

## Circular to Shareholders & Clerks: Building works and renovations

May 3 2019

Shareholders and Clerks should note the following important information about building works in Wentworth & Selborne Chambers, Lockhart Chambers and Windeyer Chambers.

Applications to carry out building work between 20 December 2019 and 26 January 2020 must be submitted to CCL on or before 28 June 2019. Where the work is substantial in nature, particularly where improvements to reception and common areas on Floors are proposed, plans and documentation must be submitted in conjunction with the application to CCL. For further information and for an outline of the documentation required to be submitted with an application, please see the Fitout Guide available on the CCL website: [https://www.ccl.com.au/files/documents/Fitout\\_Guide\\_July\\_2018\\_3.3.pdf](https://www.ccl.com.au/files/documents/Fitout_Guide_July_2018_3.3.pdf)

All building work, regardless of when it is proposed to be carried out or how minor in nature, may only be carried out after approval has been given by CCL.

At this time, CCL is not planning any significant building maintenance works that are anticipated to have an impact on Members or Member's practice during the December 2019 and January 2020 vacation period. Minor work to replace some plant equipment that is at the end of its service life will take place on the roof of Wentworth Chambers, however this is not anticipated to affect access or disrupt Members.

Please note that all trades, technicians, removalists and service providers carrying out work in any of CCL's buildings must sign in and sign out here on Level 1 Selborne for each day they are in attendance.

Kind regards,

**Debbie George**  
General Manager