

MOVING INSTRUCTIONS

Residents moving furniture or large items into or out of the building must first book with building management at least **5 Days** prior to the move to ensure the lift is available, co-ordinate your move with other residents and ensure the lift protection is installed. Priority will be given on a first-in basis and only one move per day is permitted.

MOVING TIMES

Residents are currently permitted to move 6 days a week, except on public holidays as follows:

- **Monday to Friday:** 9am to 4pm
- **Saturday:** 9am to 12pm

To minimise inconvenience to residents a maximum of 3 hours is allowed per move.

MOVING PROCESS

Century Plaza has two lifts allowing one resident to move into the building at any one time. Moving is only permitted during the designated hours where a site representative is available to assist and supervise the move.

All items must enter the building via the LG level entrance at 80 Berry Street. Under no circumstances are items to be moved through the main entrance foyer.

Loading Dock

There is a loading dock for large vehicles located on the lower ground level, accessed via 80 Berry St. The loading dock is locked-off and Building Management will co-ordinate with you on the day to ensure it is open and available for you.

Residents moving must park their vehicle in the loading dock and use the service door entry to the lift on the ground level to take items to their apartment.

The loading dock is open air and can handle a vehicle up to approximately 10m in length.

Please refer to the map at the back of this document for the location of the loading dock.

Lift Sizes

Please be cognisant of the size of the lift when scheduling your move to ensure your items can fit into the lift. The dimensions of the lifts are:

Clear Opening Height: 2030mm

Clear Opening Width: 870mm

Inside Car Height: 2230mm

Inside Car Width: 1330mm

Inside Car Length 1460mm

BOOKINGS

Residents must book their move **up to 5 days** prior to commencement to ensure the lift and loading dock is reserved, lift protection is installed, and a lift lock off key can be provided to prevent damage to the lift.

BOOKING PROCEDURE

Residents can make a booking by either emailing management@centuryplazanorthsydney.com.au, or by using the online booking portal accessible via the BuildingLink platform. For security purposes residents must have their details registered with management for a booking to be accepted.

To register your details with management and make a booking using the online system:

1. (New Residents) Notify Building Management of your contact details by completing the 'Resident Registration' form available on the home page of the building's website (www.centuryplazanorthsydney.com.au).
2. Building Management will confirm your details and then send you a login to BuildingLink, the online management system used to manage bookings and run the building, access to BuildingLink is also available via the home page of the building's website.
3. Login to BuildingLink and go to the reservations tab, choose the type of reservation you are wanting to make: Lift / Loading Dock. You will be able to see the moving times that are available, make a booking at the applicable time.
4. Management will confirm your booking and the moving process as outlined in this document.

MOVING BOND

A \$150 moving bond is to be paid prior to your move and evidence of payment must be provided to Building Management by emailing a payment receipt to management@centuryplazanorthsydney.com.au or uploading a copy when making your booking. Please make payment to

Name: Strata Plan 18604
BSB: 182-222
Account No. 28 795 5553
Reference: Please use Unit Number & Bond (e.g. U23BondMov)

BOND REFUND

Please provide your bank account details either when booking the move or following completion so that the Bond can be refunded assuming there has been no damage or moving conditions breached. Payments will be refunded at the end of every calendar month.

Please note there is also a mid-month option for issuing refunds. This will fall around the 15th of the month; however, this may be brought forward if the 15th falls on a weekend.

ON THE DAY – COMMENCING YOUR MOVE

On the day, please contact Building Management on 02 7252 7995 who will assist you with where to park your vehicle, provide you a lift key and explain the operation of the lifts.

Similarly, when completing your move, Building Management will carry out an inspection of the area to ensure no damage has been made and collect the lift key from you.

Please refer to the below moving conditions that must be adhered to when carrying out your move:

MOVING CONDITIONS & OTHER INFORMATION

- There is a \$150 refundable bond that is to be paid at least two days prior to the day of the move through EFT. Should there be no damage to common property, then the \$150 will be refunded in full.
- There is a period of 3 hours allowed per move and exclusive use of the lift will be provided (assuming there is more than one lift operating).
- If moving on a Saturday, this is only permitted between 9am and 12 pm. If the move goes beyond 12pm, the moving deposit becomes a non-refundable fee for having the cleaner attend after hours.
- King-sized beds and other large items will not fit in the lift and will need to be transported up the fire stairs.
- Trucks and other vehicles are only able to park in designated areas as outlined above. Please do not obstruct traffic under any circumstances.
- The lift covers must be used at all times, and you are only to use the lift allocated to you.
- Only 1 apartment is permitted to move at a time.
- Residents must not move items through the ground level main entrance foyer, please use the LG level as indicated.
- No damage is to be made to common property, particularly walls and doors; if damage is caused residents are to contact building management immediately.
- No mess (dust, dirt, rubbish, surplus furniture or personal effects) is to be left on common property; items must be disposed of properly.
- Any large items to be discarded must be taken down to the main garbage collection area, please do not leave items around the complex or fill chute rooms.
- Paths of transit such as the lifts, hallways and car park / loading dock must be suitably cleaned post move so that they are clean and tidy, this includes vacuuming the lift and hallway floors.

171

CENTURY PLAZA

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171 Walker St, North Sydney NSW 2060
P: (02) 7252 7995
E: management@centuryplazanorthsydney.com.au
W: www.centuryplazanorthsydney.com.au

CENTURY PLAZA LOADING BAY

Entrance to the Loading Bay is via 80 Berry Street. The area is locked and will only be opened for booked moves.

