

BUILDING WORKS & CHRISTMAS CLOSURE

COUNSEL'S
CHAMBERS
LIMITED

14 December 2021

Dear: Shareholders & Clerks,

This circular includes the following topics:

- *Update on CCL Lift Modernisation*
- *Restrictions on building work in Chambers*
- *Building closure & access passes*
- *Filming in Phillip Street – Saturday 18 December*
- *CCL Staff Christmas Lunch*

CCL Lift modernisation

The lift modernisation in Wentworth & Selborne and Lockhart Chambers continues, the next phase commences on Friday afternoon, with two more lifts removed from service for upgrade.

From 6pm on Friday 17 December 2021 until 24 January 2022, there will be only one lift in service in each of Wentworth, Selborne and Lockhart Chambers.

The summary below indicates anticipated lift availability during the modernisation:

Period	Lifts in service	
	Wentworth & Selborne	Lockhart
25 Nov 21 – 17 Dec 21	4	1
17 Dec 21 – 24 Jan 22	2	
23 Jan 22 – 28 Jan 22	4	
28 Jan 22 – 31 Mar 22	5	

As a consequence, the lift service will be substantially slower than usual.

As the nightly rubbish collection requires a lift to be taken out of service, CCL has changed the timing to mitigate impact on Members. **Please note: until 24 January 2022, for a brief period between 9 - 10pm each evening, there will be no lift access in Wentworth Chambers while the rubbish collection is underway.**

Members & Clerks please note the following for Wentworth & Selborne Chambers:

- Access to Floors is available to access pass holders via the rear fire stairs.
- You can exit the building from any of the four fire stairs.

For Lockhart Chambers:

- Access to all Floors is available to access pass holders via the fire stair.
- You can also exit the building using the fire stair.

Restrictions on building works in Chambers

The deadline to request permission to carry out works on Floors and in Chambers has elapsed. Unless you have applied to CCL and received approval to carry out works during the Christmas and January Holiday period (17 December 2021 – 26 January 2022), work of any kind will not be permitted.

[CCL's Rules & On-Site Procedures](#) outline the requirements for work in the buildings.

Members & Clerks are reminded that all work must comply with the requirements of the Rules & On-Site Procedures, and work may only be carried out with CCL's approval.

Building closure & access passes

CCL's Offices and buildings will close promptly at 12pm on 24 December 2021 and will re-open on Tuesday 4 January 2022.

A valid access pass will provide entry to the buildings during this time.

The deadline to have your access pass checked for correct operation is 10am tomorrow, Wednesday 15 December. Access passes will not be checked, issued, renewed or updated after this time, so if you require access to the building during the closure, ensure you bring your card to reception here on Level 1 before that time.

Clerks, please note: if you wish to extend or modify security restrictions to your Floor, please log a request through the [Portal](#).

Filming in Phillip Street – Saturday 18 December

CCL received the attached notice for filming in Phillip Street on Saturday 18 December. Pedestrian access to the building will not be affected, however there appears to be substantial impact on parking in Phillip Street. Members & Clerks should consider this if planning to visit Chambers on Saturday.

CCL Staff Christmas Lunch

CCL's Staff Christmas lunch will be on Friday 17 December 2021. From midday, a skeleton staff will be available to answer calls and take messages.

In case of emergency of the fire alarm sounding in Wentworth & Selborne or Lockhart Chambers, evacuate the building using the stairs and take direction from Emergency Services Personnel.

Network and Maintenance Support requests logged that afternoon will be attended to on Monday 20 December. All Support requests can be logged through the [Members Portal](#).

Kind Regards,
Debbie George
CEO



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