LORD WELLINGTON CLUB
WELLINGTON GARDENS, EAST MELBOURNE

LWC FACILITY FOB ACCESS FORM

BACKGROUND

1. The Rules and Conditions of Use of LWC Facilities exist for the enjoyment and safety for all users of LWC Facilities. It is a condition of entry that anyone using LWC Facilities must agree to observe and abide the Rules and Conditions of Use of those Facilities. Full details can be found in the Lord Wellington Club information pack at the LWC's website: www.lordwellingtonclub.com.au
2. Entry to LWC facilities is via an electronic access fob. Two fobs are allocated per apartment. The LWC Board has resolved to permit LWC access fobs to be activated for owners and residents of Wellington Gardens who:
   (a) provide appropriate evidence of ownership or residency; *(only if not previously submitted).*
   (b) sign this access form and comply fully with its terms and the Rules and Conditions of Use.
3. To help ensure that only current owners and residents have access to LWC facilities and agree to the current Rules and Conditions of Use, users will be asked to provide a new signed LWC facility fob access form by 1 July each year. LWC's manager (MBCM) will manage the renewal process and reminders. Failure to submit an annual renewal form may result in fob deactivation and reactivation charges.

ACKNOWLEDGMENT

As a condition of being issued with an LWC access fob that permits entry to LWC facilities until **30 June 2027**

1. I warrant to Lord Wellington Club Pty Ltd that I am a current owner or resident at Wellington Gardens.
2. I acknowledge that:
   - letting strangers into LWC Facilities using my own fob is a breach of the Rules and Conditions of use;
   - it is my responsibility to ensure the use of the fob is only for the residents and their invited guests, and not to allow strangers to access LWC Facilities, regardless of reason;
   - entry into and use of LWC facilities is subject to compliance with these license terms and the Rules and Conditions of Use;
   - failure to comply with these terms and the Rules and Conditions of Use may result in fob cancellation, suspension of access and charges for fob re-activation.

I agree to the above terms.

Signature	
Name	
Address	
Date	
Number of LWC access fobs	

PLEASE ENSURE FOLLOWING DOCUMENTS ARE INCLUDED WITH THIS FORM & SUBMIT TO lwc@city.mbcm.com.au
(only if not previously submitted).

a. **Proof of ID (any type)**
b. **Proof of ownership/residency at Wellington Gardens (e.g utility bill)**

***For Privacy reasons, these documents will be deleted once submissions are received and approved.
***Submission also can be undertaken face to face at MBCM Office. Please call 03 9415 8800 to make appointment.

LWC use only
Documents sighted: Proof of ID ☐ Proof of residency ☐
Signed: Date: