G01-G10) access is by foot along Kendall Lane.
 - d) **Exit** from the Tower and Podium South apartments is permitted through the garage via Level 1 Lift Foyers, down the ramps and out through the garage roller door for ease of movement.
4. Physical size restrictions are: car park entry maximum height 2.1m; lift doors 1000mm X 2300mm; apartment entry doors 850mm X 2300mm.
5. **Please do not---** jam lift or fire doors open, obstruct car parking spaces or doors, or leave the car park door open (unless arranged with the building Manager).
6. The owner is responsible for any damage to common property caused as a direct result of the removal or delivery and must ensure that removalists/suppliers have appropriate insurances.