

## Rules and requirements for building work in CCL buildings

June 12 2019

For the information of Clerks and Members, please see following the link to CCL's Fitout Guide:  
[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)

The Fitout Guide contains all of the rules and requirements for carrying out works in Wentworth & Selborne Chambers, Lockhart Chambers and Windeyer Chambers. It is essential that these requirements are observed and that approval is sought from CCL for all work proposed to take place in CCL's buildings. Approval is required for all works from minor works such as hanging pictures and painting, up to and including more significant undertakings such as renovations in Chambers and Floor renovations.

Please note that the windows in Wentworth & Selborne Chambers, Lockhart Chambers and also Windeyer Chambers may not be modified, altered, or have anything attached or affixed to them in any way. This includes the installation of blinds, shutters, window tints and stickers, and extends not only to the glazing but also the windows frames and window hardware.

Also, if Members or a Floor intend to carry out building work between 20 December 2019 and 26 January 2020, you must notify and request approval from CCL by no later than 5pm 28 June 2019. Floors requesting approval for works during this period must also submit plans by this time.

If you have any questions, please contact Lee Albert on 9231 3644 or at [lalbert@ccl.com.au](mailto:lalbert@ccl.com.au).

Kind regards,

**Debbie George**  
General Manager