



**“LOVE OUR
LOCAL
SHOPPING”**

RETAIL DESIGN GUIDELINES

03	Our Team/Your Team
04	Tenancy Design Criteria
13	Kiosk Design Criteria
15	Sustainable Design
18	The Design and Fitout Process
23	General Fitout Requirements Lessee/Lessee Shopfitter
27	Lessee/Lessor Scope of Works
44	Appendix 1 Lessee Works by Lessor schedule of rates
45	Glossary of Terms
46	Design Submission Example
57	Credits



OUR TEAM

Retail Design Manager (RDM)

The RDM is responsible for the design review and final design approval of your drawings, and will assist you in the management of your fitout process.

Tenancy Delivery Manager (TDM)

The TDM is responsible for coordinating your overall fitout process. The TDM is also responsible for ensuring your fitout program is in accordance with your lease agreement.

Centre Management

The Centre Management team is responsible for the day-to-day management of your fitout process, from a Vicinity Centres perspective. Centre Management's responsibilities include organising site access, and reviewing and collecting all relevant certifications such as necessary insurances, documentation, and work method statements from your nominated Shopfitter.



YOUR TEAM

Retail Designer

The Retail Designer is appointed by you and responsible for completing your stores concept and design documentation. Your Retail Designer will have formal qualifications in interior design or architecture and have a minimum of 5 years of industry experience.

Graphic Designer

The Graphic Designer is appointed by you to design all the graphic elements of your fitout, including signage, menu boards, logos and other graphic elements. Your Graphic Designer will have formal qualifications in graphic design and have a minimum 5 years of industry experience.

Shopfitter

The Shopfitter is appointed by you to undertake the construction of your tenancy. Your Shopfitter must have a proven record of retail construction experience and provide examples of completed projects.

Structural Engineer

The Structural Engineer is appointed by you to design and certify all structural elements of your tenancy including but not limited to the shopfront, shopfront signage, shopfront glazing and ceiling.

SHOPFRONT & SHOPFRONT ZONE

Your shopfront is integral to your design and, as such, should be dynamic and unique in its approach to finishes selection and design detailing.

The first 2,000mm in from your lease line is known as the 'Shopfront Feature Zone'. This needs to be designed as an integrated part of the overall shopfront. Particular attention should be shown to the design of the floor, walls, ceiling and lighting. Ceilings in this zone must be at the maximum shopfront height.

In order to maximise your visual presentation to the central mall area, full height elements need to be utilised in the design of your shopfront.

Shopfront openings and continuous bulkheads cannot exceed 65% of the shopfront width.

Shopfront outgo's may be permitted in some Centres. Where an outgo is permitted this must be offset with the equal amount of ingo. (Please liaise with the RDM for Centre specific criteria).



Where an outgo has been permitted, a 150mm neutral zone from both Inter-Tenancy (IT) margins needs to be maintained.

In some Centres IT margins must be treated or incorporated into the shopfront design. (Please liaise with the RDM for Centre specific criteria).

Where columns, Fire Hose Reel (FHR) cabinets and similar items are located within your tenancy these elements may be required to be incorporated and treated in-line with the design of your shopfront. (Please liaise with the RDM for Centre specific criteria).

Where FHR cabinets are being integrated into the shopfront design, it is your responsibility to ensure the statutory signage and hardware complies with all relevant statutory codes.

Where a solid vertical element meets the mall bulkhead, you must allow for a 20mm rebate between finishes.



SHOPFRONT & SHOPFRONT ZONE continued

Where glazing is installed to the shopfront, the sheet size is to be maximised. All glazing channels should be fully recessed and concealed, both vertically and horizontally, into the shopfront structure.

Glazing to your shopfront must comply with Australian Standards (AS). Specific thermal glazing may be required if your shopfront is external.

Glazing fins are not permitted unless directed by a certifying body. If required, your glazing fins must be frameless with patch style fittings and recessed header brackets. Full height fins will not be permitted.

Not all Centres have a provision for structural support for the shopfront structure.

Signage and bulkheads must be supported independently of the Lessor's ceiling and bulkheads. Importantly, you must confirm the location of support structure prior to commencing shop drawings. (Please liaise with the RDM for centre specific criteria).

Point of Sales counters and any display fixtures must be set back, by a minimum of 1,000mm, from the lease line.

SHOPFRONT CLOSURE

The shopfront closure is integral to the design of your tenancy. The use of frameless glazed swing doors, timber or aluminium framed/frameless bi-fold doors, or large format sliding/swing doors are encouraged.

Where roller shutters are agreed by the RDM, these must be set back, by a minimum of 400mm from the lease line and motorised with clear inserts. It is your responsibility to provide all structural steelwork to adequately fix/support the shutter. If the span of your roller door is such where removable mullions are required, a storage cupboard located near the front of your tenancy needs to be allowed for to house your mullions during trade hours.

Concertina, stacked, sliding or bi-fold doors must be concealed in housing that is integrated within the shopfront design.

All track guides, locks and hinges must be recessed and concealed into the shopfront design.





MATERIALS

The materials specified throughout your tenancy must be of a commercial quality and relate to the design concept with particular attention paid to your shopfront and shopfront zone.

Materials specified can include – but are not limited to – the use of natural or engineered stone, solid and recycled timber, large format vitrified tiles and decorative metal work. If your tenancy sits externally, weather conditions must be considered as part of your design.

Materials which are not permitted for shopfronts include laminates, brush paint finishes, exposed fittings (unless approved as a design feature), plasterboard, cork, sheet vinyl, wallpaper, acrylic sheeting.

The materials you select for the floor can include, but are not limited to, the use of large format vitrified tiles and natural stone, solid and recycled timber. Please note, materials which are not permitted include sheet vinyl and applied painted floor finishes.

SIGNAGE/GRAPHICS

The signage and graphics are integral to the design of your shopfront and must be designed by a professional graphic designer. It is important to note here that signage manufacturers are not considered graphic designers. If further clarification is needed, the RDM can advise on this.

One sign is permitted to each shopfront and is limited to your store's trading name and logo. The use of banners placards or signs fixed to the glazing are not permitted without prior consent from Vicinity Centres.

Where vinyl graphics are proposed to the shopfront glazing ensure these are installed to the inside face of the glazing.

Signage lettering can be up to 400mm in height.

When designing the signage, please ensure it is three-dimensional and lit from behind with internal illumination. Non-illuminated signage that demonstrates exceptional design quality may also be considered, but requires prior approval from the RDM.

Menu boards that are edge-lit and slim-line are preferred however those with a solid background and vinyl lettering will be considered on individual design merit.

Signage styles not permitted include animated, flashing or moving signage, light box style signage, vacuum-formed or foam lettering, plain painted signage, hand written pricing, signage or graphics.

Snapper frames will be assessed on individual design merit. Where permitted, frames must be square edged and recessed into the surrounding joinery.

Branded wind barriers and umbrellas for external tenancies are not permitted.



CEILINGS

The design of the ceiling must relate to your overall design concept and include articulation and feature elements.

The ceiling is to be maximised in the shopfront feature zone.

Ensure the ceiling or any overhead element is supported securely from the base building structure, as fixing from services is not permitted.

Allow for frameless flush mounted ceiling access panels with an angle trim and installed with allen-key locks.

Food store tenancies must have flush set plasterboard ceilings throughout the tenancy, in line with National Construction Code of Australia (NCC) and health regulations.

If your tenancy is under 250 m² a set plasterboard ceiling finish is required as a minimum.

A tile and grid ceiling may be considered by the RDM for stores exceeding 250m². Where approved, a minimum set plasterboard in-groove of 4000mm in from the lease line is required. The ceiling levels between the set plasterboard ceiling and tile and grid are to be set at different levels.

Tenancies without Ceilings

Open style ceilings will be considered where the following conditions are met:

- The lack of ceiling is integral to the design concept proposal.
- The first 2000mm in from the lease line is set plasterboard.
- Mechanical ducts are changed from flexi to rigid and the entire ceiling including all exposed services are painted out.
- Surrounding inter-tenancy walls must be extended to the underside of the Centre's roof or slab and are notched around all services and structure.

Where an open plan ceiling is being considered, the proposal must be reviewed by Vicinity Centres consultants to ensure what impact it may have on the Centres structure, such as fire engineered solutions and services.

Emergency and exit lighting must be slimline acrylic blade types and must be installed to achieve full compliance against the relevant Australian Standards.

LIGHTING

The lighting specified must complement the stores overall design. It is important the lighting design provides high quality illumination and enhance both the merchandise and visual appeal of the store. A combination of architectural fittings and alternate light sources must be utilised.

Ensure lighting is designed to minimise energy usage and complies with the requirements of Section J of the National Construction Code of Australia (NCC).

Illuminated shopfront sign and shopfront lighting must be separately switched to a timer and programmed to the Centres trading hours.

Light fittings that are not permitted include exposed neon, spinner type lights, flashing lights and surface mounted fluorescent lighting troffers.

Tenancies under 250 m2

- Troffer style light fittings are not permitted for tenancies under 250 m2.

Tenancies over 250 m2

- Troffer style lighting permitted after the first 4000mm in from the lease line.
- Where troffer lighting has been agreed bat wing diffuser fittings are to be specified.

FLOOR

The flooring specified inside your tenancy must be in keeping with the overall concept of your store. It must meet minimum slip coefficients and be of commercial grade.

The junction between all floor finishes must sit flush and include a recessed metal angle between the finishes. Screw fixed edge plates or raised cover strips between floor finishes are not permitted.

If there is a variance between your floor finish and the mall floor then a topping is required. Allow for the topping to run the entire width of your tenancy.

If the tenancy requires a ramp, it is important that this complies with regulatory code requirements.

Dependant on where your store is located, you may be required to use the mall tile as your ingo tile. Note these works are carried out by the Lessor at your cost (liaise with the RDM for Centre specific criteria).

Where applicable, building expansion joints must be integrated into floor finishes.

Other important requirements include non-slip finishes specified into all wet areas, steps, ramps and landings. It is your responsibility to ensure the floor finishes comply with slip resistance and pendulum test certification for your floor's intended use. Certification is to be provided to the Lessor prior to commencement of trade.

For food tenancies, floors and skirtings must meet all the regulatory code requirements.

For food stores and other tenancies with high water use, a waterproof membrane must be installed between your floor finish and the Lessor's base building floor. This membrane must be turned up a minimum of 300mm against the perimeter of the inter-tenancy wall.

Any coring or chasing of tenancy floor slabs requires approval from Vicinity Centres prior to the commencement of on-site works.





WALLS

The wall finishes throughout the tenancy must be unique and innovatively designed. Utilise elements such as graphics and three-dimensional elements while avoiding large areas of untreated painted plasterboard.

All internal walls within the tenancy, including the storeroom, change room and consultancy walls and similar items, must be full height extending from the floor to the underside of the ceiling.

Construction of internal partitions should be undertaken using metal or timber studs, and must be lined. Noisy stores, (this may include music, youth fashion, hairdressing salons, hospitality, key cutting and similar stores) are required to utilise acoustic sound proofing materials such as insulation.

Additional requirements, for example security mesh above inter-tenancy walls, or extending walls full height to allow for an open plan ceiling, are undertaken at your cost.

Where applicable, building expansion joints must be integrated into wall finishes.

Painted or exposed blockwork walls, exposed cool room panelling and prefabricated panelling are not permitted, nor should they be visible, in your front of house areas.

Also not permitted are exposed conduits or power poles stretching from floor to ceiling.

Walls for food tenancies must meet all the regulatory code requirements.

Doors to back of house areas/consultancy rooms and the like must be oversized min 2400mm high, made flush with front of house walls, frameless and self closing.

Curtains separating the front of house from back of house areas are not permitted. Sightlines into the back of house must be concealed.

Where the preparation of food is considered integral to your design, the proposal will be considered by the RDM based on the overall design merit.





FIXTURES

Fixtures must be designed to complement your store concept. As such, walls, wall mounted display systems and loose joinery items need to support and be consistent with your overall store design.

Where glass cabinets or displays are proposed, allow for recessing of all glazing channels into the joinery elements. This is necessary as framed units cannot be used.

Point of Sales counters or freestanding fixtures need to be carefully located within your store space, allowing for at least 1,000mm distance from your lease line or shopfront.

VISUAL MERCHANDISING

Individual creativity and artistic flair play a major role in creating dynamic and engaging visual merchandising displays. It is essential that you engage a professional visual merchandiser to review your tenancy's layout and create product stories or concepts as part of the design process.

When creating a merchandise display consider how to install, hang and remove products and props – particularly in relation to the display of products in your shopfront window/s.

Ensure displays, tell a story or have a theme, show products in use, lighting and props should be professional, with well stocked power walls/ displays to show best sellers.

Wall and Floor Merchandising systems:
A variety of different wall treatments and finishes throughout the tenancy are required. Custom display units must be incorporated into each fitout, in line with the corporate concept of the brand.





AUDIO VISUAL, TECHNOLOGY AND MUSIC

Screens (including LCD and the like) must be fully integrated or recessed into the joinery or walls of your tenancy, using concealed cabling and fixings.

Stereo systems require a sound leveller in order to maintain a constant music sound level. The decibel rating within your premises cannot exceed 75db, in accordance with Australian Standards, unless otherwise agreed by Vicinity Centres.

Speakers must be ceiling recessed or recessed into horizontal track lighting systems and are not permitted within 3,000mm of the entry. Your speaker locations should also be detailed within your design drawings.

STORE SECURITY

All security devices and alarms proposed remain your responsibility. Consider their placement carefully as they must be concealed within the shopfront, pending approval from your RDM.

Freestanding security bars, posts, cameras and sirens must also be incorporated into the design of your shopfront, and located within your leased premises.

Please note, your attachments and/or fittings cannot be attached to the mall bulkhead.

DESIGN REQUIREMENTS DISABILITY & ACCESS PROVISION

The design of disability and access provision to your tenancy needs to comply with the NCC and with the requirements of all other relevant authorities and applicable laws. These include, but are not limited to:

- The Disability Discrimination Act 1992 (Cth), (DDA),
- Disability (Access to Premises – Buildings) Standards 2010,
- AS 1428.1-2009 Design for access and mobility and AS1428.2 1992 Part 2 – Design for access and mobility (Enhanced).





ADDITIONAL INFORMATION INLINE FOOD TENANCIES

The design of your food tenancy must reflect a high standard of design and with a clear focus on presenting and highlighting the goods and services offered.

The design of counter fronts must incorporate high quality and durable finishes, and exhibit dimensional qualities without protruding past your lease line. Your counter must also incorporate your point of sale or cash register equipment, as well as condiments, cutlery and serviette dispensers where applicable.

Counter displays should be constructed using square-edged, frameless glass and concealed lighting, at a maximum height of 1,350mm.

Please also allow for a neutral zone of 100mm between your counter display and inter-tenancy wall/s.

Refrigeration motors are to be installed in a remote location, as advised by Centre Management. Extraction and or ventilation grilles cannot be located on the counter front and need to be installed out of public view.

All equipment must be integrated within the front of house joinery, note this includes drinks fridges.

Bench mounted refrigeration/drinks units are not permitted.

All storage shelving in your front of house area requires cupboard doors. Proposed display shelving is possible and will be assessed, based on design merit, by the RDM.

Integral to the design of your front of house area is ceiling height, which must be maximised.

Eliminating a direct line of sight between your front of house and back of house is a key requirement when designing access/vision between the two areas. The RDM may permit pass-throughs from the front of house to rear of the store, following review.

The location of your main sign and menu boards varies depending on the tenancy's location. (Liaise with the RDM for Centre specific criteria).

EXTERNAL AREAS

Where your tenancy has an external seating area there should be a strong connection of both the external and internal environment in both design and finish.

The use of mobile wind barriers and planters are not permitted.

Approval of gas heating and umbrellas to external tenancies vary from Centre to Centre. (Liaise with the RDM for Centre specific criteria).

SPECIFIC CRITERIA KIOSK

The following specific kiosk criteria should be read in conjunction with the general design criteria set out in this guide. Food kiosks, in particular, should review the criteria set out for Inline Food Tenancies.

The design of your kiosk has a strong retail presence within the mall and as such must demonstrate an exceptional design standard.

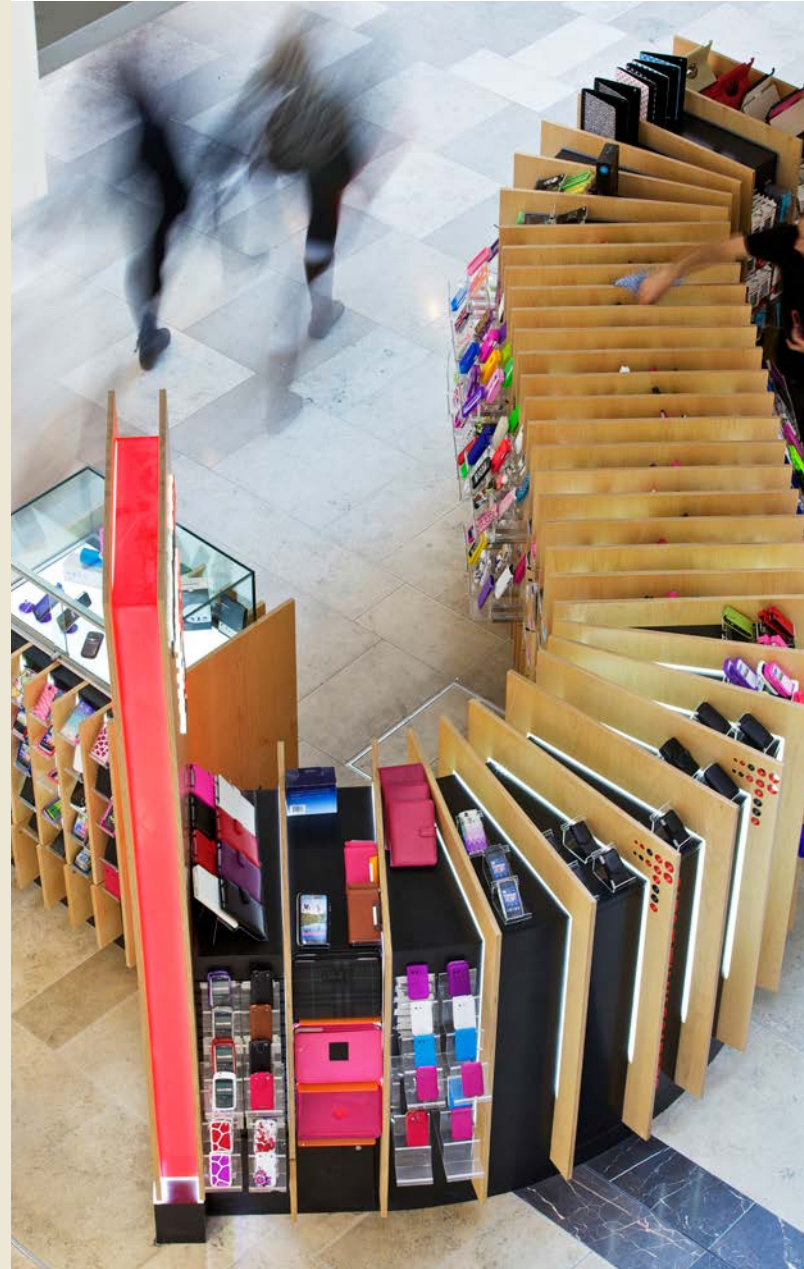
Open walk through style kiosks are encouraged.

Servery counters are to be set between 850–900mm with solid/ glazed joinery elements to be a maximum of 1350mm AFFL (Above Finished Floor Level).

Also important is sightline clearance, which must be maintained over 1,400mm AFFL; loose or fixed fittings cannot be used above this height.

When designing the food preparation areas please ensure direct sightlines from the outside in are avoided.

Canopies over kiosks are not permitted unless directed by the Lessor or NCC, where a health requirement exists that require a canopy over a food preparation area. (Liaise with the RDM)



MATERIALS

The exposed nature of the kiosk in the mall environment means the selection of materials is key to durability and appearance of the fitout. High quality materials are to be specified with all leading edges to be protected.

Materials you can use include, but are not limited to, natural and reconstituted stone, solid and recycled timber, vitrified tiles and back painted glass. Laminate, acrylic and brushed or rolled paint finishes are not permitted.

LIGHTING

The lighting to your kiosk must be integrated into the joinery and concealed, as exposed fittings are not permitted.

If you require additional lighting above the kiosk, please submit an application for review to the RDM. Where approval is granted the lighting should be consistent with the existing fitting style within the malls - this will be installed by the Lessor at your cost.



SPECIFIC CRITERIA KIOSK

continued

FLOORING

The mall floor finish beneath the kiosk must remain intact.

Suitable protection for the mall floor (such as waterproof membrane or similar), must be installed under all new kiosk floor coverings. Note, plinths and equipment and membranes must not be permanently fixed to the Lessor's mall floor finish.

SIGNAGE, MENUS & GRAPHICS

If your kiosk contains a mall column, the column must be utilised as the main signage element with treatment applied to a height of 2,600mm AFFL.

The main blade sign must be sized at 2600H x 800W x 150D and contain internally illuminated three-dimensional letters. In addition to this, your food kiosk may be at the Lessors discretion, permitted to utilise a second vertical blade sign (sized at 2600H x 800W x 150D) in a different direction to the main blade sign.

Third party signage graphics and promotional elements on equipment, fridges and similar items is not permitted.

Menu boards that are edge-lit and slim-line are preferable, although a solid background and vinyl lettering can be used as an alternative. However, overhead horizontal signage menus are not permitted.

If screens (LCD and the like) are part of your fitout, these must be fully integrated or recessed into the design elements of your kiosk. The screen content should be rolling images or text only, which must be approved by Centre Management. Please note, secondary branding or third party promotional material cannot be displayed, nor can sound be used within kiosks.

ATM'S

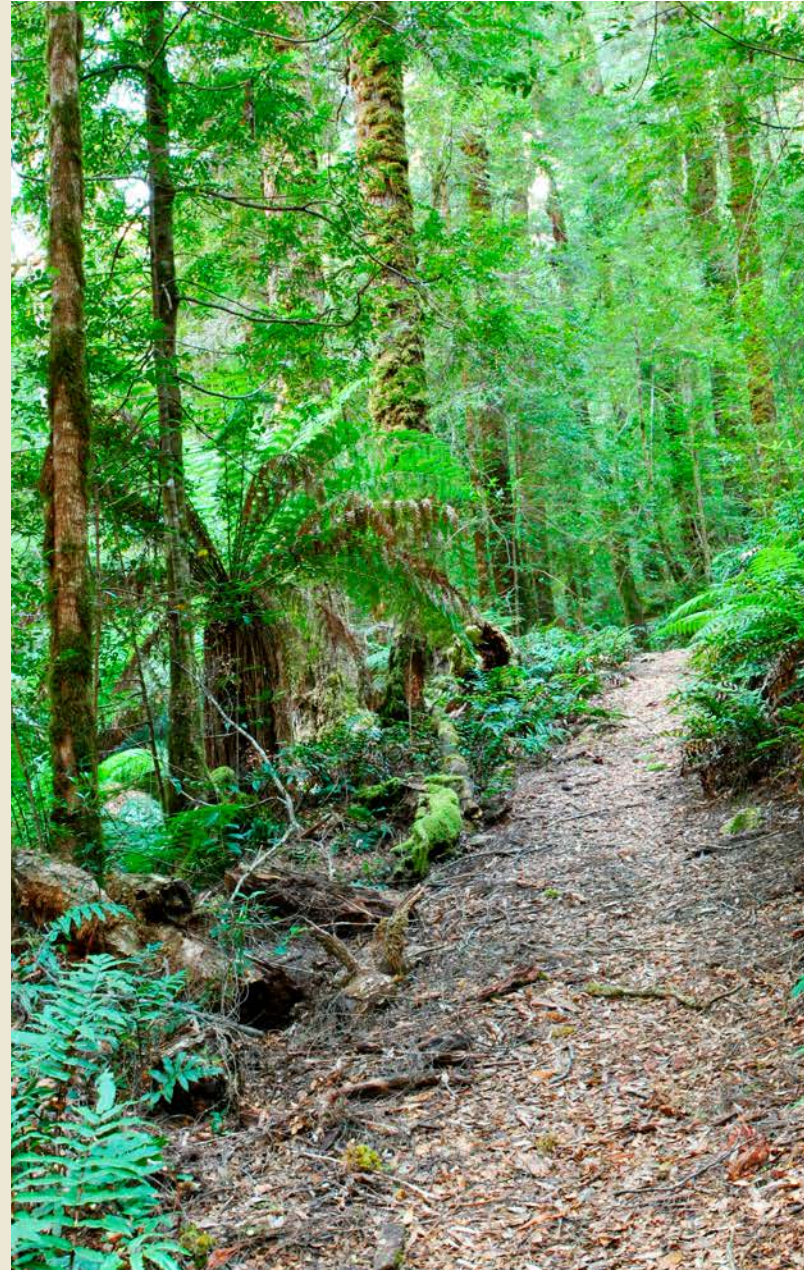
All ATMs should be front-loading machines to ensure efficient use of the area. In terms of dimensions, ATMs must not exceed 1,850mm AFFL. Signage toppers must be designed to ensure no sightlines to adjoining tenancies are impeded; and only one sign is permitted per machine.



ECOLOGICALLY SUSTAINABLE DESIGN (ESD)

An ecologically sustainable approach to fitout design is a key value for Vicinity Centres. We are committed to leading by example, and having a positive impact within the retail property sector. It is therefore the focus of this guide to support and encourage you, the Lessee, to join us in a combined effort to design and produce sustainable fitout solutions.

As part of our vision for sustainable practice your tenancy needs to be designed to minimise its impact on the environment. In analysing and monitoring your tenancy's impact on the environment, consider the durability and quality of your fitout finishes, your production and freight impact, and also the bi-products of your construction. Implementing and maintaining environmentally friendly practices can lower your costs while improving the sustainability of your everyday operations.



PURPOSE

At Vicinity Centres we are committed to achieving a high level of sustainability performance in all our Centres, with a particular focus on:

- Efficient use of energy and water,
- Minimisation of greenhouse emissions used during manufacture of materials and during construction,
- Increased use of recycling facilities and recycled materials,
- Reduction of energy costs to retailers,
- Reduction of waste, and
- Creation of safe and healthy workplaces.



SUSTAINABLE DESIGN PRINCIPLES

The key to achieving higher levels of sustainability is in making considerations during the design process. When designing your fitout, please consider the following sustainable design principles:

- Assess the entire life cycle of the tenancy to identify overall environmental footprint and impact,
- Design for the long-term, and use less impactful materials for displays that are changeable,
- Minimise non-renewable energy consumption,
- Use environmentally preferable products,
- Efficient use of energy, materials and water reducing waste,
- Reduce excess amounts of lighting, noise and maintain air quality,
- Protect occupant health and improve employee productivity,
- Optimise operational and maintenance practices.

MATERIALS

It is important to consider the life cycle of materials: where did they come from and what will happen to them when they are no longer needed?

Please consider the following, when specifying materials for your fitout:

- Recycled materials reduce the amount of waste required in the process of making new products.

- Use demountable and reusable wall systems that can be adapted to accommodate the future use of the premises.
- Locally sourced products should be used where possible as they minimise emissions in transportation.

Volatile Organic Compounds (VOC's) are found in products which emit chemical gases into the environment. Selecting paints, adhesives, carpets, reconstituted wood products and furniture that carry minimal amounts of VOCs is advisable.

Water based paints should be selected over oil based paints. Paints can also have a Good Environmental Choice Eco label to certify their compliance with international best practice.

Formaldehyde is a gas emitted from the resins used to bond fibreboard and particleboard. Composite wood products used in a tenancy must have low formaldehyde emissions of E1 or lower.

Thermal Insulation Shopfronts with direct sunlight entering will need to fit blinds or sun blocks in order to maintain a constant internal temperature

Forest Stewardship Council (FSC)

It is important to research the origins of a material and the conditions in which it is manufactured and grown when specifying timbers. The Forest Stewardship Council (FSC) is an internationally recognised label given to timber sourced from sustainable forests, and a recommended resource for you and your retail designer when sourcing materials for your fitout.

WATER AND ENERGY

Energy Efficiency

The amount of natural light entering a tenancy will impact on the amount and strength of artificial light required. Although lighting is a key feature in merchandising, it is generally recognised that contrasting light levels rather than total light levels make products stand out from their surroundings.

Division of Light Circuits

It is important that different lighting circuits and switches are allocated to different sections of a tenancy according to use. Each individual circuit may include:

- Shopfront and signage,
- Display cabinets,
- Feature lighting general interior lighting,
- Cool rooms (if required) back of house,

Emergency and safety lighting models with a high Coefficient of Performance (COP) greater than five are considered best practice.

Light Types

LED's LED fluorescent and ceramic metal halides which use less energy and emit low amounts of heat are to be specified. F5 fluorescents are a small and energy efficient solution for displays while fibre optics offer a direct, targeted light source. Non-sustainable lighting sources such as halogens and incandescent lights cannot be used.

Air-Conditioning

Your air conditioning should be operated on a timer to coincide with the Centre's opening hours. Please also consider widening the set temperature range by a few degrees to save on energy and costs. Reducing unnecessary heat from lighting and electronics will also minimise energy used for cooling. Air conditioning models with a high COP greater than five are considered best practice.

Rating

Select fittings and appliances that carry a high efficiency rating. 'White goods' should carry a high Star Energy Rating whilst fixtures using water should carry a high WELS Star Rating.

Fridges should be set on a thermostat of no lower than four degrees and be cooled with Hydrocarbon Refrigerants opposed to HFCs.

Avoid using Hot Water Boilers where possible. However, if required, ensure your boiler has a timer and manual switch off. It should use less than 50W when on standby and have a maximum capacity of 2.5 litres.

FITOUT

Shopfitter

Select Shopfitters who have a proven understanding of correct environmental practices. For best practices, ensure your shopfitter has an environmental management plan (EMP) and waste management plan in place.

Recycling

Recycling systems should be in place during fitout works and once your tenancy is open for trade.

Trading

Educate and train staff to be environmentally aware in the workplace.

For more information:

There are a number of leading websites which contain useful information in relation to Ecologically Sustainable Design:

- www.gbca.org.au
- www.ecospecifier.com.au
- www.geca.org.au



DESIGN AND FITOUT PROCESS

PROCESS OVERVIEW

1

GETTING STARTED

Lease offer accepted.

RDM contacts you (Lessee) and provides the design documentation package along with programme dates.

You appoint a suitably qualified retail designer and graphic designer.

2

DESIGN APPROVAL STAGE

You or your retail designer provides a Preliminary Design Submission to the RDM. RDM reviews and provides feedback.

You or your retail designer provides a Final Design Submission to the RDM. RDM reviews and issues stamped final design approved drawings with conditions.

RDM issues Owner Consent letter with final design approval.

3

PRE FITOUT

You engage structural engineer to review all structural elements in your design including shopfront, shopfront signage and ceiling.

You or your retail designer tender approved drawings and appoint shopfitter minimum 2 weeks prior to handover.

You appoint qualified and experienced shopfitter.

You arrange for shopfitter to attend Centre pre-start induction.

4

FITOUT

You meet onsite or send shopfitter to accept handover with TDM on the handover date.

You provide executed lease, rent in advance, bank guarantee and certificates of currency of insurance prior to handover. Shopfitter commences fitout.

5

PRIOR TO TRADE/TRADE

Shopfitting works including defects to be complete 3 days prior to trade to allow you to stock and merchandise your tenancy.

Provide all authority and trade certification prior to hoarding removal.

1

GETTING STARTED

STEP 1 – GETTING STARTED

Once you accept the lease offer you are ready to commence the design process. It is at this time the appointed RDM will make initial contact and provide the following documentation:

- Program of key milestone dates that need to be met,
- The Retail Design Guideline document,
- Tenancy Drawings – including floor plan, reflected ceiling layout, typical section, through the tenancy, and a shopfront elevation,
- Services Checklist,
- Any additional site specific information.

Your first step is to appoint a qualified retail and graphic designer with at least five years of industry experience. During this time you should be also speaking with qualified Shopfitters to ensure their availability.





2 DESIGN APPROVAL STAGE

STEP 2 – DESIGN APPROVAL STAGE

Preliminary Design Submission

Your preliminary design submission is to be presented in an A3 PDF format and should include the following documents:

- Floor Plan(s)
- Reflected Ceiling Plan (RCP)
- Services Layout Plan(s) – electrical, mechanical drainage
- Shopfront and Section
- Internal elevations
- A conceptual signage and graphics package
- Finishes Schedule and Sample Board (coloured)
- Completed Services Checklist
- Completed Design Checklist

In accordance with the Design Guidelines and fitout requirements, the RDM will review your submitted documentation, provide a review of your proposal and advise if further action is required in order to progress the submission to the final stage.

Final Design Submission

The final design submission must address all comments and suggestions made in the preliminary design review and be presented in an A3 PDF format. The package is to include the following documents:

- Floor Plan(s)
- Reflected Ceiling Plan (RCP)
- Floor Finishes Plan
- Services Layout Plan(s) – electrical, mechanical & hydraulics
- Shopfront and Sections
- Internal Elevations and Sections
- Joinery Details including sections and elevations
- Signage and Graphics Packages
- Finishes Schedule and Sample Board (coloured)

Upon review of your final drawings package and in accordance with the Retail Design Guidelines the RDM will provide you with a review of your proposal and advise if:

- (a) The submission is approved
- (b) The submission is not approved

If approved you will be provided with stamped approved drawings with conditions and issued with an owner's consent letter for you to be able to lodge your drawings for Authority approval.

If the submission has not been approved you will need to make the required changes and resubmit the documentation in order to finalise the final approved design.



3 PRE FITOUT

STEP 3 – PRE FITOUT

Upon receipt of final design approval, you or your representative are required to complete the following steps/processes:

- Submit approved drawings to registered Building Surveyor or Council Building authority for the assessment and issue of a Building Permit.
 - Complete a services questionnaire and provide a copy to the RDM and Building Surveyor/Council authority for assessment.
 - Engage a qualified Structural Engineer to provide appropriate detail in relation to shopfront construction.
 - Tender the approved design drawings to suitably qualified Shopfitters for pricing. Please note, Shopfitters must have appropriate experience working in shopping centre environments and be registered building practitioners for the state where works are being undertaken. Owner builders are not acceptable. The TDM or RDM can assist with providing contact details of shopfitters, if required, with the relevant commercial experience.
- You must appoint a Shopfitter a minimum of two weeks prior to the handover of the tenancy.
 - The TDM, with the assistance of the Centre Operations Manager, will send approved design documentation to the relevant nominated trade contractors for the purpose of costing all Lessor works at the cost of the Lessee, (such as sprinkler and air conditioning modifications to suit the new fitout design), and provide you with an invoice for payment prior to the commencement of trade.
 - At least 5 days prior to the commencement of works on-site, your Shopfitter must attend a pre-start induction at the Centre and provide documentation relating to company registration, public liability insurance (at \$20million), Work Cover insurance, building permit.



4 FITOUT

STEP 4 – FITOUT

- Prior to the hand-over of the tenancy, and in accordance with agreed dates within the lease agreement, the TDM will arrange to meet with you or your representative on-site to formally hand over the site for the commencement of fitout works. (Please note, this may be performed by a Vicinity Centres representative).
- You must provide a copy of the executed lease rent, certificates of currency of insurance and and bank guarantee to the Centre, prior to commencement of works on-site.
- Your Shopfitter will commence works on the agreed hand-over date, or as close as is practically achievable.
- During the fitout, the TDM and RDM will closely monitor all works and require your Shopfitter to provide a works program that complies with the agreed fitout term and your stocking requirements.
- The TDM and the Centre Operations Manager will coordinate with your Shopfitter all Lessor/Lessee works.
- You and Your Shopfitter should have regard to The 'General Requirements Lessee/ Lessee Contractor' as set out in this document in relation to your fitout.

5 PRIOR TO TRADE/TRADE

STEP 5 – TRADE

Prior to the commencement of trade, you and your Shopfitter must satisfy the TDM (or their representative) that defects of a significant nature have been rectified prior to the removal of the hoarding. Prior to the TDM instructing the Centre to arrange the removal of the hoarding, the TDM (or their representative) must be satisfied that the Lessor has received the following certification pertaining to the fitout:

- Certificate of Occupancy issued by the Building surveyor/Council,
- Structural Engineer Certificate relating to the shopfront installation including signage,
- Glazing Certification,
- Electrical Certification,
- Plumbing Certification,
- Health Department Certification in relation to food premises/tenancies.

GENERAL FITOUT REQUIREMENTS LESSEE'S SHOPFITTER

LIGHTING SERVICES

All lamp temperature colours shall generally be 4,000 degrees with a colour render of ra85 index. Other colours may be used for display purposes, however these will require approval from Centre Management. Front of House (to cafés), as well as shopfront lighting and main shop signage must be installed on a seven-day, 24-hour time clock. All lighting must have a wall switch, which is to be shown on your electrical/lighting plans. Lighting is not to be switched on/off at the electrical distribution board mains.

STRUCTURAL

Please indicate on the preliminary plan any heavy items (for example, safes) and requirements for penetrating the slab, including size and location.

APPROVAL OF FITOUT CONTRACTOR

As the Lessee, you must appoint a reputable Shopfitter experienced in shop fit-out work to complete all Lessee's Works. Your Shopfitter must hold and maintain the insurances required under the Agreement for Lease and this guide. It is your responsibility to submit the name of the Shopfitter, (including Builders Licence Number and Shopfitters Licence) to the Retail Design Manager and obtain approval prior to commencing the Lessee's Works.



ON SITE REQUIREMENTS

ACCESS AND WORKING HOURS –

Access to interior shops will normally only be available during normal shopping hours. Special arrangements must be made with Centre Management for access outside these hours and this may incur costs payable by you for attendance of Security staff to unlock, guard and re-lock the Centre while you, your Shopfitter or any Subcontractors are on site. In addition to the above access and working hours, the site working times are to be governed by the MBAV working day calendar for 2014 and 2015 respectively.

WORK SAFE –

Copies of Safe Work Method Statements will be required for each trade delivery of building materials. Display fittings, equipment or stock will not be permitted through malls or service corridors during normal shopping hours, except with prior written permission from Centre Management; this may be subject to conditions for the protection of the public.

GENERAL FITOUT REQUIREMENTS LESSEE'S SHOPFITTER



SECURITY AND FIRE ALARMS – Alarms are installed in the Centre and are monitored 24 hours each day. Any Lessee's Works likely to set off alarms will result in an FESA or Security staff response. All call-out or other charges will be payable by you. All security or fire alarm isolation will require 24-hour prior notification to Centre Management. This may be necessary where work is likely to generate dust, smoke or fumes which may set off alarms.

ESSENTIAL SERVICE CERTIFICATIONS – required for the following services provided to the shop:

- Smoke Detection
- EWIS operation
- Exit Lighting
- Emergency lighting
- Portable Fire Extinguishers

Smoke detectors must be isolated during any dusty work and a dust cover should be fitted.

WATER METER – Water meters must be installed to each food tenancy by you at your cost and cannot be within public view. Please consult with your Operations Manager for specification. Please note, hairdressing salons must also install a water meter.

GAS METER – Gas meters must be installed to each food tenancy by you at your cost, and cannot be in public view. Please consult with your Operations Manager for specification.

PARKING – Parking will only be permitted in areas allocated by Centre Management.

In no circumstances will parking be permitted during normal shopping hours in the vicinity of mall entrances.

NOISY WORK – During normal shopping hours please avoid any noisy work (such as jack hammering, percussion drilling, machine saw cutting of timber, sheet metal, concrete, et cetera), which is liable to cause disturbance to adjacent Lessees or the public within the Centre. Centre Management may require any unreasonable noisy work to cease and may only be recommenced outside normal shopping hours.

HOT WORKS – Hot works will not be permitted without the express written permission of Centre Management and an appropriate FESA-approved fire extinguisher being kept within one metre of the work.

PLUMBING WORKS – Any modifications to the in-ground plumbing works, deemed necessary by the Lessor's consultants due to the requirements of the approved fit-out proposal, are to be performed by your Shopfitter at your cost. This includes any supplementary facilities required by statutory authorities in connection with the approved use of the tenancy, such as reticulation of water, supply waste and vent systems.

PAINTING – Painting or other Lessee's Works likely to cause fumes that may affect other Lessee's or the public within the Centre must only be carried out outside normal shopping hours, subject to approval of Centre Management.

GENERAL FITOUT REQUIREMENTS LESSEE'S SHOPFITTER



NO SMOKING – Smoking is not allowed anywhere inside the Centre. Any person violating this rule will be required to extinguish the cigarette or cigar and leave the Centre immediately.

FLOOR PROTECTION – Protection of mall floors must be provided by your Shopfitter with suitable temporary heavy-duty PVC sheeting, Masonite or other suitable stout protection to prevent damage or staining of finishes. Sheeting must be repaired and maintained during progress of work and removed on completion.

CLEANING – Cleaning of mall and corridor floors, shopfront frames and glazing must be completed by you or your Shopfitter before you commence stocking and before opening for trading.

TEMPORARY SERVICES – Electrical and water supply for construction must be taken from your shop distribution board, which must be fitted with a meter by the Lessor prior to commencement of work. You or your Shopfitter must pay the cost of electricity consumed.

RUBBISH STORAGE AND REMOVAL – You and your Shopfitter must be responsible for the removal of rubbish from the site in a manner and at times agreed with Centre Management. Rubbish may be disposed in skips or containers located in approved positions in the adjacent car parks, but only with the specific written approval from Centre Management. In no circumstances may builders' materials or rubbish be left in mall areas outside your shopfront or lease line.

GENERAL GUIDLINES

You and your Shopfitter are required to wear protective clothing applicable to your work and in accordance with Worksafe Guidelines.

All fit-out work in malls or other common areas (where expressly permitted by Centre Management) must have hazard warning signs and barriers in accordance with Worksafe Guidelines.

No amplified music likely to cause disturbance to adjoining Lessees or the public is permitted on-site.

All portable electrical equipment must be fitted with appropriate residual current devices. Vicinity Centres will not be responsible for loss of any tools, equipment, building materials, fittings or other.

You and your Shopfitter acknowledge and accept that the site, including the premises in which the works are to be carried out, shall at all times be subject to the reasonable discipline of your RDM and/or Centre Management.



GENERAL FITOUT REQUIREMENTS LESSEE'S SHOPFITTER

CERTIFICATIONS

Certificates required prior to opening:

The Lessee must obtain at it's cost all certificates required by the Authorities in connection with the Lessee's Works. A copy of all required certificates must be forwarded to Centre Management prior to commencement of trade. Depending on the scope of Lessee's Works the following certificates may be required.

1. Structural Engineers Certificate –

This certifies that all overhead structures are adequately supported from the building structure including (but not limited to) shopfront, ceiling, bulkheads and signage. Engineers' contact details are to be forwarded to the RDM before the fit-out commences. Please note that your structural engineer must clearly list all the elements inspected on the certificate. Shopfronts and signage must be supported independently of the mall bulkhead.

2. Structural Engineers Certificate –

Shopfront glazing over 3,600 millimetres high. Installation, design and materials meet the BCA current Australian Standards, AS1288 and AS2208.

3. Roller Shutter/Trellis Door/Dynamic Installation Certificate –

The roller shutter installer and/or manufacturer should supply this. It certifies that the roller shutter has been adequately supported from the building structure and has been installed to the manufacturer's specifications.

4. Glazing Certificate – Your Glazier who installed your glass must supply certification that the installation, design and materials meet the current Australian Standards, AS1288 and AS2208.

5. Electrical Certificate of Compliance –

This must be supplied by your Electrical Contractor and should certify that the installation of electrical services within the tenancy meets all regulatory requirements and codes, and is safe for energising as required under law.

6. Exhaust Canopy Installation Certificate –

This must be supplied by the exhaust contractor and should certify that the installation of any exhaust canopies within your premises meet all regulatory requirements and codes, and is safe for energising as required under law.

7. Plumbing Certificate – The contractor who carried out any plumbing work in your premises must provide this. It must certify that the plumbing complies with the relevant Australian standard.

8. Waterproof Membrane Installation –

A waterproof membrane is required for any wet area within your premises (including hairdressers, florists food kiosks, et cetera.) It is not required for a standard hand basin within a storeroom. Your Shopfitter must supply written confirmation that all aspects meet Australian Standards for all food service areas. All penetrations and inside of joinery in kiosks must be tanked.

9. Authorities Construction Certificate – This is a copy of the Compliance Certificate and required attachments issued by the relevant Certifying Authority.

10. Health Department Certificate (where applicable) – All premises handling food must supply written confirmation and approval from the Health Department confirming that all relevant food regulations relating to the Lessee's Works have been complied with.

If you carry out acupuncture, body piercing, ear piercing, electrolysis, tattooing, cosmetic enhancement, hairdressing or beauty treatments on your premises, you must provide a Certificate of Registration of the Premises under the relevant Health Act.

11. Fire Extinguisher Certificate – This can be obtained from a fire protection contractor.

12. Fire Hazard Properties Certificate –

All materials, linings and surface materials in the fit-out must comply with the nominated Standard of Performance. NCC (BCA) 96 Specification C1.10. AS 1530 Early Fire Hazards Test.

13. Floor Finishes Certificate – This certifies slip resistance suitable for commercial use (that is, retail). This applies to any floor surface other than carpet. Floor finishes must comply with Australian Standard 4586:1999 and AS 3661.

14. Occupancy Certificate Final Site Inspection by Authorities for Your Occupancy Certificate –

You are required to contact the Certifying Authority for final site inspection of your fit-out. All the above certificates are to be presented before or at this inspection.

15. Essential Services –

1. Emergency and Exit Light Testing Switches must be installed.
2. Certification of all fire services inclusive of sprinklers is required regardless of extent of works or if existing ceilings are being retained.

LESSEE/LESSOR SCOPE OF WORKS

NON FOOD KIOSK	LESSEE'S WORKS	LESSOR WORKS	
SCOPE OF WORKS	The Lessee is required to complete the following works at the Lessee's cost.	The Tenancy will be handed over to the Lessee with the following:	Works completed by the Lessor's nominated contractors at the Lessee's cost.
ARCHITECT/RETAIL DESIGNER	You must appoint a reputable designer (with a minimum five years of retail design experience) to design and document your fitout in line with the requirements of Vicinity Centres' Retail Design Guidelines.		
FLOORING	You must provide floor coverings and any required floor preparation works which are at a standard acceptable to the Lessor.	A section of the Centre's mall or common area floor including the finish of the mall floor on a concrete floor slab.	
TENANCY WALLS	You must provide and install all walls and partitions within your premises.	No wall will be provided by the Lessor.	
LIGHTING	Kiosks must utilise the existing lighting provided by the Lessor's ceiling.		Any further lighting required, in addition to that provided by the Lessor as part of the Centre's existing common area lighting, is to be completed by the Lessor at your cost.
SIGNAGE	As the Lessee, you must provide signage to a standard acceptable to the Lessor. Please note, maximum height of the single blade sign is restricted to 2600mm x 800mm wide.		
ELECTRICAL	You must reticulate the electrical installation within your tenancy. The electrical installation will include the distribution board, circuit breakers and required switching.	Single Phase 63 AMPs, with no distribution board.	Any upgrade to the electrical supply including any temporary power requirements. Temporary power (if required) is to be wired from your tenancy's board.
ELECTRICAL METER	Where the tenancy is new, you will must apply for, and pay all fees associated with, the installation of the Authority Meter.		

LESSEE/LESSOR SCOPE OF WORKS

NON FOOD KIOSK	LESSEE'S WORKS	LESSOR WORKS	
SCOPE OF WORKS	The Lessee is required to complete the following works at the Lessee's cost.	The Tenancy will be handed over to the Lessee with the following:	Works completed by the Lessor's nominated contractors at the Lessee's cost.
FIRE FIGHTING EQUIPMENT	As the Lessee, you must provide all fire fighting equipment to your premises, including portable fire extinguishers and fire blankets.		
STRUCTURAL APPROVAL	Where your design requires the penetration or chasing of the slab, you must obtain approval from the Nominated Structural Engineer. This will be at your own cost.		
CONTRACTOR APPOINTMENT	You must appoint a reputable Registered shopfitter to undertake all building works to your tenancy, in accordance with Vicinity Centres' Retail Design Guidelines.		
AIR CONDITIONING		Your premises will be air conditioned as part of the Centre's mall.	Any upgrade to the Centre's existing mall air conditioning to accommodate your specific use/heat loadings etc and inclusive of make-up air requirements, as well as removal of redundant mechanical debris.
COMMUNICATIONS		10 pair cable FDP.	Any upgrade to the telephone or communication infrastructure to be completed by the Lessor at the Lessee's cost.
PLUMBING			If required, water supply and waste point/s will be completed by the Lessor at your cost.
CENTRE MALL TILING			Any reinstatement of the centre mall tiling is required as a result of your tenancy fitout works.

LESSEE/LESSOR SCOPE OF WORKS

NON FOOD KIOSK	LESSEE'S WORKS	LESSOR WORKS	
SCOPE OF WORKS	The Lessee is required to complete the following works at the Lessee's cost.	The Tenancy will be handed over to the Lessee with the following:	Works completed by the Lessor's nominated contractors at the Lessee's cost.
HOARDINGS			Hoardings will be installed around the tenancy prior to hand-over and removed by the Lessor at the commencement of trade. This is charged at \$150 + GST per lineal metre.
DESIGN REVIEW FEE			A Design review & Tenancy co-ordination fee of \$2,550.00 excl. GST is applicable, to cover the Lessor's cost in approving fitout plans and co-ordinating fitout works.
PENETRATIONS			Cutting and opening of the surfaces of the building structure to accommodate your services.
STRUCTURAL ALTERATIONS			Any approved structural changes to the base building, inclusive of design and certification by your consultants.

**Note fees highlighted in the above schedule may be subject to change.*



LESSEE/LESSOR SCOPE OF WORKS

FOOD TENANCY	LESSEE'S WORKS	LESSOR WORKS	
SCOPE OF WORKS	The Lessee is required to complete the following works at the Lessee's cost.	The Tenancy will be handed over to the Lessee with the following:	Works completed by the Lessor's nominated contractors at the Lessee's cost.
ARCHITECT/TENANCY DESIGNER	You must appoint a reputable designer (who holds no less than 5 years of retail design experience) to design and document your fitout. This should be in line with the requirements of Vicinity Centres' Tenancy Fitout Guide.		
FLOORING	You must provide floor coverings and any required floor preparation works at a standard acceptable to the Lessor.	A trowel finish ready for application of floor coverings, (although this is not applicable for vinyl flooring).	
TENANCY WALLS	You must provide wall coverings or paint your tenancy walls to a standard acceptable to the Lessor. In addition to this, the internal walls and partitions within your premises must be installed in line with Lessor standards.	Your walls will be smooth unpainted plaster, pre-cast or blockwork walls.	
INTERNAL COLUMNS	You must treat internal tenancy columns to a standard acceptable to the Lessor.	These will be handed over in their existing condition.	
CEILING	As part of your fitout you must install a plaster ceiling for your entire tenancy, the quality of which should be at a standard acceptable to the Lessor.		
LIGHTING	You must provide lighting which is in line with Part J6 NCC requirements, at a standard acceptable to the Lessor.		
SHOPFRONT	You are responsible for the install of your shopfront including door, roller door, glazing display areas, joinery, selected finishes, signage and structural support and structural support to a standard acceptable to the Lessor.		

LESSEE/LESSOR SCOPE OF WORKS

FOOD TENANCY	LESSEE'S WORKS	LESSOR WORKS	
SCOPE OF WORKS	The Lessee is required to complete the following works at the Lessee's cost.	The Tenancy will be handed over to the Lessee with the following:	Works completed by the Lessor's nominated contractors at the Lessee's cost.
SHOPFRONT (existing)	Where approved to retain the existing shopfront, you must provide Structural Certification, upon request from the Lessor.		
ELECTRICAL (existing)	Where approved to retain existing lighting and associated cabling and similar items, you must obtain certification of existing reticulation and EDB.		
SHOPFRONT SIGNANGE	You must ensure the shopfront signage you provide is of a standard acceptable to the Lessor.		
JOINERY	The joinery specified within your tenancy must be of a standard acceptable to the Lessor.		
ELECTRICAL	As the Lessee, you must reticulate the electrical installation within your tenancy. This includes circuit breakers for the distribution board, switches, cables and lighting fixtures.	Three Phase 80 AMPs. Electrical Distribution Board (12 Circuit Module) with single main isolator switch to a point within your tenancy.	Any upgrade to the electrical supply or relocation of the Electrical Distribution Board to suit your tenancy configuration, this includes any temporary power requirements; any electrical works (that is, external lighting) undertaken to common areas. Please note, temporary power (if required) is to be wired from your tenancy's board.
ELECTRICAL METER	Where your tenancy is new, you must apply for and pay all fees associated with the installation of the Authority meter.		
GAS METER	Where required, you must apply for and pay all fees associated with the installation of the Authority meter.		

LESSEE/LESSOR SCOPE OF WORKS

FOOD TENANCY	LESSEE'S WORKS	LESSOR WORKS	
SCOPE OF WORKS	The Lessee is required to complete the following works at the Lessee's cost.	The Tenancy will be handed over to the Lessee with the following:	Works completed by the Lessor's nominated contractors at the Lessee's cost.
PLUMBING	As the Lessee you are responsible for the installation of plumbing, drainage and refrigeration systems, (including any required ventilation). This includes connection to water supply, drainage connections, sinks, basins, fittings and water fixtures. Water and waste points will be provided by the Lessor.	The water supply and waste point to your tenancy will be as per the current location.	This encompasses any work to upgrade or relocate water supply, trade waste or drainage connection points to suit your fitout design.
FIRE FIGHTING EQUIPMENT	You must provide all fire fighting equipment for your premises, including portable fire extinguishers, a chemical automatic fire suppression system and fire blankets.		
MECHANICAL VENTILATION AND KITCHEN EXHAUST SYSTEM	If required you must provide a kitchen exhaust system with elements including exhaust hood, ductwork, grease filter and activated carbon filter. Costs apply for a connection to common exhaust, where available. Please liaise with the TDM to determine availability and litre-per-second capacity.		
CONSULTANTS FEES	If your tenancy work requires certification by the Centre's nominated consultants, (this might involve a review of loads on structure, for example), you are responsible for the consultants' fees.		
CONTRACTOR APPOINTMENT	You must appoint a reputable Registered Commercial Builder to undertake all building works to your tenancy, in accordance with Vicinity Centres' Tenancy Fitout Guide.		

LESSEE/LESSOR SCOPE OF WORKS

FOOD TENANCY	LESSEE'S WORKS	LESSOR WORKS	
SCOPE OF WORKS	The Lessee is required to complete the following works at the Lessee's cost.	The Tenancy will be handed over to the Lessee with the following:	Works completed by the Lessor's nominated contractors at the Lessee's cost.
EXTERNAL WALLS (if applicable)		External walls will be handed over in their existing condition.	
AIR CONDITIONING		Ducting and registers will be provided in an 'as is' configuration.	Adjustments to the ducts and registers and an upgrade to load requirements to your tenancy's ceiling and fitout. Any additional works will need to accommodate after-hours requirements, and be inclusive of make-up air requirements. Removal of redundant mechanical debris will also be completed.
FIRE SPRINKLERS		Sprinkler heads will be provided in an 'as is' configuration to code.	Adjustments will be made to the sprinkler layout to suit your tenancy ceiling and fitout.
COMMUNICATIONS		A 10 pair FDP cable to a nominated point.	All work to upgrade the telecommunications cabling and distribution system for your tenancy.
GREASE TRAP		The grease trap and grease connection will be installed at a point within your tenancy, as nominated by the Lessor.	
ACCESS DOOR		Where existing, there will be a rear external door to the premises.	
EXHAUST			Roof penetrations and reticulation of ductwork to suit your fitout. Costs apply for a connection to common exhaust, where available. Please liaise with the TDM to determine availability and litres-per-second capacity.
GAS SUPPLY			Gas supply to a point, as well as any works to accommodate your capacity requirements.

LESSEE/LESSOR SCOPE OF WORKS

FOOD TENANCY	LESSEE'S WORKS	LESSOR WORKS	
SCOPE OF WORKS	The Lessee is required to complete the following works at the Lessee's cost.	The Tenancy will be handed over to the Lessee with the following:	Works completed by the Lessor's nominated contractors at the Lessee's cost.
HOARDINGS			Hoardings will be installed around your tenancy prior to hand-over and removed by the Lessor at the commencement of trade. This is charged at \$300 + GST per lineal metre.
DESIGN REVIEW FEE			A Design review & Tenancy co-ordination fee of \$2,550.00 excl. GST is applicable, to cover the Lessor's cost in approving fitout plans and co-ordinating fitout works.
FULL HEIGHT WALLS			Any increase to the height of the inter-tenancy walls.
GAS INSTALLATION			If required, installation or upgrade will be provided to your premises to a point nominated by you.
PENETRATIONS			Cutting and opening of the surfaces of the building structure to accommodate your services.
STRUCTURAL ALTERATIONS			Any approved structural changes to the base building, inclusive of design and certification by Lessor's consultants.
ROOF ACCESS AND FALL PROTECTION			Where you install plant or equipment on the Centre roof areas, safe roof access and fall protection (in accordance with AS1891) must be provided from existing Centre roof access.
INGO FLOOR TILING			Any alterations or additions to mall tiling as a result of your retail design.
		<i>*Note fees highlighted in the above schedule may be subject to change.</i>	

LESSEE/LESSOR SCOPE OF WORKS

FOOD KIOSK	LESSEE'S WORKS	LESSOR WORKS	
SCOPE OF WORKS	The Lessee is required to complete the following works at the Lessee's cost.	The Tenancy will be handed over to the Lessee with the following:	Works completed by the Lessor's nominated contractors at the Lessee's cost.
ARCHITECT/TENANCY DESIGNER	As the Lessee you must appoint a reputable designer (with no less than 5 years of retail design experience) to design and document your fitout, in line with the requirements of Vicinity Centres' Tenancy Fitout Guide.		
FLOORING	You must provide floor coverings and any required floor preparation works to a standard which is acceptable to the Lessor.	Your kiosk will inhabit a section of the mall common area floor and will include the finish of the mall floor on a concrete slab.	
TENANCY WALLS	You must provide and install all walls and partitions within your premises.	No wall will be provided by the Lessor.	
CEILING	You must provide your kiosk canopy or canopies. Please note, overhead elements including canopies over freestanding kiosks cannot be used, unless required by local Authorities.		
LIGHTING	Your kiosk must utilise the existing lighting provided by the Lessor's ceiling.	Your kiosk will be lit by the general Centre mall area lighting.	Any further lighting required, in addition to that provided by the Lessor as part of the Centre's existing common area lighting, is to be completed by the Lessor at your cost.
SIGNAGE	You must provide signage which is of a standard acceptable to the Lessor. It's important to note that maximum height of signage blades sign should be no higher than 2600mm.		

LESSEE/LESSOR SCOPE OF WORKS

FOOD KIOSK	LESSEE'S WORKS	LESSOR WORKS	
SCOPE OF WORKS	The Lessee is required to complete the following works at the Lessee's cost.	The Tenancy will be handed over to the Lessee with the following:	Works completed by the Lessor's nominated contractors at the Lessee's cost.
ELECTRICAL	As the Lessee, you must reticulate the electrical installation within your tenancy. This includes circuit breakers for the distribution board, switches, cables and lighting fixtures.	Single Phase 63 AMPs, with no distribution board.	Any upgrade to the electrical supply including any temporary power requirements; any electrical works undertaken to common areas to a standard that is acceptable to the Lessor. Please note, temporary power (if required) is to be wired from your tenancy's board.
ELECTRICAL METER	Where your tenancy is new, you must apply for and pay all fees associated with the installation of the Authority meter.		
GAS METER	You must apply for and pay all fees associated with the installation of the Authority meter.		
PLUMBING	You are responsible for the installation of plumbing, drainage and refrigeration systems, (including any required ventilation). This includes connection to water supply, drainage connections, sinks, basins, fittings and water fixtures. Water and waste points will be provided by the Lessor.	Your tenancy's water supply and waste point will be connected to a point nominated by the Lessor.	Any work to upgrade or relocate water supply, trade waste or drainage connection points to suit your fitout design.
STRUCTURAL APPROVAL	Where your design requires the penetration or chasing of the slab, you are responsible for and must cover the costs associated with obtaining approval from your nominated Structural Engineer.		
FIRE FIGHTING EQUIPMENT	You must provide all fire fighting equipment for your premises, including portable fire extinguishers, a chemical automatic fire suppression system and fire blankets.		

LESSEE/LESSOR SCOPE OF WORKS

FOOD KIOSK	LESSEE'S WORKS	LESSOR WORKS	
SCOPE OF WORKS	The Lessee is required to complete the following works at the Lessee's cost.	The Tenancy will be handed over to the Lessee with the following:	Works completed by the Lessor's nominated contractors at the Lessee's cost.
KITCHEN EXHAUST	If required, you must install a kitchen exhaust system, including exhaust hood, ductwork, grease filter and activated carbon filter. The quality of equipment and install must be to a standard acceptable to the Lessor.		
EXTERNAL TABLE AND SEATING AREAS	As a Kiosk tenant you must install loose furniture (if applicable). The areas which comply with this are noted in the attached survey plan. The quality and make of your loose furniture items are of a standard acceptable to the Lessor.		
CONSULTANT FEES	If your tenancy work requires certification by the Centre's nominated consultants, (this might involve a review of loads on structure, for example), you will be responsible for the consultants' fees.		
CONTRACTOR APPOINTMENT	You must appoint a reputable Registered Commercial Builder to undertake all building works to your tenancy, in accordance with Vicinity Centres' Tenancy Fitout Guide.		
AIR CONDITIONING		Your premises will be air conditioned as part of the Centre's mall.	Any upgrade to the Centre's existing mall air conditioning to accommodate your specific use/heat loadings and similar items, and inclusive of make-up air requirements, as well as removal of redundant mechanical debris.
COMMUNICATIONS		A 10 pair FDP cable to a nominated point.	Any upgrade to telephone/communication infrastructure will be completed by the Lessor at your cost.

LESSEE/LESSOR SCOPE OF WORKS

FOOD KIOSK	LESSEE'S WORKS	LESSOR WORKS	
SCOPE OF WORKS	The Lessee is required to complete the following works at the Lessee's cost.	The Tenancy will be handed over to the Lessee with the following:	Works completed by the Lessor's nominated contractors at the Lessee's cost.
GREASE TRAP		The grease trap and grease connection will be installed at a point in your tenancy, as nominated by the Lessor.	
GAS SUPPLY			Gas supply to a point, as well as any works to accommodate your capacity requirements.
CENTRE MALL TILING			Any reinstatement of the centre mall tiling which is required as a result of works on your tenancy fitout. This will be undertaken by the Lessor at your cost.
HOARDINGS			Hoardings will be installed around your tenancy prior to hand-over and removed by the Lessor at the commencement of trade. This will be charged at \$150 + GST per lineal metre.
DESIGN REVIEW FEE			A Design review & Tenancy co-ordination fee of \$2,550.00 excl. GST is applicable, to cover the Lessor's cost in approving fitout plans and co-ordinating fitout works.
GAS INSTALLATION			If required, installation or upgrade will be provided to your premises, at a point nominated by you.
MECHANICAL VENTILATION			If needed, roof penetrations and reticulation of ductwork to suit your fitout.
PENETRATIONS			Cutting and opening of the surfaces of the building structure to accommodate your services.
STRUCTURAL ALTERATIONS			Any approved structural changes to the base building, inclusive of design and certification by the Lessor's consultants.
		<i>*Note fees highlighted in the above schedule may be subject to change.</i>	

LESSEE/LESSOR SCOPE OF WORKS

NON-FOOD TENANCY		LESSEE'S WORKS	LESSOR WORKS	
SCOPE OF WORKS	The Lessee is required to complete the following works at the Lessee's cost.	The Tenancy will be handed over to the Lessee with the following:	Works completed by the Lessor's nominated contractors at the Lessee's cost.	
ARCHITECT/TENANCY DESIGNER	As the Lessee you must appoint a reputable designer (with a minimum 5 years of retail design experience) to design and document your fitout in line with the requirements of Vicinity Centres' Tenancy Fitout Guide.			
FLOORING	You must provide floor coverings and complete any required floor preparation works to a standard acceptable to the Lessor.	Your flooring comes with a trowel finish, ready for application of floor coverings, (although this is not applicable for vinyl flooring).		
TENANCY WALLS	You must provide wall coverings or paint your tenancy walls to a standard acceptable to the Lessor. You must install all internal walls and partitions within your premises to a standard acceptable to the Lessor.	Smooth, unpainted plaster, pre-cast or block work walls.		
INTERNAL COLUMNS	You must treat internal tenancy columns to a standard acceptable to the Lessor.	These will be handed over in their existing condition. (if applicable)		
CEILING	You must install a plaster ceiling for your entire tenancy, the quality of which must be of a standard acceptable to the Lessor.			
LIGHTING	You must provide lighting which is in line with Part J6 NCC requirements, and at a standard acceptable to the Lessor.			

LESSEE/LESSOR SCOPE OF WORKS

NON-FOOD TENANCY	LESSEE'S WORKS	LESSOR WORKS	
SCOPE OF WORKS	The Lessee is required to complete the following works at the Lessee's cost.	The Tenancy will be handed over to the Lessee with the following:	Works completed by the Lessor's nominated contractors at the Lessee's cost.
SHOPFRONT	You must install the shopfront, including door, roller door, glazing display areas, joinery, selected finishes, signage and structural support. Please ensure this is of a standard acceptable to the Lessor.		
SHOPFRONT (existing)	Where approved to retain the existing shopfront, you must provide Structural Certification, upon request from the Lessor.		
ELECTRICAL (existing)	Where approved to retain existing lighting and associated cabling and similar items, you must obtain certification of existing reticulation and EDB.		
SHOPFRONT SIGNANGE	You must ensure your shopfront signage is of a standard acceptable to the Lessor.		
JOINERY	The joinery specified within your tenancy must be of a standard acceptable to the Lessor.		
ELECTRICAL	As the Lessee, you must reticulate the electrical installation within your tenancy. This includes circuit breakers for the distribution board, switches, cables and lighting fixtures.	A Single Phase 63 AMPs, and an Electrical Distribution Board (12 Circuit Module) with single main isolator switch.	Any upgrade to the electrical supply or relocation of the Electrical Distribution Board to suit your tenancy configuration; this includes any temporary power requirements. Please note, temporary power (if required) is to be wired from you tenancy's board.
ELECTRICAL METER	Where your tenancy is new, you must apply for and pay all fees associated with the installation of the Authority meter.		

LESSEE/LESSOR SCOPE OF WORKS

NON-FOOD TENANCY	LESSEE'S WORKS	LESSOR WORKS	
SCOPE OF WORKS	The Lessee is required to complete the following works at the Lessee's cost.	The Tenancy will be handed over to the Lessee with the following:	Works completed by the Lessor's nominated contractors at the Lessee's cost.
PLUMBING	As the Lessee of your premises you are responsible for the installation of plumbing, drainage and refrigeration systems, (including any required ventilation). This includes connection to water supply, drainage connections, sinks, basins, fittings and water fixtures. Water and waste points will be provided by the Lessor.	The water supply and waste point to your tenancy will be as per the current location, (if applicable).	Any work to upgrade or relocate water supply, trade waste or drainage connection points to suit your fitout design.
FIRE FIGHTING EQUIPMENT	You must provide all fire fighting equipment for your premises, including portable fire extinguishers, a chemical automatic fire suppression system and fire blankets.		
CONSULTANT FEES	If your tenancy work requires certification by the Centre's nominated consultants, (this might involve a review of loads on structure, for example), you must cover all consultant fees.		
CONTRACTOR APPOINTMENT	You must appoint a reputable Registered Commercial Builder to undertake all building works to your tenancy, in accordance with Vicinity Centres' Tenancy Fitout Guide.		
EXTERNAL WALLS (if applicable)		External walls will be handed over in their existing condition.	
AIR CONDITIONING		Ducting will be provided to an 'as is' layout.	Adjustments to the ducts and an upgrade to load requirements to suit your ceiling and fitout, inclusive of make-up air. Removal of redundant mechanical debris will also be completed.

LESSEE/LESSOR SCOPE OF WORKS

NON-FOOD TENANCY	LESSEE'S WORKS	LESSOR WORKS	
SCOPE OF WORKS	The Lessee is required to complete the following works at the Lessee's cost.	The Tenancy will be handed over to the Lessee with the following:	Works completed by the Lessor's nominated contractors at the Lessee's cost.
FIRE SPRINKLERS		Sprinkler heads will be provided to an 'as is' layout.	Adjustments to the sprinkler layout to suit your ceiling and fitout.
EWIS AND SMOKE DETECTORS:			Installation of EWIS systems or smoke detectors.
TELEPHONE		A 10 pair FDP cable to a nominated point.	All work to upgrade the telecommunications cabling and distribution system.
ACCESS DOOR		Where existing, there will be a rear external door to the premises.	
HOARDINGS			Hoardings will be installed around the tenancy prior to handover and removed by the Lessor at the commencement of trade. This will be charged at \$300 + GST, per lineal metre.
DESIGN REVIEW FEE			A Design review & Tenancy co-ordination fee of \$2,550.00 excl. GST is applicable, to cover the Lessor's cost in approving fitout plans and co-ordinating fitout works.
FULL HEIGHT WALLS			Any increase to the height of the inter-tenancy walls.
PENETRATIONS			Cutting and opening of the surfaces of the building structure to accommodate your services.
		<i>*Note fees highlighted in the above schedule may be subject to change.</i>	

LESSEE/LESSOR SCOPE OF WORKS

NON-FOOD TENANCY	LESSEE'S WORKS	LESSOR WORKS	
SCOPE OF WORKS	The Lessee is required to complete the following works at the Lessee's cost.	The Tenancy will be handed over to the Lessee with the following:	Works completed by the Lessor's nominated contractors at the Lessee's cost.
STRUCTURAL ALTERATIONS			Any approved structural changes to the base building, inclusive of design and certification by the Lessor's consultants.
ROOF ACCESS AND FALL PROTECTION			Where you install plant or equipment on the Centre roof areas, safe roof access and fall protection (in accordance with ASXX) must be provided from existing Centre roof access.
INGO FLOOR TILING			Any alterations or additions to mall tiling as a result of your design.



APPENDIX A LESSOR/LESSEE SCHEDULE OF RATES

FIRE SERVICES	Drain down(metro)	\$405.00
	Drain down Country/Regional centres	\$757.00
	Standard sprinkler head	\$405.00
	Relocate sprinkler within 3 metres	\$338.00
	Coolroom sprinkler head	\$405.00
	Freezer sprinkler head	\$525.00
	High temperature sprinkler head	\$405.00
	Flex extension	\$60.00
	9kg general purpose extinguisher	\$416.00
	Certification	\$345.00
	Emergency lighting install	\$760.00
	Exit sign install	\$525.00
MECHANICAL SERVICES	Additional supply air outlet excl. duct prior to ceiling installation	\$603.00
	Relocate supply air outlet post ceiling grid install	\$315.00
	Supply and install thermostat and cabling excluding building works	\$1235.00
	Certification	\$400.00
HYDRAULICS	SLAB ON GROUND	
	Supply and install additional 100mm dia. sewer point including 5 metres pipework	\$2160.00
	Supply and install additional 100mm dia. greasy drainage point including 5 metres pipework	\$2,200.00
	Supply and install additional 100mm dia. floor waste drainage point including 5 metre pipework	\$2,160.00
	Supply and install additional 50mm dia. tundish including 5 metre pipework	\$2,160.00
	SUSPENDED SLAB	
	Supply and install additional 100mm dia. sewer drainage point, including 5m of pipework	\$1440.00
	Supply and install additional 100mm dia. greasy drainage point, including 5m of pipework	\$1560.00
	Supply and install additional 100mm dia. floor waste drainage point, including 5m of pipework	\$1440.00
	Supply and install additional 50mm dia. tundish drainage point, including 5m of pipework	\$960.00
GENERAL	Relocation of exiting water point at high level, with 5m of existing point, including any required pipe freezing	\$480.00
	Relocation of exiting gas stop valve, within 5m of existing point	\$600.00

**All pricing excluding GST. Subject to change.*

AFFL - Stands for Above Finished Floor Level.

AS - Australian Standards set out specifications and procedures designed to ensure products, services and systems are safe, reliable and consistency perform the way they were intended to. Australian Standards define quality and safety criteria.

Category one works - are works carried out by the lessor at the lessee cost.

Centre - The term centre refers to the built environment in which your tenancy sits. The 'Centre' refers to the shopping centre Vicinity Centres manages or owns.

ESD - An ecologically sustainable approach to fitout design.

FSC Certified - FSC stands for Forest Stewardship Council (FSC) certification and is recognised as a rigorous labelling standard for sustainable timber.

Graphic Designer - A Graphic Designer is someone with formal qualifications in graphic design. The Graphic Designer will design all the graphic elements of your fit-out which may include designs for a logo, menu board, brochures, aprons, containers, bags and pricing tags.

Hoarding - The hoarding is a temporary wall installed to the front of your tenancy to block visibility and/or access into your tenancy while it is being constructed. Vicinity Centres installs the hoarding at your cost.

Inter-tenancy walls - These are the walls between your tenancy and an adjoining tenancy or Centre Structure.

Inter-tenancy margin - This is the area where the inter-tenancy walls meet the shopfront and mall. It can also be described as the vertical areas of the shopfront between you and the adjoining shopfront or Centre's mall finishes.

NCC - NCC or National Construction Code is a single code for all site construction requirements for building and other structures and incorporates the Building Code of Australia.

Retail Design Manager/RDM - The RDM is Vicinity Centres' representative in the design approval process. The RDM reviews design submissions and provides design approval. The RDM will predominantly liaise with you and your Retail Designer.

Retail Designer - The Retail Designer is appointed by you to complete your fit-out's design and construction documentation. The Retail Designer will have formal qualifications such as interior design or architecture and have a minimum five years of industry experience.

Services Checklist - The Services Checklist's purpose is to ensure your services will work effectively and comply with the Centre's services. The Checklist needs to be completed by you, the Retail Designer, Shopfitter, or your Engineers (if applicable).

Shopfitter - The Shopfitter is your nominated contractor, engaged to complete your required fitout. Shopfitter also refers to a builder, project manager or contractor.

Survey Plan/Sketch Plan - This drawing represents the tenancy from a surveyed perspective. The drawing only consists of a floor plan. The plan is typically completed by a registered Surveyor and primarily indicates the lettable. The tenancy is the area bounded by the inter-tenancy walls and/or the lease line.

Tenancy Delivery Manager/TDM - The TDM is Vicinity Centres' representative for the construction and authority approval process. The TDM will liaise with all parties but mainly with you and your Shopfitter.

Tenancy Drawings - This drawing represents the tenancy as a bare shell. The drawing typically consists of plans and elevations. Sometimes these drawings are also referred to as 'Tenancy Plans' or 'Lease Plans'.

We or Our or Lessor - This refers to the Centre's owners and/or Vicinity Centres which manages the Centre on behalf of the owners. It is a Generic term that covers all related companies and trusts within the Vicinity Centres group and all Vicinity Centre employees.

You or Your or Lessee - This refers to the person or company named as the Lessee in the lease negotiations and lease.

VOC - this term refers to Volatile organic compounds which are organic chemicals that have a high vapor pressure at ordinary room temperature.



DESIGN SUBMISSIONS EXAMPLE



F01



F02



F03



F04



F05



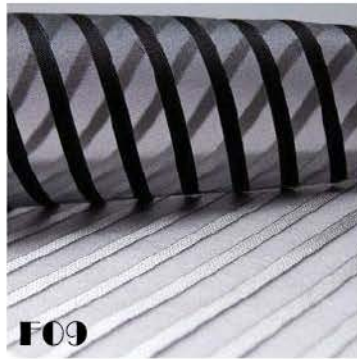
F06



F07



F08



F09



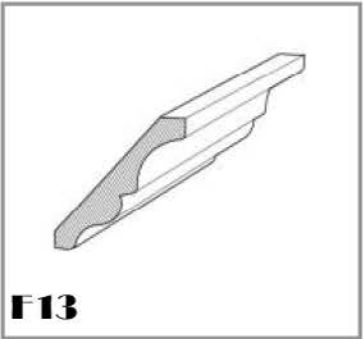
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F11



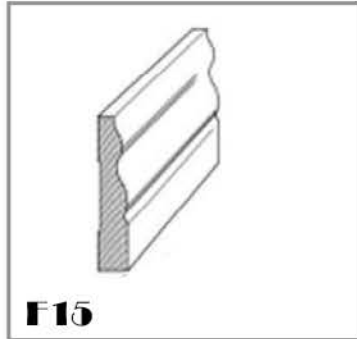
F12



F13



F14



F15



F16



F17



F18

LEGEND

| F01 - VINYL FLOORING - POLYFLOR - BLACK ELM | F02 - VINYL FLOORING - POLYFLOR - WHITE OAK | F03 - PAINT - DULUX - BLACK | F04 - PAINT - DULUX - VIVID WHITE | F05 - PRESSED TIN - WUNDERLITE - OAKS - CLEAR 2 PACK COATING | F06 - WALLPAPER - DECOR DESIGN - SPARKK - CHRYSLER 1020 - 27 TAR/SWORD - BASECLOTH: MODENA | F07 - WALLPAPER - WALL CANDY WALLPAPER - BOLD STRIPE - BLACK / SILVER | F08 - SMOKED MIRROR - VIRIDIAN - DECOR MIRROR - GREY - 6mm | F09 - SHEER CURTAIN - MATERIALISED - TWO FACED - COAL | F10 - LAMINATE - LAMINEX - BLACK - FLINT FINISH - 460 | F11 - LAMINATE - LAMINEX - WHITE - FLINT FINISH - 200 | F12 - WALL TILES - EUROPEAN CERAMICS - 200x100mm WHITE GLOSS TILES - GROUT TO MATCH | F13 - CORNICE - SUBIACO RESTORATIONS - C13 | F14 - ARCHITRAVES - SUBIACO RESTORATIONS - A9 | F15 - ARCHITRAVES - SUBIACO RESTORATIONS - A2 | F16 - POWDERCOAT COLOUR - DULUX - ELECTRO - BLACK ACE | F17 - POWDER COAT COLOUR - DULUX - DURALLOY - WHITE SATIN | F18 - SKIRTING - SUBIACO RESTORATIONS - S10 |

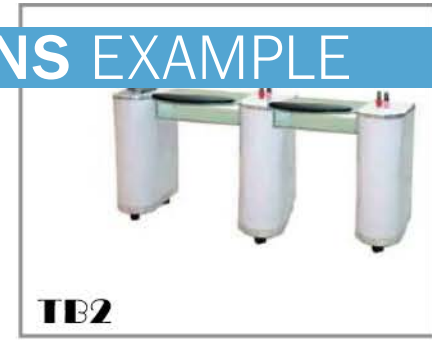
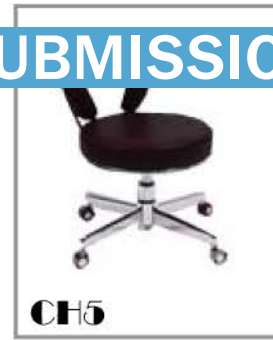
IMPORTANT: ALL FURNITURE, FINISHES, FIXTURES, EQUIPMENT AND LIGHTING ORDERS ARE TO BE PLACES WITHIN SEVEN DAYS OF CONTRACT FINALISATION WITH THE CLIENT, TO ENSURE STOCK IS AVAILABLE. PLEASE NOTE THAT SOME STOCK ITEMS MAY HAVE A DELIVERY LEAD TIME IN EXCESS OF 8 WEEKS. CONTRACTOR TO ENSURE LEAD TIMES ALIGN WITH THE PROJECT SCHEDULE, AND TO NOTIFY DECOR CONSULTANT WITHIN THE 7 DAY ORDERING PERIOD OF ANY DISCREPENCIES

TRINITY NAILS - FINISHES BOARD



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FURNITURE



DESIGN SUBMISSIONS EXAMPLE

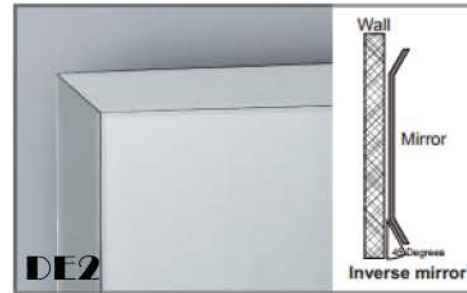
FIXTURES



LIGHTING



DECOR



LEGEND

L01 - PENDANT - ONLINE LIGHTING - CHEVELLE 5 LIGHT PENDANT | L02 - FLOOR LAMP - BEACON LIGHTING - AVA LARGE FLOOR LAMP WITH WHITE SHADE | FX1 - BASIN - CAROMA - CUBE 320 COUNTER VANITY | FX2 - BASIN MIXER - REECE - NOBILI BALANCE EXTENDED BASIN MIXER | FX3 - ASSA ABLOY LOCKWOOD - ENTERANCE PUSH PULL HANDLE - 143X600SSS | FX4 - CUPBOARD DOOR HANDLES - IKEA - FINTORP KNOB - BLACK | FX5 - CUPBOARD HANDLES - IKEA - FINTORP HANDLE - BLACK - TO BE FIXED VERTICALLY | FX6 - KITCHEN SINK - SINK WAREHOUSE - ATLANTIC 780 STAINLESS STEEL SINK | FX7 - KITCHEN SINK MIXER - SINK WAREHOUSE - FLAMINGO SINK MIXER | CH1 - STAFF CHAIR - BLACK - BY CLIENT | CH2 - CUSTOMER CHAIR - BLACK - BY CLIENT | CH3 - ARM CHAIRS - THE TABLE AND CHAIR WAREHOUSE - ROYAL | CH4 - PEDI SPAS - BLACK - BY CLIENT | CH5 - PEDI SPAS MATCHING STOOL - BLACK - BY CLIENT | TB1 - NAIL DRYER TABLE - BY CLIENT | TB2 - MANICURE TABLES - BY CLIENT | DE1 - RUG - DEALS DIRECT - CHEVRON BLACK AND WHITE RUG 200X200CM | DE2 - BEVELLED MIRROR - ROSA BROWN - TANTRA MIRRORS - 45XLI - 1800x1000mm |

IMPORTANT: ALL FURNITURE, FINISHES, FIXTURES, EQUIPMENT AND LIGHTING ORDERS ARE TO BE PLACES WITHIN SEVEN DAYS OF CONTRACT FINALISATION WITH THE CLIENT, TO ENSURE STOCK IS AVAILABLE. PLEASE NOTE THAT SOME STOCK ITEMS MAY HAVE A DELIVERY LEAD TIME IN EXCESS OF 8 WEEKS. CONTRACTOR TO ENSURE LEAD TIMES ALIGN WITH THE PROJECT SCHEDULE, AND TO NOTIFY DECOR CONSULTANT WITHIN THE 7 DAY ORDERING PERIOD OF ANY DISCREPANCIES

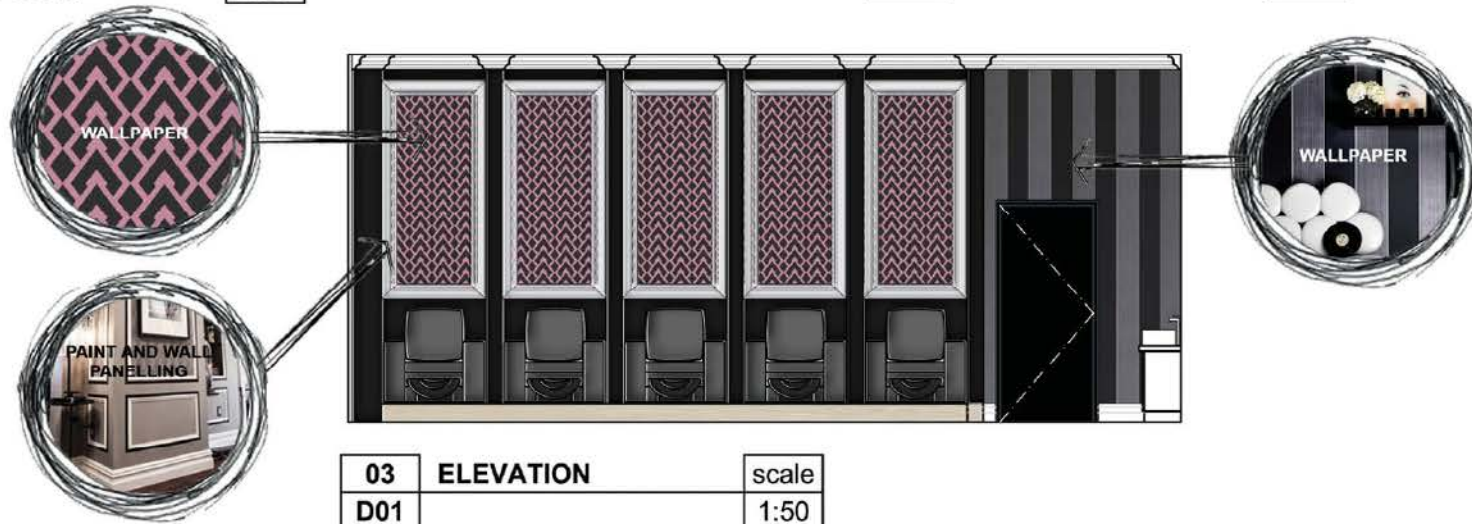
DESIGN SUBMISSIONS EXAMPLE



01	ELEVATION	scale
D01	SHOPFRONT	1:50



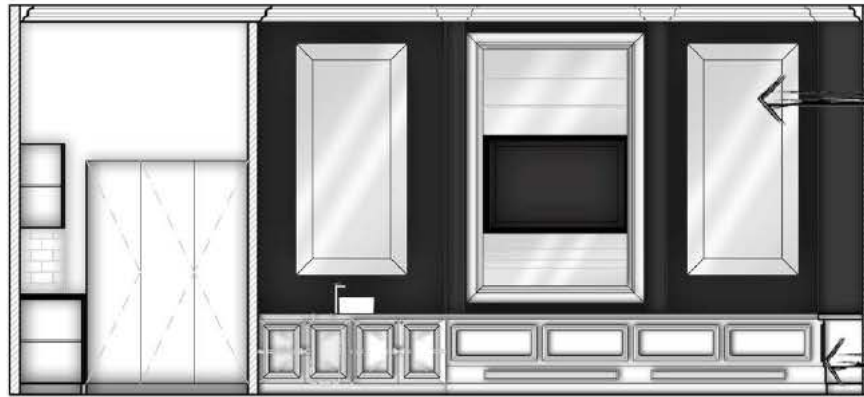
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D01		1:50



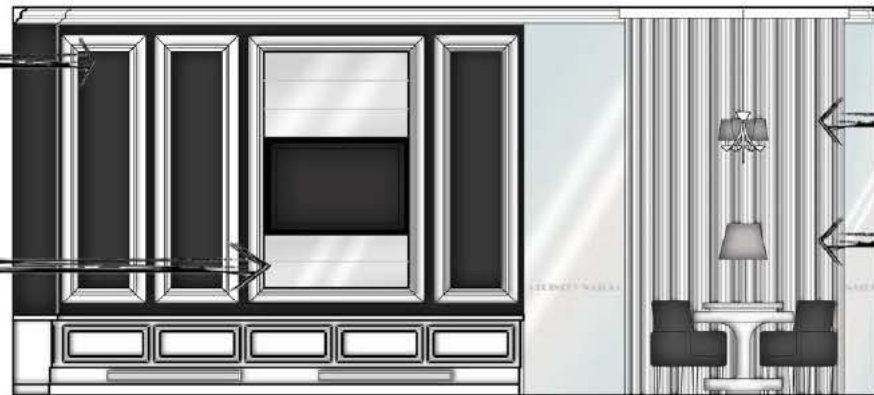
03	ELEVATION	scale
D01		1:50

TRINITY NAILS - COLOUR ELEVATIONS

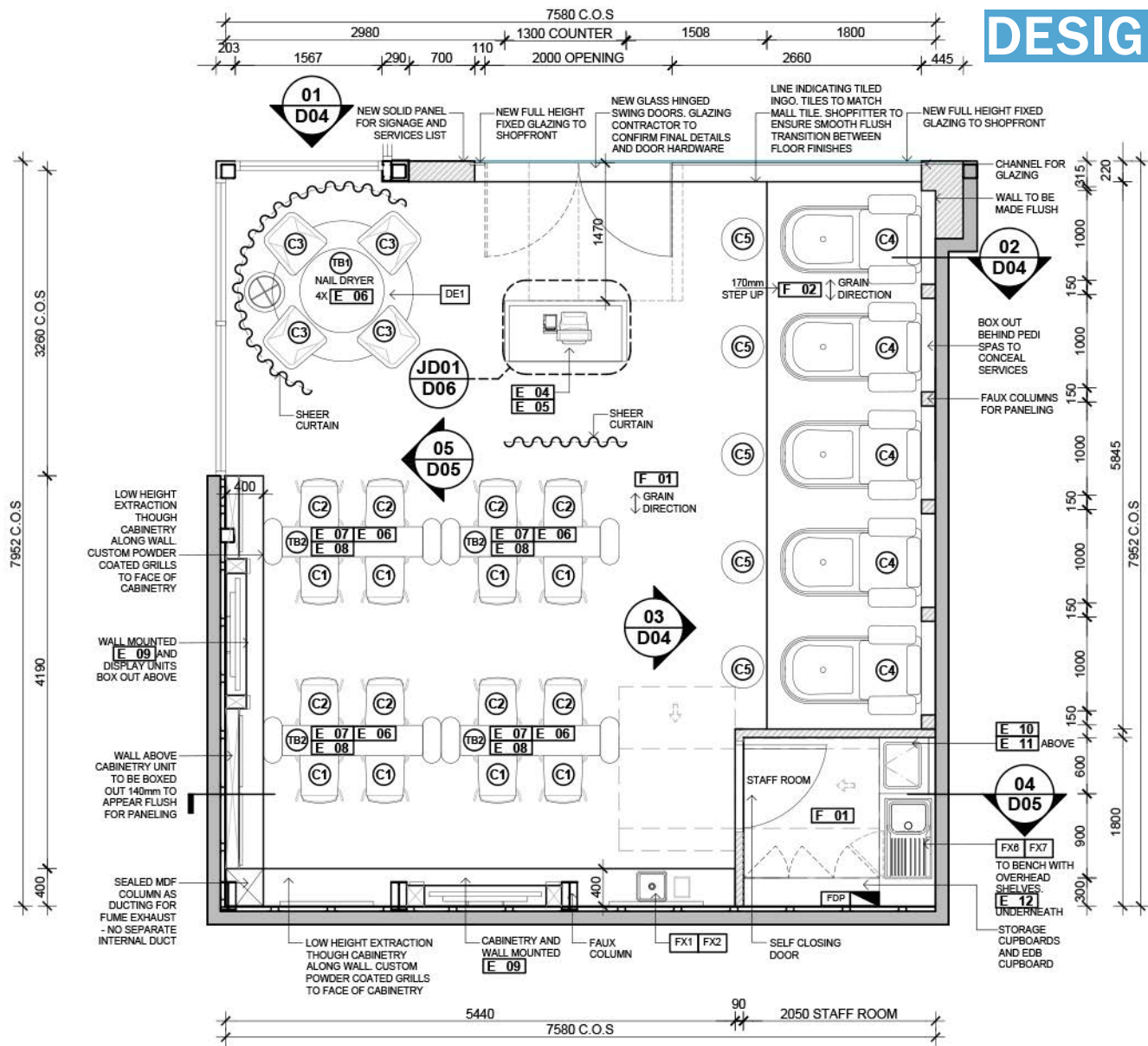
DESIGN SUBMISSIONS EXAMPLE



04	ELEVATION	scale
D01		1:50



05	ELEVATION	scale
D01		1:50



EQUIPMENT LIST:	
E 01	ITEM: AIR COMPRESSOR SIZE: APPROX: L: 500 x W: 300 x H: 450mm REQUIREMENTS: 10AMP GPO SUPPLIER: BY CLIENT
E 02	ITEM: AIRBRUSH REQUIREMENTS: 10 AMP GPO SUPPLIER: BY CLIENT
E 03	ITEM: MUSIC PLAYER - CLIENT TO CONFIRM TYPE REQUIREMENTS: 10 AMP GPO AND RCA CABLE. CONNECTED TO SPEAKERS SUPPLIER: BY CLIENT REFER TO REFLECTED CEILING PLAN FOR LOCATION
E 04	ITEM: CASH REGISTER SIZE: APPROX: L:420 x W:250mm REQUIREMENTS: 10 AMP GPO SUPPLIER: BY CLIENT
E 05	ITEM: EFTPOS REQUIREMENTS: 10 AMP GPO AND DATA SUPPLIER: BY CLIENT
E 06	ITEM: DESK TOP NAIL DRYER REQUIREMENTS: 10 AMP GPO SUPPLIER: BY CLIENT
E 07	ITEM: DESK TOP LAMP REQUIREMENTS: 10AMP GPO SUPPLIER: BY CLIENT
E 08	ITEM: DESK TOP FAN REQUIREMENTS: 10AMP GPO SUPPLIER: BY CLIENT
E 09	ITEM: LCD FLATSCREEN TV SIZE: TO BE CONFIRMED BY CLIENT REQUIREMENTS: 10AMP GPO AND DATA SUPPLIER: BY CLIENT
E 10	ITEM: WASHING MACHINE SIZE: TO BE CONFIRMED BY CLIENT REQUIREMENTS: 10AMP COLD AND HOT WATER SUPPLY SUPPLIER: BY CLIENT
E 11	ITEM: DRYER SIZE: TO BE CONFIRMED BY CLIENT REQUIREMENTS: 10AMP SUPPLIER: BY CLIENT
E 12	ITEM: SINGLE DOOR UNDER BENCH FRIDGE SIZE: TO BE CONFIRMED BY CLIENT REQUIREMENTS: 10AMP SUPPLIER: BY CLIENT

ALL EQUIPMENT TBC BY SHOPFITTER AND SIZES CHECKED PRIOR TO INSTALLATION ON SITE. SHOPFITTER TO CONFIRM ALL EQUIPMENT WITH CLIENT PRIOR TO PURCHASING/INSTALLATION.

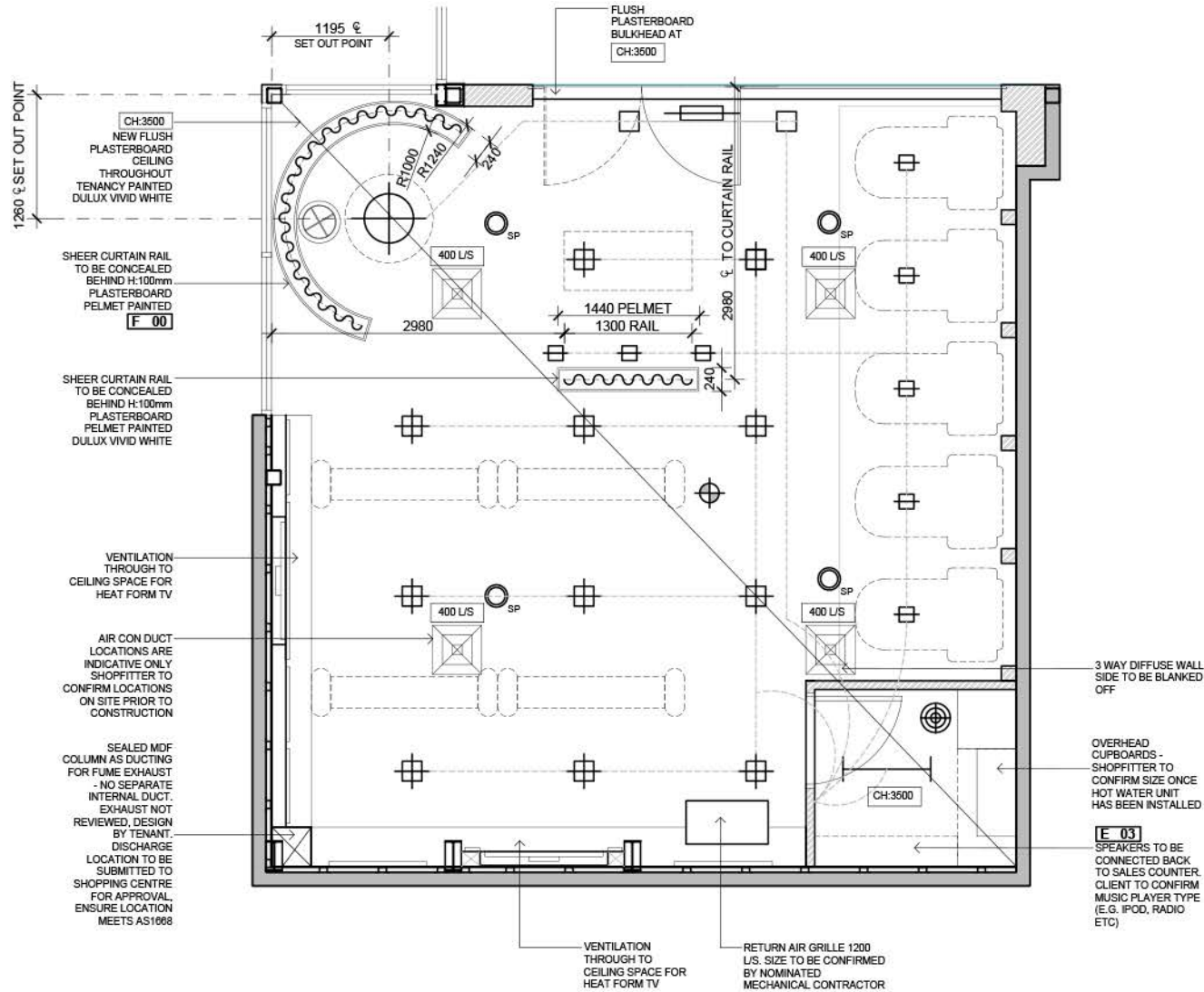
01 PLAN scale 1:50

ISSUED FOR: FINAL APPROVAL & BUILDING PERMIT
CLIENT APPROVAL DATE

<p>GENERAL NOTES</p> <p>CONFIRM ALL RELEVANT DIMENSIONS, LEVELS AND DETAILS ON SITE PRIOR TO COMMENCEMENT OF WORK. REPORT ALL DISCREPANCIES BETWEEN THE DOCUMENTATION AND THE SITE CONDITIONS TO THE DESIGNER PRIOR TO THE START OF WORK.</p> <p>CONSTRUCTION TO COMPLY WITH ALL RELEVANT BUILDING CODES FOR THE STATE/TERRITORY/LOCALITY. THE BUILDER SHALL BE RESPONSIBLE FOR FAMILIARISING THEMSELVES WITH SUCH CODES/REGULATIONS.</p> <p>USE INDICATED DIMENSIONS. DO NOT SCALE THE DRAWINGS.</p> <p>THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL OTHER RELEVANT DOCUMENTATION INCLUDING OTHER DRAWINGS, WRITTEN SPECIFICATIONS ETC.</p> <p>BUILDER TO PROVIDE ALL SITE HOARDING / FENCING AS MAY BE REQUIRED BY THE SHOPPING CENTRE MANAGEMENT, TENANCY COORDINATORS, AND/OR OTHER AUTHORITIES.</p> <p>BUILDER TO FAMILIARISE THEMSELVES WITH ALL SHOPPING CENTRE/TENANCY/FITOUT DOCUMENTS AND COMPLY WITH SUCH DOCUMENTS.</p> <p>BUILDER TO ADMINISTER FIRE AND MECHANICAL SERVICES CONTRACTORS' UNLESS ADVISED OTHERWISE.</p> <p>BUILDER TO ALLOW FOR ALL SITE ALLOWANCES.</p> <p>BUILDER TO PROVIDE TO THE DESIGNER/PROFESSIONAL A COPY OF ALL REPORTS/TESTS REQUIRED BY THE SHOPPING CENTRE MANAGEMENT /</p>	<p>GENERAL CONSTRUCTION - WET AREAS / FOOD TENANCY'S</p> <p>ALL CARCASS WORK IN WET AREAS (AND SURROUNDINGS) TO BE MINIMUM 18mm PARTICLE BOARD.</p> <p>ALL COUNTER TOP SUBSTRATES IN WET AREAS (INCLUDING SERVICE COUNTERTOPS) TO BE MINIMUM 18mm PARTICLE BOARD.</p> <p>TILES IN WET AREAS TO BE WATERPROOFED AS STANDARD PRACTICE. TILES TO HAVE DROOP.</p> <p>ALL PLINTH SIZES/NOTES OTHERWISE TO BE MINIMUM GRAZE PLYWOOD.</p> <p>BUILDER TO USE CORRECTLY WITH CONTRACTORS TO ENSURE ALL CUT OUT SIZES, TRIMS, PANELS, FASCIA'S ETC ARE CORRECT FOR ALL EQUIPMENT. PROVIDE TEMPLATES WHERE REQUIRED. SAME TO APPLY FOR ALL CABINET WORK FIXED TO WETTED SUPPORT FRAMES.</p> <p>WHERE RELEVANT: PROVIDE FOOD PREPARATION, AND AS REQUIRED BY HEALTH REGULATIONS. PROVIDE TIGHTLY FILLED MINERAL FIBRE INSULATION TO ALL WALLS AND CEILING.</p> <p>PROVIDE MINIMUM CLEARANCES AS DETAILED WITHIN HEALTH REGULATIONS / CODES & OTHER RELEVANT DOCUMENTS</p>	<p>GENERAL STRUCTURAL NOTES</p> <p>THE STRUCTURAL INTEGRITY OF BULKHEAD, FLOOR TOPSPACE, CHANGING ROOMS, STAIRS, ADDITIONAL STRUCTURAL BEAMS/COLUMNS, ETC IS THE RESPONSIBILITY OF THE BUILDER. NOTE LESSEE'S SHOP FRONT, SIGNAGE & BALCONIES TO BE SUPPLIED INDEPENDENTLY OF THE DESIGNER'S RESPONSIBILITY.</p> <p>CELL/MATERIALS/SERVICES/CONTRACTORS. BUILDER TO PROVIDE A STRUCTURAL ENGINEER'S CERTIFICATE OF COMPLIANCE TO THE DESIGNER & OR TENANCY CO-ORDINATOR ON COMPLETION OF THE FITOUT GENERALLY.</p> <p>GENERAL SERVICES</p> <p>SERVICES INDICATED ON DRAWINGS ARE INDICATIVE SHOW QUANTITY ONLY (NOT ACTUAL LOCATION CONTRACTOR TO CONTROL ALL SERVICES ON SITE WITH PROPRIETOR PRIOR TO COMMENCEMENT. REPORT ALL DISCREPANCIES TO THE DESIGNER & OR TENANCY CO-ORDINATOR & PROPRIETOR.</p>	<p>IMPORTANT:</p> <p>ALL FURNITURE, FINISHES, LIGHTING AND EQUIPMENT ORDERS ARE TO BE PLACED WITHIN SEVEN DAYS OF CONTRACT FINALISATION WITH THE CLIENT, TO ENSURE STOCK IS AVAILABLE. PLEASE NOTE THAT SOME STOCK ITEMS MAY HAVE DELIVERY LEAD TIMES IN EXCESS OF 8 WEEKS. CONTRACTOR TO ENSURE LEAD TIMES ALIGN WITH THE PROJECT SCHEDULE, AND TO NOTIFY DECOR CONSULTANT WITHIN THE SEVEN DAY ORDERING PERIOD OF ANY DISCREPANCIES. CONTRACTOR TO PROVIDE EVIDENCE OF ORDERS TO DECOR CONSULTANT ALSO WITHIN THE SEVEN DAY TIMEFRAME.</p>	<p>DO NOT SCALE DRAWING - USE INDICATED DIMENSIONS ONLY - CHECK ALL DIMENSIONS ON SITE PRIOR TO FABRICATION & JOB COMMENCEMENT OF WORKS - COPYRIGHT - NO PART OF THIS DOCUMENT MAY BE REPRODUCED WITHOUT THE WRITTEN AUTHORISATION OF THE AUTHOR</p>												
<p>FLOOR PLAN</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Date</th> <th>Version</th> <th>Sheet No.</th> </tr> </thead> <tbody> <tr> <td>C.B</td> <td>24.03.13</td> <td></td> <td>5729</td> </tr> <tr> <td>A3</td> <td>1:50</td> <td>D01</td> <td>01</td> </tr> </tbody> </table>					Code	Date	Version	Sheet No.	C.B	24.03.13		5729	A3	1:50	D01	01
Code	Date	Version	Sheet No.													
C.B	24.03.13		5729													
A3	1:50	D01	01													



DESIGN SUBMISSIONS EXAMPLE



TOTAL AREA:	60 SQM
TOTAL PERIMETER:	308.60 M
MECHANICAL NOTES:	
SHOPFITTER TO INCLUDE MECHANICAL DESIGN IN QUOTE.	
SHOPFITTER TO COORDINATE WITH NOMINATED SHOPPING CENTRE CONTRACTORS IF REQUIRED.	
LIGHTING LEGEND:	
	PENDANT: CHEVELLE, 5 LIGHT. SUPPLIER: ONLINE LIGHTING
	ALTRONICS RECESSED WHITE 40W - 80HM CEILING SPEAKER. SUPPLIER: AURA LIGHTING
	SOLO ED EMERGENCY LIGHT. SUPPLIER: AURA LIGHTING
	ELAN - RECESSED MOUNTED BLADE STYLE EXIT SIGN. SUPPLIER: AURA LIGHTING
	EUROLITE TITAN - 70 WATT METAL HALIDE DOWN LIGHT. SUPPLIER: AURA LIGHTING
	EUROLITE TITAN - 2X26 WATT CFL DOWN LIGHT. SUPPLIER: AURA LIGHTING
	EUROLITE QUAD351 - 7 WATT LED DOWN LIGHT. SUPPLIER: AURA LIGHTING
	WHITE EXHAUST FAN BY SHOPFITTER
	FLOOR LAMP: BEACON LIGHTING AWA LARGE FLOOR LAMP WITH WHITE SHADE
LIGHTING NOTES:	
IF EXISTING LIGHT FIXTURES TO REMAIN, THOROUGHLY CLEAN, MAKE GOOD ANY DAMAGES AND RELAMP.	
LIGHTING LOCATIONS ARE INDICATIVE ONLY. CONTRACTOR TO REVIEW ON SITE AND MAKE DESIGNER AND CLIENT AWARE IF ANY LOCATIONS NEED TO BE REVISD.	
NOTE: 1. LIGHTING TO BE UNDER 22W / SQM FOR RETAIL, 18W / SQM FOR RESTAURANT, 8W / SQM FOR KITCHEN & FOOD PREP AREA, IN ACCORDANCE WITH BCA SECTION J REQUIREMENTS. 2. LIGHTING SUPPLY (UNLESS OTHERWISE NOTED); AURA LIGHTING - JAMIE HOOD (08) 9240 1399 OR 0412 333 906. 3. EMERGENCY LIGHT FITTINGS AND ILLUMINATED EXIT SIGNS ARE REQUIRED TO BE CONNECTED TO THE BASE BUILDING EMERGENCY LIGHTING MONITORING SYSTEM, THEREBY REQUIRING THE EMERGENCY LIGHT FITTINGS AND EXIT SIGNS TO BE SUPPLIED FROM THE FAMCO FX RANGE OF PRODUCTS.	

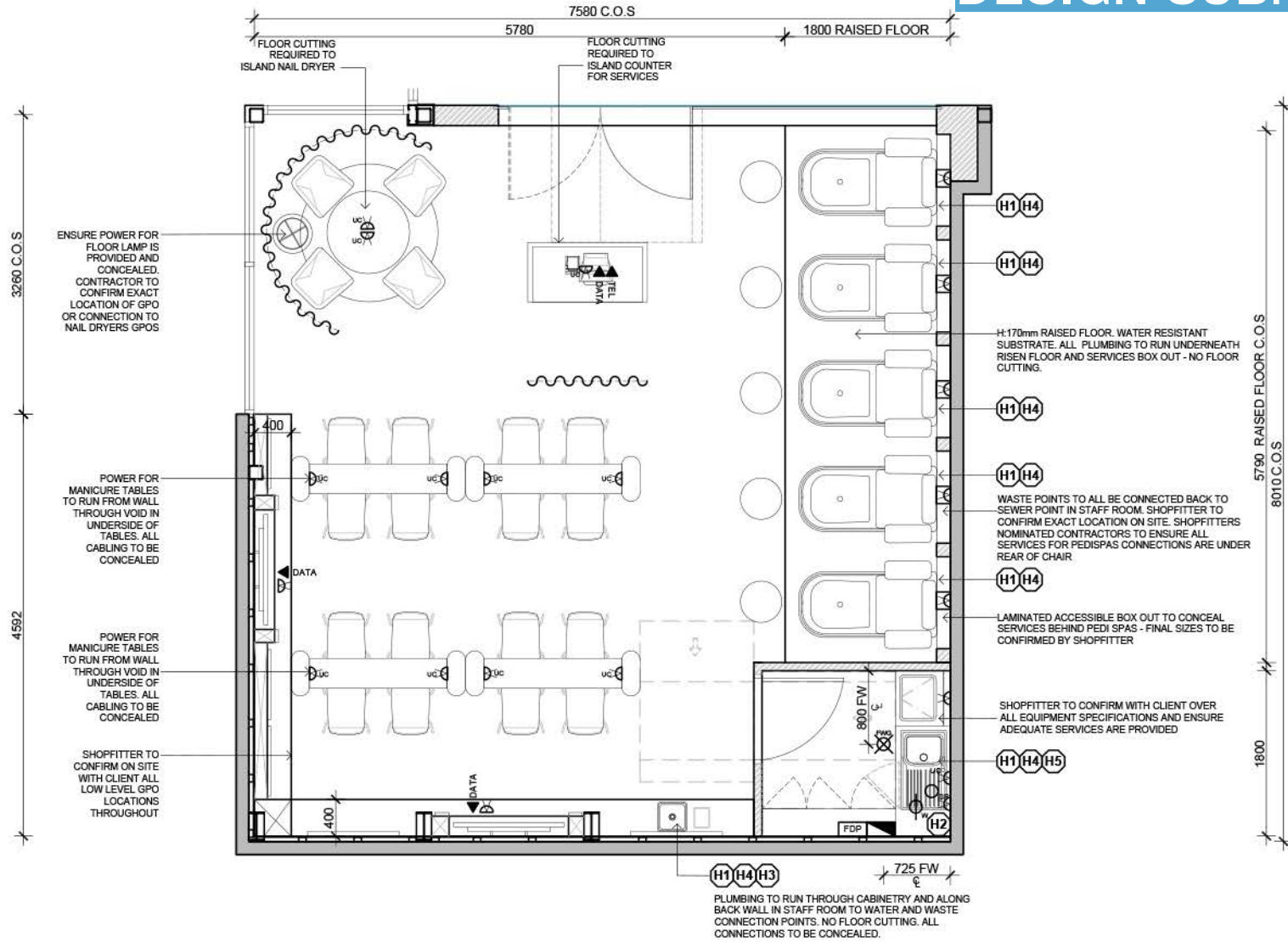
01 REFLECTED CEILING PLAN scale **1:50**

GENERAL NOTES CONFIRM ALL RELEVANT DIMENSIONS, LEVELS AND DETAILS ON SITE PRIOR TO COMMENCEMENT OF WORK. REPORT ALL DISCREPANCIES BETWEEN THE DOCUMENTATION AND THE SITE CONDITIONS TO THE DESIGNER PRIOR TO THE START OF WORK. CONSTRUCTION TO COMPLY WITH ALL RELEVANT BUILDING CODES FOR THE STATE/TERRITORY/LOCALITY. THE BUILDER SHALL BE RESPONSIBLE FOR FAMILIARISING THEMSELVES WITH SUCH CODES/REGULATIONS. USE INDICATED DIMENSIONS. DO NOT SCALE THE DRAWINGS. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL OTHER RELEVANT DOCUMENTATION INCLUDING OTHER DRAWINGS, WRITTEN SPECIFICATIONS ETC. BUILDER TO PROVIDE ALL SITE HARDWARE / TENDRUM AS MAY BE REQUIRED BY THE SHOPPING CENTRE MANAGEMENT, TENANCY CO-ORDINATORS AND/OR OTHER AUTHORITIES. BUILDER TO FAMILIARISE THEMSELVES WITH ALL SHOPPING CENTRE/TENANCY/FITOUT GUIDELINES AND COMPLY WITH SUCH DOCUMENTS. BUILDER TO ADMINISTER FIRE AND MECHANICAL SERVICES CONTRACTORS UNLESS ADVISED OTHERWISE. BUILDER TO ALLOW FOR ALL SITE ALTERATIONS. BUILDER TO PROVIDE TO THE DESIGNER/PROPRIETOR, A COPY OF ALL RELEVANT SPECIFICATIONS REQUIRED BY THE SHOPPING CENTRE MANAGEMENT /	GENERAL CONSTRUCTION - WET AREAS / FOOD TENANCY'S ALL CARCASS WORK IN WET AREAS (AND SURROUNDINGS) TO BE HAN (MINIMUM) BOARD. ALL COUNTERTOP SUBSTRATES IN WET AREAS (INCLUDING SERVICE COUNTERTOPS ETC) TO BE HAN MINIMUM PARTICLE BOARD. TILES IN WET AREAS TO BE WATERPROOFED AS STANDARD PRACTICE. TILES TO HAVE DROPPY GROUT. ALL PLINTH (UNLESS NOTED OTHERWISE) TO BE MARINE GRADE PLYWOOD. BUILDER TO ALLOW FOR FULL CONNECTIONS/BONDING OF ALL SERVICES/EQUIPMENT UNLESS NOTED OTHERWISE. BUILDER TO LAISE DIRECTLY WITH CONTRACTORS TO ENSURE ALL CUT OUT SIZES, TRIM, PANELS, FASCIA ETC ARE CORRECT FOR ALL EQUIPMENT. PROVIDE TEMPLATES WHERE REQUIRED. SAME TO APPLY FOR ALL CABINET WORK FIRED TO SHELTER SUPPORT FRAMES. WHERE FITOUT INCLUDES FOOD PREPARATION, AND AS REQUIRED BY HEALTH REGULATIONS, PROVIDE TIGHTLY FITTED MINERAL FIBRE INSULATION TO ALL WALLS AND CEILING. PROVIDE MINIMUM CLEARANCES AS DETAILED WITHIN HEALTH REGULATIONS / CODES & OTHER RELEVANT DOCUMENTS.	GENERAL STRUCTURAL NOTES THE STRUCTURAL INTEGRITY OF BULKHEADS, FLOOR TOPPINGS, CHANGING ROOMS, FLOORS, ADDITIONAL STRUCTURAL BEAMS/COLUMNS, ETC IS THE RESPONSIBILITY OF THE BUILDER. NOTE: LESSEES SHOP FRONT, SIGNAGE & BALCONIES TO BE SUPPORTED INDEPENDENTLY OF THE LESSEES/BUILDERS/CEILING/FACILITY SERVICES. BUILDER TO PROVIDE A STRUCTURAL ENGINEERS CERTIFICATE OF COMPLIANCE TO THE DESIGNER & OR TENANCY CO-ORDINATOR ON COMPLETION OF THE FITOUT GENERALLY. GENERAL SERVICES SERVICES INDICATED ON DRAWINGS ARE INDICATIVE SHOWN QUANTITY ONLY (NOT ACTUAL LOCATION CONTRACTOR TO CONFIRM ALL SERVICES ON SITE WITH PROPRIETOR PRIOR TO COMMENCEMENT. REPORT ALL DISCREPANCIES TO THE DESIGNER & OR TENANCY CO-ORDINATOR & PROPRIETOR.	IMPORTANT: ALL FURNITURE, FINISHES, LIGHTING AND EQUIPMENT ORDERS ARE TO BE PLACED WITHIN SEVEN DAYS OF CONTRACT FINALISATION WITH THE CLIENT, TO ENSURE STOCK IS AVAILABLE. PLEASE NOTE THAT SOME STOCK ITEMS MAY HAVE DELIVERY LEAD TIMES IN EXCESS OF 8 WEEKS. CONTRACTOR TO ENSURE LEAD TIMES ALIGN WITH THE PROJECT SCHEDULE. AND TO NOTIFY DECOR CONSULTANT WITHIN THE SEVEN DAY ORDERING PERIOD OF ANY DISCREPANCIES. CONTRACTOR TO PROVIDE EVIDENCE OF ORDERS TO DECOR CONSULTANT ALSO WITHIN THE SEVEN DAY TIMEFRAME.	REFLECTED CEILING PLAN REF ID: C.B DATE: 24.09.13 SCALE: 1:50 DRAWING NO: D02 SHEET NO: 01
				DO NOT SCALE DRAWINGS - USE INDICATED DIMENSIONS ONLY - CHECK ALL DIMENSIONS ON SITE PRIOR TO FABRICATION & OR COMMENCEMENT OF WORKS - COPYRIGHT - NO PART OF THIS DOCUMENT MAY BE REPRODUCED WITHOUT THE WRITTEN AUTHORISATION OF THE AUTHOR

ISSUED FOR: FINAL APPROVAL & BUILDING PERMIT
CLIENT APPROVAL DATE



DESIGN SUBMISSIONS EXAMPLE



ELECTRICAL SCHEDULE:	
◀ FAX	FAX POINT- (x1 LINE- ALSO USED FOR ADSL MODEM)
◀ TEL	TELEPHONE POINT (x1 LINE)
◀ DATA	DATA POINT- CAT 5 SOCKET
⦿	3 PHASE GPO AMPS/PH TBC
⦿	DOUBLE GPO 10 AMP BOX FLUSH WITH FLOORING
⦿	DOUBLE GPO 10 AMP (UNLESS OTHERWISE STATED)
E	= EXISTING
UC	= UNDER COUNTER
SK	= SKIRTING (200 AFL)
P	= PELMET
Ⓛ	DIRECT WIRE ON TIMER TO EDB PROGRAMMED TO S/CENTRE OPENING HOURS
Ⓛ	24HR, 7 DAY ELECTRONIC TIMER
Ⓛ	ELECTRICAL DISTRIBUTION BOARD (EDB) S/FITTER TO CONFIRM LOCATION & IF SUFFICIENT CAPACITY
Ⓛ	EXISTING TELEPHONE FINAL DISTRIBUTION POINT (FDP) S/FITTER TO CONFIRM LOCATION

ELECTRICAL NOTES:	
SHOPFITTER TO CHECK ALL EQUIPMENT AND SERVICE REQUIREMENTS PRIOR TO COMMENCEMENT OF WORKS. ALL EQUIPMENT TO BE INSTALLED AS PER MANUFACTURERS INSTRUCTIONS. SHOPFITTER TO CONFIRM THAT SWITCHBOARD CAPACITY IS SUFFICIENT.	

HYDRAULICS SCHEDULE:	
⦿	INDUSTRIAL FLOOR WASTE GULLY CONNECTED TO APPROPRIATE WASTE
⦿	WASTE POINT
⦿	ALL MOUNTED 3 PHASE HOT WATER UNIT. SUPPLIED BY PLUMBER. SHOPFITTER TO CONFIRM HWU LOADS. (WGE RECOMMEND ELECTRIC STORAGE HOT WATER UNIT)
⦿	SOAP DISPENSER AND PAPER TOWEL DISPENSER SUPPLIED BY S/FITTER
⦿	HOT AND COLD WATER SUPPLY
⦿	REECE POSH SOLUS LEVER SINK MIXER SUPPLIED BY PLUMBER
⦿	WATER POINT SUPPLIED BY S/CENTRE
⦿	EXISTING SEWER POINT CAPPED BY S/CENTRE
⦿	EXISTING GREASE WASTE POINT CAPPED BY S/CENTRE
⦿	FIRE EXTINGUISHER & FIRE BLANKET- TO COMPLY WITH RELEVANT CODES AND STANDARDS. SUPPLY & LOCATION TBC BY S/FITTER
⦿	FIRE EXTINGUISHER TO BE INSTALLED IN ACCORDANCE WITH BCA CLAUSE E1.6 AND AS2444

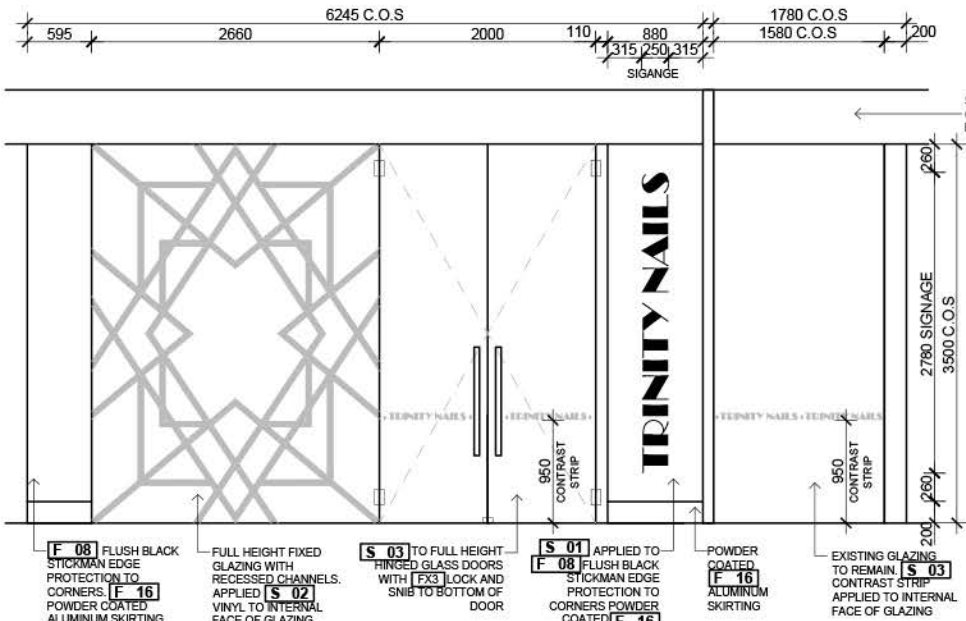
01	PLAN	scale
D01	HYDRAULIC AND ELECTRICAL	1:50

ISSUED FOR: FINAL APPROVAL & BUILDING PERMIT

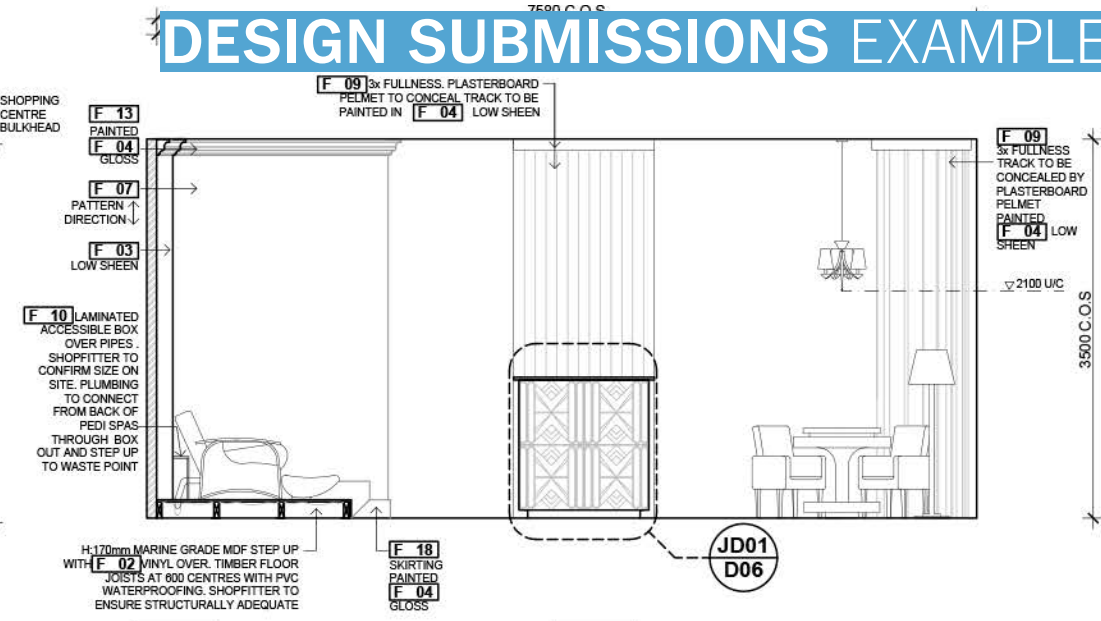
CLIENT APPROVAL DATE _____

<p>GENERAL NOTES</p> <p>CONFIRM ALL RELEVANT DIMENSIONS, LEVELS AND DETAILS ON SITE PRIOR TO COMMENCEMENT OF WORK. REPORT ALL DISCREPANCIES BETWEEN THE DOCUMENTATION AND THE SITE CONDITIONS TO THE DESIGNER PRIOR TO THE START OF WORK.</p> <p>CONSTRUCTION TO COMPLY WITH ALL RELEVANT BUILDING CODES FOR THE STATE/TERRITORY/LOCALITY. THE BUILDER SHALL BE RESPONSIBLE FOR FAMILIARISING THEMSELVES WITH SUCH CODES/REGULATIONS.</p> <p>USE FINISHED DIMENSIONS. DO NOT SCALE THE DRAWINGS.</p> <p>THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL OTHER RELEVANT DOCUMENTATION INCLUDING OTHER DRAWINGS, WRITTEN SPECIFICATION ETC.</p> <p>BUILDER TO PROVIDE ALL SITE HOARDING / FENCING AS MAY BE REQUIRED BY THE SHOPFITTING/CONSTRUCTION MANAGEMENT, TENANCY COORDINATORS AND/OR OTHER AUTHORITIES.</p> <p>BUILDER TO FAMILIARISE THEMSELVES WITH ALL SHOPPING CENTRE/TENANCY POINT GUIDELINES AND COMPLY WITH SUCH DOCUMENTS.</p> <p>BUILDER TO MANAGER FIRE AND MECHANICAL SERVICES CONTRACTORS UNLESS ADVISED OTHERWISE.</p> <p>BUILDER TO ALLOW FOR ALL SITE ALIQUOTS.</p> <p>BUILDER TO PROVIDE TO THE DESIGNER/PROFESSIONAL A COPY OF ALL RELEVANT SPECIFICATIONS REQUIRED BY THE SHOPFITTING/CONSTRUCTION MANAGEMENT/</p>	<p>GENERAL CONSTRUCTION - WET AREAS / FOOD TENANCY'S</p> <p>ALL CARCASS WORK IN WET AREAS (AND SURROUNDINGS) TO BE MIN (MINIMUM) BOARD.</p> <p>ALL COUNTER TOP SUBSTRATES IN WET AREAS (INCLUDING SERVICE COUNTERTOPS ETC) TO BE MINIMUM PARTICLE BOARD.</p> <p>TILES IN WET AREAS TO BE WATERPROOFED AS STANDARD PRACTICE. TILES TO HAVE SPOON GROUT.</p> <p>ALL PLINTH GRATES NOTED OTHERWISE TO BE MARINE GRADE PLYWOOD.</p> <p>BUILDER TO ALLOW FOR FULL CONNECTIONS/MOVING OF ALL SERVICES/EQUIPMENT UNLESS NOTED OTHERWISE.</p> <p>BUILDER TO LASE DIRECTLY WITH CONTRACTORS TO ENSURE ALL CUT OUT SIZES, TRIMS, PANELS, PACKERS ETC ARE CORRECT FOR ALL EQUIPMENT. PROVIDE TEMPLATES WHERE REQUIRED. SAME TO APPLY FOR ALL CABINET WORK FIXED TO SHELTER SUPPORT FRAMES.</p> <p>SMELT FLOOR INVOLVES FOOD PREPARATION, AND AS REQUIRED BY HEALTH REGULATIONS, PROVIDE TIGHTLY FILLED MINERAL FIBRE INSULATION TO ALL WALLS AND CEILING.</p> <p>PROVIDE MINIMUM CLEARANCES AS DETAILED WITHIN HEALTH REGULATIONS / CODES & OTHER RELEVANT DOCUMENTS</p>	<p>GENERAL STRUCTURAL NOTES</p> <p>THE STRUCTURAL INTEGRITY OF BULKHEAD, FLOOR TOPSPACE, CHANGING ROOMS, FLOORS, ADDITIONAL STRUCTURAL BEAMS/COLUMNS, ETC IS THE RESPONSIBILITY OF THE BUILDER. NOTE: LESSEES SHOP FRONT, SIGNAGE & BALCONIES TO BE SUPPORTED INDEPENDENTLY OF THE DESIGNER'S/DESIGNER'S/ COLLABORATION/STRUCTURAL ENGINEERS. BUILDER TO PROVIDE A STRUCTURAL ENGINEERS CERTIFICATE OF COMPLIANCE TO THE DESIGNER & OR TENANCY CO-ORDINATOR ON COMPLETION OF THE RETOUT GENERALLY.</p> <p>GENERAL SERVICES</p> <p>SERVICES INDICATED ON DRAWINGS ARE INDICATIVE SHOW QUANTITY ONLY (NOT ACTUAL LOCATION CONTRACTOR TO CONFIRM ALL SERVICES ON SITE WITH PROPRIETOR PRIOR TO COMMENCEMENT. REPORT ALL DISCREPANCIES TO THE DESIGNER & OR TENANCY CO-ORDINATOR & PROPRIETOR.</p>	<p>IMPORTANT:</p> <p>ALL FURNITURE, FINISHES, LIGHTING AND EQUIPMENT ORDERS ARE TO BE PLACED WITHIN SEVEN DAYS OF CONTRACT FINALISATION WITH THE CLIENT, TO ENSURE STOCK IS AVAILABLE. PLEASE NOTE THAT SOME STOCK ITEMS MAY HAVE DELIVERY LEAD TIMES IN EXCESS OF 8 WEEKS, CONTRACTOR TO ENSURE LEAD TIMES ALIGN WITH THE PROJECT SCHEDULE. AND TO NOTIFY DECOR CONSULTANT WITHIN THE SEVEN DAY ORDERING PERIOD OF ANY DISCREPANCIES. CONTRACTOR TO PROVIDE EVIDENCE OF ORDERS TO DECOR CONSULTANT ALSO WITHIN THE SEVEN DAY TIMEFRAME.</p>	<p>DO NOT SCALE DRAWING - USE INDICATED DIMENSIONS ONLY - CHECK ALL DIMENSIONS ON SITE PRIOR TO FABRICATION & WORK COMMENCEMENT OF WORKS - COPYRIGHT - NO PART OF THIS DOCUMENT MAY BE REPRODUCED WITHOUT THE WRITTEN AUTHORISATION OF THE AUTHOR</p>												
<p>work shop d'ne</p> <p>HYDRAULIC & ELECTRICAL PLAN</p> <table border="1"> <tr> <td>Rev</td> <td>Date</td> <td>By</td> <td>Checked</td> </tr> <tr> <td>C.B</td> <td>06.09.13</td> <td></td> <td>5729</td> </tr> <tr> <td>A3</td> <td>1:50</td> <td>D03</td> <td>01</td> </tr> </table>					Rev	Date	By	Checked	C.B	06.09.13		5729	A3	1:50	D03	01
Rev	Date	By	Checked													
C.B	06.09.13		5729													
A3	1:50	D03	01													

DESIGN SUBMISSIONS EXAMPLE



01 ELEVATION
D01 SHOPFRONT scale 1:50



02 ELEVATION
D01 scale 1:50

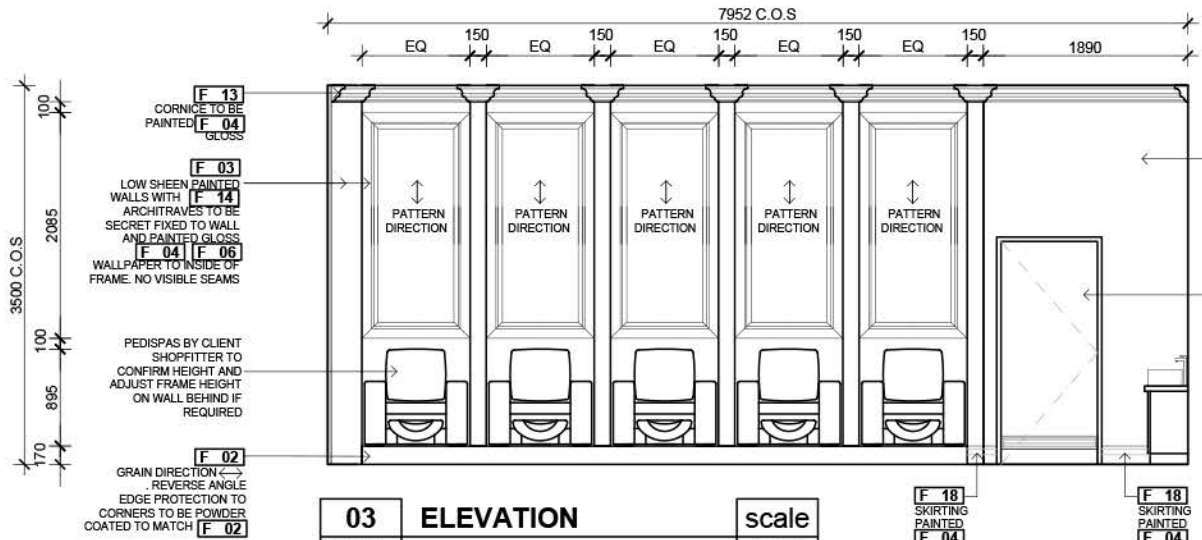
SIGNAGE SCHEDULE:

S 01 SHOPFRONT SIGNAGE: BLACK ACRYLIC LETTERS WITH INDIVIDUALLY BACK LIT LETTERS. FONT: BROADWAY TEXT HEIGHT: 250mm

S 02 FROSTED BLACK VINYL GRAPHIC APPLIED TO INTERNAL FACE OF SHOPFRONT GLAZING

S 03 FROSTED WHITE VINYL CONTRAST STRIP. FONT: BROADWAY. TEXT HEIGHT: 75mm TO COMPLY WITH AUSTRALIAN STANDARDS

NOTE:
1. ALL ARTWORK TO BE CONFIRMED BY CLIENTS NOMINATED CONTRACTOR. SAMPLES MUST BE PROVIDED FOR CLIENT APPROVAL PRIOR TO CONSTRUCTION. SIGNAGE CONTRACTOR TO ENSURE ALL SIGNAGE ELEMENTS ARE STRUCTURALLY SOUND AND COMPLY WITH ALL CODES / REGULATIONS.

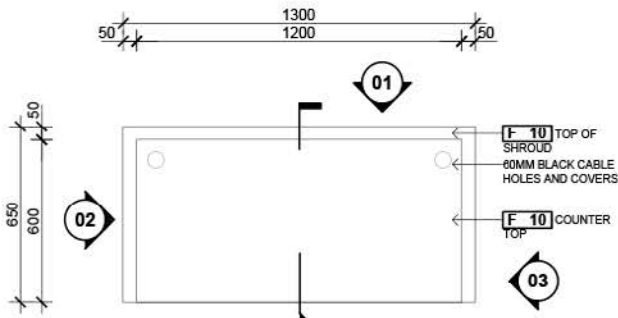


03 ELEVATION
D01 scale 1:50

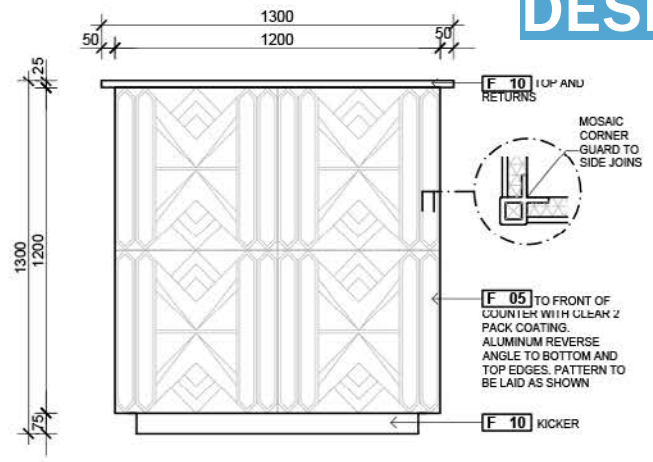
ISSUED FOR: FINAL APPROVAL & BUILDING PERMIT
CLIENT APPROVAL DATE

<p>GENERAL NOTES</p> <p>1. CHECK ALL HEIGHT DIMENSIONS, LEVELS AND DETAILS ON SITE PRIOR TO COMMENCEMENT OF WORK. REPORT ALL DISCREPANCIES BETWEEN THE DOCUMENTATION AND THE SITE CONDITIONS TO THE DESIGNER PRIOR TO THE START OF WORK.</p> <p>2. CONTRACTOR TO COMPLY WITH ALL RELEVANT BUILDING CODES FOR THE STATE/TERRITORY/HEALTH. THE BUILDER SHALL BE RESPONSIBLE FOR FAMILIARISING THEMSELVES WITH SUCH CODES AND FOR OBTAINING ALL NECESSARY APPROVALS. USE INDICATED DIMENSIONS. DO NOT SCALE THE DRAWINGS.</p> <p>3. THIS DRAWING IS TO BE READ IN CONJUNCTION WITH ALL OTHER RELEVANT DOCUMENTATION INCLUDING OTHER DRAWINGS, WRITTEN SPECIFICATION ETC. BUILDER TO PROVIDE ALL SITE HOARDING / FENCING AS MAY BE REQUIRED BY THE SHOPFRONT CENTRE MANAGEMENT, TENANCY COORDINATORS, AND/OR OTHER AUTHORITIES.</p> <p>4. BUILDER TO FAMILIARIZE THEMSELVES WITH ALL SHOPPING CENTRE/TENANCY/OUTLET GUIDELINES AND COMPLY WITH SUCH DOCUMENTS.</p> <p>5. BUILDER TO ADMINISTER FIRE AND MECHANICAL SERVICES CONTRACTORS UNLESS ADVISED OTHERWISE.</p> <p>6. BUILDER TO ALLOW FOR ALL SITE ALLOWANCES.</p> <p>7. BUILDER TO PROVIDE TO THE DESIGNER/RESPONSIBLE PARTY A COPY OF ALL REPORTS/TEST RESULTS REQUIRED BY THE SHOPFRONT CENTRE MANAGEMENT / TENANCY COORDINATORS.</p>	<p>GENERAL CONSTRUCTION - WET AREAS / FOOD TENANCY'S</p> <p>ALL CARCASS WORK IN WET AREAS (AND SURROUNDINGS) TO BE HMR (MINIMUM) BOARD.</p> <p>ALL COUNTER TOP SUBSTRATES IN WET AREAS (INCLUDING SERVICE COUNTERTOPS) TO BE 12MM MINIMUM PARTICLE BOARD.</p> <p>FILES IN WET AREAS TO BE WATERPROOFED AS STANDARD PRACTICE. TILES TO HAVE SPOXY GROUT.</p> <p>ALL PLUMBING UNLESS NOTED OTHERWISE TO BE MARINE GRADE PLYWOOD. BUILDER TO ALLOW FOR FULL CONNECTIONS TO DIMENSIONS OF ALL SERVICES/PERMIT UNLESS NOTED OTHERWISE.</p> <p>BUILDER TO LASE DIRECTLY WITH CONTRACTORS TO ENSURE ALL CUT OUT SIZES, TRIMS, PANELS, PASCAS ETC ARE CORRECT FOR ALL EQUIPMENT. PROVIDE TEMPLATES WHERE REQUIRED. SAME TO APPLY FOR ALL CABINET WORK FIXED TO SUFFICIENT SUPPORT FRAMES.</p> <p>WHERE PROUT INVOLVES FOOD PREPARATION, AND AS REQUIRED BY HEALTH REGULATIONS, PROVIDE TIGHTLY FILLED MINERAL FIBRE INSULATION TO ALL WALLS AND CEILING.</p> <p>PROVIDE MINIMUM CLEARANCES AS DETAILED WITHIN HEALTH REGULATIONS / CODES & OTHER RELEVANT DOCUMENTS</p>	<p>GENERAL STRUCTURAL NOTES</p> <p>THE STRUCTURAL INTEGRITY OF BULKHEADS, FLOOR TOPSPACE, CHANGERS IN COLOR, FLOORS, ADDITIONAL STRUCTURAL BEAMS/COLUMNS ETC IS THE RESPONSIBILITY OF THE BUILDER. NOTE: LESSEE'S SHOP FRONT SIGNAGE & BALANCE TO BE CERTIFICATE OF COMPLIANCE OF THE LESSEE'S WALL/COLUMN/CORNER/CEILING.</p> <p>CEILING STRUCTURE/BEAMS/ROOFING. BUILDER TO PROVIDE A STRUCTURAL ENGINEER'S CERTIFICATE OF COMPLIANCE TO THE DESIGNER & OR TENANCY CO-ORDINATOR ON COMPLETION OF THE FITOUT GENERALLY.</p> <p>GENERAL SERVICES</p> <p>SERVICES INDICATED ON DRAWINGS ARE INDICATIVE SHOW QUANTITY ONLY (NOT ACTUAL). LOCATION CONTRACTOR TO CONFIRM ALL SERVICES ON SITE WITH PROPRIETOR PRIOR TO COMMENCEMENT. REPORT ALL DISCREPANCIES TO THE DESIGNER & OR TENANCY CO-ORDINATOR & PROPRIETOR.</p>	<p>IMPORTANT:</p> <p>ALL FURNITURE, FINISHES, LIGHTING AND EQUIPMENT ORDERS ARE TO BE PLACED WITHIN SEVEN DAYS OF CONTRACT FINALISATION WITH THE CLIENT, TO ENSURE STOCK IS AVAILABLE. PLEASE NOTE THAT SOME STOCK ITEMS MAY HAVE DELIVERY LEAD TIMES IN EXCESS OF 8 WEEKS. CONTRACTOR TO ENSURE LEAD TIMES ALIGN WITH THE PROJECT SCHEDULE, AND TO NOTIFY DECOR CONSULTANT WITHIN THE SEVEN DAY ORDERING PERIOD OF ANY DISCREPANCIES. CONTRACTOR TO PROVIDE EVIDENCE OF ORDERS TO DECOR CONSULTANT ALSO WITHIN THE SEVEN DAY TIMEFRAME.</p>	<p>DO NOT SCALE DRAWING - USE INDICATED DIMENSIONS ONLY - CHECK ALL DIMENSIONS ON SITE PRIOR TO FABRICATION & WORK COMMENCEMENT IF WORKS - COPYRIGHT - NO PART OF THIS DOCUMENT MAY BE REPRODUCED WITHOUT THE WRITTEN AUTHORISATION OF THE AUTHOR</p>	<table border="1"> <tr> <th>Code</th> <th>Room Name</th> <th>TOTAL AREA</th> </tr> <tr> <td>ELEVATION</td> <td></td> <td></td> </tr> <tr> <td>C.B</td> <td>24.09.13</td> <td>5729</td> </tr> <tr> <td>A3</td> <td>1:50</td> <td>D04 01</td> </tr> </table>	Code	Room Name	TOTAL AREA	ELEVATION			C.B	24.09.13	5729	A3	1:50	D04 01	<p>work shop one</p>
Code	Room Name	TOTAL AREA																
ELEVATION																		
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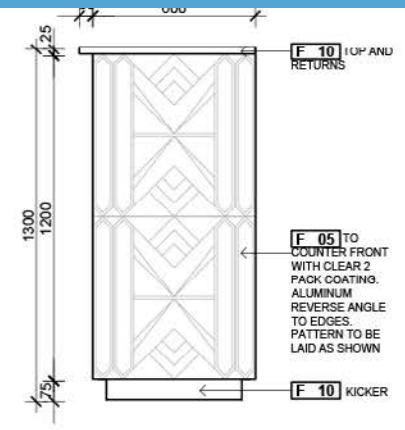
DESIGN SUBMISSIONS EXAMPLE



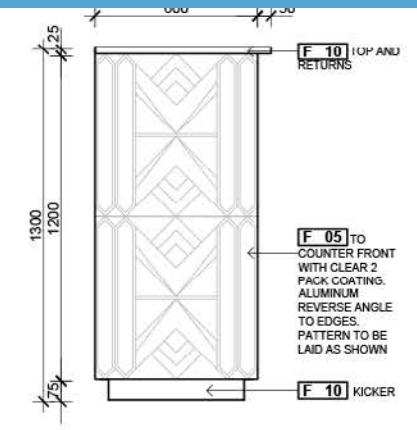
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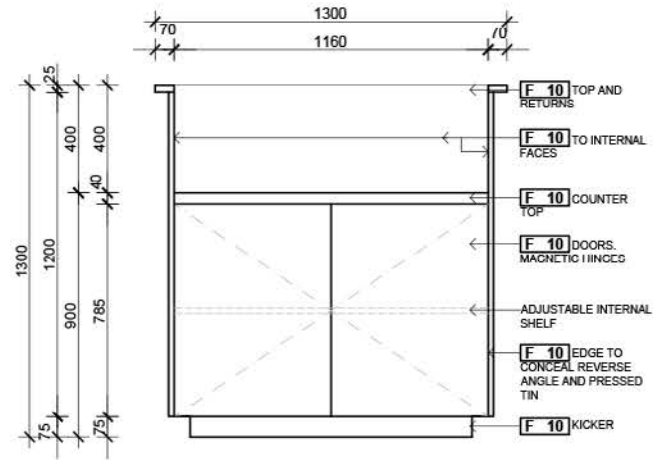
JD01 ELEVATION 01 scale 1:20
FRONT



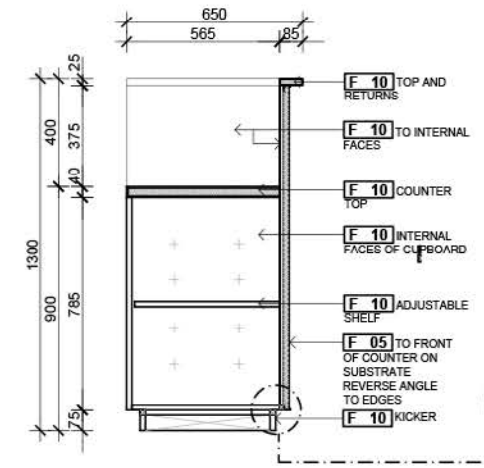
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SIDE



JD01 ELEVATION 03 scale 1:20
SIDE



JD01 ELEVATION 04 scale 1:20
BACK



JD01 SECTION A scale 1:20

ISSUED FOR: FINAL APPROVAL & DESIGN PERMIT
CLIENT: _____ DATE: _____

GENERAL NOTES
CONFIRM ALL RELEVANT DIMENSIONS, LEVELS AND DETAILS ON SITE PRIOR TO COMMENCEMENT OF WORK. REPORT ALL DISCREPANCIES BETWEEN THE DOCUMENTATION AND THE SITE CONDITIONS TO THE DESIGNER PRIOR TO THE START OF WORK.
CONSTRUCTION TO COMPLY WITH ALL RELEVANT BUILDING CODES FOR THE STATE/TERRITORY/JURISDICTION. THE BUILDER SHALL BE RESPONSIBLE FOR FAMILIARISING THEMSELVES WITH SUCH CODES/REGULATIONS.
USE INDICATED DIMENSIONS. DO NOT SCALE THE DRAWINGS.
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BUILDER TO PROVIDE ALL SITE HOARDING / FENCING AS MAY BE REQUIRED BY THE SHOPPING CENTRE MANAGEMENT, TENANCY CO-ORDINATORS AND/OR OTHER AUTHORITIES.
BUILDER TO FAMILIARIZE THEMSELVES WITH ALL SHOPPING CONTRACTS/RENTAL FITOUT GUIDELINES AND COMPLY WITH SUCH DOCUMENTS.
BUILDER TO MANAGER FIRE AND MECHANICAL SERVICES CONTRACTORS UNLESS ADVISED OTHERWISE.
BUILDER TO ALLOW FOR ALL SITE ALLOWANCES.
BUILDER TO PROVIDE TO THE DESIGNER/PROPRIETOR, A COPY OF ALL IDENTIFICATION NOTES REQUIRED BY THE SHOPPING CENTRE MANAGEMENT.

GENERAL CONSTRUCTION - WET AREAS / FOOD TENANCY'S
ALL CARCASS WORK IN WET AREAS (AND SURROUNDINGS) TO BE 14MR (MINIMUM) BOARD.
ALL COUNTER TOP SUBSTRATES IN WET AREAS (INCLUDING SERVICE COUNTERTOPS) TO BE 14MR MINIMUM PARTICLE BOARD.
TILES IN WET AREAS TO BE WATERPROOFED AS STANDARD PRACTICE. TILES TO HAVE EPDM GROUT.
ALL PLINTH UNLESS NOTED OTHERWISE TO BE MARINE GRADE FIBREWOOD.
BUILDER TO ALLOW FOR FULL CONNECTIONS/DIMENSIONS OF ALL SERVICES/EQUIPMENT UNLESS NOTED OTHERWISE.
TRIMS, PANELS, FASCIA'S ETC ARE CORRECT FOR ALL EQUIPMENT. PROVIDE TEMPLATES WHERE REQUIRED. SAME TO APPLY FOR ALL CABINET WORK TIED TO SUBSTRATE SUPPORT FRAMES.
WHERE FITOUT INVOLVES FOOD PREPARATION, AND AS REQUIRED BY HEALTH REGULATIONS, PROVIDE TIGHTLY FILLED MINERAL FIBRE INSULATION TO ALL WALLS AND CAVITIES.
PROVIDE MINIMUM CLEARANCES AS DETAILED WITHIN HEALTH REGULATIONS / CODES & OTHER RELEVANT DOCUMENTS.

GENERAL STRUCTURAL NOTES
THE STRUCTURAL INTEGRITY OF BALCONIES, FLOOR TOPPING, CHANGING IN CONC. FLOORING, ADDITIONAL STRUCTURAL REINFORCEMENTS, ETC IS THE RESPONSIBILITY OF THE BUILDER. NOTE LESSEE'S SHOP FRONT, SIGNAGE & BALCONIES TO BE SUPPORTED INDEPENDENTLY OF THE LESSEE'S WALL/CEILING.
CELL/MANUFACTURE/SERVICES, BUILDER TO PROVIDE A STRUCTURAL ENGINEER'S CERTIFICATE OF COMPLIANCE TO THE DESIGNER & OR TENANCY CO-ORDINATOR ON COMPLETION OF THE FITOUT GENERALLY.
GENERAL SERVICES
SERVICES INDICATED ON DRAWINGS ARE INDICATIVE SHOW QUANTITY ONLY (NOT ACTUAL LOCATION). CONTRACTOR TO CONTROL ALL SERVICES ON SITE WITH PROPRIETOR PRIOR TO COMMENCEMENT. REPORT ALL DISCREPANCIES TO THE DESIGNER & OR TENANCY CO-ORDINATOR & PROPRIETOR.

IMPORTANT:
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Item No.	Description	Quantity	Unit
DETAIL JD01			
C.B	24.09.13	5729	
A3	1:20	D06	01



PROJECT CREDITS

BLACKMILK

www.blackmilk.com.au



Page 8



Page 9



Page 24



Page 25

STUDIO 2D

www.2dstudio.com.au



Page 9



Page 12

WORK.SHOP.DINE DESIGN STUDIO

www.workshopdine.com.au



Example Design Submissions
Page 46 - 56

FOOLSCAP

www.foolscapstudio.com.au



Cover



Page 2



Page 4

GREG NATALE

www.gregnatale.com



Page 3



Page 6



Page 11



Page 19



Page 21



Page 22



Page 23



Page 46

MORRIS SELVATICO

www.morrisselvatico.com



Page 25



Page 29



Page 43

DESIGN CLARITY

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Page 5



Page 5



Page 7



Page 10



Page 10



Page 11



Page 13



Page 14



Page 14



Page 20



Page 29



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