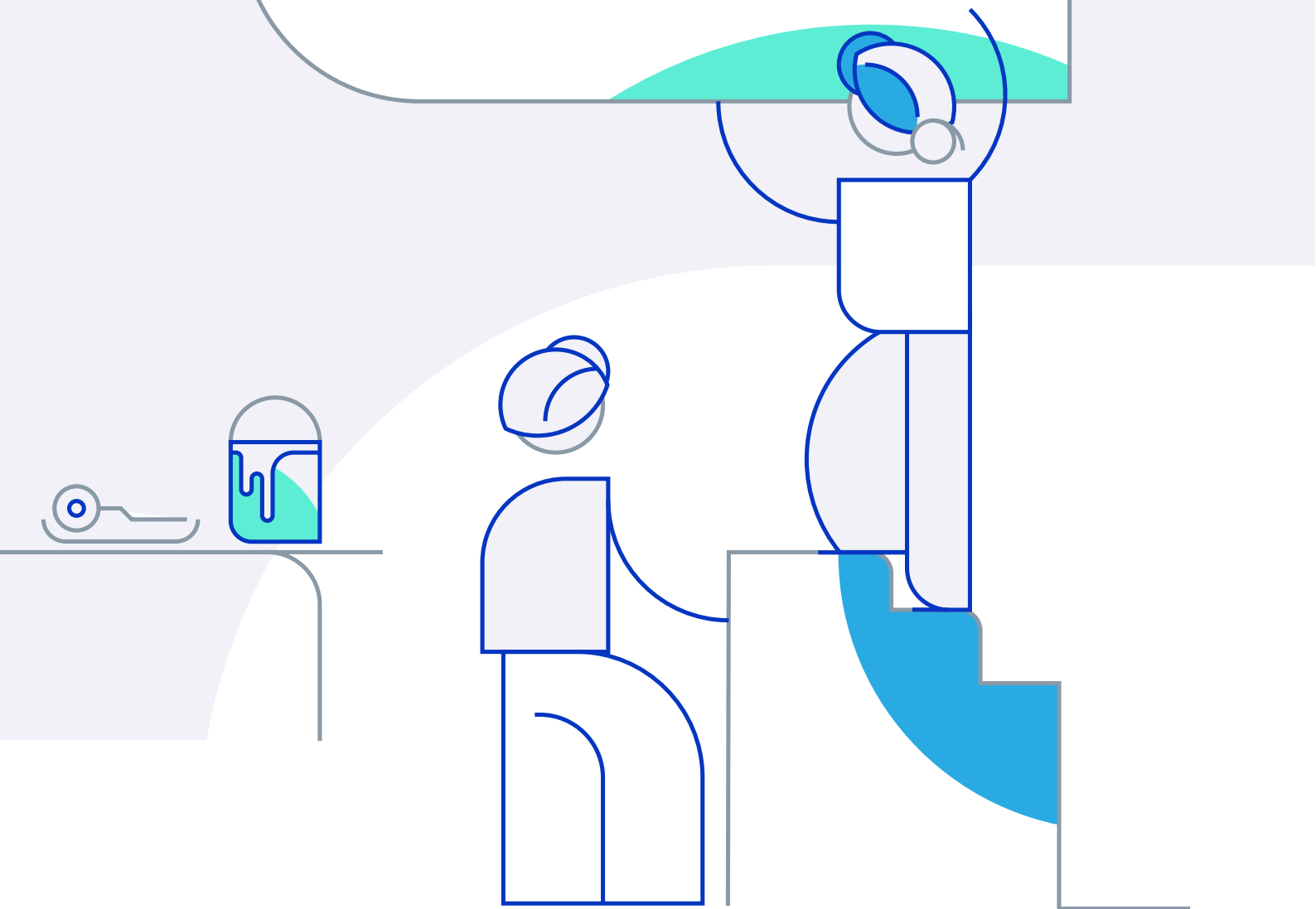


Design & Fitout Guide



Welcome

Supporting better communities through life's essentials.

How exciting, to have you build your business in our Centre.

You - and all our Tenants in more than 100 Centres across Australia - play a vital role within the communities where we operate.

As partners, we're all part of one team, working together to deliver life's essentials, in a way that's fast, convenient and easy. Everyone in Region Group contributes their different perspectives to positively impact peoples' lives in small but essential ways.

Being present, being helpful, we'll enable and inspire our communities to thrive and grow.

Being resourceful and direct, using our experience and expertise, we'll get people what they need, when they need it, at a place nearby. Whether that's a haircut, fresh food or somewhere comfortable to connect over a coffee.

Purpose of this guide




- Help you design a successful business from the get-go
- Build a quality Tenancy that attracts and retains customers

6 + 6

We've summarised the Region Group approach in six goals and six steps. If you have questions about any of these, please contact your local Design and Delivery Manager (DDM).



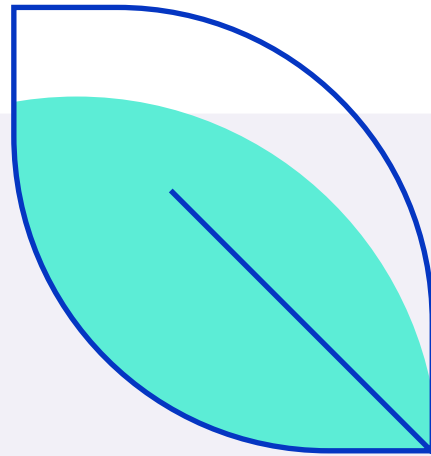
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6

Goals

for Design + Fitout



In the Region Group ecosystem, Tenancy design and delivery are driven by six overarching principles.

These will give you an insight into how we've maintained the quality experiences people enjoy in our Centres.

- 1 Responsibility
- 2 One Team
- 3 Context
- 4 Customer
- 5 Character
- 6 Colour

GOAL 1

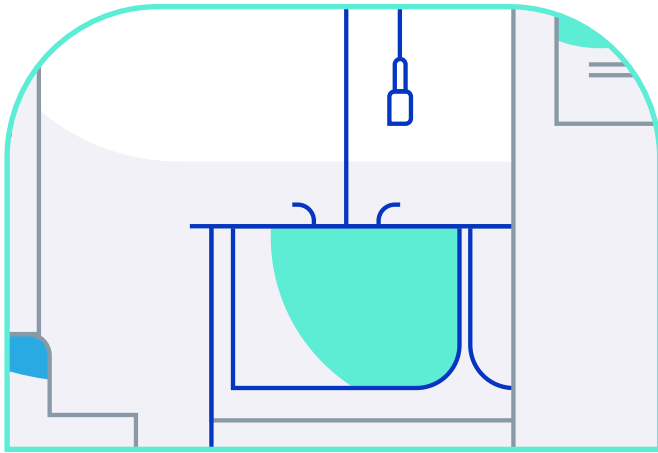
Responsibility

Sustainability, compliance
and safety



*Above all else, we are
responsible to our
planet and people*

GOAL 1 RESPONSIBILITY

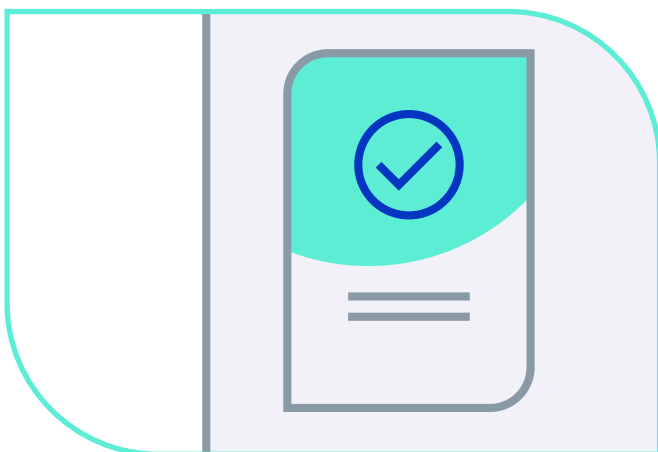
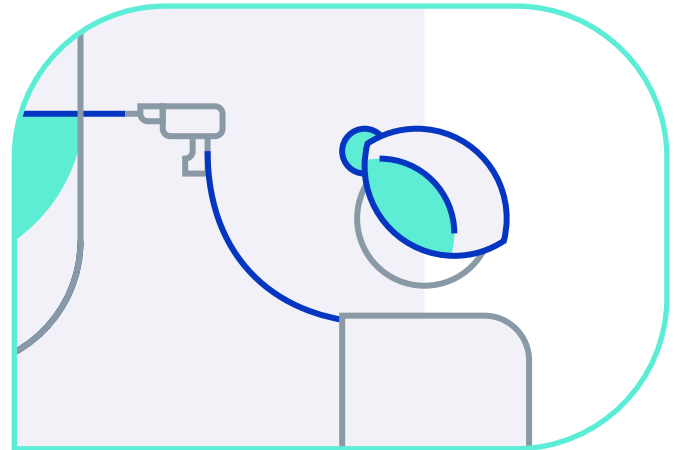


Commit to sustainability

- Seek sustainable design solutions where possible.
- Re-use elements of existing fitout where possible.
- Adopt sustainable waste disposal methods to divert construction waste away from landfill.

Make site safety your priority

- Understand your legal obligations when it comes to site safety.
- Provide a safe working environment and ensure site safety procedures are followed by all workers at all times.



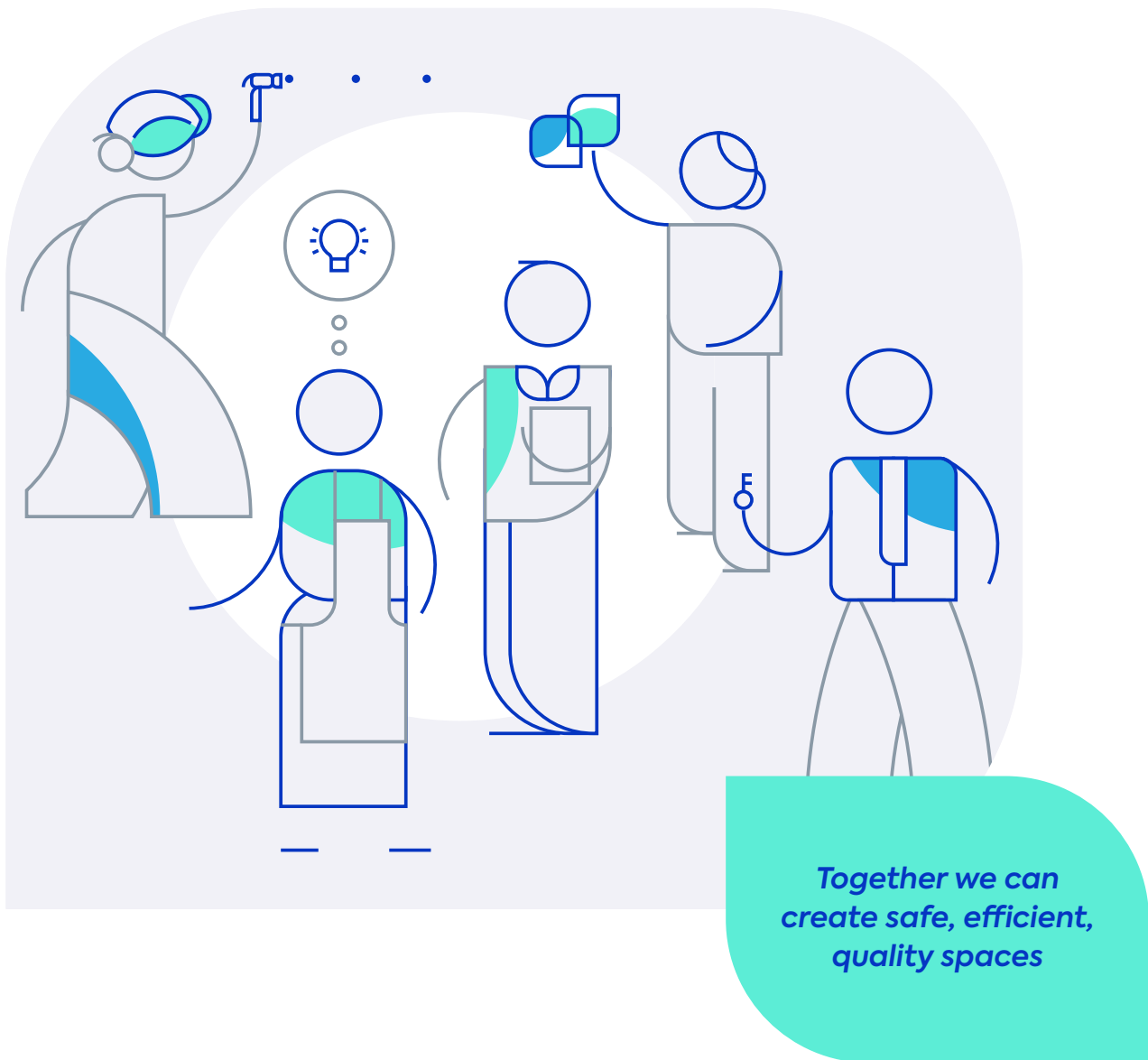
Satisfy building regulations and approvals

- Comply with all relevant codes and standards.
- Obtain all pre and post construction approvals.

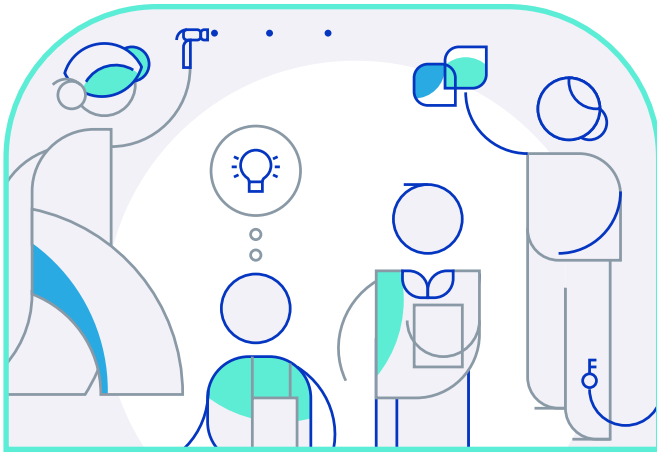
Visit the [Region Group website](#) for more information. →

One Team

Our team and your team



GOAL **2** ONE TEAM



Work as one team

You, our Tenant, your designer and contractor will work with our leasing, design and delivery, lease administration, and the local property management teams to successfully open your Tenancy.

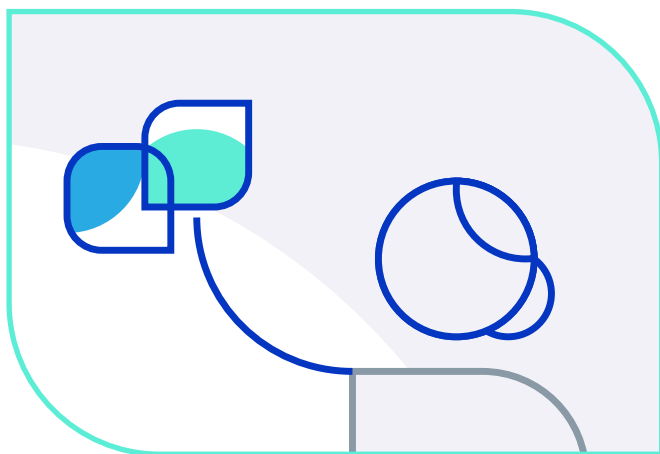
Share contractors as required

Use incumbent contractors for fire and mechanical Tenancy services modifications that are essential to the whole Centre and could affect the integrity and operation of the building.



Find trusted consultants

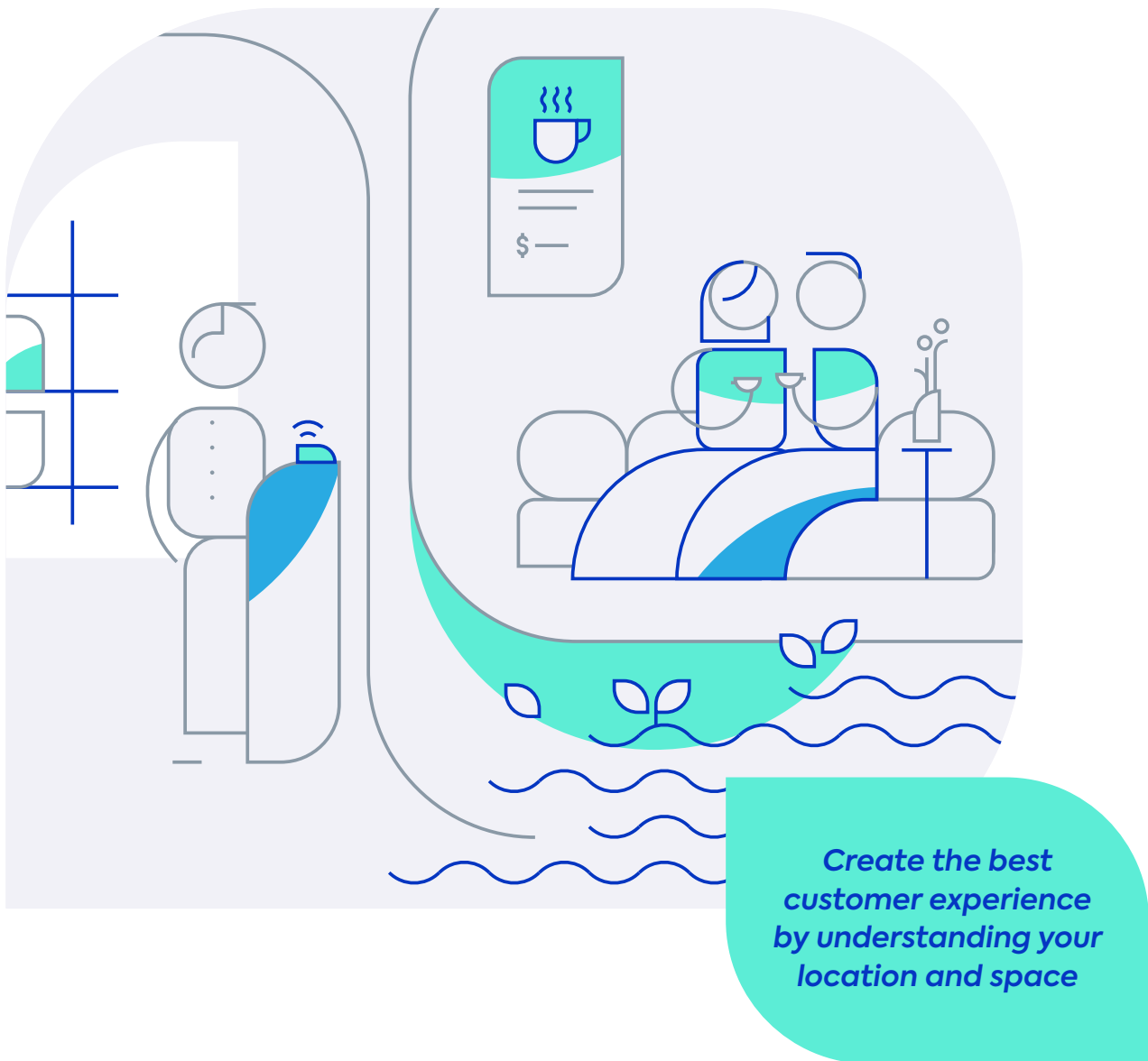
- Engage experts that you can trust to design and build your space because of their experience with similar Tenancy types.
- Your DDM can help you find a designer, architect, shopfitter or contractor if you don't already have one.



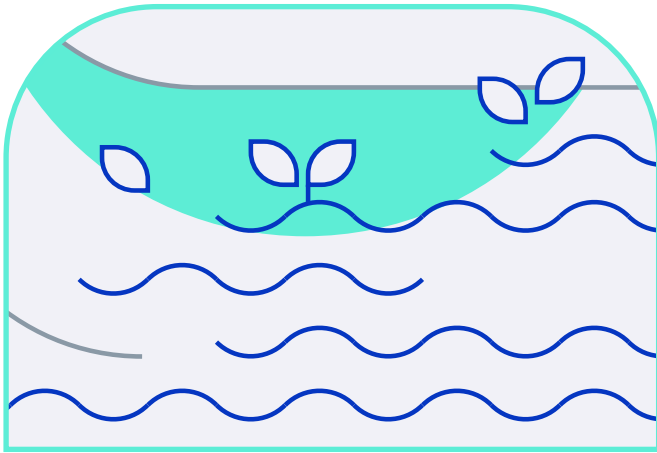
Visit the [Region Group website](#) for more information. 

Context

Location, planning
and technology



GOAL **3** CONTEXT

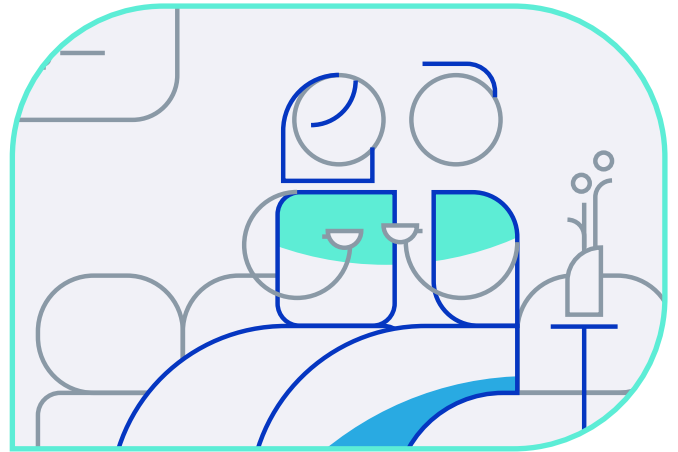


Consider your location

- Is your Tenancy inside or outside? Rural or metropolitan? High ceiling or low ceiling?
- Check your location and Tenancy plan to ensure you have all the facts to inform your design.

Plan around the customer

- Customer experience is critical for success.
- Carefully plan the internal spaces to draw your customers in and ensure the experience is optimised for Tenancy type.
- Keep messy storage and private spaces from customers' view.
- Use your trading name only on your main sign.



Make the most of technology

- Create a seamless customer experience using digital services lists, menus and instore communication.
- Incorporate digital screens behind shopfront glass or on return wall.

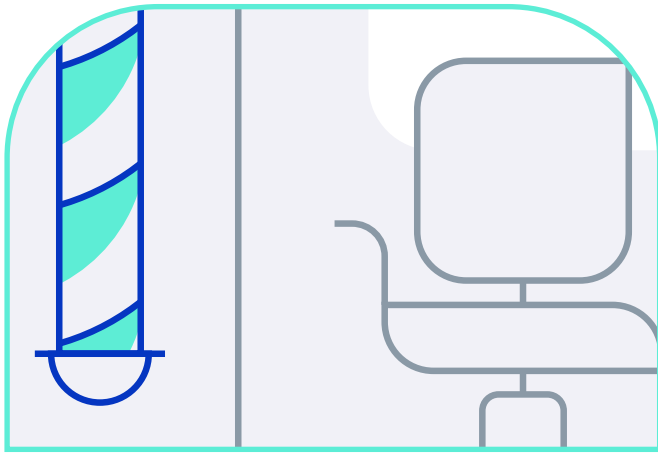
Visit the [Region Group website](#) for more information. 

Customer

Shopfront, signage, counters and equipment



GOAL 4 CUSTOMER



Capture attention

- Pursue unique design solutions to deliver a dynamic and creative shopfront.
- Use durable materials to ensure your shopfront's longevity.

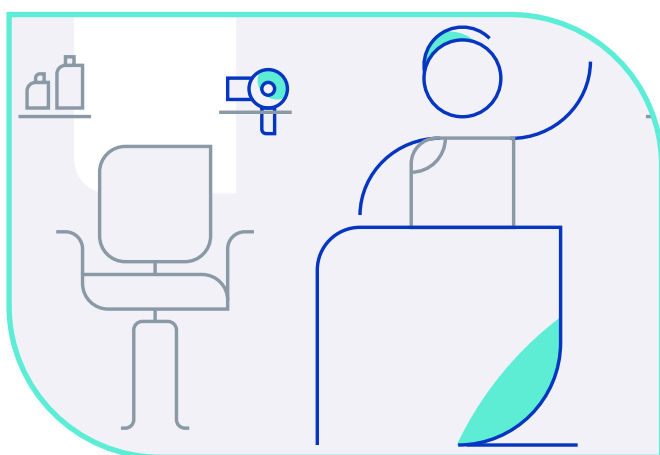
Make signage a drawcard

- Create one main sign for each 10m of shopfront, comprised of individually illuminated, 3D letters to be applied to an architectural element within the shopfront.
- Engage a qualified graphic designer for signage.



Welcome your customer

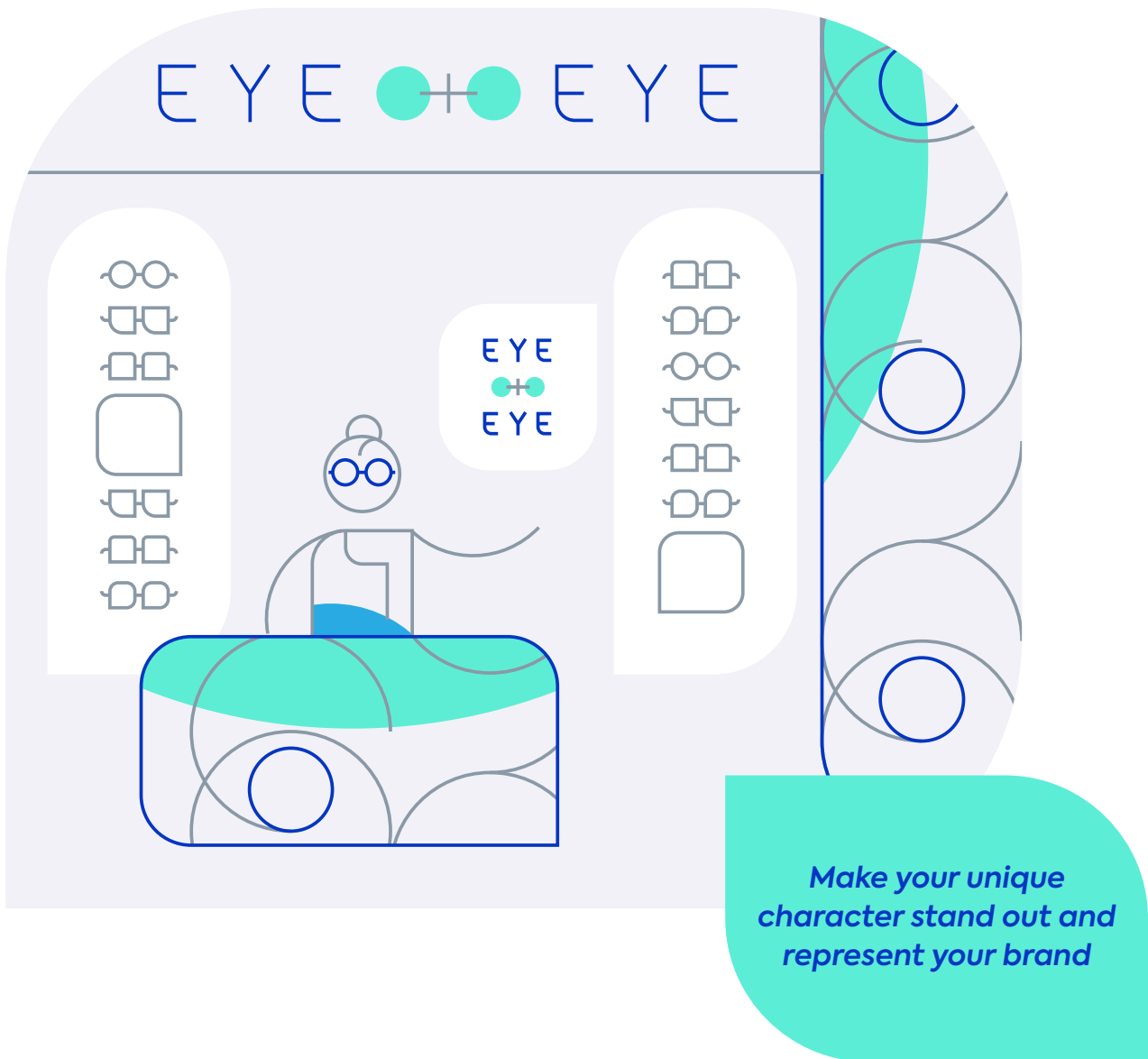
- Place your counter where it will feel welcoming and provide security.
- Use high-quality materials and details for your counter.
- If any equipment is not typically visible to customers, incorporate it into cabinetry or other design element.



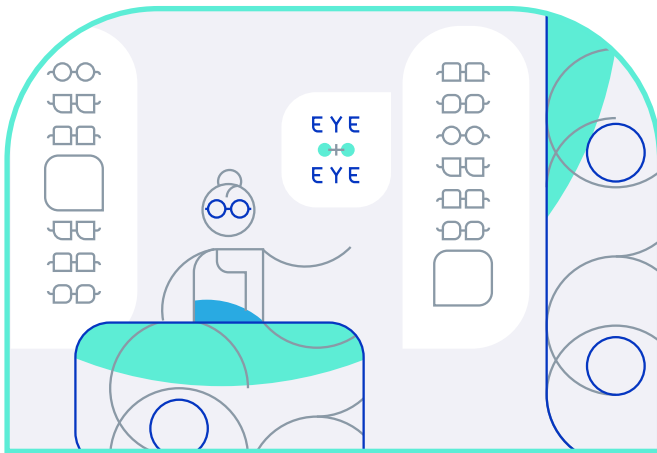
Visit the [Region Group website](#) for more information. →

Character

Floors, walls, ceilings, fixtures, fittings and furniture



GOAL 5 CHARACTER

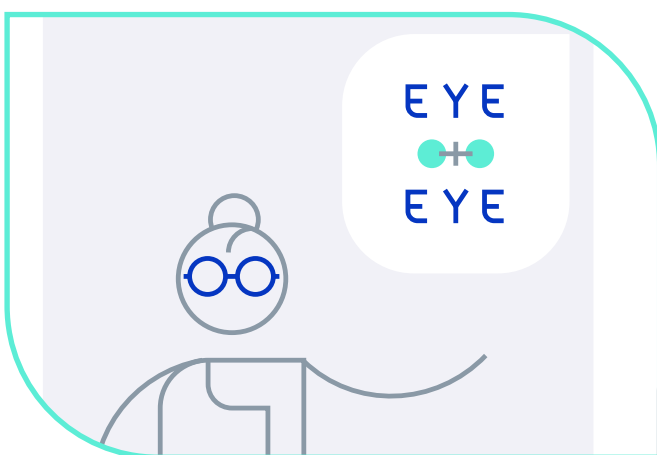


Think of your space as a whole

Take a holistic brand and design approach by considering wall, floor and ceiling surfaces.

Aim to unify

Repeat elements of your shopfront's colour, texture and/or shape throughout the interior.



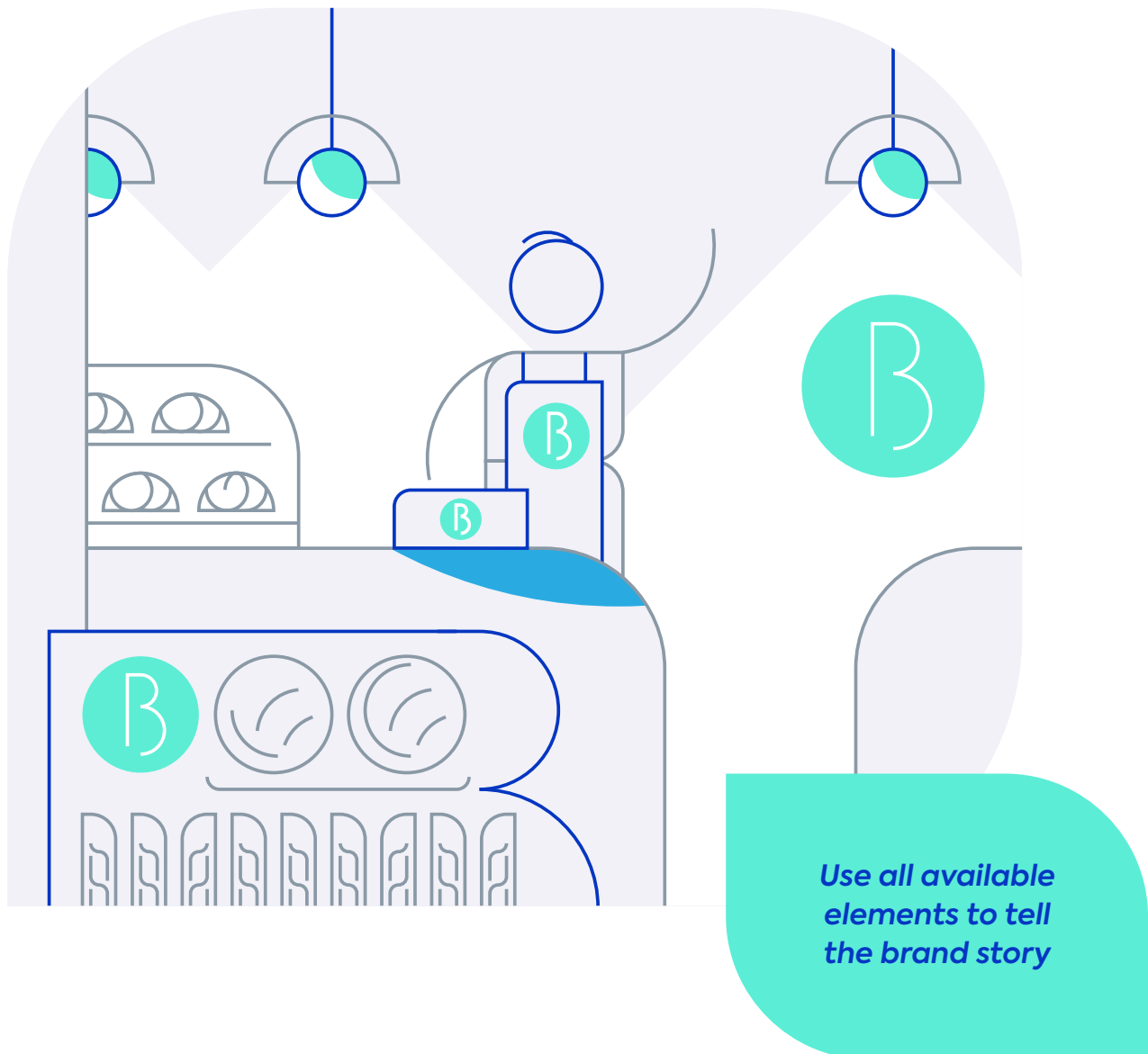
Create a connection

- Inside the Tenancy, install a main sign or graphic at eye level to connect with customers.
- Engage a qualified graphic designer to ensure a cohesive, integrated package.

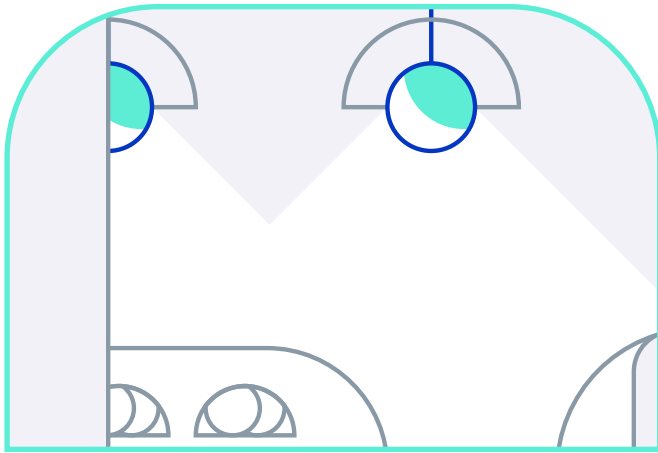
Visit the [Region Group website](#) for more information. →

Colour

Lighting, visual merchandising, graphics and branding, menu boards, uniforms



GOAL 6 COLOUR

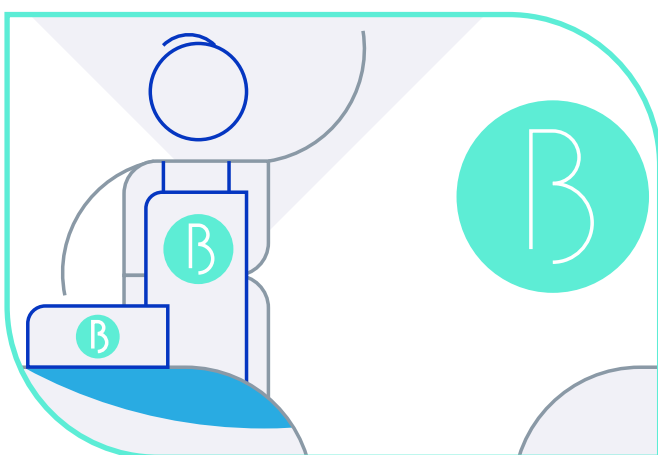
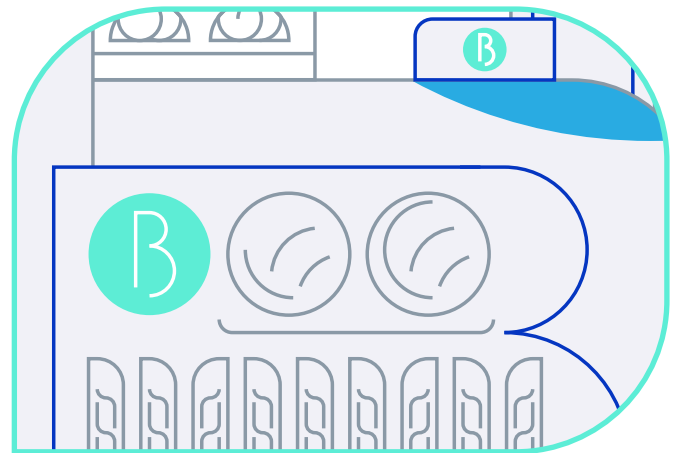


Enhance with lighting

- Challenge your designer to use lighting for mood and effect, not just light.
- Use lighting to focus on product.
- Signage and lighting within the shopfront to be wired on separate circuit so it may remain on a time clock set to mall hours.

Create harmonious displays

- Build a merchandising feature at the entry.
- Use complementary display fixtures throughout.



Clearly express your brand

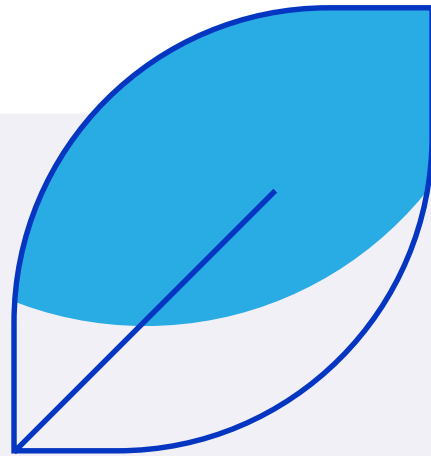
- Vinyl graphics attached to shopfronts are to be patterned with 30% open or transparent and applied to the interior side of the glass.
- Coordinate your graphics, uniforms and packaging to present a unified brand statement.
- Consider engaging a visual merchandiser to improve product presentation.

Visit the [Region Group website](#) for more information. →

6

Steps

to Design + Delivery



First, meet your DDM

Your Region Group Design and Delivery Manager (DDM) will equip you, your designer and shopfitter with all the information you need to complete your build. From your first draft design submission until you open your doors, your DDM ensures we're there on the frontlines with you - all part of one team.

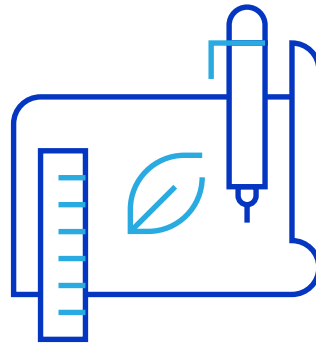
Your DDM helps make sure you align with the principles and steps in this Design and Fitout Guide. They also ensure you keep the character you want in your design, balancing that with getting the construction done quickly so you can trade on time.

Expect these 6 main steps in the Tenancy design + delivery process.

- 1 Design & Planning
- 2 Design Approval
- 3 Preparing for Handover
- 4 Fitout Works
- 5 Open for Trade
- 6 Post Trade

STEP 1

Design & Planning



WEEKS 1–4*

**timeframe indicative only – refer to your agreement for lease and lease documentation*

Your DDM provides advice and documents for design and planning at this stage. They can also help you select a designer or architect, who then shares drawings with them for review and feedback.

You will need to submit services design drawings, select building certifiers and engage consultants. If fire and mechanical services modifications, Category 1 works, are required, they are identified and included in your works program.

Commence pricing and submit final design drawings to conclude this step.



Initial contact and support

Your DDM contacts you by phone and talks you through the design and planning process, site requirements and timeframes. This will include design and delivery deadlines, so you can plan for them.

They will also supply the following documents via email:

- Tenancy condition report (TCR) (For new Tenants, includes handover conditions and/or the list of existing fitout items. For renewing Tenants, scope of works for refurbishment)
- Design and Fitout Guide
- Location plan (new Tenant only)
- Tenancy plan (new Tenant only), which may include:
 - Floor plan showing the leaseline and location of services
 - Shopfront elevation, if available
 - Shopfront section, if available
 - Reflected ceiling plan, if available(Please note that it is up to you, your designer and shopfitter to confirm and verify all measurements, including the location of all services.)

STEP**1****DESIGN AND PLANNING****Appoint designer**

You must appoint a designer or architect to become part of your team and provide their details to your DDM. Your DDM can help you select a designer if required.

When appointing a designer, consider:

- Level of experience (minimum five years is recommended)
- Experience relevant to your Tenancy use
- Ability to meet your budget and agreed milestone dates
- If you are undertaking a refurbishment as part of a lease renewal refer to your Tenancy Condition Report (TCR) for designer appointment requirements.

**Prepare, review drawings**

Share your initial design drawings with your DDM for review and feedback. Tenant and designer work with DDM on subsequent drawings, updating according to feedback at each stage.

**Prepare consultants and submit services design drawings**

This is where you engage a team of specialists. You will need to select a building certifier, services consultants and where applicable, a structural engineer.

Advice from these specialist consultants and contractors can impact your proposed design and layout – so it's important to engage them early to ensure your design complies with all authority and building requirements, without affecting your ability to open on time.

When you have gathered the information, your team will need to provide a services design submission including the following details:

- Floor plan
- Reflected ceiling plan with services
- Sections and elevations
- Hydraulics consultant's plan with all plumbing, drainage and water reticulation works, where applicable
- Equipment and lighting specifications, where applicable
- Structural information with any heavy, load-bearing items shown
- Fire services design prepared by a fire safety practitioner, where applicable

STEP 1

DESIGN AND PLANNING



Prepare for Category 1 works

In some cases, it may become apparent that there are fire and mechanical services modifications that need to be undertaken for your fitout by Region Group’s own incumbent contractors. Why? Because the works are essential to the whole Centre and could affect the integrity and ongoing operation of the building system.

These are known as “Category 1” works, defined as “Landlord’s works at the Tenant’s cost”. The DDM will arrange an introduction to Region Group’s incumbent consultants and contractors so that the Tenant’s shopfitter can incorporate any modifications or Category 1 works into their fitout works program.

Costs are determined once the Tenant’s design drawings have progressed to include necessary information contained in the services design drawings.

Now is also the time to lodge your application for council hydraulic approval (where applicable).



Pricing

The DDM can help you process any costs relating to Category 1 works, and will issue them to you for your approval, when applicable. It’s important that costs be approved quickly so the Tenant’s shopfitter can coordinate the works within the required timeframe.

At this point, you should commence pricing for the fitout delivery.



Approval

Submit final design drawings to DDM for final review and if acceptable, design approval.

Design Approval



WEEK 5*



**timeframe indicative only – refer to your agreement for lease and lease documentation*

Once your DDM confirms, in writing, that your drawings comply with requirements, you move to the next stage: instructing your building certifier to obtain authority approvals. You may also finalise pricing here.



Design approval

Your DDM will review your final design drawings.

Once your DDM is sure drawings comply with the Design & Fitout Guide and other relevant requirements, they will provide you with:

- design approval
- Landlord’s letter of consent

Design approval relates to design intent only. It’s your responsibility to ensure the Tenancy is designed and constructed in accordance with your drawings, relevant building codes and current industry standards.

Region Group has the right to reject design drawings if the design does not meet the Landlord’s expectations. Region Group will not be liable for any costs associated with not approving a design drawing submission.



Seek authority approvals, complete pricing

You can now provide the design approval drawings and Landlord’s letter of consent to your chosen building certifier to obtain authority approvals, permits, building approvals and certificates, bearing in mind that different states have different compliance requirements.

You can also provide the design approval drawings to your shopfitter or contractor to finalise pricing of the fitout works.

STEP 3

Preparing for Handover



WEEKS 6–8*



**timeframe indicative only – refer to your agreement for lease and lease documentation*

In this step you prepare for handover. You obtain all authority approvals and appoint your chosen shopfitter, who will construct the Tenancy according to the approved design drawings.

You provide your appointed shopfitter's details to the DDM who will contact your shopfitter to obtain a building program and introduce them to the Operations Manager.

Your shopfitter must supply all approvals and certifications to the Operations Manager and complete Centre inductions before they start building.



Authority approvals and certificates

It is your responsibility to ensure your representative or shopfitter obtains all the required authority approvals and certifications in full prior to commencing any fitout works on-site.

Your representative or shopfitter must provide documentation to the DDM including, but not limited to:

- Building permit/construction certificate/complying development certificate (varies from state to state)
- Development application/planning permit (if required)
- Health department certificate (if required)
- DDA approval/management plan (if required)
- Fire engineering approvals (in NSW, fire design required with certification by accredited fire safety practitioner and approval by AESC)
- Plumbing approvals – submission to council required in some states; can be a 4- to 6-week process

Authority approvals and certificates (cont.)

- Services connections – electrical meter etc.
- Beauty and health Tenants (e.g., pet shops, nail bars, hair salons) may require council health approval. You would need to lodge this application 4 to 6 weeks prior to intended trade date

Authority approval requirements may vary from state to state.

Appoint shopfitter

At this stage, you must agree on a price and then appoint your shopfitter to construct the Tenancy in accordance with the design approval drawings.

Only qualified, experienced commercial shopfitters or contractors are permitted to undertake the fitout works in a Retail Centre. The Landlord has the right to refuse a shopfitter.

You should consider the following when selecting your shopfitter:

- Fitout experience and relevance to your fitout
- Proven qualifications and paperwork to support same
- Ability to safely complete the entire fitout within the required timeframe
- Availability of personnel to undertake and complete the fitout works

Shopfitter WHS/OHS prequalification

The ability to provide the following or **CM3** → prequalification:

Insurance Documentation

- Current public liability insurance (always required)
- Current professional indemnity insurance (required only when providing consulting/advisory services)
- Current workers compensation insurance - named differently in each state, eg. WorkCover (VIC) (required only if you employ staff)

Risk Review Documentation

Below are examples of documentation that may be required when you are completing our risk review:

- Current SWMS, JSA or other risk assessments
- Staff training or induction records
- Copies of relevant training certificates or trade licences
- Test and tag registers and MSDS registers
- Samples of material safety data sheets
- Evidence of an incident reporting process
- Other documentation that demonstrates your commitment to safety

STEP 3

PREPARING FOR HANDOVER



Handover

The DDM will confirm the handover date. This is when the Tenancy is made available for your shopfitter to start fitout works.

Before fitout works can commence, you must have supplied all authority approvals and certificates to the DDM and your shopfitter must have satisfied all pre-fitout requirements for induction with the Operations Manager.

The Tenancy condition report (TCR) is a summary of the agreed Tenancy conditions at handover for a new Tenancy.



Pre-fitout requirements and inductions

All contractors undertaking works on a site must be inducted to that site. Such inductions will vary based on the nature of the work being undertaken and the underlying risk associated with the work. Before fitout works commence, you must have complied with pre-fitout requirements, including but not limited to:

- Obtaining design approval drawings stamped by the Landlord
- Providing authority approvals and certificates
- Your nominated shopfitter, contractor or representative (e.g., site manager/foreman) must:
 - provide shopfitter WHS/OHS prequalification documentation to Operations Manager
 - complete the **online Centre induction** → provided by the DDM and/or Operations Manager as a link or via a QR code check-in on arrival at the Centre
- Your shopfitter must ensure all workers have completed construction induction (White Card) training in accordance with legislative requirements
- Your shopfitter must supply the DDM with a detailed construction program for the fitout works, confirming that all works will be completed within the fitout period stated in the lease documentation
- Hoarding installation by Landlord contractor must be arranged through the Operations Manager. Please allow 48 hours for the installation and/or removal of the hoarding. Charges will apply as per the lease documentation; alterations to the hoarding will incur additional fees and charges



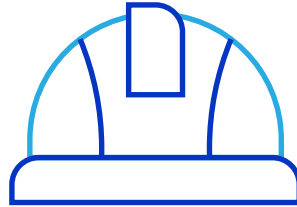
Pre-start meeting

There will be a pre-start meeting with the DDM and/or Operations Manager, your shopfitter and your nominated site supervisor. It is recommended that you and your designer also attend.

Items that may be discussed during that meeting include:

- House Rules
- The condition of the Tenancy at handover. Refer to Tenancy Condition Report (TCR)
- Confirmation the pre-fitout requirements have been met and a review of all documentation
- Any questions relating to the fitout process
- Any site-specific questions relating to the Tenancy
- Confirmation your shopfitter is liaising and coordinating with the Landlord's incumbent contractors for Category 1 works to meet fitout works program
- Design approval drawings and any outstanding items
- Confirmation of work zones. It is the responsibility of the site supervisor to ensure that all sub-trades comply with the House Rules (see below) and work zone requirements
- Confirmation of services connection applications and process with Operations Manager

Fitout Works



**timeframe indicative only – refer to your agreement for lease and lease documentation*

Your shopfitter starts building your new space, complying with the House Rules of the Centre, the building program and design approval drawings.

Your shopfitter must meet all legal and other responsibilities during fitout, and not engage in any prohibited work practices.

It is ultimately your responsibility to ensure all requirements and responsibilities are met.



House Rules

The House Rules outline the minimum requirements for all Tenants, contractors and sub-contractors. All contractors are expected to work in a manner which is professional and does not expose them or others to risk.

Additionally, contractors must comply with all relevant health and safety legislation, regulations, codes of practice and industry standards – at all times. All contractors MUST ensure any sub-contractors they engage adhere to the requirements of these contractor health and safety guidelines.



Safety and workmanship on-site

Your shopfitter will now undertake your works on-site within the Tenancy. Throughout the works, the shopfitter must allow entry by the Landlord, coordinated through the DDM or Operations Manager. Where keypad or combination locks are not used, the shopfitter must ensure a copy of the entry key is provided to Centre Management. The key will be stored by Centre Management for the duration of the works. When there is an existing shopfront door your keys will be provided when all pre-fitout requirements are met and inductions are complete.

Safety and workmanship on-site (cont.)

Where the shopfitter does not have a nominated site manager, all WHS/OHS responsibilities of the site manager will fall to you, including ensuring the works are completed safely and in compliance with legislative requirements.

Throughout the fitout works period, you, your shopfitter and any other subcontractors or suppliers must comply with all House Rules and the specific requirements of your fitout works' site safety.

Where a sub-contractor is required to work outside of the fitout work zone (i.e., connecting running electricals back to the board, coring, cutting chasing etc.), they must have completed the Centre's induction and signed into the Centre via the nominated sign-in system.

The site manager is responsible for ensuring all sub-contractors work safely and have signed into the relevant systems before commencing work.

Once fitout works are underway, the DDM and/or Operations Manager will conduct adhoc inspections of the fitout works to confirm they are proceeding:

- in a safe manner and in compliance with House Rules
- in accordance with the detailed program provided to the Landlord
- in accordance with the design approval drawings stamped by the Landlord

You and your shopfitter are responsible for complying with all statutory requirements and ensuring the safety of all persons on-site, including the other occupants of the Retail Centre. Failure to supply evidence of any safety-related documentation as requested may result in closure of the site.

All activities on-site must be carried out in a manner that does not compromise the safety of any persons, including members of the public who may be present outside of the hoarded site work zone.

You must also ensure the works are constructed with a high quality of workmanship, in accordance with the design approval drawings and documentation, and in full compliance with all relevant Australian standards, building codes and authority approvals.

STEP 4

FITOUT WORKS

Safety and workmanship on-site (cont.)

The Landlord reserves the right to halt or suspend any works if safety issues are observed. Works will not recommence until the safety issue has been resolved to the Landlord's satisfaction.

All persons on-site must adhere to the directions of the Landlord or their nominated representatives including Centre fire wardens.



Shopfitter responsibilities during fitout


Your shopfitter is responsible for:

- Ensuring all works are carried out in accordance with House Rules
- Ensuring quality workmanship and on-time delivery of the fitout works
- Liaising and coordinating with the Landlord's incumbent contractors for Category 1 works to meet fitout works program
- Managing the fitout works in accordance with the design approval drawings stamped by the Landlord
- Displaying design approval drawings and authority approvals on-site
- Posting a construction sign on the hoarding or Tenancy door which details the site contact details and emergency contact details. A template can be provided by the Operations Manager if required.



Incident and near miss reporting

In instances where an incident or near miss occurs during the fitout process, either you, your representative or your shopfitter is required to report the incident in accordance with the House Rules.

A guide to incident reporting can be found on the [Safe Work Australia website](#)  and must be adhered to by all shopfitters/Tenants.

In instances where an incident becomes notifiable to the Regulator, the shopfitter must stop all works and contact Centre Management immediately.

If you or your shopfitter is contacted by the Regulator regarding any element of the fitout works, Centre Management must be advised within 24 hours.

Non-compliance with incident reporting requirements may result in closure of the site. The Landlord reserves the right to review incident records and inspect the work area as required.

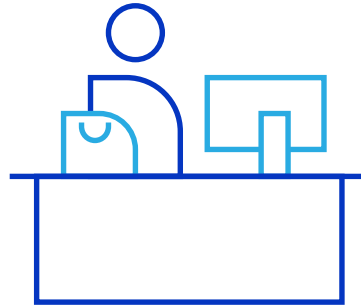


Prohibited work practices

Your shopfitter must NOT do the following on-site:

- Store or install combustible materials in the ceiling, or other non-sprinklered space
- Create a structural load in excess of that stated in the approved documents
- Cut holes, chase floor/walls or install bolts into the base building structure without completion of a structural engineer's slab scan and the Landlord's written approval
- Install or display signs that are not approved
- Undertake works without completing all necessary documentation
- Block access to the site, including access roads into the Centre and bus bays etc.
- Use purlin clips or purlin flanges to fix or support ceilings, bulkheads, pipework, ductwork or any other service
- Fix any full-height wall framing without a tolerance for vertical movement (thermal activity/wind loads/slab deflections)
- Perform any masonry, silica, stone or MDF board cutting onsite – all cutting works must occur offsite unless specific approval is sought and provided in writing by the Operations Manager
- Use products containing prohibited materials including, but not limited to, silica and aluminium composite panels.

Open for Trade



**timeframe indicative only – refer to your agreement for lease and lease documentation*

Organise a pre-opening inspection to identify any major defects.

These must be rectified prior to your Tenancy opening to trade. The DDM will check that these major defects are rectified and when all mandatory documents have been supplied, you can stock up and open for trade.



Pre-opening inspection

You or your representative or shopfitter must organise a pre-opening inspection with your DDM and Operations Manager to identify major defects.

You will also need to provide the DDM with all mandatory documents. This is to certify the Tenancy fitout works are in accordance with the Landlord-approved design drawings and comply with all relevant Australian standards, building codes and authority approvals.

If works have not been constructed in accordance with the approved design drawings or are in breach of any authority requirements, the Landlord reserves the right to withhold the authority to trade.

Your DDM will email you a list identifying major defects. You will need to rectify them all prior to your Tenancy opening for trade.

Stocking of the Tenancy may only occur once all building works have been completed and the shopfitter has handed back the shop zone to you. No stocking of the Tenancy may occur *while* fitout works are still occurring.



Authority to trade

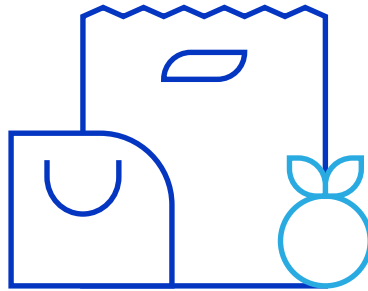
After defects have been rectified, and the following mandatory documents have been provided to the DDM, to the satisfaction of the Landlord, the DDM will provide an authority to trade notification by email.

- Occupancy certificate (required)
- Shopfitter certification (required)
- Health approvals (if applicable)
- Services and engineering certificates
 - Structural Engineers Certificate (if applicable)
 - Closure system installation certificate (if applicable)
 - Certification of fire systems (required)
 - Electrical installation certificate of compliance (required)
 - Mechanical/ventilation installation certificate (if relevant)
 - Exhaust system installation certificate (if relevant)
 - Plumbing/gas services installation certificate of compliance (if relevant)
 - Building Inspection Report (NT only)
 - Glazing certificate (if relevant)
 - Waterproof membrane installation (if relevant)
 - Slip resistance certification of flooring (required)
- Category 1 cost form signed (required)
- Lease documentation signed by Tenant (required)
- All insurances outlined in lease documentation (required)
- Bank guarantee (required)
- Payment of any outstanding rental arrears and Tenant charges (if relevant)

With these items completed, the Tenancy fully stocked, merchandised and ready for trade, the Landlord will arrange for the hoarding to be removed and the Tenancy to open for trade. 72 hours' notice must be provided to the Landlord for final inspection and removal of all hoarding.

STEP 6

Post Trade



**timeframe indicative only – refer to your agreement for lease and lease documentation*

Following authority for trade, the DDM will provide you with an additional list of defects, identifying any items requiring completion or rectification works.



Defects inspection

You will need to rectify these defects within 14 days of the Tenancy opening for trade.

After you complete the rectification of any additional defects you will receive a completion notification from your DDM.



Schedule of Works

The schedule of works outlines the respective responsibilities of the Landlord and Tenant with respect to the provision and cost of works.

To be read in conjunction with:

- Deed of Agreement for Lease or Lease documentation
- Tenancy plan
- Tenancy condition report, where applicable
- Relevant building and authority codes

Should there be any inconsistency between the schedule of works and the deed of agreement for lease or lease documentation, the contents of the deed of agreement for lease or lease will prevail to the extent of inconsistency.

Should there be any inconsistency between the schedule of works and the Tenancy plan, the contents of the Tenancy plan will prevail to the extent of the inconsistency.

Should there be any inconsistency between the schedule of works and the Tenancy condition report, the contents of the Tenancy condition report will prevail to the extent of the inconsistency.

SCHEDULE OF WORKS

	WORKS BY LANDLORD AT LANDLORD'S COST Base building provisions to location nominated by Landlord.	WORKS BY LANDLORD AT TENANT'S COST (Category 1 costs) Any modification above the Landlord's base building provisions due to Tenant's design drawings to location determined by the Tenant's design drawings.	WORKS BY TENANT AT TENANT'S COST Tenant's fitout/building works/construction. In accordance with the Landlord design approval of Tenant's design drawings.
Shopfront (internal mall)	No provision.	No provision.	<ul style="list-style-type: none"> Shopfront inclusive of all elements including structural support. Incorporate 3-dimensional, vertical elements to a minimum of 1000mm across the shopfront width. Must be clad with minimum 5mm thick, architectural grade, durable and authentic finishes. Laminate, plasterboard, cork, wallpaper, vinyl, acrylic and carpet will not be permitted. Painted surfaces will only be considered when the component is layered or textured or applied to a glazing frame. Any painted component must include a base of 150mm minimum high flush skirting to match. All exposed edges to solid shopfront elements must include a fixed and permanent protective corner detail Incorporate a minimum 20mm shadow line detail between solid shopfront material and base build mall finishes. One digital screen or fabric light box permitted per elevation and must be set back 150mm from the shopfront and behind glass. These must not exceed 30% of the shopfront. They must be framed, set flush or part of a display. Open shopfronts must contain a permanent, customised, fixed feature display at the entry.
Shopfront structure (internal mall)	No provision.	No provision.	Design, engineering and certification by Tenant's structural engineer including all above-ceiling structure's that are fixed to the base building structure.
Shopfront closure (internal mall)	No provision.	No provision.	<ul style="list-style-type: none"> Permanent. Finish to match shopfront finish. All doors top-hung with no floor track. All top and side tracks and housing to fully recessed and set flush. Self supported and non-load bearing. Roller shutter and dynamic/accordion door closures set back a minimum 500mm from the leaseline. Roller shutters are to be fully automated. Dedicated bulkheads for roller shutters not permitted.
Shopfront glazing (internal mall)	No provision.	No provision.	<ul style="list-style-type: none"> Channels concealed and fully recessed into surrounding finishes, frame or structure. Fins, spider fixings and exposed channels are not permitted. Panels to be maximum size and have minimal, clear silicone joins. Standard residential framed glazing suites not permitted.
Shopfront closure and glazing (external)	<ul style="list-style-type: none"> Existing provided by Landlord with double swing door or as noted on Tenancy plan. Kiosk: No provision. 	No provision.	If Tenant provides new or amends existing shopfront, subject to Landlord and relevant local authority approval, the following are required: <ul style="list-style-type: none"> Colour and frame to match existing adjacent shopfronts, Channels concealed and fully recessed into surrounding finishes, frame or structure, Fins, spider fixings and exposed channels are not permitted, Panels to be maximum size and have minimal, clear silicone joins, Standard residential framed glazing suites not permitted.

SCHEDULE OF WORKS

	WORKS BY LANDLORD AT LANDLORD'S COST	WORKS BY LANDLORD AT TENANT'S COST (Category 1 costs)	WORKS BY TENANT AT TENANT'S COST
Shopfront closure and glazing (external)	<ul style="list-style-type: none"> Existing provided by Landlord with double swing door or as noted on Tenancy plan. Kiosk: No provision. 	No provision.	<p>If Tenant provides new or amends existing shopfront, subject to Landlord and relevant local authority approval, the following are required:</p> <ul style="list-style-type: none"> Colour and frame to match existing adjacent shopfronts, Channels concealed and fully recessed into surrounding finishes, frame or structure, Fins, spider fixings and exposed channels are not permitted, Panels to be maximum size and have minimal, clear silicone joins, Standard residential framed glazing suites not permitted.
Shopfront signage	No provision.	No provision.	<ul style="list-style-type: none"> Secondary or sub-framing to support load. One main sign is permitted per elevation or per 10 metres of shopfront width. Individual letter form, 3-dimensional and the trading name only. Maximum 500mm letter height unless otherwise specified. Any framing, cabling or fixings fully concealed. Application of any advertising material and third-party branding is not permitted on the shopfront. Illuminated and snap frame, lightboxes, strobing, pulsating, perpetually moving, rotating, plastic, foam, vacuum-formed, cartoon, caricatures, lifestyle images, clip art and hand-written signage or ticketing are not permitted. Signage and shopfront illumination with time clock set to mall hours. External shopfronts: Signage to be installed in Landlord's allocated zone. External shopfronts: Vinyl application behind glass and in a graphic pattern – lifestyle graphics not permitted. Kiosk: One pylon sign 2400mmH x 800mmW x 200mmD. Food kiosk: Additional pylon sign for menu only. 2400mmH x 800mmW x 200mmD. Kiosk: All within major Tenant exclusion zones must comply with lease documentation.
Inter-Tenancy wall capping (internal mall)	No provision.	No provision.	IT wall capping detail to junction of adjacent Tenancy shopfronts as detailed on Landlord's design approval.
FHR cupboard (on shopfront leaseline)	No provision.	Any modification or relocation of the FHR or cupboard.	Provide cladding to match shopfront finish and statutory signage.
Mall tile extension	No provision.	No provision.	No provision.

SCHEDULE OF WORKS

	WORKS BY LANDLORD AT LANDLORD'S COST	WORKS BY LANDLORD AT TENANT'S COST (Category 1 costs)	WORKS BY TENANT AT TENANT'S COST
Floor	<ul style="list-style-type: none"> A concrete floor slab will be provided with the existing set down from mall or external finished floor level. Kiosk: Mall floor finish. 	No provision.	<ul style="list-style-type: none"> Floor chasing and core holes are to be minimised. Any required chasing and core holes require a slab scan prepared by structural engineer and then subject to Landlord engineer's review and approval. Confirm the specific slab loading. Confirm the condition and exact set down on site prior to commencing any works. Provide high-quality durable, architectural-grade floor finishes to all front-of-house areas. Suitable finishes include natural or reconstituted stone, solid timber, terrazzo and/or fully vitrified tiles. These finishes must be applied to the entry threshold including a minimum of 600mm from the lease line. Where a building expansion joint/construction joint dissects the Tenancy, the Tenant is required to manage the same throughout the retail Fitout. The Tenant is to provide an appropriate mechanical joint that can absorb any potential building movement. Treatment of movement joints must be consistent and integrated with the design. Please note that floors, walls, ceilings and shopfronts may be affected. Where the mall and Tenancy floor finish meet, and where adjacent floor finishes meet within the Tenancy, install a 3mm metal separation strip recessed and flush. This strip must be installed prior to the installation of the adjacent finish. Kiosk: Tenant's floor finish not permitted. Licensed seating areas: Refer to TP
Waterproofing	No provision.	No provision.	<ul style="list-style-type: none"> Provide a waterproof membrane to any/all wet areas, inclusive of kitchens, food preparation areas, laundries, bars and associated wet store rooms. The membrane is to be coved into the wall at floor junction and finished 300mm up the wall above the FFL. All coving must comply with local health authorities requirements and in accordance with Australian Standards.
Walls (internal)	<ul style="list-style-type: none"> Perimeter Tenancy walls will be provided as existing or indicated in the Tenancy plans and will consist of flush lined plasterboard, fibre cement sheet, unrendered masonry block work, unrendered concrete, or unfinished proprietary wall panel system/s ready for Tenant finishes. All walls are unpainted/unfinished. Wall heights suit site conditions. All perimeter Tenancy walls are non-load bearing and any shop fittings which are fixed to these walls must be self-supporting. Ensure all live and dead loads are imparted to the slab and overhead structures only. Where applicable, some perimeter Tenancy walls are smoke/ fire walls which extend full height for smoke control purposes. Kiosk: No provision. 	No provision.	<ul style="list-style-type: none"> Provide all internal walls/partitions/screens and associated finishes, cladding, lining or acoustic treatments. Electrical cables are not to be run within perimeter Tenancy walls. The wall separating the front of house and the back of house must be full height to the ceiling. Tenants with a void in their Tenancy must provide a shopfront to the void perimeter which must adhere to the shopfront requirements outlined in this table. Perimeter Tenancy wall extensions required to facilitate an open ceiling design or acoustic requirement. These require engineer's design and certification.

SCHEDULE OF WORKS

	WORKS BY LANDLORD AT LANDLORD'S COST	WORKS BY LANDLORD AT TENANT'S COST (Category 1 costs)	WORKS BY TENANT AT TENANT'S COST
Columns	<ul style="list-style-type: none"> Columns consist of either off-form concrete, masonry, blockwork or primed/fire rated structural steel as existing or indicated on the Tenancy plan. All columns will be unpainted/unfinished with no chasing allowed. Kiosk: No provision. 	No provision.	<ul style="list-style-type: none"> Provide all finishes, lining or cladding to columns within the Tenancy lease line. Any column that is located within the shopfront zone must be fully integrated into the shopfront design and finished in high-quality, durable and authentic materials. Minor column preparation works may be required by the Tenant at the Tenant's cost. Kiosk: Any column that is located within a kiosk, provide cladding to match the height of adjacent joinery to a maximum height of 1400mm above FFL.
Internal doors	<ul style="list-style-type: none"> Where applicable, rear doors will be provided as per existing or the Tenancy plan. Kiosk: No provision. 	No provision.	Provide all internal doors and associated finishes, lining or acoustic treatments and all hardware. All doors leading to the back of house require a self-closer.
Ceiling	No provision.	No provision.	<ul style="list-style-type: none"> Provide at a minimum, a set flush plasterboard ceiling at the maximum achievable height throughout the entire Tenancy and as required by the local health or other authority. All ceilings are to be suspended and are not to be supported by the Landlord's mall bulkhead, ductwork or services pipework. All ceiling surfaces are to be painted including all structure, services and soffits. Ceiling tiles are only permitted when not visible to customer from the internal mall and for tenancies over 300m². Solid plasterboard ceiling to the first 1500mm of the Tenancy. Where an open ceiling or no ceiling is proposed, the following criteria must be met: <ul style="list-style-type: none"> Solid plasterboard ceiling to the first 1500mm of the Tenancy; Entire ceiling to be painted out including all structure, services and soffits, Inter-Tenancy walls to be extended to full-height (refer to Walls), All electrical cables are to be contained within cable trays or conduits. All food preparation and open food display areas must be located under a smooth and impervious ceiling area as required by the local health or other authority.
Ceiling access panels	No provision.	No provision.	<ul style="list-style-type: none"> Trip-tight, low-profile set bead, conceal hinged, fully-integrated, keyed and flush-mounted access panels to be installed in locations nominated by the Landlord. The access panels' location is to allow sufficient access for maintenance. Paint to match ceiling.
Roof/slab penetrations	No provision.	No provision.	Penetrations are to be minimised. Any slab penetrations require a slab scan prepared by structural engineer and then subject to Landlord engineer's review and approval. Any roof penetrations are subject to approval by Landlord.
Lighting	No provision.	No provision.	<ul style="list-style-type: none"> Provide all lighting, including emergency and exit lighting. Emergency lighting with the ability to be centrally monitored on the Centre/project's base building power line carrier system. Illuminated slim blade style 'EXIT' signage to store where required by the Tenant's building surveyor/certifier. Low-energy recessed lighting are encouraged. LED lighting is preferred. Halogen downlights and incandescent lighting are not permitted due to their high energy use. Signage and shopfront illumination must have a time clock set to mall hours.

SCHEDULE OF WORKS

	WORKS BY LANDLORD AT LANDLORD'S COST	WORKS BY LANDLORD AT TENANT'S COST (Category 1 costs)	WORKS BY TENANT AT TENANT'S COST
Counters and display cases	No provision.	No provision.	<ul style="list-style-type: none"> • Minimum 10mm thick solid surface of durable and authentic finishes for cladding below 1000mmH. • All equipment and elements to be fully integrated with any cabling to be concealed. • Fully integrated food and drink displays. • Square-set frameless UV bonded glass display cases. • Locate drinks and display fridges behind counter below counter or within a full-height partition. • No secondary supplier branding to refrigeration. • Ventilation located behind the counter fully concealed and not visible to the customer. • Kiosk: All within major Tenant exclusion zones must comply with lease documentation. Maximum counter height of 1000mm. Maximum glass/product display and equipment height of 1400mm. Maximum height of walls to conceal equipment and preparation 1400mm to maximum 50% of kiosk elevation. Signage and graphics not permitted to counter fronts.
Rubbish removal	No provision.	No provision.	<ul style="list-style-type: none"> • The Tenant's nominated shopfitter is responsible for the removal of all rubbish from the Tenancy site and the Centre/ project during the fitout period. • If this is not completed, the Tenant may incur additional costs.
Hydraulic services – All Tenancies	<ul style="list-style-type: none"> • One unmetered cold-water supply point. • One sanitary drainage point. • Kiosk: No provision. 	No provision.	<ul style="list-style-type: none"> • All plumbing and drainage connections above floor level, including but not limited to, hot water supply, reticulation, venting, connection of air conditioning, condensate lines, traps, sinks, basins, toilets, fittings and fixtures. • All authority applications and associated fees to obtain authority approvals where required. • Meters to be in accordance with local council requirements. • Any additional hydraulic services to suit Tenant's design drawings. Floor chasing and core holes are to be minimised. Any required chasing and core holes require a slab scan prepared by structural engineer and then subject to Landlord engineer's review and approval. • All floor waste points are to have recessed puddle flange installed.
Hydraulic services – Extra Food Catering and Restaurants (Food Catering > 150m²)	One 2000L trade waste connection.	No provision.	
Fire services – All Tenancies	<ul style="list-style-type: none"> • Sprinkler and smoke detection to existing or open plan layout. • Hose reels where required by the NCC/BCA/FER to suit existing or an open-plan layout only. • Fire egress doors other than the shopfront doors where required by the BCA and or relevant FER. • Kiosk: Existing Centre fire services. 	<ul style="list-style-type: none"> • Sprinkler modifications. • Smoke detection required. • Draining down and recharge of the system and reprogramming of the fire indicator panel. • Cool room, kitchen exhaust, dry fire or deep fryer sprinkler heads as required and in accordance with the Centre's FER and authority regulations. 	<ul style="list-style-type: none"> • Finishes to shopfront and to internal hydrant/hose reel cupboards. • Provisions and installation of any fire extinguishers or fire blankets as required by the authority regulations.

SCHEDULE OF WORKS

	WORKS BY LANDLORD AT LANDLORD'S COST	WORKS BY LANDLORD AT TENANT'S COST (Category 1 costs)	WORKS BY TENANT AT TENANT'S COST
Electrical services – All Tenancies	<ul style="list-style-type: none"> 63amp Single Phase switchboard. <p>OR</p> <p>If a separate Tenant board (to include A/C) specific to Centre,</p> <ul style="list-style-type: none"> 120amp 3phase switchboard. Kiosk: Capped connection point only. Switchboard not provided. 	<ul style="list-style-type: none"> Any electrical cable supply upgrades required. Upgrade of meter panel (if required)–subject to Landlord review and approval. 	<ul style="list-style-type: none"> Relocation of the switchboard to suit Tenant's design drawings. All wiring, light and power outlets, light fittings inclusive of emergency and exit lights. Hot water unit, other electrical installation and circuit breakers. All power supplier applications, metering charges and fees. All point of sale, speakers, security devices, alarms, and other devices. Speakers to be commercial standard, finished flush with the ceiling and interfaced with the Centre fire system. Sound systems with a sound leveller set at 75db maximum, to be located 2500mm from the store entry. Electrical poles and cables suspended from the ceiling are not permitted. Kiosk: Switchboard to be provided.
Electrical services – Extra Food Catering and Restaurants (Food Catering >150m²)	<ul style="list-style-type: none"> 80amp 3phase switchboard. <p>OR</p> <p>If a separate Tenants board (to include A/C) specific to Centre.</p> <ul style="list-style-type: none"> 120amp 3phase switchboard. Food Kiosk: Capped connection point only, switchboard not provided. 	No provision.	
Gas – Food Catering, Restaurants (Food Catering >150m²)	<ul style="list-style-type: none"> Unmetered gas supply point will be provided with a capacity of 500MJ per hour. Kiosk: No provision. 	Any required upgrade, amendment or modification to gas supply.	<ul style="list-style-type: none"> All internal reticulation, regulators, inspection points, testing, approvals, certification and gas meter connection, where required by relevant authorities. All Tenancy gas equipment must be Australian Standard-approved and have a 100% flame failure device.
Refrigeration	No provision.	No provision.	<ul style="list-style-type: none"> Refrigerators, cool rooms, glass food and drink displays systems and/or heating systems, including condenser units. All refrigeration lines and associated contractors works. Condenser units are to be positioned in the Landlord-approved location. Any additional core holes to facilitate condenser lines to suit Tenant's design drawings. Floor chasing and core holes are to be minimised. Any required chasing and core holes require a slab scan prepared by structural engineer and then subject to Landlord engineer's review and approval. Any plant decks to accommodate refrigeration equipment subject to Landlord engineer's review and approval.
Mechanical services – All Tenancies	<ul style="list-style-type: none"> Air conditioning consisting of duct work will be provided in existing locations or to an open-plan layout. The air conditioning system of 210W/m². Air conditioning may be exclusive to the Tenancy or part of the Landlord Centre services. Kiosk: Existing Centre air-conditioning. 	Any required modification upgrade including, but not limited to, heat load exceeding the agreed allowance, inclusive of: <ul style="list-style-type: none"> Supplementary air, associated duct and registers; Roof penetrations or platforms, Rebalancing/ commissioning. 	Painting of registers to match the Tenant's ceiling design.

SCHEDULE OF WORKS

	WORKS BY LANDLORD AT LANDLORD'S COST	WORKS BY LANDLORD AT TENANT'S COST (Category 1 costs)	WORKS BY TENANT AT TENANT'S COST
Mechanical services – Extra Nail, Beauty, Pet	No provision.	<ul style="list-style-type: none"> General exhaust connection with a maximum capacity of 2000l/sec in ceiling void with make-up at 80% where required. Reticulation of general exhaust ductwork and wall grills throughout the Tenancy. 	No provision.
Mechanical services – Extra Food Catering	<ul style="list-style-type: none"> Kitchen exhaust and make-up air connection point with a maximum capacity of 2000l/sec in the ceiling void with make-up at 80% where required. The air conditioning system is 210W/m2 and lighting and equipment load 60W/m2. Kiosk: No provision. 	Any kitchen exhaust and make-up air connection point upgrades.	<ul style="list-style-type: none"> Exhaust hood – Supply and installation including ductwork, venting and connection to provided point. All exhaust canopies to be installed with slide damper.
Mechanical services – Extra Restaurants (Food Catering >150m²)	<ul style="list-style-type: none"> Kitchen exhaust and make-up air connection point with a maximum capacity of 4000l/sec in the ceiling void with make-up at 80% where required. The air conditioning system is designed for 210w/m2 and equipment load 60W/m2. Kiosk: No provision. 	Any kitchen exhaust and make-up air connection point upgrades.	<ul style="list-style-type: none"> Exhaust hood – Supply and installation including ductwork, venting and connection to provided point. All exhaust canopies to be installed with slide damper.
Communications and data – All Tenancies	<ul style="list-style-type: none"> 10 pair copper phone/ data connection. No allowance made for fibre optic cables or connections to Tenancy. 	No provision.	<ul style="list-style-type: none"> Connections and distribution including wire and field outlets, PABX, handsets, coordination and applications for telephone and data services. All authority applications and associated fees. Data poles and cables suspended from the ceiling are not permitted. Cover colour to match wall.
MATV System – All Tenancies	No provision.	No provision.	<ul style="list-style-type: none"> Where available, any subscription to pay TV. Provision and connection of display devices including RF distribution cabling within the Tenancy.
EWIS – All Tenancies	<ul style="list-style-type: none"> EWIS speakers to suit existing or an open-plan layout to satisfy authority regulations and the Centre's FER. Kiosk: No provision. 	Any additional EWIS speakers required to satisfy authority regulations.	No provision.
Security – All Tenancies	No provision.	No provision.	<ul style="list-style-type: none"> Security system located behind the lease line; cables concealed within the surrounding shopfront cladding, structure and floor finish and not the base building. Kiosks: No overhead security cameras.
Hoarding	No provision.	Temporary, safe structure erected during fitout works to shield from view and prevent unauthorised access.	<ul style="list-style-type: none"> Removable Tenant graphics subject to Landlord approval.