



In Chamber Works Terms and Conditions

Introduction

From time to time barristers in BCL's owned and leased properties may choose to make alterations to their chambers as new works, modifications or additions. In chamber works may include partitions, joinery alterations, removals and other associated works.

1. Approvals

- a) The details and nature of in chamber works require pre-approval of Barristers' Chambers Limited ("BCL").
- b) All relevant plans, specifications and proposed contractors including all necessary insurance provisions must be submitted to BCL prior to the commencement of work. These include:
 - i. Workers Compensation, \$20 Million
 - ii. Public Liability, \$20 Million
- c) BCL has the right to monitor works and may require modifications or adjustments to the scope of work prior to commencement to ensure compliance with authority conditions and building code regulations.
- d) The barristers shall be responsible for all costs associated with obtaining all statutory and other permits and are responsible for compliance with those permit conditions.
- e) Additional landlord requirements may be required for approval of in chamber works in BCL's leased properties. BCL will forward any requests to the relevant property manager or owner who may request additional conditions and third-party approvals. BCL will confirm these requirements via email once the scope of works is understood.
- f) On completion of works an Occupancy Certificate/Certificate of Final Inspection from a private certifier may be required prior to moving in to confirm all authority conditions have been met.

2. Documentation, Design & Building Works

- a) BCL will provide guidance and support to barristers through the approval and award of contractors and stakeholders as appropriate.
- b) Final approval of any design is to be obtained by BCL.



- c) The barrister (or BCL on request from the barrister) will provide documentation for review and approval before works commence. These include but are not limited to the following:
 - i. Architectural drawings including floor plans, reflected ceiling plans and other relevant details
 - ii. Services drawings
 - iii. Relevant specifications
 - iv. Schedule of finishes and colour boards if deemed necessary
 - v. Prior to any construction works occurring, removal of furniture by an approved BCL removalist may be required.

3. Cost of Works

- a) Unless otherwise agreed by BCL, barristers are responsible for the costs of all works required in chambers, including the cost of all consultants, permits, contract fees and related charges.
- b) BCL may agree to initially fund the cost of works on the basis that the barrister agrees to make monthly repayments to cover the full amount, over an approved period. These amounts will be included on BCL monthly invoices and approved case-by-case.
- c) Barristers are also responsible for:
 - i. Costs associated with alarms (Fire Brigade attendance to false alarms)
 - ii. Cost associated with damage caused to common area during the construction process
 - iii. Costs associated with air balancing of the air conditioning system which is required where walls are removed or moved due to works
 - iv. Removal of waste and other surplus building materials.

4. Use of Consultants

- a) Barristers may use the BCL approved consultants or consultants of their own choice as agreed and approved by BCL.
- b) BCL will require documentation and evidence of all relevant insurances including Professional Indemnity and Workers Compensation prior to confirmation of appointment of consultants.



5. Contractors

- a) BCL may approve and appoint builders or contractors on behalf of the barrister.
- b) All awarded and approved contractors are required to complete the BCL contractor and site induction and permit checks (online) prior to commencing any works.
- c) All contractors are to adhere to safe working methods as set out in the BCL online site induction and property management processes. BCL may remove or request additional information from the contractors from time to time or at the discretion of BCL.

6. Deliveries, storage, removal of goods and waste management.

- a) BCL requires barristers to inform them and gain approval to ensure minimal disruption to other barristers in respect to use of goods lift, loading dock and additional security requirements.
- b) All goods shall be delivered and removed from site via a loading dock area only. At no time goods or materials are to be delivered via front or main entry points unless approved by BCL and building manager if applicable.
- c) Storage of materials in loading dock and basement areas requires approval by BCL or building manager if applicable.
- d) All removal of builders' waste is at the responsibility of the barrister and not to be disposed of in toilets, common areas such as kitchens or in site bins. All contractors are to be advised that builders waste must be removed from site and that this should be done in sealed containers to prevent the need for extra cleaning. Contractors are responsible for cleaning contaminated fixtures and fitting.
- e) All areas on the applicable floor(s) are to be left clean and ready for normal office use upon completion.

7. Other Conditions

- a) All redundant pipework, cabling and mechanical equipment items are to be removed from ceiling space and removed from site.
- b) All works to services to meet the appropriate Australian Standards.
- c) Sprinkler system must not be isolated overnight or over weekends.
- d) All existing building carpet to be protected during works. If damaged during the works, carpet is to be replaced at the cost of the Barrister.
- e) Contractor building access is to be confirmed prior to works commencing.
- f) Contractors to organise their own parking arrangements.



- g) The position of walls and joinery must not restrict the air conditioning system including access to valves; inspection ports etc. and must not restrict access to light fittings.
- h) Isolations to the fire alarm panel must be carried out prior to works commencing. Fines could be incurred due to an alarm activation, to which the tenant will be held liable. Respect for tenants whilst working in tenanted areas.
- i) BCL requires one week's written notice of disruptive works even if scheduled after hours.
- j) All noisy works to be undertaken after 6pm or before 7am. This includes hammer drilling and sawing.
- k) Oil based paints must not be used due to the high toxicity levels.
- l) Any jobs generating dust must be isolated from the general common area.

Last updated November 2023.