

15 December 2020

Dear: Shareholders & Clerks

This circular includes the following topics:

- *Building works, noise restrictions and the Fitout Guide*
- *Toilet renovation – 8 Selborne*
- *Lockhart Chambers flooring repairs – Level 1*
- *Electrical power supply upgrade to lifts in Wentworth & Selborne Chambers*
- *Renewal of access cards*
- *Building closure*

Building works, noise restrictions and the Fitout Guide

The deadline to apply to have building work carried out between 19 December 2020 and 26 January 2021 has elapsed, further applications will not be considered. Work will not be permitted to take place during this period unless an application has already been submitted. Unless prior approval has been obtained, trades and contractors will be turned away from the buildings.

Building work means any work, no matter how minor in nature, in Chambers and on Members' Floors.

Noise restrictions will be lifted from 6pm on Friday 18 December 2020 until 8am on 26 January 2021.

A copy of the Fitout Guide can be found on CCL's website:

https://www.ccl.com.au/files/documents/Fitout_Guide_May_2020_3.7.pdf

Toilet renovation – 8 Selborne

The toilets on 8 Selborne will be refurbished, the work will commence on Friday evening after 6pm. **The work will be noisy and disruptive**, with trades performing demolition, plumbing, tiling, electrical work and other trades and moving building materials in and out of the building.

The work is expected to be complete by the 26 January 2021.

Lockhart Chambers flooring repairs – Level 1

The parquet flooring on Level 1 of Lockhart Chambers will be polished and sealed between 27 – 29 December 2020. Please avoid Level 1 of Lockhart Chambers or using the pedestrian link to move between Selborne and Lockhart Chambers as access will be restricted during this time. Access to all other Floors in Lockhart Chambers remains unaffected.

Electrical power supply upgrade to lifts in Wentworth & Selborne Chambers

As per my circular of 1 December 2020, the electrical power supply to the lifts in Wentworth & Selborne Chambers will be upgraded in January 2021. There will be an interruption to each bank of lifts, however these will be staggered so that one bank will be operational at all times. The interruption will be brief and I will further advise Members as soon as the upgrade program is finalised.

Renewal of access cards

The deadline for the renewal of access cards is 16 December 2020. If you require your access card to be checked and/or updated for use after hours and during the building closure, ensure that it is presented at Level 1 no later than 11am on 16 December 2020.

Access cards and tags presented after this time will not be attended to until the new year.

Building closure

Wentworth & Selborne Chambers, Lockhart Chambers and the offices of Counsel's Chambers Limited will be closed from midday 12pm 24 December 2020 until 8am on 4 January 2021.

Valid access cards and tags will enable access to the buildings during this time.

Kind Regards,
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