

The background is an abstract composition of vibrant, overlapping colors including red, orange, yellow, blue, and purple. A central feature is a circular pattern of white dots that tapers towards the top and bottom, creating a funnel-like effect. The dots are set against a dark, almost black, background within this central area.

Central

Retail Tenancy  
Fitout Guide



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#### Disclaimer

This fitout guide is intended to be a general guide only. Frasers Property Australia or its nominated entity reserves the right to give specific directions or impose specific requirements (that may vary from the directions/requirements of this fitout guide) in relation to you or your tenancy.

Frasers Property Australia or its nominated entity reserves the right to change any details in this fitout guide (including plans, specifications and/or time frames) at any time in its absolute discretion.

No person being an agent, employee or consultant of Frasers Property Australia has any authority to make or give any representation or warranty whatsoever in respect of "the information". Intending Lessee's should consult with and take advice from their advisors prior to entering into any legally binding obligations.

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## INTRODUCTION

This Retail Tenancy Fitout Guide endeavours to assist Tenants to create and deliver a successful Fitout of their tenancy as well as familiarize them with the physical parameters of Central. This guide provides a comprehensive set of directions and procedures aimed at achieving a mutually acceptable Fitout result.

Please ensure that you take the time to read and understand this document.

The Fitout Guideline should be read in conjunction with the Agreement for Lease and Lease documents for your Premises. These contain the relevant provisions relating to your legal rights and obligations. Where this Fitout Guideline is inconsistent with the terms and conditions contained in either the Agreement for Lease or Lease, the latter will prevail. **Under your Agreement for Lease and Lease, you are obliged to comply with this Fitout Guide.**

Importantly, this Retail Tenancy Fitout Guide must be read in conjunction with the specific Style Guide for the “precinct” that is relevant to your tenancy. The various “precincts” are broadly outlined on the following page. The Style Guide outlines design criteria that you are expected to meet as well as (optional) suggestions and inspirational images to assist the design process. In addition, it specifies what you and your team will be expected to achieve when developing your store’s design.

For ease of reference and use we have arranged this comprehensive Fitout Guideline in two separate parts. These clearly address the various stages of the design, construction and fitout of your Premises prior to you commencing trading in Central.

Notwithstanding any approvals given by the Landlord, the Development Manager or anyone representing the Landlord, the Tenant accepts sole responsibility for the design and undertaking of the Fitout including, without limitation, for the quality, performance and safety of all materials and finishes installed in the Premises.

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## PROJECT OVERVIEW

Central Park is a diverse retail destination with a market atmosphere, fresh produce, convenience retail, cafes, quality restaurants and good fast food. Specifically, Central is characterized by the following “precincts”:

- a) **Basement Level 1** comprising the “**Global Grocer**” which will aim to have fresh food providers, delis and grocery shops that will include offerings that cater to a more pre-prepared food offering. Specifically a Supermarket (2000m<sup>2</sup>), and specialty shops (strong fresh food precinct), pharmacy, mall entry off Lower Courtyard, back of house and loading docks.
- b) **Ground and Level 1** will be accessed off Broadway bringing the patrons into a dynamic two level youth shopping experience. Aimed directly at the Youth market, a collection of hip fashion stores will showcase up and coming local designers as well as happening brands reflective of the Asian, European and US market. This is also the first level of the Atrium that provides an abundance of natural light penetration to Central.
- c) **Level 2** is a 1,000 (approx) seat “**Food Empire**” offering a selection of food outlets.
- d) **Level 3** continues with the food theme, but becomes more relaxed, with bars, restaurants and bistros – extending the hours of opening to cater for late night dining.
- e) **Level 4** is a premium health club facility, with access to a 25m in ground swimming pool on the terrace (Level 5).

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## SUSTAINABILITY AT CENTRAL

Central Park is at the forefront of environmental sustainability initiatives across the country. We are striving for a high environmental rating across the entire precinct.

In general, the objectives are:

### Energy

- Central Park is striving to achieve a world class environmental performance rating for the entire precinct.
- Central Park is the largest urban development in Australia to introduce on-site tri-generation (known as 'green transformers') for power, heating and cooling.
- Together with other sustainability initiatives (including design efficiency, smart metering and solar powered lighting in public spaces), this will achieve substantial reductions in greenhouse gas emissions, and Frasers is pro-actively investigating all available technologies and techniques to target 100% carbon neutrality in operation.
- Tri-generation is natural gas-powered, a clean fuel alternative to coal power.

### Water

- 100% of non-potable water will be supplied through on-site rainwater capture and waste water recycling.
- Mains water will only be supplied for potable uses.

### Construction

- An innovative recycling program is already in place for the reduction, re-use and recycling of waste from initial demolition throughout construction of the precinct. 94% of all demolition waste has been recycled, including 100% recycling of timber and metal, in one of the largest recycling projects in Australia.
- Innovative building materials, finishes and design will all contribute to the highest level of environmental performance and amenity.

**Continuing the sustainability theme through the design and fitout of the tenancies is of paramount importance.**

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## YOUR PREMISES

Your Premises will be handed over to you as a bare shell, with the services terminated at pre-determined points within your tenancy. Full particulars of the Developer's works are detailed in your Agreement to Lease.

Apart from agreed Developer's works, all other works (your Fitout works) are to be provided by you, at your cost and will incorporate but not be limited to:

- Applied concrete topping to floors to accept floor finishes (if required);
- Ceiling system and finishes;
- Internal plumbing and drainage;
- Floor coverings;
- Carpentry and joinery;
- Installation of kitchen equipment;
- Power and communications fitout;
- Partition walls;
- Air conditioning ductwork, grilles and registers;
- Kitchen exhaust system;
- Air conditioning units;
- Security systems;
- Painting, decorating and signage;
- "As built" drawings of your tenancy;
- Doors (other than fire doors and service passage doors supplied by the developer);
- External signage;
- Lighting;
- Fire Services;
- Compliance with all Fire Engineering requirements;
- Revision of all necessary energy and exit lights; and
- Authority Fees and charges as part of your applications.

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## LESSEE RESPONSIBILITIES

Prior to commencing trading by the nominated Trading Date it will be the **LESSEE'S SOLE RESPONSIBILITY** to coordinate itself and ensure that the Premises are fitted out and stocked to quality and design specification requirements as agreed with the Lessor, and in accordance with this Fitout Guide and any Authority Approval requirements.

This role requires that the Lessee takes responsibility for a wide range of aspects.

In particular, **the Lessee MUST:**

- Coordinate all functions and obligations to satisfy the Lessor and Planning Authority requirements.
- Inform all persons involved in the Lessee's Works of this Fitout Guide and any Site Specific Requirements. Upon accepting the Lessor's proposal to lease, immediately commence the Lessee's key activities (appointment of retail designer). Nominate and obtain Lessor's approval for a competent retail designer.
- Ensure necessary design information required by the Guidelines is submitted in the format specified by the date nominated by the Landlord. Obtain the Lessor's formal approval of drawings.
- Ensure all alterations to Lessor's Works necessary to accommodate your design have been paid for, together with any other monies payable to the Lessor by the Lessee.
- On Handover immediately commence and then carry out with due expedition the Lessee's Works and allow the Lessor access to the Premises to enable:
  - the completion and/or rectification (if any) of the Lessor's Works;
  - the carrying out of any work to be carried out by the Lessor at the Lessee's Cost;
- Ensure the Fitout is constructed in accordance with the requirements of this Fitout Guide and the Design Concept as formally approved by the Lessor.
- At all times during the carrying out of the Lessee's Works, comply with architectural, engineering and building standards and codes, safety standards and relevant legislation including without limitations comply with the requirements of OH&S legislation, legislation relating to disabled persons and otherwise carry out the Lessee's Works in a proper and workmanlike manner;
- Comply with any rules or Site Specific Requirements of the Builder in relation to the Centre or the Lessee's Works;
- Be responsible for the security and protection of the Lessee's goods and materials;
- Ensure all necessary Statutory Authority Approvals for the Fitout are obtained, including the final inspection and certification of the tenancy by the Planning Authority.
- Ensure all service connections have been made and the necessary deposits lodged.
- Ensure the Lease is signed and executed. This **MUST** occur prior to commencement of trading.
- Ensure the premises are fully stocked and all staff trained prior to trading. Commence trading no later than the agreed Trading Date.

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## INSURANCES

The Lessee and all of its appointed consultants must prior to commencement of the Lessee's activities and at all times thereafter, maintain the following insurances:

- Workers Compensation insurances in accordance with all statutory requirements;
- Public Liability Insurance in an amount of not less than twenty million dollars (\$20,000,000) in respect of any one occurrence. This policy will include as named insured the Lessee, the Lessor, the Builder and the Lessees contractors.
- Contractors' all risk insurance.

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## DEFINITIONS

Terms used in this Fitout Guideline, whether in general or specific context have the following specific meaning and should be read in the context set out below:

<b>Category 1 works</b>	Means any alterations that are required to the base building works or services to suit your design. The cost of such alterations will be paid by the Tenant.
<b>Centre</b>	Means “Central” – the name given to depict the Retail portion of the One Central Park development within Central Park – located at the border of Broadway to the north, Cleveland Street to the South, Central Station to the East, and the University of Sydney to the East. Central Park is located in Chippendale, Sydney.
<b>Centre Opening Date</b>	Q1 2013 (proposed)
<b>Common Area</b>	Means the area of the Centre the Landlord provides for common use. It includes gardens, footpaths, access ways, entrances, stairs, elevators, toilets, loading docks and transport.
<b>Construction Site</b>	Means the site of construction work.
<b>Fitout</b>	Means any building-related works, including the associated design and Fitout works to be undertaken.
<b>Fitout Contractor</b>	Means the person or persons engaged by the Tenant to undertake and construct the Lessee’s Fitout.
<b>Handover Date</b>	The date on which the Builder/Landlord hands over possession of the Premises to the Lessee for the purpose of commencing the Lessee’s works.
<b>Landlord</b>	Means the owner, who is the Landlord of the Centre.
<b>Lease Documents</b>	Means the Lease or License or letter of proposal or any other written agreements or occupancy arrangement entered into or accepted in respect of the Premises between the Lessor and the Lessee.

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<b>OH&amp;S</b>	Means Occupational Health and Safety.
<b>Planning Authority</b>	Sydney City Council.
<b>Premises</b>	Means the retail Premises identified in the Agreement for Lease that the Tenant will occupy for the duration of the lease term.
<b>Principal Contractor</b>	Means the person to be appointed as the Principal Contractor for the construction of the Centre in accordance with NSW Occupational Health and Safety legislation.
<b>Principal Contractor's Supervisor</b>	Means a competent, experienced, full-time person appointed by the Principal Contractor as their representative onsite, to take all necessary action as requested by Environmental Health and Safety Tenancy Manager and Tenancy Foreman in relation to safety, labour control and the day to day organization and planning of the works, including where it impacts areas and other works outside tenancies.
<b>Schedule of Rates</b>	The document described and attached to this document that contains the Schedule of Rates that will be charged to the Lessee for Lessor's Works carried out by the Lessor at the Lessee's cost.
<b>Shopfitter</b>	Means the person engaged by the Tenant to undertaken the Fitout.

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## PART A: RETAIL DESIGN FITOUT GUIDELINES

There are a number of steps that must be covered before your Premises can be opened and trading begins. To ensure these steps, in terms of the building programme, are as problem-free as possible, there are a series of meetings to:

- Process your design to the Landlord's approval;
- Ensure the project team are kept aware of your special requirements;
- Ensure all regulatory approvals are obtained on time and with appropriate certification; and
- Meet all site and tenancy delivery requirements to ensure the opening date is achieved.

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## STEP 1: ENGAGING A RETAIL DESIGNER

You must engage a suitably qualified and reputable Retail Designer or Architect with extensive and relevant retail experience for your tenancy. The designer will be chosen by you.

Your designer's scope of works will include but not be limited to:

- Attending all the necessary meetings arranged by the Landlord;
- Inspecting your tenancy with the Landlord's representative, and reviewing the scale tenancy plans to ensure there are no elements or existing services that will obstruct your proposed design.
- It is your designer's responsibility to measure and verify dimensions and identify specific features of the Premises during this inspection, prior to the commencement of design and documentation.
- Preparing a unique concept for the overall design and merchandising of your product range and offering;
- Providing a detailed design documentation package for the Landlord to review & approve;
- Carrying out regular inspections of your tenancy during the Fitout process; and
- Providing final certification that the Fitout has been completed in accordance with the approved design drawings and statutory requirements.

If the Fitout contains graphic elements you must engage a suitably qualified and reputable graphic designer in addition to your retail designer or architect.

You must also engage a suitably qualified structural engineer during the design process to ensure all structural design components of the works, including any specific fixtures or fittings, shopfront glazing, and structural components are suitable for their intended purpose. Certification of structural components must be provided at the completion of the Fitout.

It is a requirement of the Central Development that all designers and consultants have access to email and the internet so that drawings and relevant documents can be issued in electronic format.

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## STEP 2: MEETING 1 INTRODUCTORY BRIEFING

### Who should attend?

- Tenant or Tenant's Representative,
- Tenant's designer and shopfitter (if known); and
- Landlord's representative.

### Purpose of the meeting:

Whilst no detailed design work is required at this stage, your designer should be prepared to explain the concept and vision you have for your store as to the type of shopfront, fitout, signage and colour scheme you would like to achieve in line with the development design criteria. This can be demonstrated by way of concept/sketch plans, photographs and a portfolio of your Tenancy Designer's previous work.

The Landlord will supply the tenancy information pack including current Lease plans at an appropriate scale. The plans will define the premises and identify the location of various services connection points. Designers and shop fitters are required to confirm all measurements onsite prior to construction.

### What the Landlord will explain:

- Landlord and Tenant's works;
- The design and documentation review process;
- The design and tenancy delivery programme and the relevant milestone dates;
- Authority requirements and approval processes;
- Indicative costs for budgeting purposes including a schedule of rates for Category 1 works.
- The authorization for Shopfitters to act as Occupier/ Principal Contractor form will be issued.

### After the Meeting the Lessee will be required to:

- Prepare and develop the Design Concept in accordance with the Fitout Design Criteria and this Tenancy Fitout Guide and complete services requirements form (included in Appendix).
- The Landlord will provide you with examples of information required for the second meeting. Your Tenancy Designer will be required to deliver **two (2)** sets of documents at least **one week prior** to the second meeting.

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## STEP 3: MEETING 2

### PRELIMINARY CONCEPT DESIGN

#### Who should attend?

- Tenant or Tenant's Representative,
- Tenant's designer; and
- Landlord's representative.

#### Purpose of the meeting:

Your designer is required to present a conceptual presentation that clearly outlines the quality of Fitout to be achieved and the preliminary design concept. The Landlord needs to review the shopfront, store layout and other design issues such as quality of finishes, standard of design etc. As much detail as possible must be provided at this stage, indicating the relevant information that will eventually be supplied for the final design documentation submission.

#### What the Landlord will explain:

- Any areas that may require further design development before design approval can be granted; and
- What must be completed for the final design documentation submission.

#### At the Meeting you must provide:

The Tenancy Designer will need to have prepared and delivered the following documents **at least 5 working days** before the planned date for the second meeting:

- Preliminary Design Concepts including digital images, photographs and conceptual sketches.
- 1:50 floor plan showing interior design, fixtures and fittings, all partitions, doors, shopfront, existing structural columns, inter-tenancy walls and gridlines.
- 1:20 (A3 size 3-Dimensional) shop front design including coloured perspectives and elevation that indicate the shopfront, signage, graphics and materials. Lighting concept and door system proposed.
- 1:50 ceiling plan showing lighting concept and proposed ceiling design elements, bulkhead lighting layout, lighting load, air-conditioning grill layout.
- 1:50 schematic layout of services including plumbing, lighting, power, communications, air conditioning and if required, mechanical exhaust.
- Schedule of all proposed fittings and equipment with indicative procurement times.
- Any structural work including the dimensional locations of all floor penetrations, floor chases, and abnormal floor loadings (i.e. safes or other heavy objects) that are to be placed in the retail premises. Note additional fees may be payable for structural reviews.
- Finishes Board with indicative samples of proposed materials and finishes.
- Any works which may require a modification or dispensation to the Building Codes of Australia (BCA).
- Any wet areas and all interconnection with or alterations to existing building services.
- Completed services checklist.

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## STEP 4: PRELIMINARY CONCEPT DESIGN REVIEW

The preliminary Concept Design will be reviewed for compliance with the design intent for the precinct that includes your tenancy. The Landlord will annotate the preliminary design drawing with comments or suggestions which must be considered and addressed in the next design submission.

Prior to the third meeting, the Tenancy Designer must send two (2) complete sets of final Design Concept documents to the Landlord **at least five (5) working days before** the third meeting. If these are not received, or if they are incomplete, the meeting may not proceed.

The Lessor approval of the proposed works is subject to standard conditions contained in this document and the Lease Document. After reviewing the Design Concept submission the Landlord will issue the Lessee with a letter together with one stamped copy of the Design Concept drawings, notifying the Lessee and the Tenancy Designer that the Design Concept is either:

- Approved;
- Conditionally Approved – subject to changes (this may be incorporated in the final design submission); or
- Not Approved. If the preliminary Design Concept submission fails to adequately consider the Fitout Guidelines, then it will be rejected and a written appraisal will be completed by the Landlord and sent to the Lessee and Tenancy Designer outlining the issues that needs to be addressed. The Landlord will also require that you resubmit the preliminary Design Concept.

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## STEP 5: MEETING 3

### FINAL DESIGN SUBMISSION & SIGNOFF

The Tenancy Designer is required to prepare and submit two (2) sets of the final Design Concept for approval, including one set of coloured elevations.

#### **Floor Plans (1:50 scale) detailing:**

- All partition heights, doors, fittings, fixtures (fully dimensioned);
- Finishes such as the extent of zones of floor finishes;
- The extent of public area floor finishes into the shop-front, including dimensions and square metres of floor finishes required;
- Notations on the extent of any floor grading, etc;
- All floor penetration locations and dimensions;
- All floor chases locations and dimensions; and
- All locations of abnormal floor loadings.

#### **Shop-front and Internal Wall Elevations and Sections (Scale 1:50 and 1:20) detailing:**

- All materials and finishes clearly indicated;
- Details of construction including the shop-front/public area floor connection and shop-front to bulkhead connection;
- Shop signage;
- Proposed display and merchandising systems to be used, including details of all freestanding display and counter units and joinery; and
- Security grille locations where applicable, and proposed structural support and associated computations.

#### **Longitudinal Section and Cross Section (Scales 1:50) through the shop detailing:**

- Change in ceiling levels where applicable and treatment of ceiling in these locations. Services information clearly marked up on the appropriate drawings indicating such things as:
- Total electrical loads, including all power, lighting and equipment;
- Plumbing fixtures;
- Floor wastes (including details of the required dry basket arrestors and In sink baskets);
- Penetrations;
- Gas requirements (if any), supply load required, etc;
- Refrigeration drainage;
- Food type preparation areas;
- Exhaust requirements for cooking or any other equipment;
- Kitchen exhaust hood details;
- Hot water units;
- Cold water points;
- Electrical switchboard location;
- Telephone outlet location;
- Early Warning Intercom Systems (EWIS) speaker location;
- Additions or alterations to the M.A.T.V, etc.A completed services checklist and any other information required to allow the Lessor's structural and services engineers to properly review the Design Concept and if necessary design alterations and/or additions to the Lessor's works for the purpose of determining the cost of a Tenancy Variation.

**It is critical to receive this information at this stage. Delays in receiving this information may delay the tenancy Fitout program and increase the cost of the Tenancy Variation.**

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**Reflected Ceiling Plan/Electrical Plan (Scale 1:50) detailing:**

- Light fitting layout, including number, type and location of fittings
- Lighting ratings, switch locations, circuiting, total equipment and heat loading as required by the services checklist. The Lessor will need to know whether the power requirements are either single or three phase power and how the circuits are to be distributed over the essential and non essential circuits of the switchboard;
- Ceiling type/system being used, material and finishes and cornice details and levels of all ceiling and bulkheads;
- Below ceiling sprinkler and smoke detector locations and air grille locations (where these are to be relocated, they are to be clearly marked as such and new locations agreed by the Tenancy Coordinator and relevant consultants);
- Details and locations of any item or display proposed to be suspended from the ceiling including fixing details.

**Shop-front Signage details (Larger scale as appropriate 1:20, 1:10, 1:5) including:**

- An accurate representation of signage/logo dimensions;
- Details of material, finishes and colours;
- Details and notes of construction and fixing methods; and
- Details of illumination.

**Sample Board of any special materials proposed comprising:**

- Sample size pieces of all materials to be used on the shop-front and inside the retail premises fit out including shop-front materials, floor finishes, wall finishes, display counter finishes etc; and
- Notations to locate each of the finishes and clearly describe its use.

**Other Items for Submission**

- A list of shopfitters proposed to tender the works.
- Submit a detailed Fitout program.
- Schedule of materials and finishes in a typed A4 format, together with one set of coloured drawings clearly marked up to indicate the actual colours proposed.

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## **STEP 6:** **FINAL DESIGN APPROVAL**

Lessor's approval of the final design for the works is subject to standard conditions contained in this document and the Lease Documents. After receiving the final design submission, the Landlord will issue a letter, together with one copy of the Design Concept drawings stamped and list of a conditions of the approval, notifying the Lessee or Lessee's Designer that the final design is either:

- Approved;
- Conditionally Approved subject to changes (Drawings must be resubmitted for approval before being issued for tender); or
- Rejected.

## **STEP 7:** **OBTAINING AUTHORITY APPROVALS**

The Lessee is responsible for procuring and complying with all Authority Approvals necessary to permit your tenancy to trade.

It will be necessary for the Lessee to obtain a Development Approval for the Lessee's tenancy Fitout. This can be treated by means of a Complying Development under the Exempt and Complying Development SEPP, however separate approval would be required for any signage proposed on the façade of the building (including any signage located on the inside of the façade).

On receipt of the stamped approval drawings from the Landlord and prior to commencement on site, the Tenant will be required to make applications to the relevant authorities for their Premises. This can be done directly with the use of a private certifier.

The fit out of food tenancies must be in accordance with AS 4674—2004, Design, Construction and Fitout of Food Premises and the National Code for the Construction and Fitout of Food Premises. In order to assist in designing and fitting out such premises in line with the code, the City of Sydney Council has prepared a checklist which is included as an attachment to this document which should provide assistance in guiding tenants as to what standards and requirements they will need to meet.

The Lessee will also be required to obtain a Construction Certificate before commencement of the Lessee's works and Occupation Certificate before commencement of trading.

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## STEP 8: TENANCY VARIATIONS

The Lessor/Builder will also review the approved Concept Drawings and determine whether the Lessee's Work will require alterations to the Lessor's Works. If so, the Lessor will advise the Lessee of any costs as a Tenancy Variation. The Lessor will require payment from the Lessee for the Tenancy Variation prior to instructing the Builder to proceed with carrying out any alterations or additions to the Lessor's Works.

The Lessee will be required to pay costs (including GST) of any alteration or additions to the Lessor's work (including consultancy fees) necessary to accommodate your approved concept drawings for your tenancies. Examples of such Lessor's Works at Lessee's Costs are noted below:

- Design checking and redesign fees from Landlord's Consultants.
- Review by the Structural Consultant to ensure that any proposed core holes do not conflict with the base building structure (including band beams/stressing etc).
- Locating drainage point in a position other than nominated on your 1:50 tenancy outline plan.
- Additional or altered hydraulics/plumbing.
- Additional or relocated sprinkler heads to suit bulkheads/partitions.
- Additional fire hose reels and hydrants required by BCA as a result of the Tenant's Fitout design.

- Additional or relocated air conditioning registers or duct alterations.
- Structural alterations to support the shop-front, bulkhead and/or doors.
- Floor penetrations and fire proofing (where undertaken by Lessor's Contractor).
- Additional mall floor finishes to any approved shop-front ingo zone.
- Any power upgrade above the provided service.
- Rubbish Removal fees.

The Landlord will advise you of the estimated cost of such alterations during the course of the design process.

**You are required to pay these costs in full to the Lessor prior to being given Access to the Premises.**

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## **PART B: CONSTRUCTION**

### **Appointment of Fitout Contractor**

The Lessee's work must be carried out by a reputable Shopfitter or Project Manager under the Lessee's own contract arrangement. Prior to commencing the Lessee works, the Landlord will meet with your Shopfitter to confirm all elements of the design concept.

The Lessee must ensure that the Fitout contractor complies with the stamped Approved Design Concept, including any Lessor implemented notes and changes marked on the drawings.

The Landlord will require details of the Lessee's Fitout contractors and will require compliance with the site specific requirements.

### **Site Safety Obligations**

The project is a Notifiable Workplace under the provisions of the Workplace Health and Safety Act. In such areas the Builder appointed by the Lessor will be the "Lessor Contractor" for the purposes of monitoring and maintaining good site specific requirements and Workplace Health and Safety practices during the Fitout of your Premises.

Notwithstanding the obligations of the Builder, you are required to nominate one of your Fitout contractors as "Principal Contractor" for the purposes of monitoring and maintaining good site and Workplace Health and Safety practices during the Fitout of the premises.

**The Principal Contractor should be the Fitout Contractor or the Sub-Contractor with the greatest amount of on-site work and one who will be present on site from start to finish accepting responsibility for all Fitout works under the insurances provided.**

The Principal Contractor is responsible for ensuring that all persons working on your Fitout observe the site specific requirements and safety procedures. Breaches of site specific requirements on safety requirements can have serious time and cost implications for your Fitout works, as well as legal ramifications. You should, therefore, appoint a competent and responsible Principal Contractor.

If you do not appoint a Principal Contractor then all responsibility for site safety behaviour in relation to your premises will rest with you, the Lessee.

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## **STEP 9: HANDOVER**

The Lessor will advise the Lessee in writing at least 30 days prior to the anticipated Handover Date.

When the Landlord considers that the Premises are practically complete for the purpose of commencing the Lessee Works, the Landlord will contact the Lessee to arrange the Handover Inspection of the Premises with the Lessee, the Fitout Contractor and the Builder.

During that inspection a Tenancy Handover Inspection Form will be completed and signed by the Landlord, the Lessee and the Fitout Contractor. The Landlord will provide the Lessee and the Fitout Contractor with a copy of the completed and signed Tenancy Handover Inspection Form.

Your Fitout period nominated in the Lease Documents will commence from the Handover Date.

On completion of the Tenancy Handover Inspection Form and after receipt by the Lessor's solicitor of the Lessee's Lease Documents and the following items required by them:

- i. An unconditional bank guarantee;
- ii. Certificates of currency for all insurance policies;
- iii. Confirmation of acceptance as principal contractor by you or your Fitout Contactor (if applicable); and
- iv. Payment of:
  - the Lessee's Design Review Fee;
  - the Rubbish Removal Fee;
  - Tenancy Variation Costs; and
  - Survey Fee,

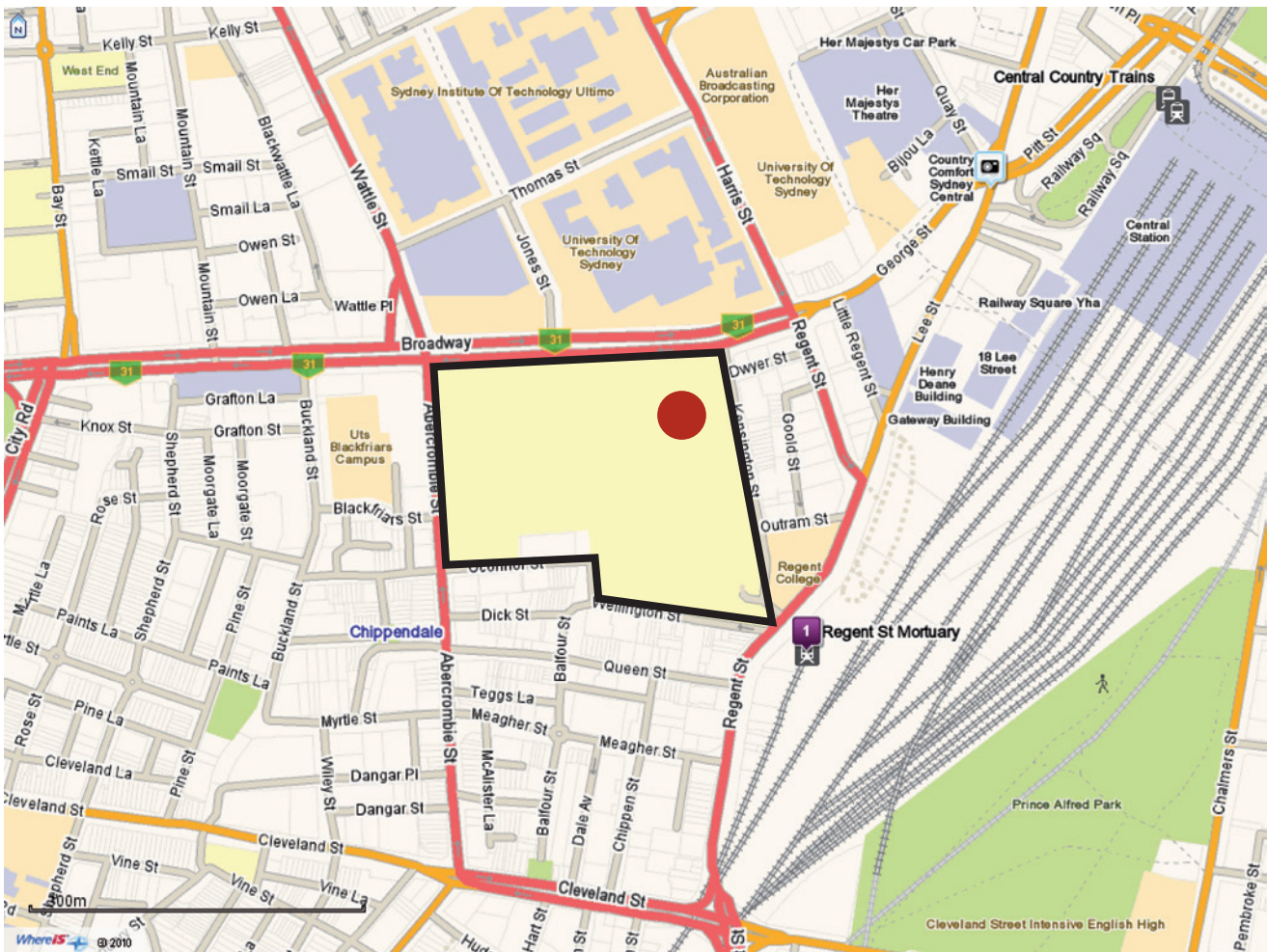
the Landlord will hand-over the Premises to the Lessee. The Lessee Works may not commence until final Concept Design is approved by the Landlord and the Premises are handed over by the Landlord issuing a signed Tenancy Handover Inspection Form.

## GETTING TO THE SITE

Due to our location in Sydney's CBD, we strongly recommend traveling to the site by public transport where possible (particularly if you are not making a delivery).

**Please note that no parking will be available on site.**

Where possible, please avoid parking on the streets surrounding the site to avoid creating any inconvenience for local residents and businesses. Please be mindful of and pay attention to all street signage detailing any conditions of parking.



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## STEP 10: INDUCTIONS

Persons confirmed to be construction site inducted are required to bring with them:

1. A copy of their Construction Industry Induction Card. If the card is not available they must have proof that they have attended the course (ie. copy of the certificate provided and ID). Please note, recognized cards include: NSW Construction Induction cards, South Australian white cards, Victorian red cards, Queensland blue cards..
2. A copy of a tool box talk record or proof of training confirming they have been trained in their company's Safety Management Plan and Safe Work Method Statements by their company.
3. All tickets of competency for plant and equipment (eg. forklift/EWP) and tasks (eg. scaffolding/rigging) that require certification under NSW OH&S Regulations, where they will operate such equipment or undertake such tasks on the project.

Inductions will be advised closer to the time..

### **Waste and Rubbish Removal**

Due to our location and the restrictions on our site, it is important that packaging and waste is minimised by all shopfitters and stockists working on our project.

Please ensure that you remove all unnecessary packaging from your deliveries before coming on to site and that you take away as much waste and rubbish with you as possible as you leave our site.

When on site all rubbish must be removed by the shopfitter and placed in bins at nominated locations provided by the Builder/Landlord. The bins will be collected, emptied and returned to the nominated locations on a regular basis. This will be charged as a service to the Lessee.

The storing of waste outside your tenancy or in public areas is not permitted.

## STEP 11: STOCKING YOUR TENANCY

The Builder will advise the Lessee on the process for stocking the Lessee's Premises prior to the completion of the Fitout. This will include requirements for access to the Site for the Lessee's staff, location of goods lifts and loading docks facilities etc.

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## STEP 12: STRUCTURAL ENGINEER CERTIFICATION

In accordance with these requirements, upon completion of tenancy fit out works and prior to the trade date the Lessee must deliver to the Landlord certification by a Structural Engineer for all glazed shopfronts.

The Landlord requires that the Lessee employ a Structural Engineer to design, document and certify glass installation. The engineer must possess qualifications admissible to be a Chartered Member of The Institution of Engineers Australia, be registered in the Civil and/or Structural College of IEAust., and be listed on the National Professional Engineers Register.

The procedure can be summarised as follows:

1. The Lessee is to engage a Structural Engineer, in addition to the Retail Designer, and provide the name and contact details to the Landlord.
2. The Structural Engineer is to liaise with the Tenancy Designer to design and document the installation of the glazed shopfront in compliance with all relevant statutory requirements.
3. The Structural Engineer's design documentation is to be submitted to the Landlord with the Retail Designers final design documentation submission.

Please note — The Landlord cannot issue design approval for the tenancy without the Structural Engineer's glazed shopfront design.

4. The Structural Engineer is to inspect the installation of the glazing at least once during construction when all structural elements have been installed (and prior to Structural connections being concealed by the ceiling installation or other building elements).
5. The Structural Engineer is to inspect the shopfront again on completion of the works. On the provision that the shopfront has been installed in accordance with the prescribed design, the Structural Engineer is to certify that the shopfront, its fixings, framing and connections to the base building structure are in accordance with good engineering practice, and complete the certificate.
6. The Lessee is to provide a copy of the Structural Engineer's Certification to the Landlord prior to the trade date.

Please note that the tenancy shop fittings works will not be permitted to commence on site until the Lessee has provided a copy of the Structural Engineers design documentation.

**Furthermore, the Lessee will not be permitted to trade without having provided Glazing Engineering Certification to the Landlord.**

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### **Suggested Structural Engineers List**

Frasers Property has listed below the following Structural Engineers for your convenience:

#### **Lawrence Poon**

Mobile: +61 (0) 418 290 962  
Address: 15 Hyland Avenue,  
West Pennant Hills NSW 2125  
Email: [poonl@optusnet.com.au](mailto:poonl@optusnet.com.au)

#### **Kneebone & Beretta Consulting Pty Ltd**

Phone: +61 (0) 2 9635 8299  
Address: 15-19 Marion Street, Parramatta NSW 2150  
Email: [info@kneeboneandberetta.com](mailto:info@kneeboneandberetta.com)  
Website: [www.kneeboneandberetta.com](http://www.kneeboneandberetta.com)

#### **Alan Croucher & Associates Pty Ltd**

Contact: Alan Croucher  
Phone: +61 (0) 2 9548 1124  
Address: 14/1008 Old Princess Highway,  
Engadine NSW 2233

#### **Richard Rollo & Associates**

Contact: Richard Rollo  
Phone: +61 (0) 2 9810 6447  
Address: Suite 22, 2 Beattie Street,  
Balmain NSW 2041

#### **HLT Reinhold**

Phone: +61 (02) 9439 2633 Parramatta  
Address: Level 1, 100 Christie Street,  
St. Leonards NSW 2065

#### **MPN Group**

Phone: +61 (02) 9929 7144  
Address: Suite 1, Level 4, 118 Walker Street  
North Sydney, NSW 2060  
Email: [email@mpn.com.au](mailto:email@mpn.com.au)

You are under no obligation to engage any of the above Engineers and are free to use any Structural Engineer provided they meet the standards set out in the Fitout Requirements. You must make your own enquiries and carry out your own negotiations. Frasers Property assumes no responsibility for and does not guarantee the performance of any of the above consultants.

### **Suggested Glaziers List**

Frasers Property has listed below the following glaziers for your convenience:

#### **AGP (NSW)**

Steve Hill  
Phone: (02) 9671 0000 or 0419 809 315

#### **GGA (NSW)**

Bruce Sergeant  
Phone: (02) 9755 9355

#### **Modern Glass & Glazing (NSW)**

Adam  
Phone: 0410 644 265

#### **Abstract Aluminium & Glass (NSW)**

Carl Johnson  
Phone: (02) 9725 2844

#### **Black Widow Glazing (NSW)**

Kate Wendt  
Phone: (02) 6921 9585

#### **Avis Glass Service (NSW)**

Paul Webb  
Phone: (02) 9587 9618 or 0414 220 002

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## STEP 13: DEFECTS INSPECTION AND RECTIFICATION

Prior to the completion of the works, the Tenant's shopfitter must notify the Landlord's representative to organize a defects inspection.

The completed tenancy fitout will be formally inspected by the Landlord's representative in order to prepare a list of defects which will be issued to the Tenant and the Tenant's Shopfitter.

### **The Tenant and Tenants Shopfitter will be issued with:**

- Tenancy Notice of Defects. This defects notice does not relieve the Tenant, the Tenant's designer or the Tenant's shopfitter from the obligation of inspecting and supervising quality throughout the duration of the Fitout.

### **Defect Rectification**

The Tenant must make good the defects within seven (7) days of receiving the defects notice. Upon notification from the Tenant that the defects have been remedied the Landlord's representative will undertake another inspection to sign off the Premises works as being complete and in accordance with the approved design documentation. A Statement of Tenancy Completion will be issued.

## STEP 14: TENANT'S AUTHORITY TO TRADE

It is the Tenant's responsibility before the opening of the Premises to ensure all required and outstanding information and documents have been issued to the Landlord and all required payments have been made. These items include but are not limited to the following:

- Category 1 works costs and all payments due under the Agreement for Lease have been paid;
- Statement of tenancy completion;
- Electrical certification (stating compliance with Section J of the BCA);
- Emergency and exit lighting certification;
- Fire compliance certification (Form 15);
- Fire Extinguisher Installation Certification;
- Plumbing, drainage and or Gas Service certification;
- Structural engineers certification (ie. for bulkheads, signs, ceilings, shopfronts etc);
- Mechanical Certification;
- Signage installation Certification;
- Waterproof Membrane Installation Warranty;
- Floor Slip Test Certification;
- Expansion joint certification;
- Ceiling installation certification;
- Glazing certification;
- Certificate of Occupancy (to be requested from either Council or a private certifier); and
- Liquor/Pharmacy/Newsagency license or any other statutory requirements or certification (where applicable).

## ANNEXURES

- Appendix 1** Indicative Floor Plans
- Appendix 2** Lessor/Lessee Scope of Works
- Appendix 3** Schedule of Rates
- Appendix 4** Services Checklist
- Appendix 5** Food Premises:  
Final Inspection Checklist

# APPENDIX 1: INDICATIVE FLOOR PLANS















DESCRIPTION OF WORKS	LESSEE WORKS (Works by Lessee at Lessee's Cost)	LESSOR WORKS (Works by Lessor at Lessor's Cost)	CATEGORY 1 WORKS (Works by Lessor at Lessee's Cost)
<b>Walls</b>	<ul style="list-style-type: none"> <li>All internal framing, linings and/or blockwork to inside face of external wall</li> <li>All finishes to internal walls including render within tenancy</li> <li>Wall finishes and joints to comply with food code.</li> <li>Tenant to extend intertenancy wall finish to u/s ceiling if ceiling higher than 3.6m or slab/roof if no ceiling</li> <li>Any direct stick lessee finish to block walls must be sealed at top course</li> </ul>	Non load bearing inter-tenancy walls in unfinished hollow core masonry blockwork to 3.6m (fire rating as required) or unpainted set and sanded plasterboard lined steel stud partition.	<ul style="list-style-type: none"> <li>The right hand margin has to be finished as part of the shopfront design guidelines.</li> <li>Any increase in height greater than that nominated on the Tenancy Plan.</li> <li>Security mesh, acoustic seals, insulation and similar.</li> <li>Works required to achieve an STC rating of 50 db</li> <li>Core-filling.</li> <li>If approved by the Lessor, any chasing, saw cutting, core drilling or similar.</li> </ul>
<b>Walls (Food Court)</b>	<ul style="list-style-type: none"> <li>All finishes, linings and similar. Such wall finishes shall comply with all standards, codes and Authority Requirements.</li> <li>Note: the Lessee shall line internal faces of external walls, i.e. precast concrete panels, metal cladding, masonry and similar.</li> </ul>	Where two or more kiosks are combined via a "back-to-back" arrangement an unpainted fair-faced core-filled masonry/ set plasterboard 1350mm high low height wall.	<ul style="list-style-type: none"> <li>Any increase in height greater than that nominated on the Tenancy Plan.</li> <li>If approved by the Lessor, any chasing, saw cutting, core drilling or similar.</li> </ul>
<b>Walls (Restaurants)</b>	<ul style="list-style-type: none"> <li>All finishes, linings and similar. Such wall finishes shall comply with all standards, codes and Authority requirements.</li> </ul>	Unpainted fair-faced block work wall to statutory regulations continued 100mm above the ceiling height as nominated on the Tenancy Plan.	<ul style="list-style-type: none"> <li>Any increase in height greater than that nominated on the Tenancy Plan.</li> <li>Security mesh, acoustic seals, insulation or similar.</li> <li>If approved by the Lessor, any chasing, saw cutting, core drilling or similar</li> <li>Works required to achieve an STC rating of 50 db.</li> </ul>
<b>Columns</b>	<ul style="list-style-type: none"> <li>All finishes to columns per Lessor approved design</li> <li>Enclosures to services e.g. fire, ducts, downpipes, etc running down columns</li> <li>Food Court tenants. Where nominated, the Lessee may be required to treat columns that fall within the lease line in their approved finishes to a height.</li> </ul>	Unpainted off form concrete	

<b>DESCRIPTION OF WORKS</b>	<b>LESSEE WORKS</b> (Works by Lessee at Lessee's Cost)	<b>LESSOR WORKS</b> (Works by Lessor at Lessor's Cost)	<b>CATEGORY 1 WORKS</b> (Works by Lessor at Lessee's Cost)
<b>Floors</b>	<ul style="list-style-type: none"> <li>The Lessee to install floor finish flush with adjacent public area floor level including floor topping, floor finishes, expansion joints and comply with relevant floor standard and Disability Discrimination Acts (DDA).</li> <li>Toppings, levelling compounds or similar as required to achieve a surface adequate for the application of vinyl or similar products.</li> <li>The mall floor may be ramped outside your tenancy in which case you are responsible for managing the transition in level from the mall to your tenancy. Refer to your Tenancy Plans for details</li> </ul>	<ul style="list-style-type: none"> <li>Post tensioned concrete floor to machine trowel finish</li> <li>Setdown in slab between tenancy and mall- generally 75mm</li> <li>Tolerance +/- 10mm over 3m</li> <li>All penetrations required to slabs for fitout works by Lessor at Lessee cost</li> </ul>	<ul style="list-style-type: none"> <li>Slab strengthening as required to accommodate any loading in excess of design floor loadings noted including any associated works including ceiling or services modification, removals and replacement as required.</li> <li>If approved by the Lessor, any chasing, saw cutting, core drilling or similar.</li> <li>Any "make good" of the Lessor's flooring where damaged by the Lessee.</li> </ul>
<b>Floors (Food Court Tenancies)</b>		Unless otherwise noted flooring shall be as per adjoining mall areas.	<ul style="list-style-type: none"> <li>Installation of a waterproofing between the floor slab and finished floor with edges returning a minimum of 300mm up any adjoining walls.</li> <li>Floor coverings required to ensure all transitions comply with all standards, codes and Authority requirements.</li> </ul>
<b>Waterproofing (Food Tenancies and all wet areas)</b>	A Waterproof Membrane is used for the purpose of washing down food preparation areas or similar. The Lessee must install a wet application type waterproof membrane between the concrete floor slab and the finished floor. The membrane will return a minimum of 300mm up the wall faces within the Premises and will contain all water discharged or used within the Premises so as not to affect or spill to the areas outside of the Premises in particular to the adjoining tenancies.	No provision	

<b>DESCRIPTION OF WORKS</b>	<b>LESSEE WORKS</b> (Works by Lessee at Lessee's Cost)	<b>LESSOR WORKS</b> (Works by Lessor at Lessor's Cost)	<b>CATEGORY 1 WORKS</b> (Works by Lessor at Lessee's Cost)
<b>Shopfronts</b>	<p>Unless shown on your tenancy plan, a shop front will not be provided.</p> <ul style="list-style-type: none"> <li>Any additional concealed support structure required to accommodate construction and fixing of shopfront.</li> <li>Where required, the integration of FHR(s) into its design and the provision and finish of access door to FHR in keeping with overall shopfront design.</li> <li>If applicable, the provision of fresh air/return air intake through shopfront doors.</li> <li>Shopfronts must not be supported from Lessor's services, ceilings, bulkheads, finishes or similar.</li> </ul>	No provision	<ul style="list-style-type: none"> <li>Structural certification of shopfront support from engineer by Lessee.</li> <li>The shopfront bulkhead signage should be supported from the structural slab above.</li> <li>Note: Shopfronts must not be supported from Lessor's services, ceilings, bulkheads, finishes or similar</li> </ul>
<b>Signage</b>	<ul style="list-style-type: none"> <li>Light and power circuits required to illuminate all signage. External and shopfront signage to be on a timer set to the Centre core trading hours.</li> <li>Light and power circuits required to illuminate signage.</li> <li>Signage design/drawings depicting trading name and supply of EPS file for signage production.</li> </ul>	No provision	
<b>Ceilings</b>	<ul style="list-style-type: none"> <li>Set plasterboard and/or any other type of ceiling subject to the Lessor's approval.</li> <li>Incorporation of any low height zones as nominated on the Tenancy Plan.</li> <li>Ceilings shall comply with all standards, codes and Authority requirements.</li> <li>Ceilings shall not be supported from Lessor's services, ceilings, bulkheads, finishes or similar.</li> <li>Ceilings under metal deck roofs will be required to install insulation in accordance with BCA Section J.</li> <li>Access panels as required to all services and equipment. These shall be 600mm x 600mm Trafalgar APC/WW or equal, flush fitted and comprise concealed hinges with allen key locks.</li> <li>Ceiling to be installed at 3.8m high at 2.4m wide from tenancy entry and 2.7m high at 2.4m wide from back of tenancy</li> </ul>	<ul style="list-style-type: none"> <li>Condek or off form concrete soffit</li> <li>Clean finished edge to mall ceiling, 100mm past the lease line within the tenancy.</li> </ul>	Where a tenancy is design approved with NO ceiling, changes to roof insulation/air conditioning in accordance with project requirements and BCA requirements.

DESCRIPTION OF WORKS	LESSEE WORKS (Works by Lessee at Lessee's Cost)	LESSOR WORKS (Works by Lessor at Lessor's Cost)	CATEGORY 1 WORKS (Works by Lessor at Lessee's Cost)
<b>Doors</b>	<ul style="list-style-type: none"> <li>All internal doors and door systems.</li> <li>Doors closers, locksets, hardware and similar.</li> <li>Modification to rear door lockset, subject to Lessor approval.</li> </ul>	None provided unless required by fire egress	
<b>Mechanical Services General</b>	<ul style="list-style-type: none"> <li>Basement 1 tenants - refrigeration pipework to and from tenant installed condensers forms part of the Lessee works.</li> <li>The tenants shall fit out their own chilled and heating water fan coil unit systems connected to the valves.</li> <li>A continuous band of louvers is available for Level 1 tenants around the perimeter of the retail areas for connection of intake and relief ductwork. The tenants will make their own connections from their air-conditioning.</li> </ul>	<ul style="list-style-type: none"> <li>Central plant air conditioning system, to accommodate an occupancy rate which does not exceed AS 1668.2</li> <li>Each retail tenancy shall be provided with chilled and heating hot water take offs and valves capped off within the tenancy at high level.</li> <li>The ground floor tenancies do not have louvers within their tenancies and instead shall be provided with ductwork for minimum outside air reticulating from the Level 1 louvers.</li> <li>Capped connection</li> <li>General Allowances:               <ul style="list-style-type: none"> <li>B1 &amp; Lv 1 = CHW Cooling Load 180W/m<sup>2</sup> HHW Heating Load 80 W/m<sup>2</sup></li> <li>Grd Lv = CHW Cooling Load 215W/m<sup>2</sup> HHW Heating Load 80 W/m<sup>2</sup></li> </ul> </li> </ul>	<p>Changes to AC for tenancy layout and increase in heat load in excess of Lessor provisions due to tenancy fitout is Category 1 works (tenant cost)</p> <ul style="list-style-type: none"> <li>Any amplification, relocation, replacement or modifications to exhaust systems required to suit the Lessee's Works.</li> <li>Note: All exposed ductwork shall be rigid.</li> <li>Specific uses or activities that produce odours, eg.nail bars, fish shops, toilet facilities within tenancy require a dedicated exhaust system to be reviewed by the Lessor.</li> <li>If required, the design and installation of any additional exhaust systems, smoke exhaust systems and similar to suit the Lessee's Works.</li> <li>Such systems shall include all fans, ductwork and interface requirements and shall discharge directly into the atmosphere.</li> </ul>
<b>Mechanical Services Food Court Tenancies – Level 2</b>	<p>In General:</p> <p>The level 2 food court common areas shall be provided with seven (7) fan coil units (four serving the north and three serving the south). Outside air shall be delivered to the fan coil units by two (2) outside air fans. Outside air flow rates shall be controlled via the dictates of CO<sub>2</sub> sensors within the space. The system shall also be able to operate in economy cycle and motorised dampers shall close when the system is not operating.</p>		
<b>Mechanical Services Food Court Tenancies – Level 2</b>		<ul style="list-style-type: none"> <li>Each cluster of kiosks shall be provided with an outside air connection of capacity 1000l/s for additional air make up.</li> <li>Each kiosk shall be provided with chilled and heating hot water take offs and valves capped off at high level.</li> <li>Kiosks shall be provided with kitchen exhausts as shown on the drawings.</li> <li>CHW Cooling Load 350 W/m<sup>2</sup></li> <li>HHW Heating Load 285 W/m<sup>2</sup></li> </ul>	

DESCRIPTION OF WORKS	LESSEE WORKS (Works by Lessee at Lessee's Cost)	LESSOR WORKS (Works by Lessor at Lessor's Cost)	CATEGORY 1 WORKS (Works by Lessor at Lessee's Cost)
<b>Mechanical Exhaust Ventilation (Food Tenancies Only)</b>	The Lessee will be responsible for all mechanical ventilation and kitchen exhaust systems that are required by the Lessee fit-out design. The system will include booster fans (equal to Fantech), ductworks, high efficiency exhaust hoods equal to Halton KVF Series, interface with alarm systems and any other necessary work to be connected to the central kitchen exhaust system.	Kitchen Exhaust provisions as per specific tenant location	Generally, 1500l/s provided.  The system will be powered from the Lessee distribution board and controls compatible with the Centres BMS.
<b>Electrical Services</b>	<p><b>IMPORTANT: Supply, installation and activation of electrical meter within tenancy (or a meter room if advised), including the payment of all associated service provider fees prior to commencement of fitout on site – this will enable the commissioning and use of the dedicated GPO under the EDB. Failure to do this will result in the fitout contractor not having power on site for fitout works.</b></p> <p>Complete electrical installation within the Tenancy including all switches, wiring, light and power outlets, light fittings, security systems and similar.</p> <p>All cabling and conduits shall be concealed – power poles will not be permitted.</p> <p>Where open ceilings are approved, all Lessee installed power, electrical, phone and data cords to be contained on cable trays painted out to Lessor approval.</p> <p>The Lessee shall submit a completed Services Checklist for assessment by the Lessor.</p>	<p>The level of services within the tenancies shall be equivalent to a 'shell and core' fitout.</p> <p>A 63 Amp 1 ph electrical supply from a local tenancy Distribution Board will be provided generally for non food tenants.</p> <p>Food tenancies will be provided with 100A, three phase electrical supply.</p>	<p>Relocation of the existing, or the provision of an alternative EDB, to suit Lessee's Works.</p> <p>Approved upgrade to the power supply, including any associated design and consultant reviews and any works required to accommodate additional air conditioning systems or similar.</p> <p>Where applicable, CT Metering to accommodate a power supply over 100A, 3 phase in accordance with Authority requirements.</p>
<b>Lighting</b>	<p>All internal lighting to approved Lessor design</p> <p>Lighting to BOH food preparation areas</p> <p>Compliance to Section J BCA legislation</p>	<p>Emergency lighting/exit signage as per BCA and Aust Standard requirements.</p> <p>General lighting - none provided</p> <p>Temporary lighting shall be provided with a lux level of 40 lux.</p> <p>All lighting within the tenancy shall be controlled by a single light switch adjacent to the tenancy entry.</p>	

DESCRIPTION OF WORKS	LESSEE WORKS (Works by Lessee at Lessee's Cost)	LESSOR WORKS (Works by Lessor at Lessor's Cost)	CATEGORY 1 WORKS (Works by Lessor at Lessee's Cost)
<b>Communications</b>	<p>Application for connection to the chosen Authority, including the payment of all associated fees and activation prior to commencement of trade.</p> <p>All internal cable reticulation including connection</p>	<p>1 off 4-core SMOF (single mode optical fibre)</p> <p>MATV provision</p>	<p>Any amplification, relocation, modification or similar of the telecommunications backbone and distribution frame.</p>
<b>Water Supply and Plumbing</b>	<p>The Lessee is to install plumbing, drainage within the premises including:</p> <ul style="list-style-type: none"> <li>• Connect to the cold water supply provided by the Lessor.</li> <li>• Hot and cold water relocation serving all fixtures.</li> <li>• Installation of all sinks, basins, fittings and water efficient fixtures.</li> <li>• All internal reticulation, metering, testing and final connections and fitout by the Lessee including approvals and certification.</li> <li>• All plumbing to be concealed so as not to be visible from the retail area.</li> </ul> <p>• <b>Mandatory WELS rating fixtures to be applied within fitout as outlined in Fitout Guide</b></p>	<p>A water service main supply capped off with a control valve within the tenancy ceiling space at a location nominated by Lessor</p> <p>20mm cold water supply capped, within the tenancy at a location nominated by Lessor</p> <p>1 water meter (pulse type)</p>	<p>If required, the design and installation of any amplification, modification, replacement or relocation of hydraulic points required to suit the Lessee's Works, including sanitary drainage, vents, slab scanning and similar.</p> <p>Core holing, cutting, chasing and similar of concrete slabs, including if required the reinstatement of same.</p> <p>Where not provided by the Lessor, a trade waste system to a point within the tenancy.</p>
<b>Water Supply and Plumbing (Food Tenancies Only)</b>	<ul style="list-style-type: none"> <li>• As above</li> <li>• Food kiosks shall incorporate a concealed 50mm air admittance valve in accordance with AS3500.2.2</li> </ul>	<p>25mm cold water supply capped, within the tenancy at a location nominated by Lessor</p>	
<b>Drainage General</b>	<p>The lessee is to install plumbing, drainage within the premises.</p> <ul style="list-style-type: none"> <li>• Tenant must provide an in-sink basket for use in food prep areas to screen out and retain solid waste from the wastewater.</li> <li>• Tenant must install dry basket arrestors on all floor &amp; sink drains in food preparation areas to screen out gross solids such as food scraps, packaging etc.</li> </ul> <p>All plumbing to be concealed so as not to be visible from the retail area</p>	<p>One (1) 100mm sanitary drainage point will be provided within the tenancy at a location nominated by Lessor.</p>	
<b>Trade Waste (Food Tenancies Only)</b>	<p>As above.</p> <p>All internal hydraulic drainage reticulation within the premises.</p>	<p>One (1) 100mm Trade Waste drainage point will be provided within the tenancy at a location nominated by the Lessor</p>	

DESCRIPTION OF WORKS	LESSEE WORKS (Works by Lessee at Lessee's Cost)	LESSOR WORKS (Works by Lessor at Lessor's Cost)	CATEGORY 1 WORKS (Works by Lessor at Lessee's Cost)
<b>Natural Gas Installation (Food Tenancies Only)</b>	All internal reticulation, metering, testing, commission, approval and certification.	<p>Natural gas supply capped off with a control valve at a location nominated by the Lessor. Gas Supply will generally be 250mj/hr.</p> <p>Café tenancies will be 750mj/hr</p> <p>Restaurants will be 1000mj/hr.</p>	
<b>Fire Protection</b>	<ul style="list-style-type: none"> <li>• Provision, installation and certification of fire extinguishers, safety blankets, emergency lighting, edge lit exit signs and similar as required by the relevant Authorities.</li> <li>• Alterations to base building to suit tenant layout at Lessees cost</li> <li>• Fire blankets and hood suppressions system.</li> <li>• Where required, the integration of FHR(s) into shopfront design. Replacement of temporary door with permanent access door to FHR in keeping with overall shopfront design.</li> </ul>	<ul style="list-style-type: none"> <li>• Installation of automatic semi recessed fire sprinklers at a nominal ceiling level to an open plan layout as nominated on the Tenancy Plan and in accordance with Authority requirements.</li> <li>• If required, fire egress doors for an open plan tenancy (other than those incorporated into the shopfront) in accordance with Authority requirement and as nominated on the Tenancy Plan.</li> <li>• When required within shopfront zone, slim line fire hose reels to suit the centre's fire engineered solution in accordance with Authority requirements and as nominated on the Tenancy Plan.</li> <li>• Temporary door to FHR that fall within the shopfront zone.</li> <li>• If required, installation of fire detectors and EWIS speakers at nominated ceiling level to an open plan tenancy as nominated on the Tenancy Plan and in accordance with Authority requirements.</li> </ul>	<p>Sprinkler relocation, adjustments, addition or replacement including EWIS, specialized sprinkler heads in coolrooms freezer, system drain downs and smoke detectors.</p>

<b>DESCRIPTION OF WORKS</b>	<b>LESSEE WORKS</b> (Works by Lessee at Lessee's Cost)	<b>LESSOR WORKS</b> (Works by Lessor at Lessor's Cost)	<b>CATEGORY 1 WORKS</b> (Works by Lessor at Lessee's Cost)
<b>Storage Areas</b>	<ul style="list-style-type: none"> <li>All finishes, linings, waterproofing and similar as required to accommodate the intended use of the storage area. Such finishes shall comply with all standards, codes and Authority requirements.</li> </ul>	<ul style="list-style-type: none"> <li>Where applicable a chain wire mesh enclosure including a single hinged gate.</li> <li>Note: lighting will not be provided to each individual storage area but to the common area housing such individual storage areas.</li> </ul>	<ul style="list-style-type: none"> <li>Any amplification, relocation, modification or similar of the base building or its services.</li> <li>Note: where possible all services required shall be reticulated from and metered via the associated tenancy. Where it is not possible to reticulate services via the associated tenancy an additional EBD and meter may be required.</li> <li>Provision of any additional services to a point nominated on the Tenancy Plan.</li> <li>If approved by the Lessor, any chasing, saw cutting, core drilling or similar</li> </ul>
<b>Rubbish Removal &amp; Storage</b>	<ul style="list-style-type: none"> <li>Daily deposit of all waste resulting from Lessee's Works in recycle and general waste bins provided.</li> <li>Ensure that the Lessor's malls, loading docks and service areas are kept clear of fitout rubbish and fitout materials at all times.</li> </ul>		<ul style="list-style-type: none"> <li>Provision for paper / cardboard, steel, aluminium, plastics 1-7, glass recycling facilities and general waste during fitout and merchandising of all tenancies.</li> </ul>

## APPENDIX 3: SCHEDULE OF RATES







# APPENDIX 4: SERVICES CHECKLIST

Date: \_\_\_\_\_

Shop Name: \_\_\_\_\_

Shop No: \_\_\_\_\_

Name of Lessee: \_\_\_\_\_

Full Details of Intended Trade: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name & Contact Number Fitout Designer: \_\_\_\_\_

\_\_\_\_\_

Name & Contact Number Fitout Contractor: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE: A PDF version of this form can be downloaded from:**

**A. Electrical**

To determine the electrical load requirements for your shop, the following information is required:

**1. Lighting**

Incandescent Light – number, wattage and type:

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Fluorescent Lights – number and wattage:

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Electrical Requirements of any illuminated signs – wattage and type:

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**2. Power** (power points number, single or double, rating in amps):

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Other Electrical equipment:

We need the details of all equipment to be installed in the shop, including water heaters, exhaust fans, refrigeration equipment etc. (attach brochure if possible).

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Miscellaneous

If refrigerated display cabinets are to be installed please provide details of the location of the condensing units (compressors).

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**B. Plumbing and Drainage**

Please provide full details of any additional equipment, fixtures and fittings that you intend to install in your tenancy which will require connection to gas or sewerage services etc floor wastes, hand basins, additional sinks, dishwashers, gas cooking equipment etc.

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Heating loads of gas equipment in mega joules per hour (mj/hr)

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Do you require discharge of any trade waste?

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**C. Mechanical**

**1. Heat Generating Equipment**

Please provide details (include layout drawings) of all heat generating equipment or fittings (ie ovens, ranges, refrigeration units etc).

Equipment	Model	Heat Generated
1.		
2.		
3.		
4.		

**2. Mechanical Ventilation**

Please provide details (include layout drawings) of all equipment requiring exhaust and supply ventilation (ie ovens, ranges etc).

Equipment	Exhaust Hood Dimensions	Exhaust Air Volume	Supply Air Volume
1.			
2.			
3.			
4.			

Please provide details of the following:

Installation of full height partitions (indicate on layout drawing)

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**D. Fire Protection**

If you intend to install a kitchen hood please provide details of size, exhaust duct, location and length plus proposed cooking equipment (eg. hot plate or deep fat fryer).

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**E. Structural**

Details, weight and size of any equipment of fixtures intended to be carried out by the walls, overhead structures, and or suspended floor slabs.

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Location, size and details of any core holes, penetrations, chasing or other structural work intended to be carried out to enclosing tenancy walls, floors or ceilings.

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# APPENDIX 5: FOOD PREMISES CHECKLIST





