

# Park Lane Towers



*City apartments on Cook+Phillip Park*

*Situated in a superb location with just a five minute walk through Hyde Park to the heart of the city, Park Lane Towers provides permanent views across trees and lawns to the city skyline.*

*Here is a wonderful example of the City living set in its own landscaped grounds, with lawns and gardens, heated swimming pool, sauna and barbecue area. Within walking distance are Sydney's major department stores, theatres, cinemas and restaurants, as well as the Australian Museum, the Sydney Opera House, the Art Gallery of New South Wales and the Botanic Gardens*

*Park Lane Towers consists of two 12 storey towers, each serviced by two lifts. Underneath the apartments are three levels of security parking.*



## INTRODUCTION

All who live at Park Lane Towers believe that they have one of the best located apartment buildings in Sydney.

The Executive Committee has always been concerned to attain and maintain the highest reputation for these apartments as well as to provide the best possible amenities for the residents.

The Executive believes that every resident can materially contribute to this objective for the benefit of all. It is important that all residents should try to live their lives so as not to cause annoyance or disturbance to others.

Apartments numbered 1 to 7 are located in the South Tower.

Apartments numbered 8 to 13 are located in the North Tower.

The apartments are numbered by floor and then by apartment number.

In the case of some apartments a zero (0) has had to be added to the apartment number to avoid duplication.

For example:

Apartment 2 is on the Ground Floor in the South Tower.

Apartment 13 is on the Ground Floor in the North Tower.

Apartment 107 is on the 1<sup>st</sup> Floor in the South Tower.

Apartment 1007 is on the 10<sup>th</sup> Floor in the South Tower.

Apartment 1010 is on the 10<sup>th</sup> floor in the North Tower.

The correct postcode for Park Lane Towers is 2011

Park Lane Towers changed the apartment numbering convention a number of years ago but some companies (usually utilities) have not updated their computer systems with our new convention. This often leads to mail being delivered to the wrong apartment. To avoid this you should ensure that your postal address is recorded in either of the following ways:

For example:

1010 Park Lane Towers

Or:

1 Boomerang Place

1010/1 Boomerang Place

WOOLLOOMOOLOO NSW 2011

WOOLLOOMOOLOO NSW 2011

If mail has been incorrectly delivered to your letterbox please place it in the “Junk Mail” letterbox (located at the far right end of the letterboxes). Before being discarded, this “junk mail” is checked by the Building Manager. He will ensure that any mail for residents finds its way to the correct letterbox.

Please do not place wrongly delivered mail on the floor, on top of the mailboxes, on windowsills or anywhere else in the building.

When you leave the building please complete an Australia Post form to have your mail redirected to your new residence.

The standard Registered By-Laws which apply to all residents of Park Lane Towers (and their guests) are included at the end of this booklet. Complete by-laws can be obtained from the Strata Managing Agent (upon payment of a prescribed fee) or from the Land & Property Information Office (LPI).

*Let us now consider some of the major issues that do arise in Strata Title apartments and the required code of conduct in respect of them .....*

## **1. NOISE**

Residents must not make noise, or allow their children or guests to make noise, that interferes with the peaceful enjoyment of other residents' lives.

The test here is what is considered normal and reasonable by fair minded people.

## **2. BEHAVIOUR**

The By-Laws provide that residents and their guests shall not behave in a manner likely to cause offence or embarrassment to others.

The test here is again what is considered normal and reasonable by fair minded people.

Here are some examples of the sort of complaints concerning behaviour which the Executive considers unacceptable...

- people leaving the pool and walking dripping wet through the foyer and into the lifts;
- people using bad language in the common areas;
- people throwing material from their balconies to the lawn or pathway below, or allowing water to pour from their balconies;
- people spitting or spitting chewing gum onto the pathways or carpets.

Below every balcony are apartment owners who have garden courtyards. Anything you throw over your balcony ends up in or on someone else's courtyard or balcony. For example:

## **AVOID**

**Discarding cigarette butts**  
**Over watering potted plants**  
**Emptying dustpans**  
**Shaking rugs, quilts or blankets**  
**Shaking crumbs from a tablecloth**

Be courteous and neighbourly and consider others – you would not like such debris to be thrown all over your balcony or terrace.

### **3. COMMON PROPERTY AND PARKING OF CARS**

At Park Lane Towers there are NO Visitor Parking spaces. A visitor's car must not park on any part of the Common Property within the building.

If your car space is being illegally occupied by another vehicle please notify the Building Manager immediately and take note of the vehicle's make and registration number.

The car space on Level P2 in front of the garbage bins is provided for car washing and for parking vehicles used by tradespeople working on Common Property.

If you require parking for a tradesman attending your apartment please make arrangements in advance with the Building Manager.

*More on cars within Park Lane Towers:*

**Headlights must always be switched ON** while a car is in motion in the parking area.

**The speed limit is 5km per hour.**

**Watch out for pedestrians and cyclists**

Horizontal bars have been suspended from the ceiling - at the carpark entry and on Level P1 - which indicate whether or not your vehicle is too high to access the carpark. ***Do not proceed if your vehicle hits the height indicator bar. This will prevent expensive damage to the fire sprinkler system and/or garage door.***

Roller Entry/Exit door: ensure the shutters are fully opened before entering or exiting. You may be liable for the cost of repairs to these doors if they are damaged.

### Bicycles

Please contact the Building Manager about the bike rack facilities provided in the carpark.

Ensure that your bicycle is **securely locked** to prevent theft.

Bicycles should enter and exit the building via the Busby Lane carpark.

If you have a bicycle light please switch it ON so that you can be seen more easily.

Bicycles must NEVER be carried into the lifts.

Bicycles must not be stored on apartment balconies.

## **4. CHILDREN**

Residents who have children living in, or visiting, an apartment must supervise them at all times while they are on common property. They must ensure that children do not unreasonably disturb others by their behaviour or by making noise.

## **5. GARBAGE DISPOSAL**

This is a particular problem in all Strata titled properties and residents MUST make an effort to observe the very necessary rules in the interests of health and good sanitation and to control vermin (particularly rats and cockroaches).

There are four means of garbage disposal in Park Lane Towers:

1. the insinkerator (in apartment kitchens)
2. the garbage chute
3. the chute cupboard
4. the garbage skip and the garbage collection room on Level P2 (adjacent to the pedestrian exit into Busby Lane)

#### The Insinkerator in the kitchen sink

This is for disposing of fruit and vegetable matter and other small items of food. Large bones, fatty items, dry grains and paper will damage the unit and are not to be placed in it.

If the Insinkerator breaks down the occupier of the apartment is responsible for its repair.

To keep the Insinkerator clean the manufacturer recommends filling it with icecubes once a month and switching the unit on until the ice disappears.

#### The Garbage Chute

At the bottom of each garbage chute is a circular platform which has a dozen plastic garbage bags on it.

When rubbish falls down the chute it falls into one of the heavy duty plastic bags. It also triggers a mechanical ram that compacts the rubbish in the plastic bag to some degree.

When the bag immediately under the chute is almost full, the platform moves so that the next empty bag is under the chute.

The general duties employee has to take the plastic bags from the platform when they are full, set up empty bags and place the full ones in the garbage collection room for removal by the City of Sydney Council contractors.

The two "Compactor" rooms are inspected and serviced daily.

#### Common problems are:

**a.** smashed bottles or sharp objects slashing open the bags, causing broken glass and other rubbish to spill out and creating an occupational safety hazard

- b. heavy objects damaging the mechanical compressing ram
- c. loose objects (such as newspapers) or oversized bags of rubbish which expand in the chute, get stuck and cause a blockage. (This can occur at any level – the higher up, the longer it takes to find and clear)
- d. unwrapped or badly wrapped rubbish

### The Chute Cupboard

Although the chute cupboards are small, recyclable items i.e. glass bottles, tins, aluminium cans, plastic and newspapers may be placed on the shelf for collection.

Care must be taken that these items have been washed and stored neatly so as not to cause offensive smells and attract vermin.

Residents are encouraged to take a quick ride in the lift and to drop large items of rubbish into the garbage skip.

There are two recycling bins:

- newspapers, magazines, cardboard (not boxes)
- glass, cans and PET bottles.

### **Please keep the recyclables separated.**

If unsure which bin to use please leave the items in the garbage chute room to be sorted by the General Duties Employee.

Large cardboard boxes are to be flattened for easier stockpiling and moving (take these to Level P2 garbage area).

### Garbage Skip and Garbage Collection Room

The Executive has arranged for a garbage skip to be placed on Level P2 near the North Tower lifts. The Body Corporate pays for this bin to be emptied on a regular basis.

It is not to be used for building materials.

The garbage collection room is located on Level P2 near the pedestrian fire exit to Busby Lane.

Residents are asked to:

- a. **PLEASE** use the garbage facilities, especially the garbage skip for large items of rubbish, and the recycling bins.
- b. **PLEASE** strictly observe all rules concerning garbage disposal.

Residents should now fully understand why the rules concerning **use of the GARBAGE CHUTE** are:

1. **no lighted cigarettes or other flammable objects**
2. **no bottles or any other glass items**
3. **no sharp objects or objects with sharp edges**
4. **all rubbish must be securely wrapped**
5. **no empty boxes or any other large pieces of cardboard including pizza boxes**
6. **no loose newspapers or magazines**
7. **no rubbish to be forced through the chute**
8. **no liquids of any kind**

## **6. DRYING CLOTHES ETC ON BALCONIES**

Items like bedding, rugs and signs are not to be placed on the balconies.

The majority of people who live in Park Lane Towers consider that the general appearance of the building is marred when people have large amounts of laundry hanging on their balconies.

Please endeavour to keep your balcony looking neat and tidy. Laundry must not be visible from the street.

Potted plants and balcony furniture are permitted.

Washing balconies and over-watering potted plants in a way which causes copious amounts of water to run down the building façade causes a great deal of annoyance to residents in lower apartments.

Please ensure that your potted plants have large capacity saucers placed underneath them.

Ensure that the condensation hose of your airconditioning unit is properly connected to the drain provided. If in doubt, seek advice from the Building Manager.

*Consider your neighbours.*

## **7. MOVING FURNITURE OVER COMMON AREAS**

The By-Laws provide that a resident must not move furniture or any other large object through common areas until arrangements have been made with the Building Manager. Experience has shown that this By-Law is necessary to reduce damage to walls and lifts and also to alleviate the inconvenience to other residents.

Before you move into or out of Park Lane Towers you are required to make arrangements with the Building Manager. The Building Manager requires a minimum of 48 hours written notice.

The preferred times for moving are between 9 am and 3 pm on Monday to Friday to minimise disruption to other residents.

When moving into the building, please stack any removalist boxes neatly beside the garbage skip for recycling.

Ensure that any rubbish created during the moving in or moving out process is placed in the rubbish skip.

## **STRUCTURE OF THE BODY CORPORATE: SPI8851**

Each lot owner in Park Lane Towers (SPI8851) is a member of the Body Corporate. He or she can take part in the running of Park Lane Towers by attending and voting at Body Corporate meetings, or by seeking election to the Executive of the Body Corporate at the Annual General Meeting.

The Executive has a Chairman, a Secretary, a Treasurer and up to six other members. Subject to certain exceptions set out in the Strata Schemes Management Act, the Executive is the body that makes the policy and administrative decisions concerning Park Lane Towers.

To assist it in running Park Lane Towers, the Executive employs:

- a Managing Agent
- a Building Manager
- a General Duties Employee

The names and contact details for these people and for the present members of the Executive are available for owners from the Building Manager.

### **1. Managing Agent**

The Managing Agent is Advanced Community Management Pty Ltd.

Telephone: 9387 1555

Email: [info@acmstrata.com.au](mailto:info@acmstrata.com.au)

The Managing Agent handles a host of matters including:

- collecting quarterly strata levies
- keeping the Strata roll
- answering queries from Solicitors acting for purchasers
- checking on and paying accounts
- answering correspondence
- preparing budgets
- organising meetings
- obtaining quotes
- organising purchase of supplies and engagement of contractors
- maintaining accounts and financial records

### **2. The Building Manager**

The Building Manager's major duty is to look after the building.

He is fully occupied in attending to the vast amount of machinery that is in the building, fixing or arranging to have fixed, any malfunctions that occur; supervising the cleaning and removal of rubbish; supervising removalists moving residents into and out of the complex; overseeing contractors and many other tasks that relate to the building as a whole.

He is also concerned with security and the smooth and efficient running of the building.

The Building Manager's office is located at the rear of the Ground level of the South Tower.

Office telephone: 9331 5476

Mobile telephone: 0411 506 231

Email contact: [bm@parklanetowers.com.au](mailto:bm@parklanetowers.com.au)

All residents are asked to advise the Building Manager of the parking lot that they have title to and the registration number of the vehicle that will occupy that space.

The Building Manager has the authority of the Executive to give reasonable directions to residents with respect to all matters pertaining to the building or the By-Laws.

Please report immediately to the Building Manager any breakdown or malfunction such as in lifts, doors, lighting, water etc.

The Building Manager is not on duty on Thursday or Saturday afternoons or on Sundays except in cases of emergency. Before contacting the Building Manager out of normal business hours, please be courteous and use common sense.

### **3. General Duties Employee**

The General Duties Employee is mainly responsible for the cleaning and odd jobs that relate to the building and supporting the Building Manager as required.

He is also concerned with security and has the same authority from the Executive as the Building Manager.

Day and night security of the building is policed by **Yates Security**. This is a 24 hour service.

The contact number is 131 911 in case of emergency.

A part-time gardener is also employed.

The Executive welcomes any suggestions from residents about any aspects of life in Park Lane Towers. These comments may be passed on to any Executive Member, to the Managing Agent or to the Building Manager. Contact these people too if you have any complaints about the building or other residents.

## **GENERAL INFORMATION**

### **Keys**

The grey security access key provides you with entry through the front doors of the building, the parking area shutters and the door from Busby Lane. From time to time, the Building Manager conducts an audit of these keys to ensure that only current owners and tenants have access to the building. Lost grey security access keys may be replaced (at a cost) from the Building Manager.

### **Gas Hot Water supply**

The hot water at Park Lane Towers is gas powered from a central heater. Every apartment is individually metered. You will be sent an invoice from your supplier for hot water consumed (in the same way that you receive an electricity account for electricity consumed by you).

### **Maximum number of occupants in an apartment at Park Lane Towers**

There are not to be more than two (2) people permanently occupying each bedroom of an apartment. The conversion of living and dining areas into bedrooms is not permitted. If you notice overcrowding in an apartment please advise the Building Manager or an Executive Committee member without delay.

### **Television**

Both towers are equipped to receive all Sydney free to air television channels. Foxtel is available at extra cost to be arranged by the owner or occupant. Free to air television is received from the Manly transmitter.

### **Pets**

If you would like to keep an animal in your apartment, you must first obtain approval from the Executive Committee. Contact the Strata Manager for an application form.

### **Social**

A tradition has been established at Park Lane Towers where a function is held each year in the garden around the barbeque area. A small donation towards food and beverage costs is payable. The friendly atmosphere amongst

residents in Park Lane Towers has been enhanced due to this opportunity for residents to socialise with one another. Please make an effort to attend this annual function, which is advertised by flyer in every letterbox and by notices in the lifts. Owners and tenants are all welcomed.

Each **New Year's Eve** the roofs of the North and South Towers are opened for residents to enjoy the NYE Fireworks. Opening times will be advertised prior to the event.

### **Security**

Each apartment is connected to the internal Security Intercom System. Guests and visitors to the two towers can only gain entrance by using the street entry intercom. Dial the unit number you wish to visit and press the Bell icon. The apartment resident can see and hear the visitor on a small internal security screen and admit the visitor by pressing the key symbol on their intercom. This activates the front door release button.

When entering the North Tower pull the wooden gate towards you. Ensure that the door closes behind you when you enter. Close the door gently.

### **Delivery of Takeaway Meals and Pizza**

If you have arranged for takeaway food to be delivered to your apartment please meet the delivery person on the Ground Floor and ensure that no food is spilled in the foyer or the lift.

### **Use of facilities**

Use of the facilities at Park Lane Towers is strictly limited to the following hours:

SWIMMING POOL:	6 am to 9.30 pm
BARBEQUE:	8 am to 10 pm
SAUNA:	6 am to 9.30 pm

### **Barbeque Reservations**

Please contact the Building Manager to reserve the Barbeque area for a function. There are two sessions available each day – lunch (10am to 6pm) and dinner (6pm to 10pm). A monthly BBQ reservations list is displayed on the Notice Board in each tower foyer.

People using the Barbeque facilities are reminded that the Barbeque plate should be cleaned down after use.

Recyclables are to be placed in the recycling bin with the yellow lid and all other waste is to be placed in the green bin. Ensure that no food waste is placed in the recycling bin.

Please leave the barbeque area as you would hope to find it.

Be aware that excessive noise from functions can annoy a great many people. Please consider other residents.

### ***Swimming Pool***

The swimming pool is a glass free zone.

Ensure that the swimming pool gate is always closed securely.

### ***Sauna***

Ensure that the sauna has been switched off after use.

### ***Financial***

To protect, preserve and maintain the effective functioning of Park Lane Towers requires considerable income and prudent management on the part of the Executive Committee.

The annual income results from Strata Levies which cover each year's Administration Fund (operating costs) plus the Sinking Fund which is designed to meet replacement costs of machinery, equipment and major maintenance of the buildings generally.

From time to time it may be necessary to have recourse to Special Levies.

It should be noted that Strata Levies are due and payable at the beginning of each quarter of the year. Levies unpaid two weeks after the due date attract an interest charge.

### ***Fire Safety***

The potentially most devastating event in any apartment block is fire. Loss of life, serious injury and damage to surrounding neighbours are all possibilities. A fire can also be financially crippling for those not fully insured.

Fire protection in Park Lane Towers includes fire extinguishers and fire hose reels on each floor, thermal detectors in each room of your apartment which are linked to an alarm system at the Fire Brigade, foam chemical extinguishers and sprinklers in the car park.

There are two fire exits on every floor of the building including the car parks.

**Please note that in the event of a false fire alarm call out to your apartment, the Fire Brigade will charge you a fee.**

*What are the potential sources of fire in your apartment?*

- Unattended oil cooking on the stove
- Build up of grease on griller elements
- Toast which sticks in the toaster and catches fire
- Frayed electrical cords
- Overloading power points with multiple double adaptors
- Smoking in bed
- Failing to regularly clean lint from the filter in the clothes dryer
- Burning candles, left unattended.

*What can you do to prevent a fire in your apartment?*

- When cooking do not leave the kitchen unattended
- Clean all elements in stoves to avoid grease build-up
- Check all cords and appliances regularly and have faults repaired by a licensed electrician
- Always use power boards with circuit breakers
- Do not smoke in bed
- Clean the lint filter in the clothes dryer after every use
- Extinguish candles after use.

*What other precautions can you take?*

- Install a dry chemical fire extinguisher and fire blanket just outside your kitchen- these are available from hardware stores
- Keep minimal amounts of flammables eg methylated spirits, paint etc. in your apartment and never store these in the kitchen
- Purchase fire resistant soft furnishings

- Know the location of the fire hose reel, fire extinguisher and fire exits on your floor
- Never throw liquid, lighted cigarettes or any flammables down the garbage chutes
- Do not store any items in the fire stairwell – this is illegal and you may endanger lives in the case of an emergency

*What to do if there is a fire in your apartment?*

- Assist any person in danger if it is safe to do so
- Close all doors and windows if it is safe to do so – this restricts the spread of smoke and flames
- **Call the Fire Brigade by dialling 000**
- Extinguish the fire if you know how to use an extinguisher/house reel/fire blanket and it is safe to do so
- **Evacuate via the fire stairs** – NEVER use the lifts
- Assemble in Cook and Phillip Park
- Await instructions from the Fire Brigade before re-entering the building

*If there is a fire outside your apartment*

- First – check the door handle
- If the door handle is hot do not open the door
- Put a wet towel under the door to prevent smoke entering your apartment
- All apartment front doors are fire rated for at least 2 hours
- Await instructions from the Fire Brigade
- If the door handle is not hot – evacuate immediately via the fire stairs

**For comprehensive details on evacuation procedures from the North Tower and from the South Tower please see the back of this booklet.**

***Car Park Storage and Fire Safety***

Your car space is for your car. It is NOT for the storage of furniture, mattresses, paper files, books or other combustibles, petrol, diesel, paint or other inflammables.

If you require storage there are many self storage units available nearby at modest rents. Check the Yellow Pages under Storage-General for details.

The Executive Committee has approved a fire-rated metal storage unit that will fit in many car spaces in Park Lane Towers. Please contact the Executive Committee for details.

In the event of a fire, combustibles and flammables increase fire damage. Foam from furniture creates a thick black toxic smoke that puts lives in jeopardy.

Remember – keep your car space for your car. Any materials mentioned above should be removed.

### ***Balconies and Fire Safety***

Barbeques are not allowed on balconies for a number of reasons:

- Cooking fumes annoy your neighbours
- Discolouration of façade paintwork
- Risk of fire

If you have potted plants on your balcony do not allow guests who smoke to use these planters as ashtrays. This is another potential cause of fire, especially if the plant has been ‘watered’ with dregs of alcoholic drinks.

There has already been one fire in Park Lane Towers which started on a balcony and caused significant damage to an apartment.

***ENJOY LIVING IN PARK LANE TOWERS,  
AND ALLOW OTHERS TO DO THE SAME.***

**SP - 18851 Park Lane Towers | Boomerang Place,  
WOOLLOOMOOLOO**

**Registered By Laws**

**BY LAW 1 - Noise**

An owner or occupier of a lot must not create any noise on the parcel likely to interfere with the peaceful enjoyment of the owner or occupier of another lot or of any person lawfully using common property.

**BY LAW 2 - Vehicles  
(repealed 12 October 1992)**

Please refer to Special By Law 8.

**BY LAW 3 - Obstruction of  
common property**

An owner or occupier of a lot must not obstruct lawful use of common property by any person.

**BY LAW 4 - Damage to lawns  
and plants on common  
property**

An owner or occupier of a lot must not:

- i. damage any lawn, garden, tree, shrub, plant or flower being part of or situated on common property, or
- ii. use for his or her own purposes as a garden any portion of the common property.

**BY LAW 5 - Damage to  
common property**

i. An owner or occupier of a lot must not mark, paint, drive nails or screws or the like into, or otherwise damage or deface, any structure that forms part of the common property without the approval in writing of the owners corporation.

ii. An approval given by the owners corporation under subclause (1) cannot authorise any additions to the common property.

iii. This by-law does not prevent an owner or person authorised by an owner from installing:

(a) any locking or other safety device for protection of the owner's lot against intruders, or

(b) any screen or other device to prevent entry of animals or insects on the lot, or

(c) any structure or device to prevent harm to children.

iv. Any such locking or safety device, screen, other device or structure must be installed in a competent and proper manner and must have an appearance, after it has been installed, in keeping with the appearance of the rest of the building.

v. Despite section 62, the owner of a lot must maintain and keep in a state of good and serviceable repair any installation or structure referred to in subclause (3) that forms part of the common property and that services the lot.

**BY LAW 6 - Behaviour of owners and occupiers**

An owner or occupier of a lot when on common property must be adequately clothed and must not use language or behave in a manner likely to cause offence or embarrassment to the owner or occupier of another lot or to any person lawfully using common property.

**BY LAW 7 - Children playing on common property in building**

An owner or occupier of a lot must not permit any child of whom the owner or occupier has control to play on common property within the building or, unless accompanied by an adult exercising effective control, to be or to remain on common property comprising a laundry, car parking area or other area of possible danger or hazard to children.

**BY LAW 8 - Behaviour of invitees**

An owner or occupier of a lot must take all reasonable steps to ensure that invitees of the owner or occupier do not behave in a manner likely to interfere with the peaceful enjoyment of the owner or occupier of another lot or any person lawfully using common property.

**BY LAW 9 - Depositing rubbish and other material on common property**

An owner or occupier of a lot must not deposit or throw on the common property any rubbish, dirt, dust or other material likely to interfere with the peaceful enjoyment of the owner or occupier of another lot or of any person lawfully using the common property.

**BY LAW 10 - Drying of laundry items**

An owner or occupier of a lot must not, except with the consent in writing of the owners corporation, hang any washing, towel, bedding, clothing or other article on any part of the parcel in such a way as to be visible from outside the building other than on

any lines provided by the owners corporation for the purpose and there only for a reasonable period.

**BY LAW 11 - Cleaning windows and doors**

An owner or occupier of a lot must keep clean all glass in windows and all doors on the boundary of the lot, including so much as is common property.

**BY LAW 12 - Storage of inflammable liquids and other substances and materials**

i. An owner or occupier of a lot must not, except with the approval in writing of the owners corporation, use or store on the lot or on the common property any inflammable chemical, liquid or gas or other inflammable material.

ii. This by-law does not apply to chemicals, liquids, gases or other material used or intended to be used for domestic purposes, or any chemical, liquid, gas or other material in a fuel tank of a motor vehicle or internal combustion engine.

**BY LAW 13 - Moving furniture and other objects on or through common property**

An owner or occupier of a lot

must not transport any furniture or large object through or on common property within the building unless sufficient notice has first been given to the executive committee so as to enable the executive committee to arrange for its nominee to be present at the time when the owner or occupier does so.

**BY LAW 14 - Floor coverings**

i. An owner of a lot must ensure that all floor space within the lot is covered or otherwise treated to an extent sufficient to prevent the transmission from the floor space of noise likely to disturb the peaceful enjoyment of the owner or occupier of another lot.

ii. This by-law does not apply to floor space comprising a kitchen, laundry, lavatory or bathroom.

**BY LAW 15 - Garbage disposal**

An owner or occupier of a lot:

i. must maintain within the lot, or on such part of the common property as maybe authorised by the owners corporation, in clean and dry condition and adequately covered a receptacle for garbage, and

ii. must ensure that before refuse

is placed in the receptacle it is securely wrapped or, in the case of tins or other containers, completely drained, and

iii. for the purpose of having the garbage collected, must place the receptacle within an area designated for that purpose by the owners corporation and at a time not more than 12 hours before the time at which garbage is normally collected, and

iv. when the garbage has been collected, must promptly return the receptacle to the lot or other area referred to in paragraph (a),

v. must not place any thing in the receptacle of the owner or occupier of any other lot except with the permission of that owner or occupier, and

vi. must promptly remove any thing which the owner, occupier or garbage collector may have spilled from the receptacle and must take such action as may be necessary to clean the area within which that thing was spilled.

#### **BY LAW 16 - Keeping of animals**

i. Subject to section 49 (4), an

owner or occupier of a lot must not, without the approval in writing of the owners corporation, keep any animal on the lot or the common property.

ii. The owners corporation must not unreasonably withhold its approval of the keeping of an animal on a lot or the common property.

#### **BY LAW 17 - Appearance of lot**

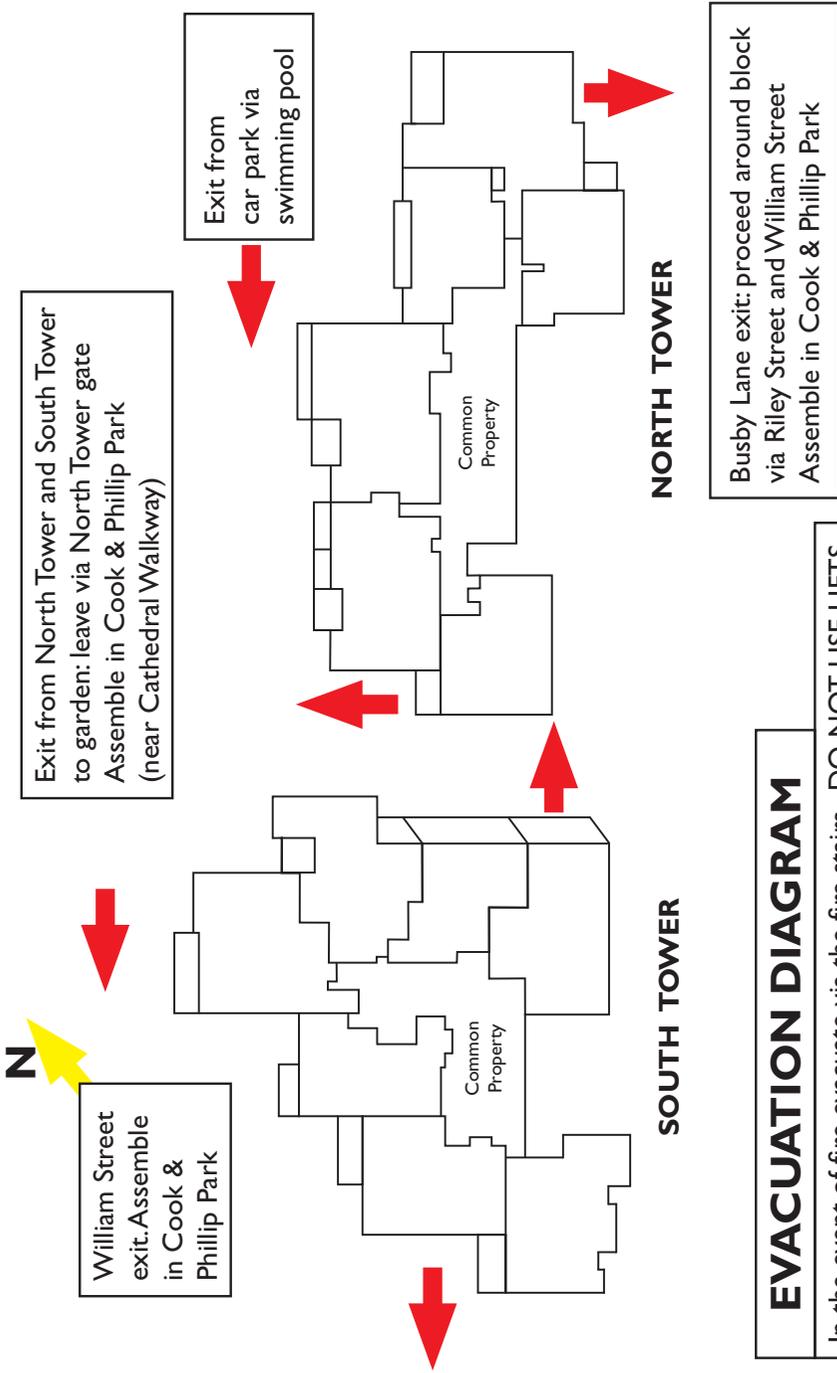
i. The owner or occupier of a lot must not, without the written consent of the owners corporation, maintain within the lot anything visible from outside the lot that, viewed from outside the lot, is not in keeping with the rest of the building.

ii. This by-law does not apply to the hanging of any washing, towel, bedding, clothing or other article as referred to in By-law 10.

#### **BY LAW 18 - Notice-board**

An owners' corporation must cause a notice-board to be affixed to some part of the common property.

Park Lane Towers has notice boards in the ground floor foyers of both towers.



## **EVACUATION DIAGRAM**

In the event of fire evacuate via the fire stairs. **DO NOT USE LIFTS.** Residents who cannot manage the stairs should wait in the fire stairs until help arrives or the alarm is turned off.



*Views to St. Mary's  
Cathedral & Sydney  
Harbour Bridge*

**Park Lane Towers**  
*1 Boomerang Place (Cnr William St.),  
Woolloomooloo NSW 2011*

