

NEUE

MACQUARIE
PARK

STRATA PLAN 102966

137 & 139 Herring Road, Macquarie Park

P: (02) 7208 9232

E: management@neuesydney.com.au

W: www.neuesydney.com.au

MOVING INSTRUCTIONS

Residents moving furniture or large items into or out of the building must first book with building management **at least 48 business hours** 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.

MOVING TIMES

Residents are currently permitted to move 6 days a week but are requested to restrict moving to the following times so that lifts can be available during peak periods for residents:

- Monday to Friday: 9am to 5pm
- Saturday: 7am to 5pm

MOVING PROCESS

NEUE consists of two towers, Tower A (137 Herring Road) and Tower B (139 Herring Road) connected via a combined car park that runs underneath both buildings. Each Tower has two lifts, allowing one resident per tower to move-in to the building at any one time subject to the loading dock being available (see below).

Loading Dock

The car park has a height restriction of 2.2m limiting access for large vehicles. There is a loading dock for large vehicles located on the ground level of Tower B (139 Herring Road) accessible via the car park access driveway off Herring Road.

Residents moving with large vehicles must book not only the use of the lift for their building, but also the loading dock should they have a large vehicle that needs parking.

The loading dock can handle a delivery vehicle up to the following dimensions:

- 4.5m height limit
- 11m length (note turntable footprint is 12m)

Please refer to the attached map for the location of the loading dock.



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Tower B (139 Herring Road) Moving Process

Residents that reside in Tower B can either park their vehicle in their private car space or use one of the visitor's spaces on B1 next to the lift and take their items directly to the lift on B1 (assuming their moving vehicle is less than 2.2m in height).

If your moving vehicle is taller than 2.2m you must park the vehicle in the loading dock and you can access the buildings lifts directly from the loading dock (note this is for Tower B only). Please refer to attached map.

The dimensions of the Tower B lifts are:

- Clear Opening Height 2100mm
- Clear Opening Width 1000mm
- Inside Car Height 2050mm
- Inside Car Width 1450mm
- Max Weight 450kgs

Tower A (137 Herring Road) Moving Process

Please pay particular attention to the different access procedure for residents in Tower A when you are using the loading dock.

Residents that reside in Tower A can either park their vehicle in their private space or use one of the visitor's spaces on B1 next to the lift and take their items directly to the lift on B1 (assuming their moving vehicle is less than 2.2m in height).

If your moving vehicle is taller than 2.2m you must park the vehicle in the loading dock in Tower B, take your items down to B1 using the loading dock goods lift, and then take your items through the car park to the Tower A lift on B1. See attached map.

Given the distance that needs to be travelled to access the Tower A lifts from Tower B, we would encourage residents using the loading dock to speak to their removalists about a small ute or other vehicle less than 2.2m that can ferry items from the loading dock through the car park to the Tower A lift on B1. This will also speed up your moving time.

The dimensions of the Tower A lifts are:

- Clear Opening Height 2100mm
- Clear Opening Width 1000mm
- Inside Car Height 2050mm



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- Inside Car Width 1450mm
- Max Weight 450kgs

Loading Dock Goods Lift

The dimensions of the loading dock goods lift is:

- Door Opening Width 1800mm
- Door Opening Height 2100mm
- Depth 2400mm

Please refer to the maps at the end of this document for directions on where to park your vehicles and access the buildings lifts.

BOOKINGS

Residents must book their move 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.

Please note under no circumstances are residents to move items into the building via the main entrance foyers, residents must access the lifts via the basement car park or loading dock.

BOOKING PROCEDURE

Bookings must be made 48 business hours prior to your move and residents can make a reservation by:

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.neuesydney.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 buildings website.
3. Login to Buildinglink and go to the reservations tab, choose the type of reservation you are wanting to make: Tower A (137 Herring Road) or Tower B (139 Herring Road), you will be able to see the moving times that are available, make a booking at the applicable time.



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4. If needed book the Loading dock on a separate reservation.
5. Building Management will confirm your booking and notify you of the moving process as outlined in this document.

ON THE DAY – COMMENCING YOUR MOVE

On the day please contact building management 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

- 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 per building and per lift is permitted to move at a time.
- Residents must not move items through the ground level main entrance foyer, please use the car parking levels 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.



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- 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.



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Neue Ground Level Moving Map



Tower A - 137 Herring Road

Tower B - 139 Herring Road



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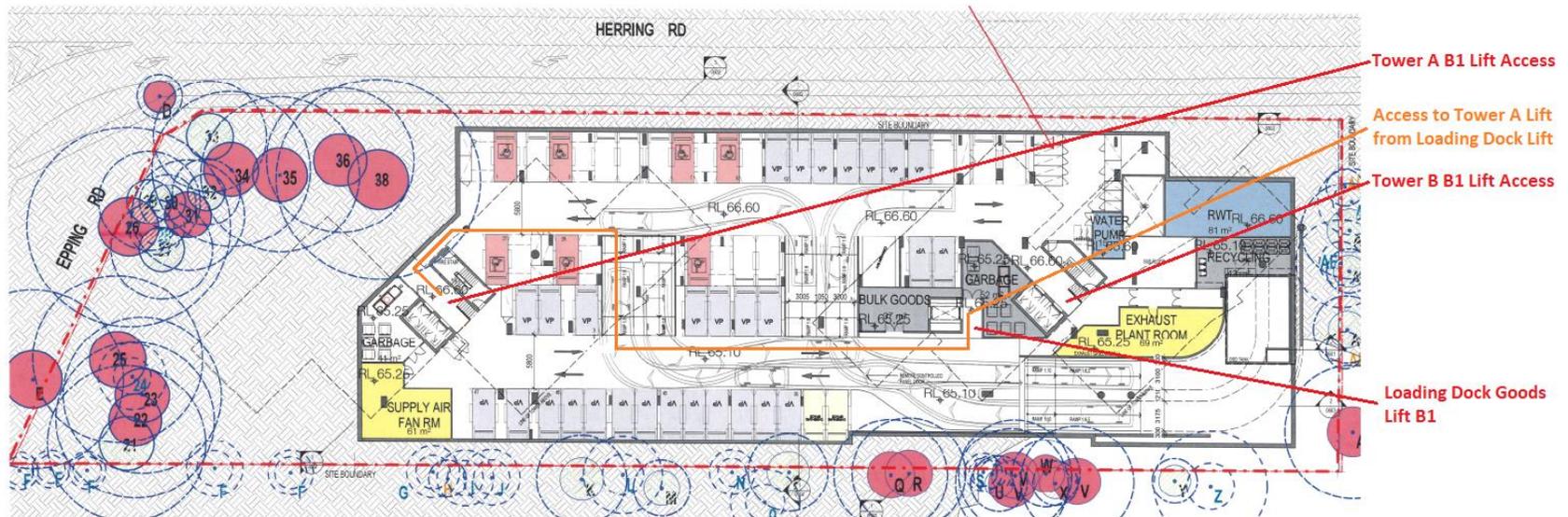
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Neue B1 Moving Map



Tower A - 137 Herring Road

Tower B - 139 Herring Road

