



Sydney Wharf
 56 & 56A Pirrama Road, Pyrmont NSW 2009
 Telephone- Building Manager 02 9660 8912
 Telephone – Concierge 02 9660 8956
 Facsimile 02 9660 8912
 manager@sydneywharfapartments.com
 concierge@sydneywharfapartments.com

Delivery and Removal Booking Form

Location



Sydney Wharf
56 & 56A Pirrama Road
Pyrmont NSW 2009

Requested Date

• ____ / ____ / ____

Requested Time

• ____ : ____ AM PM

Address

Wharf • _____, Floor • _____ Apartment • _____

Resident Name

• _____

Mobile Number

• _____

Email Address

• _____

Type of Booking

• Move-In Move-Out Delivery Other _____

Delivery Company

• _____

Truck Size/Type

• _____

(Maximum gross limit is 12 tonnes)

Delivery Company Contact Person's Name

• _____

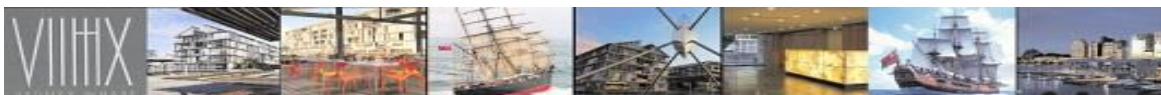
Delivery Company Contact Person's Mobile Number

• _____ Landline Mobile

I understand and agree to abide by the procedures as stated attached and the registered By Laws.

Signature of Primary Resident • _____ Date • ____ / ____ / ____

Please complete all bullet point (•) marked fields of this document and hand in to the concierge. You must tick the box relating to agreement of terms and conditions for this to be a valid document.





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DELIVERY AND REMOVAL CONDITIONS

1. **Advance Notification** of intended relocations or deliveries must be booked by completing this form and submitting it to Concierge at reception with a minimum of 72 hours (3 days) written prior notice. Removalists who arrive without a confirmed booking will be refused access. **See Special By Law 10.1**
2. **Reservation Times** for move-in / move-out are strictly between the hours 9.00am to 4.30pm Monday to Friday. Moves outside these times are not permitted (*unless by expressed written authority from the Executive Committee via the Building Manager*). No moves on a Weekend or Public Holiday are permitted. Reservations are accepted on a first come, first serve basis. No more than 2 separate relocation bookings can be accepted per day, with either a morning or afternoon start. Moves must adhere strictly to start/finish times to avoid clashes with other moves & the normal operations of the site. Moves are not permitted to run overtime – if not finished within allotted time, removalists will be instructed to leave & make a new booking.
3. **A \$1,000 bond is required before the move commences. Payment only accepted in the form of a personal cheque or an EFT payment). Cash or EFTPOS will not be accepted.** Should any damage to common property be sustained, the bond will not be refunded. If Common Property is damaged a reasonable amount will be deducted from the Bond to repair the damage. An inspection of the common property by Building Management will occur before a refund of the bond is considered.

<p>PAYMENT DETAILS</p> <p>BSB # 124-367 Account # 21925382 Account Name: McCormacks Strata Management Trust Account for SP 80052</p> <p>Please add in the description line for EFT payment Wharf No. _____ Floor No _____ Apartment No _____ and Name of Resident.</p> <hr/> <p>Bond Refund – Please provide account and bank details for refund of bond :</p> <p>BSB # Account #</p> <p>Account Name :</p>

4. **Booking acceptance.** No booking will be accepted until the Building Manager (via Concierge) receives a completed Delivery & Relocation Booking Form and the \$1,000 removal deposit. A completed Resident Register Form will additionally be required for move-ins.
5. **Lift Dimensions.** Internal Length from wall to wall - **1.9m**. Internal Width from wall to wall – **1.4m**. Hand railings (2) are **10 cm** from the wall. Height of the lift – **2.4m**. **Lift doors:** Width – **1.0m**, Height – **2.1m**.
6. **Lift Protection** will be made available by Sydney Wharf staff, who will install protective curtains inside the lift in preparation for the move or delivery. Moves without lift protective coverings in place are prohibited.





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7. **Lift Use.** Lifts will not be “locked off” as residents cannot access the basement car park while in this mode. Residents are responsible for ensuring that removalists have the required access fob to allow movers to access the required floor. Sydney Wharf staff cannot give movers any Common Property access all areas fobs for security reasons.
8. **Removalist Parking.** Furniture and large objects must be loaded and unloaded from inside the Visitors Car Parking area. Maximum truck size is 12 tonne (tare) – trucks larger than this cannot park inside the Visitor Car Parking area due to structural limitations.
9. **Dilapidation Inspection Checklist.** Residents relocating are responsible for any damage to common property during the move and are to advise the Building Manager immediately if damage occurs. Before the Move or Delivery commences the concierge will, in conjunction with the resident, complete a Dilapidation Inspection Checklist. It is recommended that only reputable removalist companies with appropriate insurances (at minimum Public Liability Insurance) are used.
10. **Behaviour must be appropriate.** Please be respectful and courteous to other residents and adhere to instruction and guidance provided by Sydney Wharf staff at all times.
11. **Waste & Packaging from moves must be removed** from common areas and placed in the **Garbage Holding Room** located at the **Southern End of the basement car park**. Located near the Exit of the car park or ask the concierge to show you the exact location. No packaging or cardboard is to be placed in the garbage rooms on the floors. It is preferred if the removalist removes all boxes and packaging from the building.
12. **Indemnity.** Building Management reserves the right to cancel any removals or deliveries at any time and cannot be held responsible for any associated cost or losses if removals need to be cancelled. Those residents or removal companies who have not followed the above process for bookings will not be permitted to undertake a removal or delivery.
13. **After the move is completed.** The driver of the delivery/removal vehicle is required to contact the concierge prior to attempting to leave the premises. The concierge will confirm how the vehicle will be required to exit the premises as well as possibly having to activate the boom gate to permit exit.
14. **Deliveries will be permitted strictly Monday to Friday between the hours of 8am and 4.30pm and on Saturdays between the hours of 9am and 1pm with the following conditions applying:**
 - 48 hours notice of the intended delivery and its nature is given to the Building Manager or Concierge.
 - The delivery will not constitute more than either one item, e.g. a white good, a lounge suite, a table setting or a bed, or that it is not more than the equivalent of one lift load of items.
 - The Building Manager will determine, based on the nature of the delivery, whether or not to fit protective curtains.
 - The recipient of the delivery will be responsible for any damage to common property incurred during the delivery and that they are to advise the Concierge immediately if such damage occurs.
 - The lift will not be 'locked out' during the delivery process.

