

## 2. MOVING IN

---

### 2.1 GUIDELINES FOR RESIDENTS MOVING IN OR VACATING

#### DEFINITIONS

A **move** is deemed to be where furniture or boxes are transferred to or from a place of occupancy. Controlled access and protective measures are required to protect common property against damage and unauthorised entry. All goods shall enter and exit the building via the basement, & or service corridor.

A **delivery** of goods is deemed to be one-off in nature, where the delivery is of one or two items. The delivered goods are to be transferred, under the supervision of an occupier or a designated person, through the basement. Protective measures may not be required, please check with building management. The occupier is responsible for inward deliveries through the basement.

The **path of travel** for moves or deliveries is a designated path allowing for the orderly and efficient transfer of goods through the building. The Manager shall demonstrate the path of travel through the basement to or from the place of occupancy to those parties involved.

An **indemnity form** is to be completed prior to commencement of a move and/or delivery. This form shall protect and identify parties when damage occurs in common property during a move. The Owners Corporation reserves the right to recover costs of repairs.

**Storage Facilities** assigned to private lots are deemed to be an extension of that lot and therefore private property. Security of goods within these storage areas is the sole responsibility of the owner or occupier.

A **Risk Assessment** for moves is the occupier or their nominated party ensuring that their methods for moving are safe.

**Shared Pedestrian Areas** are areas where both pedestrian access and vehicle access co-exist. It is highly important for all parties to be aware of and be safe when using these areas to avoid injury.

**Vehicle Access:** Any vehicle and or delivery must enter the property via the resident entry on Bowen Lane Path of Travel to unloading zone is as directed by the Manager or nominated representative. Path of travel advisements must be adhered to at all times.

**Distance from Main Entry** to lifts needs to be assessed when moving goods to ensure parties understand distances required to move items and safe paths of travel.

Distance from Entrance Lift	
Passenger Lift	30m

**Lift Dimensions** need to be assessed when moving goods to ensure they will be able to be moved with no damage to the lift car. Dimensions of lifts are below:

Passenger Lift	
Car internal height	2300mm
Car Internal Width	1450mm
Car internal depth	2000mm

## 2.2 GUIDELINES

It is a firm requirement that a move be booked and confirmed with the onsite manager prior to making any move arrangements.

- a) After confirmation of settlement and prior to your occupancy date, you must contact the Manager to arrange a booking time for your move. The Manager can be contacted on  
**M: 0477 800 850** or [bm@emeraldmelbourne.com.au](mailto:bm@emeraldmelbourne.com.au).
- b) Moves and/or deliveries are permitted Monday – Friday as specified by the onsite Building Manager. Please contact the Building Manager to arrange your move and delivery booking.

**Moves shall not be permitted unless the Manager has confirmed a booking.** It is advisable to book in advance and consider allowing at least 2 working days.

**Moves are not permitted on Saturday, Sundays or public holidays at any time; subject to clause c).**

- c) **All deliveries and/or Moves shall enter the building via the Resident entrance off Bowen Lane.** Deliveries and/or Moves may be approved during the initial settlement period on Saturdays between **6.00am-9.00pm** to help facilitate additional Moves and/or Deliveries. Prior arrangement and approval from the Building Manager is required prior to commencement.
- d) Moving vehicles must enter via Bowen Lane and park as designated or directed by the Manager.
- e) Items are to be unloaded and stacked as directed by the Manager and then, once available, moved to the advised lift for delivery to the apartment.
- f) The Manager shall explain access details and arrange to meet all parties at the building point of access.
- g) The Occupier shall provide the Manager with a copy of the removalist's **Public Liability Insurance Policy** prior to commencement of the move; it is recommended the occupier request this information when booking a removalist. This may be emailed through to the Manager; email address [bm@emeraldmelbourne.com.au](mailto:bm@emeraldmelbourne.com.au). It is the occupier's responsibility to ensure these details are provided.

**This is a Public Liability risk issue - insurance protects all parties.**

- h) The Manager shall request the occupier complete and sign an Indemnity Form prior to the move commencing; this is a procedural requirement to assist the Owners Corporation to identify and recover costs due to accidental damage.
- i) Vehicles must not obstruct the car park entry and must be parked in an approved areas; the Manager can assist in this matter.
- j) Furniture or goods on trolleys must not be brought through the front entrance foyers on 35 Albert Road. All goods are to be moved via the resident entrance off Bowen Lane. Furniture may only be moved into a lift when the protective covers are fitted.
- k) To facilitate loading and unloading of the furniture etc. to and from the lifts, the Manager shall lock out one lift for use of the move.
- l) Furniture or goods must not be stacked or placed against the lift doors, or common area walls.
- m) Please encourage your Removalist to take cardboard boxes and packaging away with them. Due to the amount of waste generated from a move, the occupier shall be responsible for the correct disposal of such waste. Any cleaning or removal costs burdened by the Owners Corporation for removal of such waste will be recovered from the lot owner.
- n) The Manager shall sign off the completed Indemnity Form and file for information.

**Occupiers are encouraged to obtain quotes from their removalist.** Occupiers are encouraged to provide the removalist with the Manager's details for consultation on building specific requirements.

Please note that your apartment may contain natural timber and or tiled flooring, due care should be taken when moving furniture to prevent damage.

We advise that these guidelines are for the benefit of all occupiers; we request all parties respect and abide by these guidelines. We also request that if you intend to rent out your property, that your Real Estate Agent is given a copy for future tenants.

**The Owners Corporation shall take appropriate action against any identified party in breach of these guidelines.**

The above guidelines are for the benefit of all owners to ensure that no damage occurs to common property.

### **2.3 USING LIFT FOR TRANSPORTATION OF FURNITURE**

Please use care when transporting furniture or bulky items through the lobbies and in the lifts. For more detailed instruction regarding use of lifts please refer to Section 4.1.

It is the occupier's responsibility to determine the size of the lift available for use of transporting goods and furniture.