

## Circular to Shareholders & Clerks: Building Closures in April and Building Works

**April 04 2017**

Wentworth & Selborne Chambers, Lockhart Chambers and Counsel's Chambers offices will be closed for the Easter and Anzac Day Public Holidays.

The doors and lifts to the buildings will be closed on Friday 14 April until Monday 17 April inclusive for the Easter Public Holidays. The buildings will close again on 25 April for the Anzac Day Public Holiday. CCL Staff will not be on duty on these days, please ensure that you have your access card with you if you require access to the buildings during those times. Your access card can be updated or checked here on Level 1 Selborne Chambers.

Please note the following important points in relation to the buildings:

- There is a new [CCL Fitout Guide](#) that governs how building, construction and maintenance work in the buildings.
- There is also a new [Rules Summary](#) which is a helpful guide for minor works.
- The fee for triggering an alarm on the building's fire panel, by setting off a sprinkler or smoke detector, is now at \$1,800.
- All trades, service and maintenance technicians and construction works must sign in and out here at Level 1 Selborne Chambers.

If you are planning to have work carried out over the Christmas 2017 & January 2018 vacation period, please note the following:

- For work in Chambers you must notify CCL before 30 June 2017.
- For Floor renovations, final plans and documentation must be submitted by 30 June 2017 and Contractors must be engaged by 30 November 2017.

If you have any questions, please call on 9231 3644.

Kind regards,

**Debbie George**  
General Manager

**W:** [www.ccl.com.au](http://www.ccl.com.au)

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