

SECURING A COMMON PARKING SPACE

The parking space available to OGL consists of two robust removable bollards and a chain secured with a padlock. The bay also features a wheelstop (to stop obstruction of fire escape).

The space is secured at all times to ensure that it is available for users with pre-arranged bookings. The following guidelines apply to all bookings

Principles

1. The ability to make bookings is limited to directors, Managing Agent and Building Manager
2. The bay is always controlled ie bay is either empty with chain in place or in use (as far as possible)
3. All usage greater than 15 minutes must be booked
4. Bookings may not be greater than 12 hours
5. Bookings may **not** be eternal ie Every Monday ongoing
6. Renovators are bound by these rules however all efforts will be made to communicate with renovators before accepting new bookings likely to conflict
7. All bookings should be visible via website

Usage Priority

(other users booked or casual may be asked to move if these vehicles require bay)

1. Emergency vehicles (Police, Fire Brigade, Ambulance)
2. Building Maintenance Emergency (broken pipes, live wires etc)

Routine Booking priority

(used when negotiating booking priority prior to confirming booking)

1. Scheduled Building maintenance
2. Adhoc building maintenance
3. Household Moves
4. Authorized renovators
5. Deliveries or removals of large items by residents

Booking and using the Space

1. Check availability of the service bay at least 12 hours in advance

This ensures that Onslow Gardens staff are available to unlock the bollards

- 1.1. Open the Onslow Gardens website at www.onslowgardens.com.au
- 1.2. Check the parking calendar to see if the required slot is vacant
- 1.3. If more detail on existing bookings is required click on the text of the booking inside the calendar

2. Make the booking

- 2.1. Ring or Email the Onslow Gardens Building Manager to request the desired booking. Contact details for
Details required for each booking are your Last Name and Initial, Unit # , Date, start time and finish time and a brief description of reason for making the booking eg moving a large item of furniture

3. Wait for Confirmation and check your booking

- 3.1. You will receive a confirmation Email usually within an hour of making the booking.
- 3.2. Once you've received the confirmation Email, it's a good idea to check your booking details on the website.

4. Using the space

- 4.1. The bottom bollard locks will be removed sometime before your booking, lift the bollard closest to the stairs and walk it back and lay it down behind the wheelstop.
- 4.2. use the space as normal
- 4.3. Please replace the bollard in its starting location when you leave.
- 4.4. The bollard locks will be replaced by Onslow Gardens staff

Note the maximum vehicle length is roughly 7 metres. The space is not big enough for large moving vans.