TENANCY FITOUT CRITERIA

VICINITY TENANCY FITOUT REQUIREMENTS
VERSION 1.0 – OCTOBER 2026

UPTOWN

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1.0 WELCOME

Welcome to Vicinity Centres. The purpose of this document is to guide a Tenant and their team through the requirements of the tenancy delivery process for a retail space within a Vicinity Shopping Centre.

The document includes information on authorities, approvals, Tenant / Landlord obligations, Health and Safety requirements, essential services and Fitout Works in preparation for a smooth shop opening. Once trading, the ongoing relationship with each Tenant will be via the relevant Vicinity Centre Management team.

This document is to be used by the Tenant, Tenant appointed designers, project managers and fitout contractors to ensure that the Tenant's shopfitting design, site management of fitout and completed Fitout Works comply with the Landlord's requirements.

The contents of this document apply to the initial fitting out process and (unless otherwise agreed) any subsequent alteration works which a Tenant may be permitted to carry out by the Landlord.

Definitions contained in this Fitout Criteria carry the same meanings as those contained in the Lease Offer and Lease with the Tenant unless a contrary intention is expressed. The Landlord has appointed Vicinity

('Vicinity') as the Contractor and Manager of the Centre. Vicinity will administer the Fitout Criteria.

THIS DOCUMENT SHOULD BE READ IN CONJUNCTION WITH THE FOLLOWING:

- Executed Lease Offer
- Lease and any associated documents.
- Disclosure Statement (if any).
- Design Vision
- All Annexures to the Fitout Criteria and any addendum
- Contractor's Centre Rules and Health & Safety Procedures
- Relevant Building and Authority Codes
- Contractor Information Pack

The information contained within this document is correct at the time of issue.

The Landlord will provide updated information as and when applicable, including revised editions of the Fitout Criteria.

1.1 ACKNOWLEDGEMENT

The Tenant acknowledges that:

a. Should there be any inconsistency between this document and the Lease, the terms within the Lease will take precedence.

b. The Tenant's obligations contained in this Fitout Criteria apply independently of the Lease, and regardless as to whether Lease has been signed.

c. They recognise the Landlord's statutory obligations with respect to obtaining all necessary approvals, consents and permits prior to commencing works on site.

d. The Landlord may not allow the Tenant to commence the Fitout Works until all pre-handover requirements outlined in the Lease have been fulfilled and provided to the Landlord.

e. The Landlord may not allow the Tenant to open for trade from the Premises until all pre-trade requirements are fulfilled.

2.0 DEFINITIONS

Terms used within this document, whether in general or specific context, have the meaning given to those terms in the Lease (where defined) and otherwise have the following specific meaning and should be read in the context set out below:

ACTUAL HANDOVER DATE	Means the date on which the Premises is handed over to the Tenant.
AIR CONDITIONING PLANT	Means any plant, machinery, ductwork, vents, electrical installations or equipment for heating, cooling or circulating air.
AUTHORITY	Includes any government, semi or local government, statutory or other authority, body or regulator.
BACK OF HOUSE	Means the area within the Premises that is out of the view of customers. This includes storage rooms, food preparation areas, temporary waste storage and staff rooms.
BUILDING MANAGEMENT SYSTEM (BMS)	Means a computer-based control system that, once installed, controls and monitors the building's mechanical and electrical equipment such as ventilation, lighting, power systems, fire systems and security systems.
CATEGORY ONE WORKS	Means any works that the Landlord agrees to do on the Tenant's behalf and any alterations required to the base building works or Centre Services to suit the Tenant's design, which works will be undertaken by the Landlord's contractor at the Tenant's cost.
COMMON AREAS	Means the Car Park and all other parts of the Centre (other than leased areas) designated by the Landlord to be used as common areas.
CONSTRUCTION SITE	Means the site of construction works at and/or surrounding the Centre.
DEFECTS NOTICE	Means a notice from the Retail Design Manager to the Tenant identifying defects or Fitout Works which do not comply with the Design Approval or Authority requirements and which the Tenant must rectify.
DESIGN APPROVAL	Means the Tenant's final drawings and specifications which have been approved by the Retail Design Manager acting on behalf of the Landlord, as described in the Design Vision.
CONCEPT DESIGN SUBMISSION	Means the Tenant's concept design submission to the Landlord for review as described in the Design Vision, the requirements of which are contained within Annexure 3 for Retail Tenancies and Annexure 8 for Food Tenancies.
DESIGN & DELIVERY PROGRAMME	Means the programme communicated to the Tenant by the Retail Design Manager setting out the dates by which the Tenant must submit its plans for the Fitout Works and achieve other key milestones in the Tenancy Design Process as described in the Design Vision.
DESIGN SUBMISSION	Means a design documentation submission made by the Tenant to the Landlord for review as part of the Tenancy Design Process described in the Design Vision.
DESIGN REVIEW PROCESS	Means the process of reviewing the Tenant's plans and specifications as part of the Tenancy Design Process described in the Design Vision.

2.0
DEFINITIONS (CONTINUED)

DESIGN VISION	Means the guidelines setting the aspirational design direction for Uptown, included as Annexure 1.
DISABILITY PROVISIONS	Means requirements of the Disability Discrimination Act (DDA).
ESD CHECKLIST	Means the Cat 1 Services and ESD Checklist to be completed by the Tenant and returned to the Landlord as part of the Services Submission, contained within Annexure 12.
FIRE AUTHORITY	Means the department, agency or public entity with responsibility to review and approve the feasibility of fire protection and suppression services for the Centre.
FIRE ENGINEERING BRIEF	Means a brief prepared by the Landlord's or Tenant's fire engineer detailing requirements in relation to fire protection, management and monitoring.
FIRE ENGINEERING REPORT	Means a report developed from the Fire Engineering Brief and prepared by the Landlord's or Tenant's fire engineer detailing requirements in relation to fire protection, management and monitoring.
FITOUT CONTRACTOR	Means a person engaged by the Tenant to undertake and construct the Fitout Works.
FITOUT PERIOD	Means the period of time commencing on the Actual Handover Date during which the Tenant is required to complete its Fitout Works in order to open the Premises for trade, as set out in the Lease. The Fitout Period commences whether or not the Tenant commences the Fitout Works on the Actual Handover Date.
FITOUT WORKS	Means the works set out in the Lease and any other works to be carried out by the Tenant as set out in the drawings and specifications approved or amended by the Landlord.
FOOD KIOSK	Means a food and beverage retail tenancy located within the Common Areas of the Centre.
FOOD TENANCY	Means a food and beverage retail tenancy.
FRESH FOOD	Means a fresh perishable food retail operation.
FRONT OF HOUSE	Means the area within the Premises that has a level of presentation suitable to be viewed by customers. This area includes any retail sales space, dining space and any food preparation or storage area with a high level of presentation approved by the Landlord.
GRAPHIC DESIGNER	Means a graphic design consultant with relevant qualifications and experience appointed by the Tenant to prepare the signage, graphics, branding and other graphic elements required as part of the Tenancy Design Process.

2.0
DEFINITIONS (CONTINUED)

LANDLORD'S CONSULTANT	Means any architect, engineer or employee of the Landlord or other person at any time appointed by or on behalf of the Landlord to be responsible for the supervision or management of any works to be conducted in the Centre.
LANDLORD'S WORKS	Means the works to be carried out by the Landlord generally detailed in the schedule of Landlord's Works as set out in the Lease.
LEASE	Means the lease and/or agreement for lease entered into between the Landlord and Tenant in respect of the Tenant's occupation of the Premises at the Centre.
LEASE LINE	Means the line that defines the extent of the Premises.
OWNER'S CONSENT FORM	Means authority provided by the Landlord to the Tenant in the appropriate form permitting the Tenant to apply for a building permit and other relevant Authority approvals.
PRE-HANDOVER REQUIREMENTS	Means the conditions that the Tenant must satisfy before being permitted to commence the Fitout Works in the Premises as set out in the Lease, Section 9.12 of this Fitout Criteria and Annexure 20 – Pre-Commencement Checklist.
PRE-TRADE REQUIREMENTS	Means the conditions that the Tenant must satisfy before being permitted to trade from the Premises as set out in the Lease, Section 11.3 of this Fitout Criteria and Annexure 21 – Pre-Trade Checklist.
PREMISES OR TENANCY	Has the meaning given to the term "Premises" in the Lease.
RESTAURANT	Means a food and beverage retail tenancy with dining.
RETAIL DESIGN MANAGER (RDM)	Means the person representing the Landlord who oversees the Tenancy Design Process.
RETAIL DESIGNER	Means the qualified retail architect or interior designer engaged by the Tenant to prepare the Tenant's design and fitout documentation in accordance with the Design Vision and this Fitout Criteria.
SERVICES SUBMISSION	Means the Tenant's services design documentation submitted to the Landlord for review as part of the Tenancy Design Process, the requirements of which are contained within Annexure 4 for Retail Tenancies and Annexure 9 for Food Tenancies.
SITE CONDITIONS	Means any conditions or directions that the Landlord or Landlord's Consultant imposes on the Tenant in respect of the Centre and/or Construction Site.
SPECIALTY RETAIL	Means a services provider or general merchandise retailer.
SPECIALTY KIOSK	Means a tenancy located within the Common Areas of the Centre that is not a Food Kiosk.

2.0
DEFINITIONS (CONTINUED)

TENANCY CATEGORY ONE COST	Means the estimate of the cost of the Category One Works submitted by the Landlord to the Tenant.
TENANCY DELIVERY MANAGER (TDM)	Means the representative of the Landlord who coordinates the Fitout Works with the Landlord's Works and Category One Works and assists with the delivery of the Premises and Tenant's fitout.
TENANCY DESIGN PROCESS	Means the process of submission, review and approval of the design of the Fitout Works as described in the Design Vision.
TENANCY PLAN	Means the tenancy drawings and plans delineating the Premises provided by the Landlord to the Tenant.
TENANT'S DESIGNER	Means the qualified retail architect or interior designer engaged by the Tenant to prepare the Tenant's design and fitout documentation in accordance with the Design Vision and this Fitout Criteria.

Any other capitalised term in this document that is not defined above, but is defined in the Lease, has the same meaning as set out in the Lease.

3.0
OUR TEAM

3.1 RETAIL DESIGN MANAGER

The Retail Design Manager is responsible for the design review and final design approval of your fitout drawings and will assist you in the design process.

3.2 TENANCY DELIVERY MANAGER

The Tenancy Delivery Manager is responsible for coordinating your overall fitout process. The Tenancy Delivery Manager is responsible for ensuring your store is ready for handover and your fitout program is in accordance with your lease agreement.

3.3 CENTRE MANAGEMENT TEAM

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 Fitout Contractor.

3.4 THE LANDLORD CONTRACTORS

The Landlord has several incumbent contractors to undertake agreed Landlord and Category One works to suit the Tenants fitout requirements.

4.0
YOUR TEAM

4.1 RETAIL DESIGNER

The Retail Designer is appointed by you and responsible for completing your store design 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 and hold a requisite licence or Authority to submit drawings for building certification.

Your Retail Designer must be engaged for the duration of the design and fitout process to store opening.

4.2 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.

4.3 FITOUT CONTRACTOR

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

The Tenant is to engage the Fitout Contractor who is a contractor the Tenant nominates to construct and complete the Tenant's fitout. They are to ensure that the Tenancy is built in accordance with the Final Design Approval. A Fitout Contractor can also be referred to as a builder or Project Manager.

The Tenant's Fitout Contractor must:

Hold the relevant State licence for the nature of works being undertaken and be a commercial registered builder; and have a proven ability to execute high- quality work on Projects of a similar scale.

4.4 STRUCTURAL ENGINEER

The Tenant must engage a qualified licensed structural engineer to undertake engineering drawings and computations for the Tenancy shopfront structure, glazing, signs, ceilings, bulkheads including seismic design requirements. Engineering drawings and Form 1507 certification are required to be submitted to the Landlord's Consultant via the Retail Design Manager to coordinate review prior to any shop drawings being undertaken and Fitout Works commencing on site.

The Tenant may consider engaging the Landlord's structural engineer at its own cost to prepare the necessary drawings and computations required for the Landlord's approval. The engagement of such services will be between the Tenant and the Structural Engineer (the Landlord will not be responsible for any cost or time delays incurred through the failure of the

Tenant meeting time frames, inaccurate and / or missing information required in obtaining engineering drawings should the Tenant engage the Landlord's structural engineer directly).

4.5 SERVICES CONSULTANT

The Tenant may need to engage Services Consultants to review and certify elements of the Tenant's Works. Consultants will include, but are not limited to, acoustic, mechanical, fire, electrical and hydraulic Engineers.

5.0
TENANCY DESIGN & DELIVERY PROCESS

The Landlord's Tenancy Delivery Team is responsible for managing and implementing the fitout of the Tenancy, ensuring that Vicinity standards and procedures are being met. Below is a summary of the core elements of the delivery process from services design through to store opening.

01 LEASE OFFER APPROVAL
LEASING EXECUTIVE & TENANT

Tenants receive an acceptance letter confirming handover date and the agreed commercial terms of the lease. The 'Tenant' and 'Landlord' works schedules that set out obligations of both parties in the design and construction of the tenancy are also agreed and documented.

02 RETAIL DESIGN MANAGER INTRODUCTION
TENANT & RETAIL DESIGN MANAGER

Meet the Retail Design Manager and ask questions. Talk through your offer and how you want to connect with customers. Learn about the centre and design opportunities for the site to create a unique and memorable customer experience.

Discuss the selection of your Retail Designer or architect and their suitability to create a successful design that works with your offer and story.

03 ENGAGE RETAIL DESIGNER & BRIEFING
TENANT, DESIGNER & RETAIL DESIGN MANAGER

At the initial briefing, discuss your point of difference, brand values and overarching story.

- What do you want your store to feel like?
- How do you see your spatial layout?
- What will the customer experience be?
- What are your functional requirements? i.e. storage, delivery, equipment needs etc.

04 CONCEPT DESIGN CREATION
TENANT & DESIGNER

Create mood boards that will drive decision making and clearly communicate your design direction. Unify all aspects of the store by considering every point of the customer experience.

* The Vicinity Design Vision document steps out Key Design Themes for your tenancy and is a great resource to inform a successful design.

05 CONCEPT DESIGN SUBMISSION & REVIEW
DESIGNER & RETAIL DESIGN MANAGER

Designer to submit a concept design package for review including supporting imagery and 3D visuals of the proposal.

* Refer to Concept Submission Checklist in Design Vision Document. Vicinity will review and give feedback along with an instruction to proceed with the next step or alternatively, a requirement for further concept development and to provide a revised submission.

06 PRELIMINARY DRAWING CREATION
TENANT & DESIGNER

Work with your Designer to create the preliminary drawing package that covers all aspects of your fitout and services. Bring in consultants for lighting, visual merchandising / styling, graphic design and structural engineering.

07 PRELIMINARY DRAWING SUBMISSION & REVIEW
DESIGNER & RETAIL DESIGN MANAGER

Designer to submit preliminary working drawings including relevant required services for review.

* Refer to Services Submission Checklist in Design Vision Document. Vicinity will review and provide feedback outlining any further requirements or revisions towards the Final Design Submission.

08 SERVICES (CAT1) REVIEW
TENANCY DELIVERY MANAGER / CENTRE OPERATIONS

Preliminary drawings are reviewed to determine the relevant services (Category 1) works. This includes but is not limited to;

- Fire Services
- Mechanical Services i.e. Air Conditioning/Service
- Core Hole or Floor Chasing of the base building structural slab

5.0 TENANCY DESIGN & DELIVERY PROCESS

09 FINAL DESIGN SUBMISSION & APPROVAL
DESIGNER & RETAIL DESIGN MANAGER

Final Design Submission to be submitted incorporating all previous design and services review feedback.

* Refer to Final Design Checklist in Design Vision Document. The RDM issues the stamped approved documentation and conditions listed within the approval.

10 CATEGORY 1 COSTING & COORDINATION, TENDER AND FIT OUT CONTRACTOR APPOINTMENT

The Landlord's Tenancy Delivery Team is responsible for managing and implementing the fitout of the Tenancy, ensuring that Vicinity standards and procedures are being met.

Below is a summary of the core elements of the delivery process from services design through to store opening

Preliminary Design Services Drawings are provided to the Tenancy Delivery Manager who will issue to Landlord Service Consultants or Incumbent Service Trades to determine the relevant services Category one works.

This includes all essential services and landlord building fabric but not limited to.

- Fire Services
- Mechanical Services ie Air Conditioning / Exhaust
- Hydraulics Services
- Electrical heat loads are within base building provision.
- Modifications to the base building fabric e.g Core Holes and trenching of the base building structural slab.

Your Tenancy Delivery Manager will prepare and issue the Category One cost for your review and approval. No works will be undertaken unless cost is approved in writing.

If you are tendering your fitout works to several Fit out Contractors, you will need to allow minimum 4 to 6 weeks for the tender procurement process. If you have a preferred Fit out Contractor that undertakes your fitout, details are to be provided to your Tenancy Delivery Manager. In the event you don't have a Fit out Contractor, please contact your Tenancy Delivery Manager to which they can provide a list of Contractors that you may like to contact.

11 RELEVANT AUTHORITY APPROVALS

Prior to any works commencing on site, please provide copies of relevant building permits to your Tenancy Delivery Manager. Please ensure the permit is located on site once the premises is handed over.

12 PRE-COMMENCEMENT ON SITE

A pre-start meeting on site with your Tenancy Delivery Manager, Retail Design Manager, and Fit out Contractor will occur. This meeting is required to talk through any specific site design details, deliveries and logistics to ensure your Fit out Contractor is familiar with site requirements.

13 HANDOVER OF SITE & FITOUT COMMENCEMENT

Your Tenancy Delivery Manager will ensure all Tenant items are fulfilled including the premises is ready for Handover which is in accordance with your lease agreement.

Fit out On Site Your Tenancy Delivery Manager will actively be across your Fit out Contractors fitout program to ensure category one works are facilitated in line with your program and ensure opening date is being achieved.

14 PRE-TRADE PROCESS

Prior to commencement of trade, your Tenancy Delivery Manager will contact you and your Fit out Contractor

to advise of any outstanding pre-trade items that are still required to be fulfilled. All pre-trade items that are applicable will need to be obtained prior to hoarding removal.

Trade begins

Congratulations your store is open for trade. You will be greeted by your centre management team on the morning of trade.

15 POST TRADE – DEFECTS INSPECTION REPORT & RECTIFICATION WORKS

Your Retail Design Manager and Tenancy Delivery Manager will complete a defects report of any items that are required to be rectified. These items will need to be complete within 14 days of the notice being issued.

The Centre Management Team will be your primary contact post defects being rectified and during the term of your lease.

6.0
LANDLORD & TENANT WORK SCHEDULE

The following represents roles and responsibilities of the respective parties to Refer to your Lease Offer Attachments.

7.0
TENANT REQUIREMENTS

7.1 ELECTRICAL

Embedded network or Authority metering to tenancies will be provided to your premises. Your Tenancy Delivery Manager or Operations Team will be able to confirm which metering network applies to your premises.

What is Embedded Network?

The electrical wiring for the centre your premises is located is configured in such a way as to enable the managing agent of the site (Vicinity Centre PM Pty Ltd) to on-sell energy to all the tenants within the centre.

Vicinity has engaged Energy Plant Management (EPM) to correspond with all retailers moving into the centre regarding electricity.

As the Tenant, you will need to contact EPM to arrange electricity via email signup@energyplant.biz or via phone on (07) 3256 2355, alternatively you can email energy.queries@vicinity.zendesk.com.

The installation of an embedded network will allow you to select your preferred electricity retailer, however, it will also provide you with the option to purchase electricity directly from Vicinity Centres PM Pty Ltd. With the changes in the energy industry, we see this as an exciting opportunity and a step forward in infrastructure management allowing greater transparency in utilities management.

As an exempt seller, Vicinity must adhere to AER regulations and as a result these rules are in place to protect your rights as an embedded network customer.

Further information on electrical embedded networks can be found at the Australian Energy Regulator's website at the following link: http://www.aer.gov.au/ consumers/information-for- electricity-customers-in- embedded-networks

Additional information below which addresses mitigation of detriment, retail contestability and competitive offers and frequently asked questions.

Information about the embedded network Right to Choose Retailer

The embedded network will not prevent you from purchasing electricity from a retailer of your choice. You also have the ability to enter into an energy only contract with an authorised electricity retailer. An energy only contract means that your chosen retailer would only invoice you for the energy component of your total energy costs.

Please note not all energy retailers offer energy only billing so your choices may be limited.

Please check with your preferred retailer on their policy regarding 'Energy Only' contracts.

If you choose to purchase energy from an authorised retailer, your meter will need to be upgraded. If you initially choose to purchase energy from Vicinity then subsequently decide to purchase energy from an authorised retailer, you are responsible for connection fees your authorised retailer may charge. The meters installed will be National Measurement Institute approved utilities electricity meters and will comply with the National electricity rules.

Two invoices if you purchase from an authorised retailer.

If you elect to purchase electricity from an authorised retailer, you will receive two invoices for your electricity costs. Your authorised retailer will invoice you for your energy costs, while Vicinity will invoice you for your network charges. This is necessary when inside an embedded network as the retailer can no longer collect your network charges on behalf of the local distributor. The embedded network operator (ENO) is responsible for the delivery of electricity to your tenancy and will collect network charges. These network charges will match the external applicable network tariff.

Exemption conditions

The embedded network operates under the AER (Australian Energy regulator) exemption guidelines applicable to each state.

For more information for the conditions applicable to the conditions that the embedded network is operating under, refer to the AER website VIC & NSW Network Exemption & NSW Retail Exemption.

Dispute resolution procedure

If you contact Vicinity with a dispute, we will attempt to resolve your dispute promptly. If we anticipate there will be a delay in resolving the dispute, we will advise you

of the expected timeframe for resolution as we work toward a resolution. If you are still not satisfied your complaint has been resolved, you may have the matter heard by NCAT/ VCAT, the appropriate Ombudsman, Court or Tribunal in the State where these have jurisdiction. Please note that the Ombudsman can only provide limited assistance for embedded network customers.

7.0
TENANT REQUIREMENTS

Contact details in relation to disputes are as follows:

Vicinity Centres PM Pty Ltd

Mail: National Office, Level 4, Chadstone Tower One, 1341 Dandenong Road, Chadstone Victoria 3148

Email: energy.queries@vicinity.zendesk.com

Web: network-dispute-resolution-policy.pdf

NSW

New South Wales Energy and Water Ombudsman

Mail: Reply Paid 86550, Sydney South, NSW 1234

Email: omb@ewon.com.au

Web: www.ewon.com.au

Phone: 1800 246 545

QLD

Queensland Civil & Administrative Tribunal (QCAT)

Mail: GPO Box 1639, Brisbane, QLD 4001

Email: enquiries@qcat.qld.gov.au

Web: www.qcat.qld.gov.au

Phone: 1300 753 228

SA

South Australia Small Business Commissioner

Mail: GPO Box 1264, Adelaide SA 5001

Email: sasbc@sa.gov.au

Web: www.sasbc.sa.gov.au

Phone: 1800 072 722

VIC

Energy and Water Ombudsman (Victoria)

Mail: Reply Paid 469, Melbourne, VIC 8060

Email: ewovinfor@ewov.com.au

Web: www.ewov.com.au

Phone: 1800 500 509

Fault number

For any faults, you can contact the centre management team.

7.2 MECHANICAL

Common system air-conditioning will be provided as heating, cooling and ventilation to each tenancy (excluding Outlet centres).

The design for air conditioning systems servicing the Tenancy is typically based on available internal lighting and equipment loads of (excluding Outlet Centre):

- 35 watts per square metre to open plan layout for Specialty Retail Tenancies.
- 45 watts per square metre to open plan layout for Fresh Food, Food and Restaurant Tenancies.

If your premises has supplementary air-conditioning, this should be on a timer to coincide with trading hours. The Tenants mechanical and electrical engineer must consult with the Landlord's service consultants to design the Tenant's supplementary air-conditioning to fully integrate with the Centre's main system.

Tenants should 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 minimize energy used for cooling. Air-conditioning models with a high Coefficient of Performance (COP), greater than 5, are considered best practice.

Fittings and appliances should be selected in relation to their efficiency ratings. '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 4 degrees and be cooled with hydrocarbon refrigerants opposed to HFC's.

Hot water boilers should not be used. If required, ensure boiler has a timer and manual switch off. It should use less than 50W when on standby and have a maximum capacity of 2.5L.

Tenant's Air-conditioning plant, kitchen exhaust and make-up air systems will be served from the Tenant's switchboard. Any supplementary Air-conditioning Plant installed will also be fed from the Tenant's switchboard.

Sub-mains to the Tenant's meter panels are sized accordingly to ensure appropriate voltage drop at tenancies is achieved.

7.0
TENANT REQUIREMENTS

	AS1668.2 Calculated Airflows (Standard)	Eco Canopy Low Velocity Airflow
TYPE OF HOOD	Wall exhaust hood	Wall exhaust hood
MODEL	Standard	SARCA
DIMENSIONS	4300L x 1200W x 600H (mm)	4300L x 1200W x 600H (mm)
CONSTRUCTION	304 St/St	304 St/St
FILTERS	Baffle Type	Baffle type
EXHAUST AIRFLOW	2704 L/s	1508 L/s (45% reduction)
REQUIRED STATIC PRESSURE	221 Pa	95 Pa
MAKE-UP AIR	From Room (2704 L/s)	1195 L/s via make up air connection & 313L/s from room
SUPPLY ONLY PRICE*	$7,500 +GST	$10,800 +GST

* price is a guide only

It is noted that the Ecocanopy is compliant with AS1668.2-2012 Section 3.6 Proprietary Kitchen Exhaust Equipment, which notes "The basis for these designs is to lower energy costs by reducing exhaust air requirements and, consequently, they generally require more detailed calculation methods".

It is important to note the above Engineered kitchen hoods are the recommended preference for tenant installation as the exhaust flow amounts will be significantly reduce from the base Australian Standard Rate by up to 45%. These types of hoods due to the overall benefits are the preferred option from the Landlord as benefiting to energy efficient measures forming part of the centre and reducing electrical usage.

7.4 GAS

Natural gas will be provided to Food and Restaurant tenancies and will be delivered at a pressure of 2.75Kpa.

7.0
TENANT REQUIREMENTS

7.5 ELECTRIFICATION

It is encouraged Tenants are to consider the move to electrification with their cooking equipment. Moving to electrification equipment offers several benefits and is considered a favourable choice for the following reasons.

Environmental Sustainability: Electrification reduced reliance on fossil fuels, leading to lower greenhouse gas emissions and air pollution. By transitioning to electric equipment, we can significantly reduce carbon dioxide emissions, which helps mitigate climate change and improve air quality.

Energy Efficiency: Electric equipment tends to be more energy -efficient compared to traditional combustion- based alternatives. Electric motors for example offer higher energy conversion efficiency and reduce wasted energy, resulting in cost savings and reduced overall energy consumption.

Renewable Energy Integration: Electrification enables better integration with renewable energy sources, such as solar and wind power. By utilising electric equipment, we can harness clean and sustainable energy, reducing the need for non-renewable resources and promoting a greener energy mix.

Cost Savings: While electric equipment may have a higher upfront cost, it often offers long-term cost savings. Electric motors have lower maintenance requirements and fewer moving parts, reducing maintenance and repair costs over time.

Additionally, as renewable energy becomes more affordable and accessible, the operational costs of electric equipment can decrease further.

Health and Safety: Electrification eliminates harmful exhaust emissions, improving the health and safety of workers and the general population. Traditional combustion engines produce pollutants like particulate matter, nitrogen oxides, and volatile organic compounds, which can have adverse effects on respiratory health. Switching to electric equipment reduces these health risks.

Overall, transitioning to electrification equipment aligns with sustainability goals, reduces environmental impact, enhances energy efficiency, and improves health and safety. It not only benefits the environment but also offers long-term cost savings and contributes to the development of cleaner and more advanced technologies.

7.6 FIRE PROTECTION

An automatic wet pipe fire sprinkler system(s) will be provided throughout all areas of the Centre. The fire sprinkler system will be installed in accordance with the requirements of the BCA, AS2118.1, relevant authorities, and Fire Engineering Report.

Concealed space sprinkler protection and fixed sprinkler droppers (not on flexible droppers), semi- recessed escutcheon and sprinkler head for future installation by Landlord at Tenant's cost, for below ceiling sprinkler protection. Any relocation/ modification to suit Tenant's layout will be by Landlord's contractors at Tenant's cost.

7.7 HYDRANT AND HOSE REELS

Fire hydrant and hose reel protection for effective operation by the Centre occupants and firefighting personnel will be provided throughout the Centre in accordance with the relevant statutory authorities' requirements. The fire hydrant hose reel system will comprise of the following.

Hydrant outlets fitted with approved couplings as required by the Fire Authority.

Hose reels installed within cabinets.

Fire hydrant and hose reels will be provided throughout to suit open plan layout floor coverage. Any alterations, additional hydrants and hose reels as identified by your building surveyor to suit Tenancy modifications and or Fitout Works shall be undertaken by the Landlord at the Tenant's cost.

Portable fire extinguishers as required by the NCC to suit the Fitout Works (eg. adjacent to electrical switchboard) shall be provided by the Tenant at the Tenant's cost. Where a Fire Hose Reel (FHR) cupboard is located in shopfront the tenant is responsible for cladding/ treatment, inclusive of FHR signage.

Where FHR signage is required by the Tenant for the cupboard and must be completed in the following format:

- 50mm high individually cut letter
- Font – Helvetica: type – Capitals
- Complete words (not abbreviations) – 'FIRE HYDRANT' or 'FIRE HOSE REEL'
- Set at height of 1300mm AFFL (above finish floor level)
- Finish to contrast cladding material (eg. black or stainless steel).

The Tenant and the Tenant's Designer are to ensure that all proposed materials fire hazard properties (fire indices for materials/ fire hazard properties) comply with the BCA and the Landlord's requirements. Where materials are proposed that do not comply with the Landlord's requirements the Landlord reserves its right to require alternate and compliant materials.

7.0
TENANT REQUIREMENTS

7.8 DISTANCE OF TRAVEL

Distance of travel is an important aspect of your fitout design compliance that focuses on ensuring safe and efficient movement within the space. It refers to the distance one must travel from any point within the space to reach a designated exit of a place of safety during an emergency. Building codes typically establish specific requirements for travel distances based on factors such as the occupancy type, number of occupants and building layout.

In some instances, a fire engineer maybe required to be engaged by the tenant to complete a Performance Solution Fire Engineering Brief and Fire Engineering Report to assist the Tenant and the Tenant's Designers to complete a compliant design.

7.9 COMMUNICATIONS

Provision of either 10 pair phone / data or NBN will be provided to tenancies. Tenants will be required to make application for connection of its phone and data requirements.

7.10 EXTERNAL SHOPFRONTS

External shopfronts form part of the thermal envelope for the Centre and are required to comply with NCC Section J requirements. Section J requirements for the Centre have been verified via an energy model, with nominal performance requirements for external window systems (including glazed doors) and walls as follows:

- Whole Window System - U-Value ≤4.5 W/m2. K
- Whole Window System – SHGC 0.55±0.05
- Wall – Total R2.8

The Landlord's consultant will assess the Tenants fitout design to verify compliance with these Part J requirements and the Tenant is obliged to make any

changes to their fitout design to achieve compliance. All costs, including the consultant review(s) and any works will be payable by the Tenant.

All nominated building envelope R-values will be for the system and take thermal bridging impacts into consideration (per NCC 2019)

7.11 PAINTS, SEALANTS AND ADHESIVES

The Tenant is to use low-emission paints, sealants, and adhesives at all times.

7.12 DISCONTINUED USE OF ENGINEERED STONE

As previously noted in the Design Vision, engineered stone products must contain less than 1% crystalline silica and be supported by a product SDS. This position paired with existing control measures, including the use of fit for purpose cutting rooms, personal protective equipment, wet cutting techniques and safe work method statements, will greatly reduce the risk of silica exposure arising at Vicinity Development projects and Tenancy fitouts.

Corian, Meganite, natural Marble and Terrazzo stone products are some examples of alternative products and are currently used in place of engineered stone products at Vicinity. A number of these products are currently less costly, more durable and easier to maintain, and this change is not expected to impact lead times or delivery times.

7.13 RECYCLING & WASTE MANAGEMENT

The Tenant's waste is to be separated including co- mingled recycling, general waste, cardboard, soft plastics, organics, and glass. Divided locations are to be incorporated within the Tenancy and the Tenant is to work with the on-site Centre Team to clearly identify collection needs and waste collection services.

Tenants should work with its suppliers to identify opportunities to reuse, recycle or repurpose packaging, to significantly reduce waste to landfill and waste management costs.

Spent cooking oil must be syphoned into a central collection tank and associated tins compressed in the facility provided in the central waste management room.

All organic waste must be transported free of contamination to the central processing point in the waste management facility.

7.14 SLAB ALTERATIONS, PENETRATIONS AND CHASING

The Tenant is not permitted to saw, cut, chase or alter the floor slab or columns. The Landlord's building structure must not be altered by the Tenant.

The Tenant may not penetrate the slab for core holes or penetrations. If the Tenant requires any additional penetrations this must be approved by the Landlord and the Landlord's structural engineer. Any approved additional works will be performed by the Landlord at the Tenant's cost.

7.0
TENANT REQUIREMENTS

The Tenant must allow for movement joints in the floor, walls, ceilings and columns. The treatment for these movement joints must be consistent and integrated with the Tenant's finishes.

Movement joints within the kitchen, food preparation and other areas designated by Authorities requiring waterproofing must have a waterproof treatment to movement joints or penetrations.

The Tenancy Plan will indicate typical location of movement joints to floors where these are known. The Tenant must verify the location and type of all floor joints onsite and allow to treat these joints as part of the Fitout Works at the Tenant's cost. Floor joints treatments are subject to Retail Design Manager approval.

7.15 SECURITY SYSTEM

The Tenant must provide any security system within the Tenancy. The specifications and details for any security system proposed must be approved by the Landlord.

All security devices and alarms must be concealed within the shopfront structure and located behind the Tenancy Lease line.

The system location is to be nominated on all drawings and power supply to the system is to be concealed into the surrounding shopfront structure floor finish, but not the Landlord's slab.

Freestanding posts are to be concealed or treated and unobtrusive (i.e., work within the overall presentation of the store).

No components are to be attached to Landlord's bulkheads.

For all kiosks, the type of security cameras must be a considered item during design planning phase to ensure that they are concealed and do not

compromise the visual presentation of the structure that they are fixed to. No retrofitting of security cameras permitted. No components are to be attached to Landlord's bulkheads.

Dome style cameras are to be specified and are to match surrounding materiality in colour.

7.16 AUDIO

Only professional standard recessed speakers, finished flush with the ceiling are permitted. Non-commercial systems are not permitted.

Permitted sound systems are to be fitted with a sound leveller set at 75db maximum and located a minimum 3000mm from the entry. Sound systems are to sit flush with the ceiling.

7.17 COOL ROOMS

Factory Mutual (FM) approved cool room insulation panelling are required. The Tenant acknowledges the following design elements will not be acceptable to the Landlord.

- Extruded or expanded polystyrene (EPS)
- FM approved class 1 materials must be specified including polyisocyanurate (PIR) panels and/or non-combustible insulation material such as rockwool or glass wool.

7.18 WATERPROOFING

The Tenant is to provide a waterproof membrane to any/all wet areas, inclusive of kitchens, food preparation areas, laundries, bars and associated wet storerooms. The membrane is to be coved into the wall at floor junction and finished 300mm up the wall above the FFL.

Minor floor preparation and repairs may be required prior to the installation of approved treatment.

Where mall flooring is removed to accommodate approved outgo, the floor will be reinstated at the Tenant's cost on vacation of the Tenancy.

The selection of tile is to be in keeping with the overall design aesthetic of the Premises. Selection and installation of the tile is by the Tenant to the Landlord's approval.

Any internal ramping needs to be identified and allowed for during the Tenancy planning stage to ensure joinery units in this area can be installed level.

Floors within kitchen, food preparation and hair/beauty/skin penetration areas must comply with the BCA and local Authority requirements.

All wet areas to the Tenancy (kitchen, food preparation, toilets and hair/beauty/skin penetration, external seating areas) must have a waterproofing treatment applied.

The waterproofing product is to be flood tested for a minimum of 12 hours to ensure integrity. This must be witnessed by the Tenancy Delivery Manager at the point of flooding and at the end of the test prior to removing the water.

Example product: Mapei Mapelastic Aqua Defence. This product can be flood tested after 12 hours drying time.

7.0
TENANT REQUIREMENTS

Please contact Mapei for further information on this product.

Changes in floor level due to mall and Tenancy ramping also define the Tenancy shopfront entry location and require careful consideration when selecting entry floor finish.

The Tenant is responsible for levelling the Tenancy floor where required.

The Floor finish across the entirety of the shopfront zone must sit flush with mall floor finish. Any ramping must not appear visible.

7.19 FISHMONGER REQUIREMENTS

If you are a Fish operator, the following key elements should be considered as part of your fitout design.

Dedicated enclosed room to be provided where fish cleaning and preparation is carried out. No preparation and fish cleaning shall be made within the selling area.

Dedicated tenant supplementary exhaust and make- up air to be provided in the abovementioned room to mitigate smells from the tenancy to the shopping centre.

The room is to be negatively pressured. (Note, the door to the enclosed room is to be installed with a self-closing mechanism to ensure this zone remains shut on a consistent basis and odours are contained within the space).

Design Criteria for supplementary exhaust is to be accordance with following.

- Exhaust Criterion – 10 Air Changes per Hour and Make-up air – 85% of exhaust air.

Exhaust and make-up air shall be interlocked to ensure operation of both systems occurs simultaneously.

Fans are to be provided by tenant.

Dedicated floor waste and drains to be installed in abovementioned room with bucket trap.

Tenant is to remove fish off-cut and waste on a regular basis. Prep areas to be cleaned regularly and testing process report to be provided to landlord at specified intervals.

Tenant is to provide waste management plan to Landlord for final review and approval.

Tenant is to provide a self-closing door between the prep area and the selling area.

Sealed and final flooring type/covings to meet health department regulations and BCA separating requirement to wet zones to submitted to landlord for final approval by tenant.

All works to be in accordance with council health and safety regulations.

7.20 WALLS

The Tenant must provide all walls and partitions within the Premises. The walls between the Front of House and Back of House must be full height.

The Landlord's perimeter Tenancy walls will either be a steel stud construction with plasterboard lining, smoke walls clad in plasterboard lining, exposed masonry, speed panel or exposed concrete walls.

Exposed walls must have a lining or cladding installed by the Tenant which must be approved by the Landlord.

Where an open ceiling has been proposed, all walls are to be extended to the underside of the slab/ceiling.

Works are at the Tenant's cost.

The Landlord will only consider decorative masonry wall finishes should these finishes form an integral component of a Tenant's brand identity.

Minor wall preparation and repairs may be required prior to the installation of the approved cladding or lining.

Landlord's perimeter Tenancy walls vary in height, please refer to final Tenancy Plan for height of Tenancy walls.

The Tenant must provide as part of their Fitout Works all boxing, false walls or linings to structure, services or other elements.

The Tenant must maintain all treatment and installations related to fire protection of walls and smoke walls.

They may not be penetrated or altered. The Landlord must be notified if damage or alterations occur, any rectification of damage will be the responsibility and cost of the Tenant.

The Tenant is responsible for ensuring that any noise transmission complies with the requirements of the Lease and the Centre Rules.

Walls to be treated one or both sides of the inter tenancy wall ends. Refer to Tenancy Plans.

Wall shelving and fittings need to be self-supporting. Otherwise, additional wall bracing is required which must not alter the inter tenancy walls in any way.

Inter-tenancy walls are not to be chased or penetrated in any way. False walls are to be used for any structural or services reticulation requirements.

7.0
TENANT REQUIREMENTS

7.21 CEILINGS

The ceiling shall be custom designed or set plasterboard ceiling to areas visible to the customer. The Landlord encourages maximizing ceiling heights where possible.

The Landlord will mark out services penetrations and the Tenant must cut any required penetration holes in the ceiling ready for the Landlord to install services.

The Tenant must install flush mounted, fully integrated access panels for maintenance of services as directed by the Landlord. This shall provide access to the Landlord's services such as water, gas, fire sprinklers, kitchen exhaust ductwork and Air-conditioning Plant where applicable. Location of access panels to be discretely located and integrated with the ceiling design and finished to match with concealed hinges and key locks.

Integrated mechanical, electrical and plumbing services are mandatory. All penetrations for services located within the ceiling to be coordinated with the Tenant's Fitout Works, marked and cut out by the Tenant. Ceiling supports must not be connected to any Landlord's services under any circumstance.

Open or no ceilings will be considered by the Landlord where they are an integral part of the Tenant's brand or design concept. If an open or no ceiling is required, it must meet the following criteria:

- Services are to be provided in a cable tray or catenary wire (subject to Landlord approval) and in a tidy manner to the approval of the Landlord.
- Any additional rigid ductwork is to be provided by the Landlord at the Tenant's cost. Where the Tenant's design does not include the provision of a ceiling then any flexi duct and any replacement of base build flexi duct will be by the Landlord at the Tenant's cost. Further, perimeter inter-tenancy walls must be extended to the underside of the open ceiling by the Landlord at the Tenant's cost. The entire ceiling must be painted out including the structure, services and soffit.

Any access panels required to accommodate the Tenant's design or required to access equipment to be by Tenant at Tenant's cost.

Fresh food and Food Court, Restaurants

All food preparation and open food display areas must be located under a ceiling area that has a finish approved by the local Authority.

Open ceilings will not be permitted.

7.22 HYDRAULICS

The plumbing and drainage systems within the Tenancy shall be by the Tenant in accordance with current

BCA and to the Landlord's approval. The Tenant is responsible for all connections to Landlord's plumbing, drainage and refrigeration supplies.

The items included in the Fitout Works are all hot and cold-water reticulation, hot water units, piping to under slab, pumps, meters, distribution, vents, sewer point fittings, and all fittings and fixtures.

Hydraulic connection points are indicated on the Tenancy Plan.

Fresh Food, Food Court and Restaurants

Hot Water Units, Pumps, bucket traps, vents, fittings, gas piping, distribution and all fittings to suit the Tenant's design is by the Tenant at Tenant cost.

All below slab sewer and greasy waste pipe work including coring of structural slabs, to suit Tenant's fixtures and equipment done by the Landlord at the Tenant's cost. Pipe work will be terminated by the Landlord at slab level.

Supply and installation of all refrigeration and pipe work, heating and/or cooking equipment is by Tenant.

Gas pipework reticulation from location provided by Landlord to gas-fired equipment, including pressure regulator devices as required in accordance with AS 5601 requirements is by the Tenant at the Tenant's cost.

8.0
SITE REQUIREMENTS OVERVIEW

The following site requirements overview is to be read in conjunction with the specific Centre Specific Contractor Information Kit. The Tenant must ensure that all contractors and employees involved with the construction of the Fitout Works consult with the centre operations team at each centre.

8.1 INDUCTION

The Fitout Contractor is required to complete a Rapid Induction online.

8.2 SITE ACCESS

Site access will be managed by your Fitout Contractor. All details including hours of access and relevant conditions will be outlined during the induction process and procedure.

8.3 SECURITY

Any additional security required by the Tenant (e.g., after-hours works) will be arranged through the centre operations team.

8.4 OUT OF HOURS WORKING

Site working days will be as per the working day calendar for the respective year, take consideration of Rostered Days Off (RDO) when planning your fitout as some contractors may not be available on an RDO.

8.5 EMERGENCY PROCEDURES

Emergency procedures in the event of an accident / incident is included in the induction information process and procedures. Do not leave an injured person: summon the help of the First Aider if not already on the scene.

8.6 ACCIDENTS AND INJURIES

All injuries, accidents and near misses must be reported to security and centre management.

8.7 SHOPFITTING OPERATIONS

Fitout Works will be limited to the Centre hours. Any work outside of these hours is to be agreed with the Landlord at least two clear working days in advance of the works occurring. The Landlord reserves the right to refuse permission for out of hours working.

Landlord's Common Areas are to be protected from any damage. Any rectification works will be at the cost of the Tenant. Floors in Common Areas outside the Premises are to be left clean and tidy at all times. Movement of materials, bulky equipment or completing noisy works is only permitted after centre trading hours.

8.8 REMOVAL OF TENANT'S WASTE

The Tenants Fitout Contractor will be responsible for all rubbish and waste from site at their cost. Any damage to the malls with rubbish removal will be rectified by the Tenant at Tenant cost.

8.9 TENANT'S DELIVERIES

All Tenant's deliveries, whether shopfitting, plant, goods or materials, or retail merchandise, must comply with the requirements as detailed in the Contractor Information Kit which will be supplied upon the Tenant's nomination of Fitout Contractor.

8.10 INSPECTIONS AND MONITORING

In accordance with the terms of the Lease, the Landlord reserves the right for it, or others directed by it, to inspect and carry out any reasonable inspection of the Premises at any reasonable time:

To satisfy themselves that all requirements of the site requirements are being adhered to as necessary. To ensure that all works are carried out in accordance with agreed designs and methods.

8.11 STORAGE

Materials and equipment can only be stored within the Premises and at no other location on site, unless approved by Landlord.

8.12 FIRST AID

The Tenant or its Fitout Contractor shall ensure an employee with an appropriate 'first aid at work' certificate is on site at all times and ensure that appropriate first aid supplies are available.

8.13 SECURITY OF PREMISES

The Tenant or its Fitout Contractor are responsible for security relating to Fitout Works, and the security of the Premises is entirely the responsibility of the Tenant. This includes all works, materials and plant / equipment.

The Landlord accepts no responsibility for loss or damage to Tenant's materials or equipment due to security breaches.

8.14 ROAD / PATHWAY CLOSURES

Any road or pedestrian pathway closures required by the Tenant must be approved by the Landlord and any relevant Authorities.

8.15 PERMITS

Tenant is to make contact with the centre operations team to confirm any permits required prior to site works.

9.0
PRIOR TO HANDOVER

9.1 TENANCY DRAWINGS

The Landlord will provide a preliminary tenancy plan and or survey plan to the Tenant to represent the Premises.

It is a requirement for all tenancy drawings supplied by the Landlord that all dimensions, services and existing conditions must be confirmed by the Tenant at the Tenant's cost. This must occur on site as soon as the Tenancy is made available to the Tenant by the Landlord or prior to completion of the Design Documentation Submission.

9.2 AUTHORITIES AND PERMITS

The Tenant recognises the Landlord's statutory obligations with respect to obtaining all necessary permits and certificates for works on the Site. The Tenant must comply with the current requirements of the Building Regulations and Codes of Practice including Environmental Laws and any other Authorities and applicable laws, including any anti-discrimination and accessibility legislation.

It is the Tenant's responsibility to obtain and pay for all Authority approvals. The Tenant must also ensure all required Authority approvals are in place prior to crucial milestones such as beginning work on site or before trading. Authority approvals include, but are not limited to, local Authority approvals; Development Approvals; Construction Certificates; Occupation Certificates and licenses.

9.3 BUILDING PERMITS

The Tenant must apply for a building permit in respect of the Fitout Works and appoint a building surveyor for regulatory approval prior to commencement of the Fitout Works. A copy of the building permit must be submitted to the Tenancy Delivery Manager prior to commencing works.

In order for the Tenant to open their Premises for trade, the Tenant must contact the Authority or Tenant appointed building surveyor to arrange final inspection of the Fitout Works and provide all trade certifications demonstrating that all works comply with the prescriptive requirements of the Building Regulations and Codes of Practice.

Upon all requirements being met, the Authority or Tenant appointed building surveyor will issue a certificate of final inspection to the Tenant which the Tenant will then be required to submit to the Tenancy Delivery Manager.

The Landlord will not be responsible for any delays incurred through the failure of the Tenant in meeting time frames, inaccurate and / or missing information required in obtaining the building permit or certificate of final inspection in respect of the Fitout Works.

9.4 TOWNPLANNING AND HERITAGE

It may be necessary for the Tenant to obtain development approval from the local Authority (generally where external works are proposed, including externally facing signage). If required, the Tenant is responsible to lodge a planning and/or development application with any associated fees at the Tenant's cost.

9.5 FOOD SAFETY AND HEALTH REQUIREMENTS

All food premises must meet the requirements of the local council as set out in their guidelines for food premises. It is the responsibility of the Tenant to contact the local Authority to lodge any applications relating to the registration of a food business and obtain approvals prior to the commencement of the Tenant's Fitout Works.

9.6 LIQUOR LICENCE

The Tenant must contact the Landlord's leasing executive for all information relating to applying for a liquor licence.

9.7 UTILITY CONNECTION AND FEES

The Tenant must make application to the relevant Authorities for all approvals and pay all associated fees and charges including, but not limited to, the following.

a. Electricity metering and switchboards.
b. National broadband network (NBN)
c. Heating and cooling connection (as applicable).
d. Gas metering for food related premises (if required)
e. Water metering for all tenancy types.
f. Environmental health and food registrations, permits, fees, approvals and inspections.
g. Building surveyor permits, fees, approvals and inspections.
h. Alternative Solution Reports as defined in the BCA (if required).

9.0
PRIOR TO HANDOVER

9.8 CATEGORY ONE WORKS AND PROCESS

The Tenancy Delivery Manager will review the Preliminary Service Design Submission and determine if the Tenant's Fitout Works will require alterations to the Landlord's Works or structure of the Centre.

The Tenancy Delivery Manager will issue the Preliminary Service Design Submission to the Landlord's Consultants for services (fire, mechanical, electrical, hydraulic, and structural) review to ensure the Tenant's requirements comply with base building provisions and if services upgrade, relocations and / or alterations are required.

The Tenancy Delivery Manager will submit to the Tenant, Category One costs for their approval prior to proceeding with any works.

Refer to the attached Place Holders Schedule of Costs for details.

9.9 FITOUT CONTRACTOR APPOINTMENT

The Tenant must formally engage a licensed / registered Fitout Contractor to undertake the Fitout Works on site.

Tenant must provide the Tenancy Delivery Manager with the following details of their Fitout Contractor:

Company / Business Name Address Details Contact Person(s) Contact Phone Numbers ACN / ABN and License / Registration Number

9.10 CONTRACTOR GENERAL REQUIREMENTS

It is essential that the Tenant and/or the Fitout Contractor carry all necessary insurances in respect of the Premises and the Fitout Works as these are not covered by the Landlord. Proof of the requirements listed below must be submitted into the Rapid Global induction system no later than the pre-commencement meeting. These insurances must include:

a. Workcover: In respect of employees, contractors, sub-contractors and any other persons engaged by the Tenant.
b. Public Risk: In respect to injury to persons and damage to the property of others. (Minimum cover required is $20 million).
c. Contractors All Risk: In respect of damage to fixtures, fittings, plant and equipment installed or being used during installation. (Minimum cover required is $20 million)
d. Personal Accident (including death) and Illness Insurance: If the contractor is a sole trader/ self-employed/or partnership.

Motor Vehicle 3rd Party Insurance. (Minimum cover required is $5 million).

9.11 CONTRACTOR INFORMATION (CENTRE SPECIFIC)

The Tenant, the Tenant's designers and the Fitout Contractors must follow the Centre site rules, materials delivery requirements, logistics plans, and traffic and emergency procedures as outlined in the Centre specific Contractor's Information pack as provided by your Tenancy Delivery Manager.

The Tenant must ensure that all contractors and employees involved with the construction of the Fitout Works comply with WH&S requirements at all stages of the Fitout Works process.

9.12 PRE-HANDOVER REQUIREMENTS

Prior to the Tenant taking possession of the Premises, the Tenancy Delivery Manager will send a notice to advise the Tenant the date the Premises will be ready for handover.

The following conditions and requirements must be fulfilled by the Tenant and issued to the Landlord prior to the Tenant being permitted to commence the Fitout Works.

Lease has been executed and returned to the Landlord's solicitors in the agreed form.

a. Design Approval has been granted by the Retail Design Manager
b. Authority approvals received eg. Building Permit, Planning Permit, etc.
c. Tenant's Fitout Contractor has all insurances in place.
d. Tenant's Fitout Contractor has submitted Schedule of Works / Fitout Program to the Tenancy Delivery Manager for review.
e. Tenant's Fitout Contractor and any sub-contractor's inductions have been completed and approval granted by Landlord.
f. Structural engineering drawings and computations (if applicable) are provided to the Landlord.
g. Certificate of Currency of the Tenant's public liability insurance received and approved by the Landlord.
h. The Bank Guarantee required under the Lease has been provided to the Landlord (if applicable).

9.0
PRIOR TO HANDOVER

9.13 PRE-COMMENCEMENT MEETING

The Landlord's Tenancy Delivery Manager will arrange a pre-start meeting along with the Retail Design Manager, Tenant, Tenant's Designer and the Fitout Contractor to go through the following requirements:

a. Design Approval: Review drawings in detail ensuring clarity and understanding of drawings and any conditions that may require resolution prior to works commencing on site.

b. Schedule of Fitout Works is in line with opening date.

c. Tenancy services requirements are understood.

d. Category One Works and Tenancy Quotations are agreed by the Tenant for Landlord to proceed with base build or services alterations.

10.0
FITOUT WORKS

10.1 HANDOVER OF PREMISES

The Tenancy Delivery Manager will arrange an appropriate time on site with the Tenant and or their representative on the Actual Handover Date of the Premises.

The Tenancy Delivery Manager will complete a formal Handover Checklist with the Tenant which will be in accordance with the Landlord's Works. Any Residual Works (as defined in the Lease) will be identified.

On completion of the checklist, the Tenant will be required to confirm acceptance of the Premises and conditions in writing and provide this to the Landlord.

Should Tenant not be present for the handover an absentee handover notice will be sent.

10.2 TENANT'S OBLIGATIONS

In addition to the obligations contained in the Lease the Tenant shall:

a. At all times during the carrying out of the Tenant's Works comply with architectural, engineering and building standards and codes, safety standards and relevant legislation and shall without limitation comply with the requirements of Health, Safety and Environmental legislation, legislation relating to disabled persons and otherwise carry out the Tenant's Works in a proper and workmanlike manner.

b. Comply with the Contractor Access and Centre Rules and any rules or requirements of the Landlord in relation to the Centre or the Tenant's Works.

c. Be responsible for the security and protection of the Tenant's goods and materials.

d. Inform all persons involved in the Tenant's Works of this Fitout Criteria and any site-specific requirements as set out in the Landlord Site Conditions

e. All of the Tenant's Works shall be managed and controlled within the demised area of the Premises and under no circumstances shall the Tenant, its agents or the Tenant's contractor(s) occupy or use the Landlord's common areas as a workshop, storage or working area. All on site works shall be coordinated with your Tenancy Delivery Manager.

The Landlord reserves the right to exclude from the Centre the Tenant and/or its contractors if they fail to comply with this Fitout Criteria, the Contractor's Centre Rules or interfere with the operation or development of the Centre.

11.0
OPEN FOR TRADE

11.1 PRE_OPENING INSPECTION

The Tenancy Delivery Manager and Retail Design Manager will undertake a pre-opening inspection prior to the commencement of trade. The Tenant is to provide a copy of Certificate of Final Inspection or equivalent to the Landlord prior to Hoarding removal or commencement of trade.

11.2 CERTIFICATIONS

Once the fitout is nearing completion, it is the Tenant Fitout Contractor's responsibility to provide copies of all relevant building certifications to the Building Surveyor/ Certifier. The Tenant is to contact the council Authority or Building Surveyor/Certifier to arrange for a final inspection of the Tenancy and upon all requirements being met, the council Authority or Building Surveyor/Certifier will issue a Certificate of Occupancy or equivalent to the Tenant.

The Tenant is to provide the Certificate of Final Inspection or equivalent to the Tenancy Delivery Manager.

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 fitout. All the above certificates are to be presented before or at this inspection.

11.3 PRE-TRADE REQUIREMENTS

It is a requirement that the following documents are received/paid prior to your Tenancy opening for trade.

- Any outstanding pre-handover requirements must be provided.
- Rent in Advance paid to the Landlord (proof of payment required).
- Design Review Fee paid to the Landlord (proof of payment required).
- Tenancy Category One cost paid to the Landlord (proof of payment required).
- Occupancy certification and / or Certificate of Final Inspection received by the Landlord.
- Final inspection completed by the Retail Design Manger and Tenancy Delivery Manager of the Tenancy.
- Major defects to the Tenant's Fitout Works identified by the Retail Design Manger and Tenancy Delivery Manager must be remedied.

Should the above pre-trade requirements not be fulfilled by the Tenant, the Tenant will not be permitted to open for trade from the Premises. The Tenant must notify the Tenancy Delivery Manager 48hrs prior to the Tenant's proposed opening date should they not be able to fulfil these requirements.

11.4 SHOPS FAILING TO TRADE ON THE COMMON OPENING DATE

This section only applies where the Lease specifies that there is a Common Opening Date for the Premises.

If, in the opinion of the Landlord, the fitout of a shopfront and/or shop interior is incomplete and the Tenancy is unable to trade on the Common Opening Date, the Landlord may erect a full height hoarding to the shopfront of the Premises at the Tenant's cost.

Once the Centre has opened and is operating the Tenant and Fitout Contractors must follow the Centre Rules, including but not limited to, no noisy or dusty works taking place in the Premises during Trading Hours. The Tenant must notify Centre Management in advance should they require any afterhours work in the Centre to complete the Fitout Works. Security charges may be applicable for afterhours work. The Tenant should confirm any charges with Centre Management prior to works commencing on site.

12.0
POST TRADE

12.1 RECTIFICATION OF DEFECTS

Prior to the completion of the Fitout Works, the Tenant and their Fitout Contractor must notify the Retail Design Manager to schedule a final defects inspection.

The Tenancy Delivery Manager and Retail Design Manager will attend site and assess whether the Fitout Works are in accordance with the Design Approval and workmanship is in line with Landlord's requirements.

Any major defects as identified by either the Retail Design Manager or Tenancy Delivery Manager will need to be rectified by the Tenant prior to the Premises opening for trade.

Following opening, the Retail Design Manager will prepare a notice setting out all the defects within the Premises (Defects Notice) and issue to the Tenant in order for their Fitout Contractors to complete the remainder of defects within 14 days of the defects notice being issued.

Once defects have been rectified, the Tenant must notify the Retail Design Manager to complete further inspection in order for the Landlord to issue a defects rectification letter stating all items have been completed to the Landlord's satisfaction.

Should the Tenant not complete the defects as identified in the Defects Notice within the 14 days period, the Landlord will send a notice that the Tenant has failed to rectify the Defects Notice to the Tenant detailing the defects that remain outstanding, and the Landlord may exercise its right to rectify the defects at the Tenant's cost.

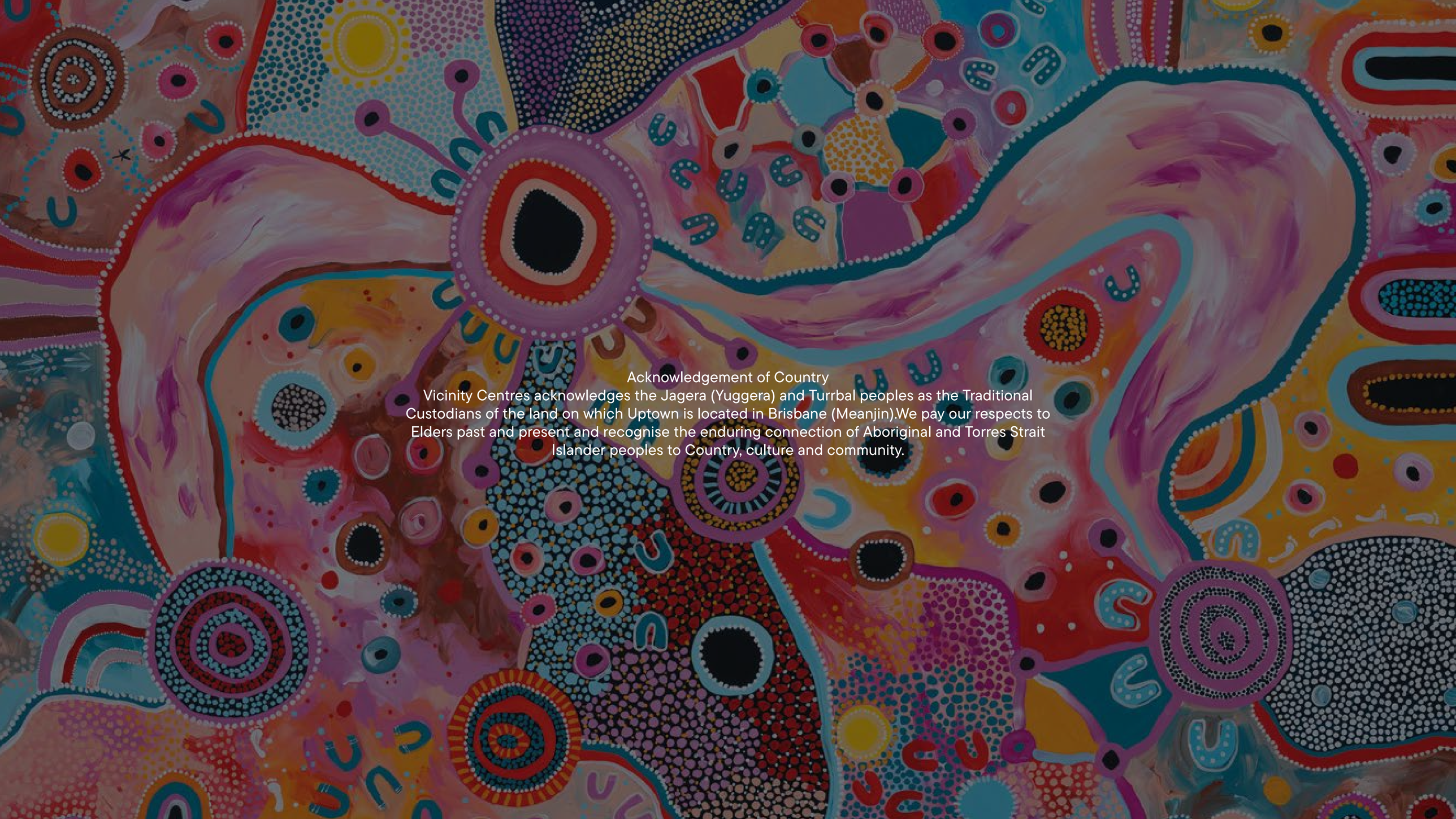
ANNEXURE 1

Design Vision

UPTOWN



DESIGN VISION



Acknowledgement of Country

Vicinity Centres acknowledges the Jagera (Yuggera) and Turrbal peoples as the Traditional Custodians of the land on which Uptown is located in Brisbane (Meanjin).We pay our respects to Elders past and present and recognise the enduring connection of Aboriginal and Torres Strait Islander peoples to Country, culture and community.



At Uptown, we're writing Brisbane's next chapter. In the heart of the CBD, where the sun warms the streets and visitors keep pace with the local energy around them, Uptown emerges as an exciting new retail and dining hub. We're delivering enlivened and ambitious fashion, lifestyle and culinary experiences for an audience with an eye on what's new and a hunger for what's next.

Welcome to the future of retail in Brisbane CBD.

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- UPTOWN PLACE PROPOSITION
- CONCEPT
- DESIGN BRIEF
- TYPICAL DETAILS

02 RETAIL TYPES

- INLINE RETAIL
- INLINE FOOD
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- KIOSK FOOD

03 ADDITIONAL ELEMENTS

- EXTERNAL FACADE ACTIVATION
- MINI MAJOR TENANCIES
- DIGITAL DESIGN GUIDELINES
- THE DESIGN PROCESS
- HOUSEKEEPING
- FITOUT CRITERIA
- FOOD PLANNING CHECKLIST

CUSTOMER & LOCATION

Uptown represents a rare and thrilling opportunity for brands to meet a strong – and growing – customer base at the largest retail offering in Brisbane CBD.

- 3,209,000 PEOPLE IN TRADE AREA AGED 14+
- $143,680 AVERAGE HOUSEHOLD INCOME[1]
- 320,000 CBD WORKERS[2]
- 1.3M INTERNATIONAL VISITORS IN 2025[3]
- $3.6B INTERNATIONAL EXPENDITURE IN 2025[4]



1 – Roy Morgan

2 – Roy Morgan

3 – Tourism Research Australia: International Visitors Survey

4 – Tourism Research Australia: International Visitors Survey

UPTOWN PLACE PROPOSITION

PILLARS

CITY GATEWAY

The front door, meeting point and orienting heart of the CBD

EXPERIENCE
Connected, civic, frictionless

PERSONALITY
Consistent, reliable, grounded

BENEFITS
Ease and legibility
Seamless connectivity

PILLARS

NEXT STARTS HERE

Find what's new, next and worth exploring

EXPERIENCE
Adaptable, flexible, refreshing

PERSONALITY
Progressive, ambitious, future-facing

BENEFITS
Surprise and delight
Aspiration and inspiration

PILLARS

LAYERS OF EVERYDAY

Built for the rhythms of city life

EXPERIENCE
Generous, welcoming, inclusive

PERSONALITY
Familiar, accessible, open-hearted

BENEFITS
Comfort and reliability
Something for all ages

PILLARS

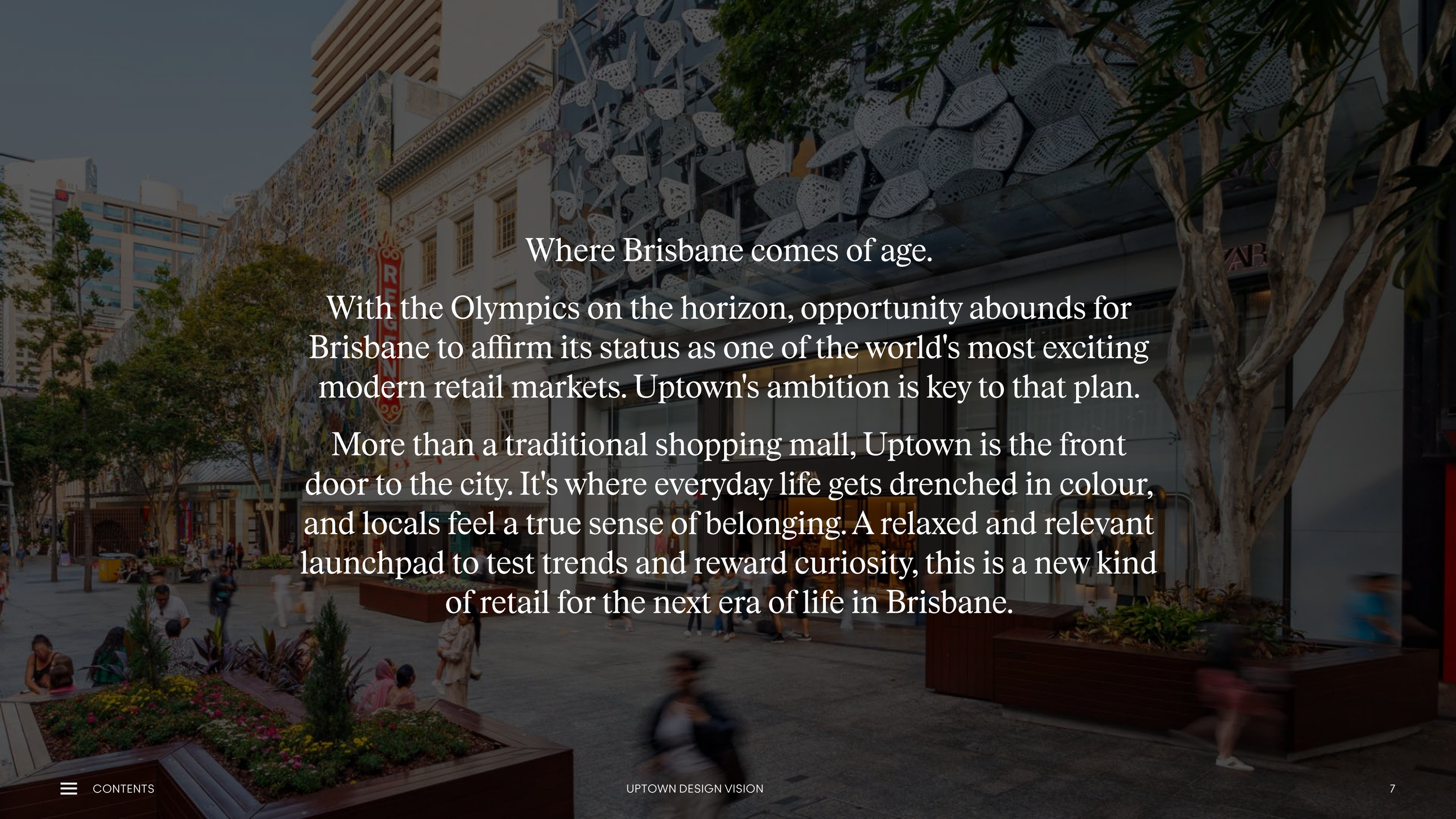
BUILT TO BELONG

Not borrowed or imitated, unmistakably local

EXPERIENCE
Subtropical, urban, porous

PERSONALITY
Authentic, optimistic, welcoming

BENEFITS
Pride and identity
Elevated but accessible



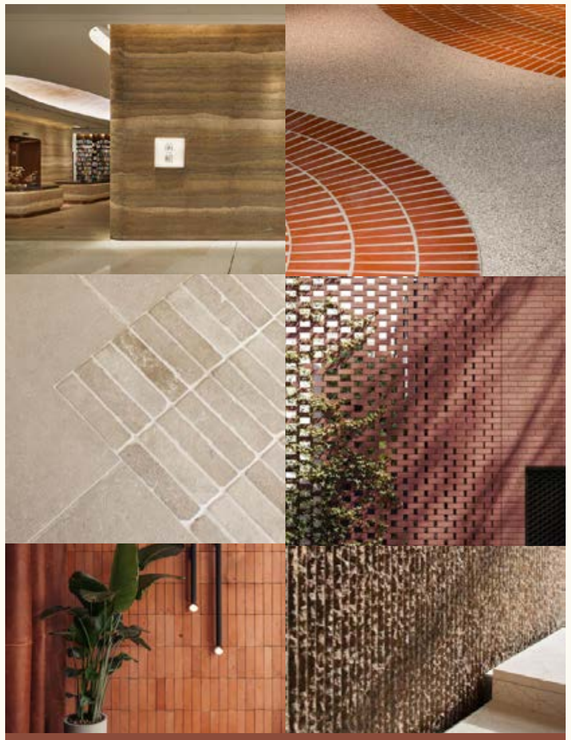
Where Brisbane comes of age.

With the Olympics on the horizon, opportunity abounds for Brisbane to affirm its status as one of the world's most exciting modern retail markets. Uptown's ambition is key to that plan.

More than a traditional shopping mall, Uptown is the front door to the city. It's where everyday life gets drenched in colour, and locals feel a true sense of belonging. A relaxed and relevant launchpad to test trends and reward curiosity, this is a new kind of retail for the next era of life in Brisbane.

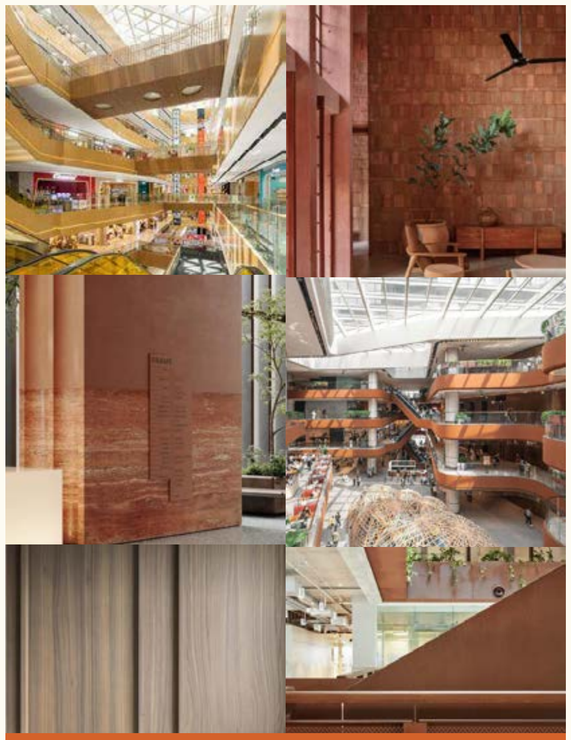
CONCEPT

Uptown embraces the South East Queensland climate, capturing the sky and greenery, with visual texture and reflectivity adding depth throughout.



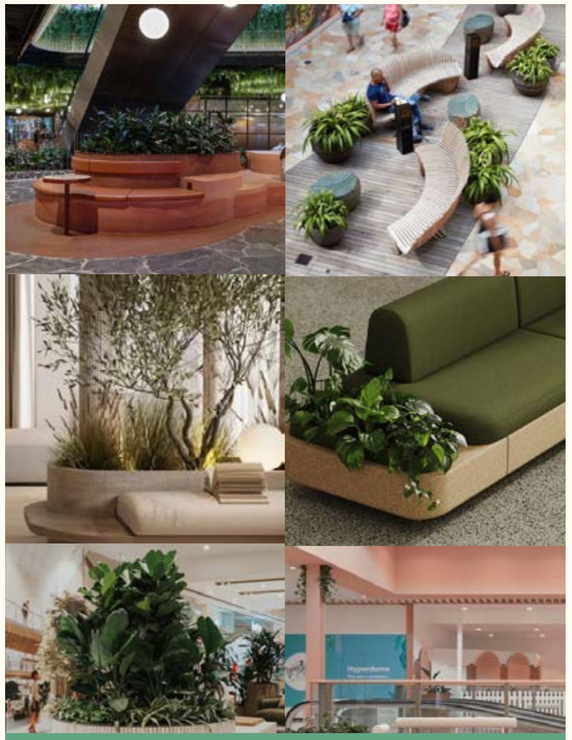
VISUAL
TEXTURE

FLOORS
COLUMNS
LIFT LOBBY FACE



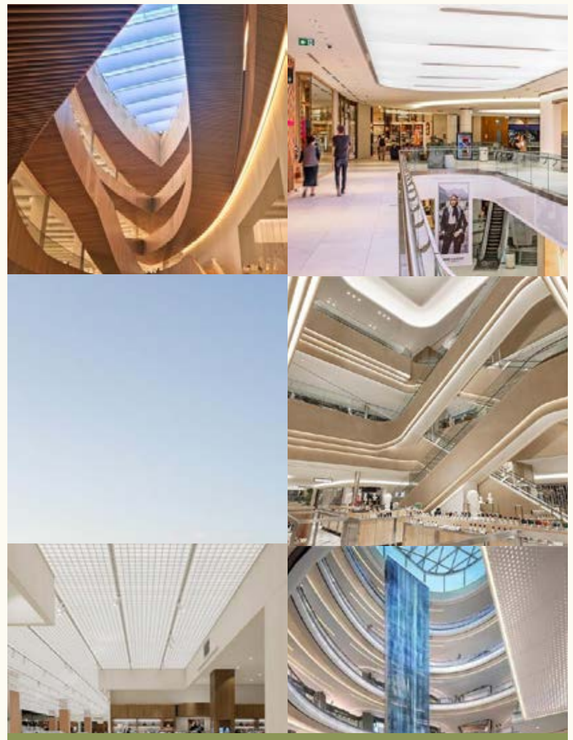
VERTICALITY
MOVEMENT

VT CORES
ESCALATORS
VOIDS



BIOPHILIA

GREENERY
TEXTURE
TONE



CONNECTION

LIGHT
VOIDS
SKYLIGHTS
SKY

DESIGN BRIEF

UPTOWN DESIGN PRINCIPLES

URBAN STREETSCAPE

ARRIVAL

DISCOVERY

LIGHTNESS

CONNECTION



UPTOWN DESIGN PRINCIPLES

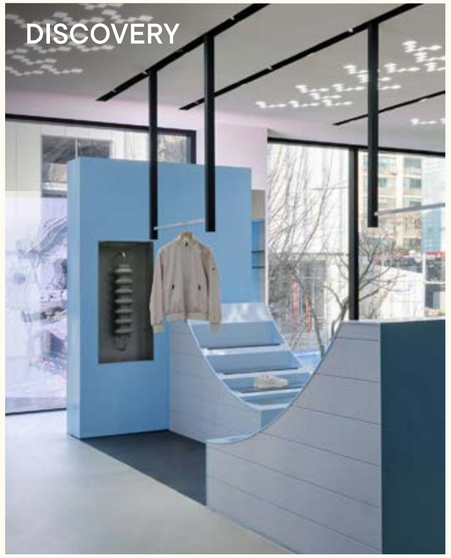
Great retail design creates environments that are instantly recognisable, even without the presence of logos or signage. It extends beyond the application of a global concept or standard fitout to create places that are memorable, authentic to the brand and responsive to their context.

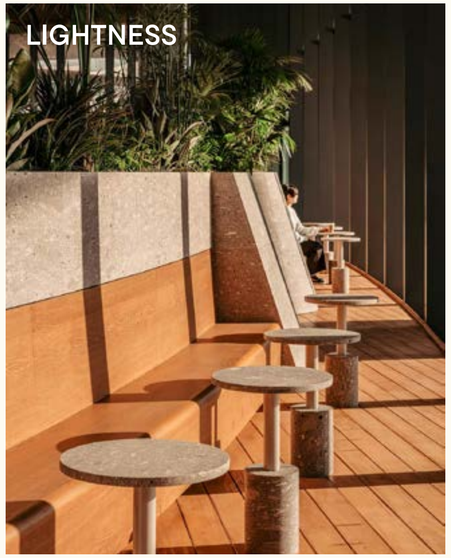
The Uptown Design Principles are intended to support retailers and designers in unlocking the full potential of this opportunity. Rather than prescribing a singular aesthetic outcome, they provide a framework to encourage design rigour, strengthen brand identity and elevate the customer experience.

The first stage of the Uptown design submission process is the Response to Design Principles, where retailers present the design thinking underpinning the concept, before proceeding with the concept design submission. The submission should demonstrate a considered response to each of the five Uptown Design Principles through: design story and intent, moodboard/precedent imagery, initial spatial planning, sketches or diagrams and key material direction.











DESIGN BRIEF

URBAN STREETSCAPE

How does your tenancy contribute to the experience of a contemporary Brisbane street rather than a traditional shopping mall?

How does your shopfront engage customers and contribute to the energy and diversity of Uptown?

How can your brand express its identity through distinctive shopfront form, articulation and fine grain detail?

OPPORTUNITIES

- Distinctive shopfront form and architectural expression.
- Articulated shopfront architecture.
- Fine grain detailing and craftsmanship.
- Dynamic shopfront merchandising and displays.
- Secondary signage and layered brand communication.
- Shopfront experiences that remain engaging beyond trading hours.











DESIGN BRIEF

ARRIVAL

What is the customer's first impression of your brand?

How does your arrival sequence prepare customers for the experience that follows?

How can your threshold communicate your brand before the customer even enters?

OPPORTUNITIES

- Recessed entries and framed arrival moments.
- Distinctive threshold materials, finishes and integrated brand elements.
- Integrated seating, hospitality moments or pause points.
- Arrival experiences that encourage positive human interaction.
- Memorable first impressions that reinforce brand identity.
- Visual cues that reveal the experience beyond the shopfront.











DESIGN BRIEF

DISCOVERY

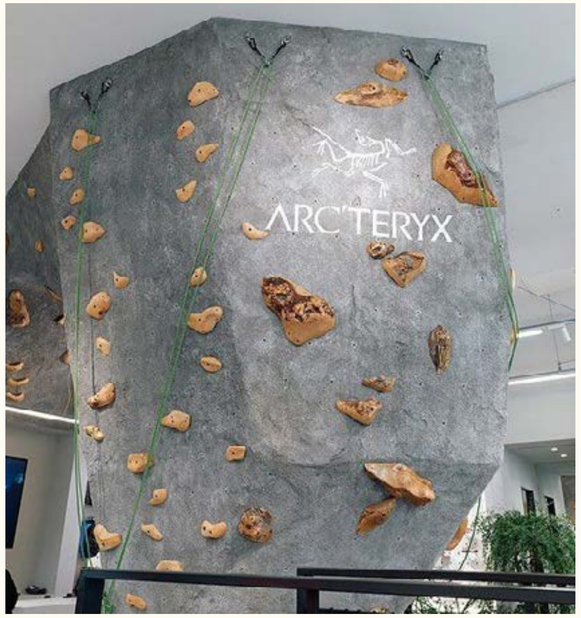
How does the customer journey unfold throughout the tenancy?

What reasons are there for customers to explore, linger and return?

How does your experience evolve across different times of day, seasons and repeat visits?

OPPORTUNITIES

- Spatial planning that encourages exploration.
- Experiences that evolve over time.
- Interactive moments and elements of surprise.
- Technology that enhances the customer experience.
- Visual, material and merchandising discoveries.
- Develop an "experience per square metre" proposition.











DESIGN BRIEF

LIGHTNESS

How does your brand interpret Brisbane's subtropical character in an authentic way?

How can space, materiality, light and detail create a sense of openness?

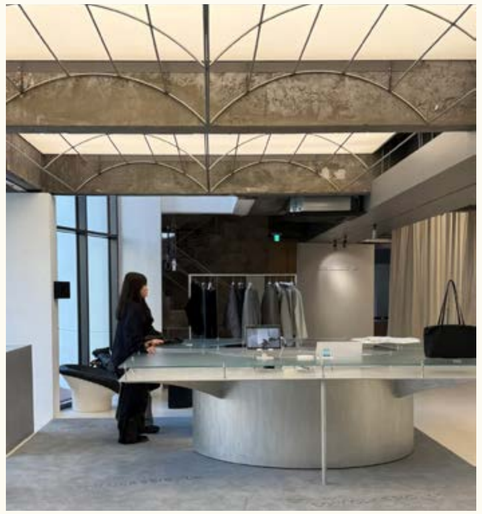
How can the design express refinement through restraint rather than visual heaviness?

OPPORTUNITIES

- Filtered light, texture and shadow.
- Thoughtful use of natural, tactile and enduring materials.
- Architectural screening and layered spatial definition.
- Delicate detailing, refined junctions and restrained material transitions.
- Authentic planting integrated with long-term maintenance strategies.
- Sustainable design initiatives appropriate to your brand.









DESIGN BRIEF

CONNECTION

How does your brand create meaningful reasons for customers to stay, return and build lasting connections beyond retail transaction?

How can your customers participate in and contribute to your brand story?

How can your physical environment encourage community, creativity and social sharing?

OPPORTUNITIES

- Collaborate with local artists, makers and creative communities.
- Brisbane-specific storytelling and locally relevant brand experiences.
- Workshops, launches, cultural programming and community events.
- Brand ambassadors and strategic partnerships.
- Spaces and moments designed for participation and social sharing.
- Tailored adaptations of global concepts that strengthen local relevance.











TYPICAL DETAILS

SHOPFRONT ELEMENTS

INTERTENANCY MARGIN

FIRE HOSE REEL CUPBOARD



SHOPFRONT ELEMENTS

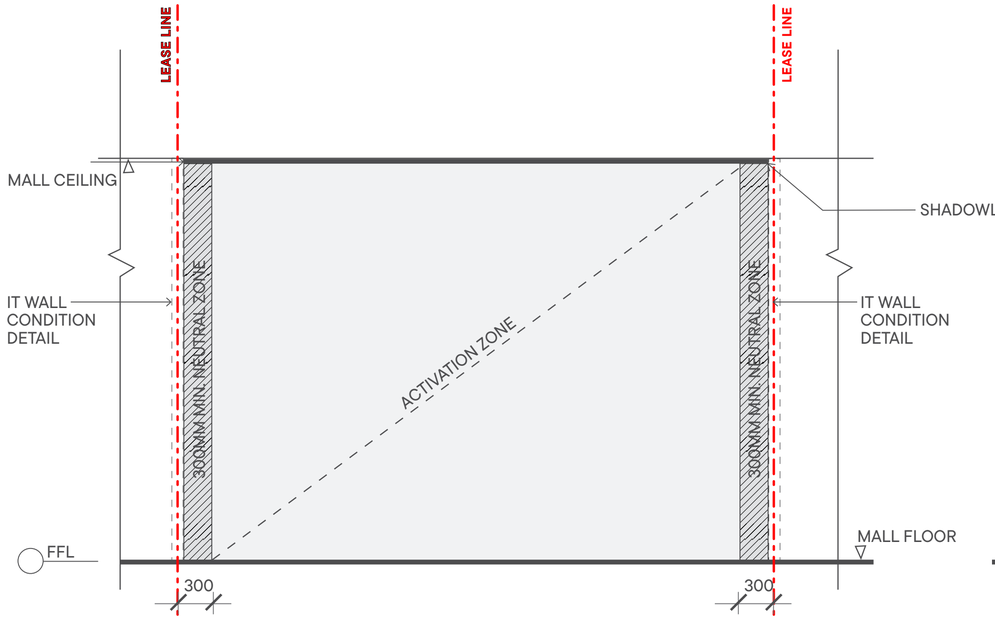
IT WALL DETAIL
Refer typical details over page. Liaise with your Retail Design Manager (RDM) regarding inter-tenancy wall junction details. Your shopfront finishes may be required to extend over the face of one or both of the IT walls.

NEUTRAL ZONE
Solid shopfront finishes positioned flush to the lease line extending a minimum 300mm in from the shopfront IT junction. The neutral zone is to bookend both edges of the shopfront design prior to the commencement of glazing, openings, setbacks and out-go's.

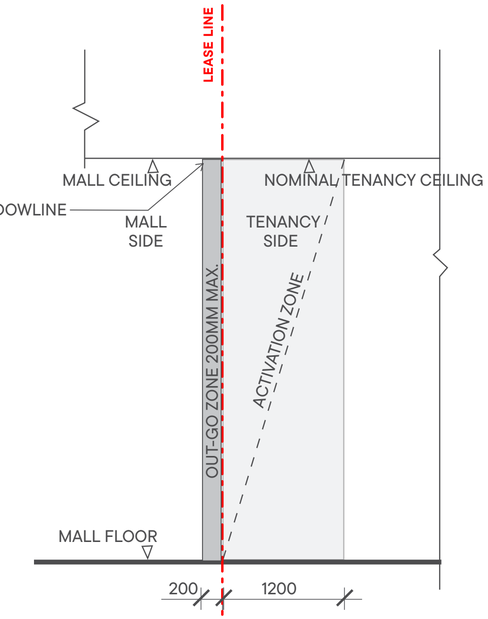
SHOPFRONT ACTIVATION ZONE
The first 1200mm from the lease line is considered your 'shopfront activation zone' and should be presented as an extension of the shopfront design. Minimum 40% of shopfront to be solid finish.

OUT-GO ZONE
Liaise with your RDM regarding allowable out-go extent for the centre and tenancy location.

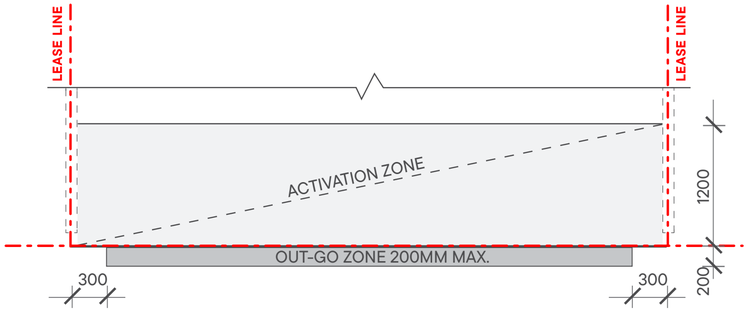
SHADOWLINE
The tenancy shopfront is to extend full height to underside of mall bulkhead or ceiling. Where shopfront elements meet the mall bulkhead, a 10-15mm shadowline detail is to be incorporated.



ELEVATION – TYPICAL SHOPFRONT



SECTION – TYPICAL SHOPFRONT

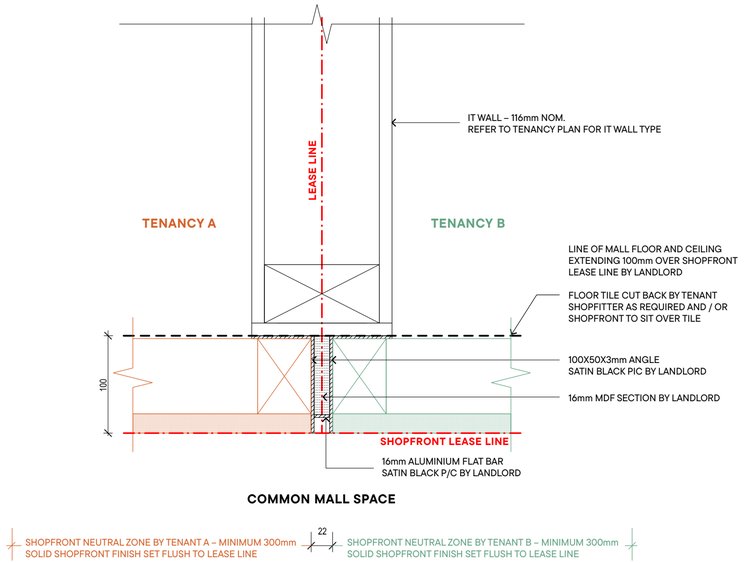


PLAN – TYPICAL SHOPFRONT

SKETCH ONLY - NOT TO SCALE

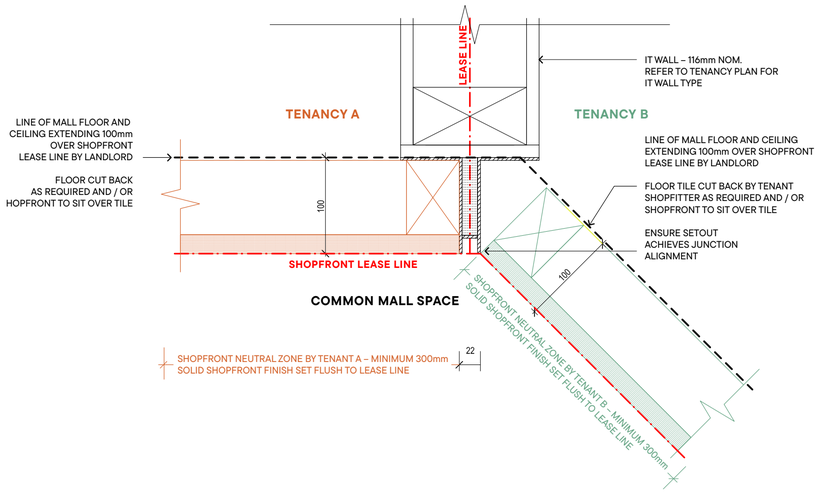
INTERTENANCY MARGIN

IT WALL TYPICAL DETAIL



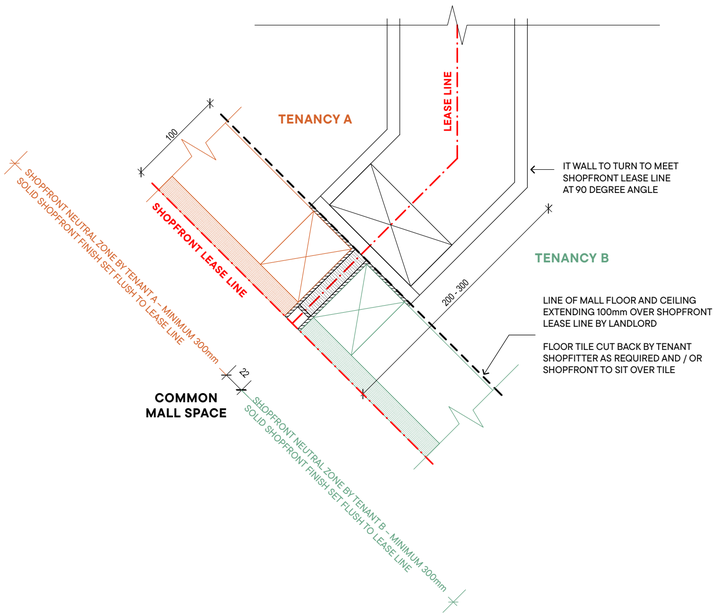
IT WALL DETAIL VARIANT

Where intertenancy wall interface coincides with turn in lease line.



IT WALL DETAIL VARIANT

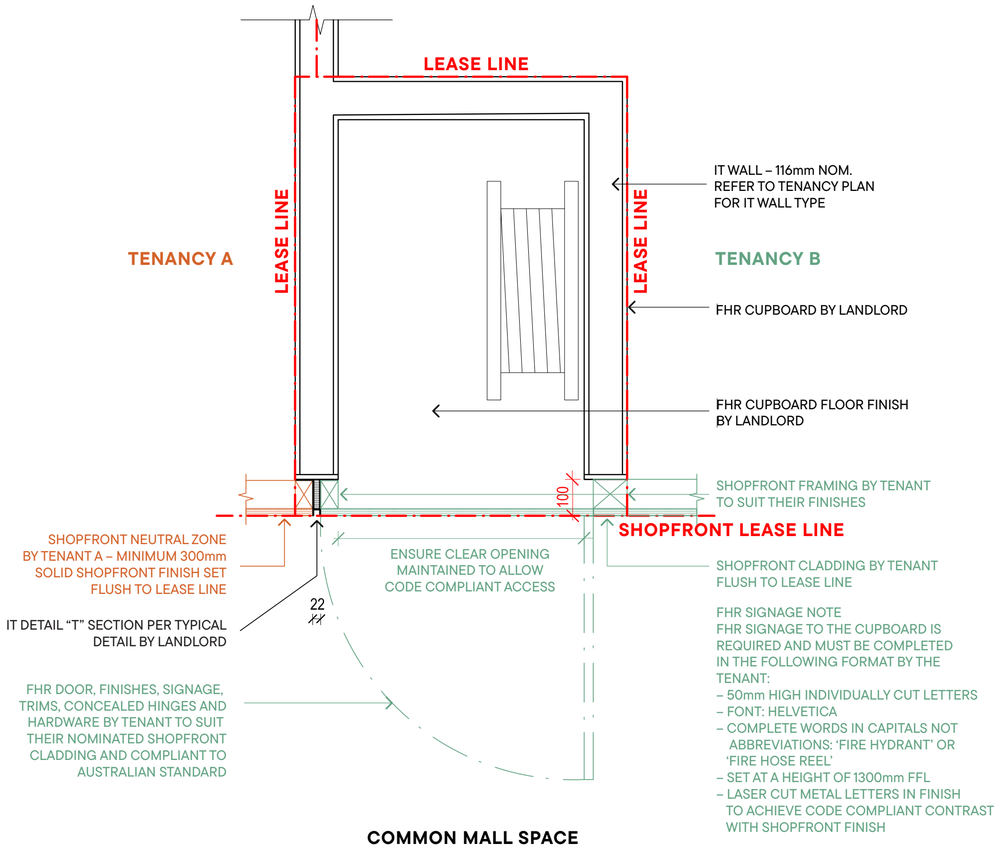
Where IT wall is not at 90 degree angle to shopfront lease line.



SKETCH ONLY - NOT TO SCALE

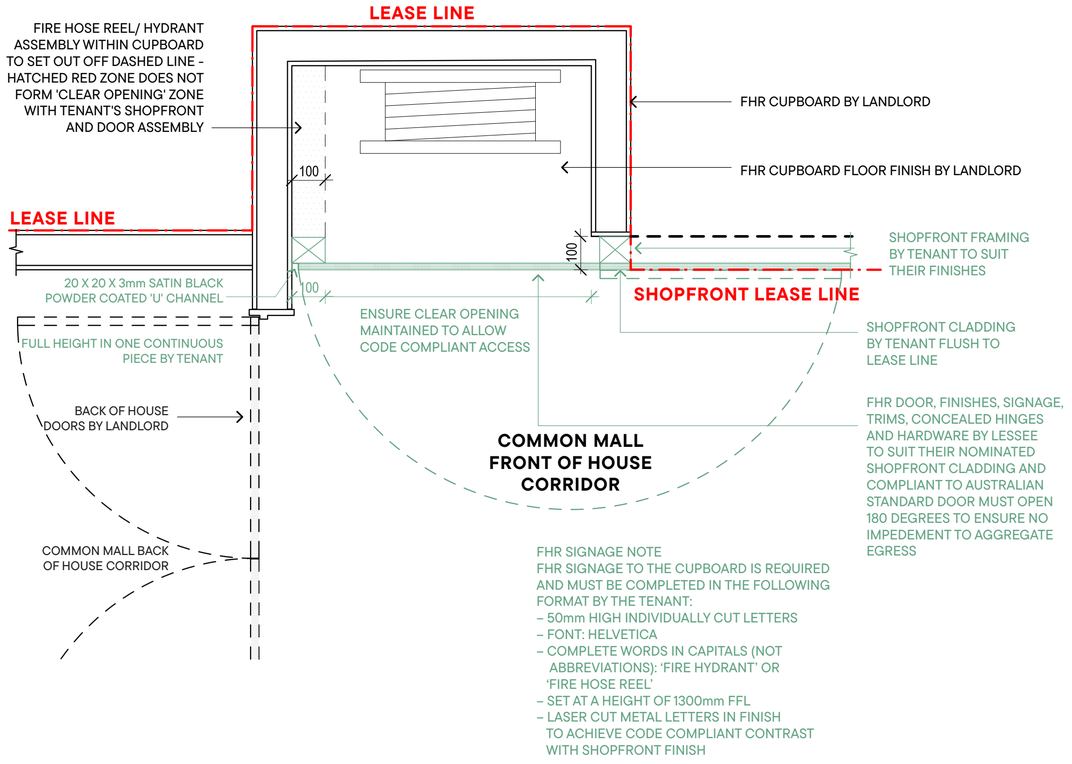
FIRE HOSE REEL CUPBOARD

BETWEEN TENANCIES



WITHIN CORRIDOR RETURN

Cupboard and door by tenant ensuring 180 degree door swing



SKETCH ONLY - NOT TO SCALE

RETAIL TYPES

INLINE RETAIL

INLINE FOOD

KIOSK RETAIL

KIOSK FOOD



INLINE RETAIL

CONCEPT DESIGN ESSENTIALS

SHOPFRONT EXEMPLARS

SHOPFRONT

CEILINGS

WALL & FLOOR FIXTURES

LIGHTING

MATERIALITY

SIGNAGE & GRAPHICS

VISUAL MERCHANDISING
& BRAND EXPRESSION



CONCEPT DESIGN ESSENTIALS

Use this checklist to develop and review your Concept Design Submission. Successful submissions consistently address these design outcomes before progressing into detailed design.

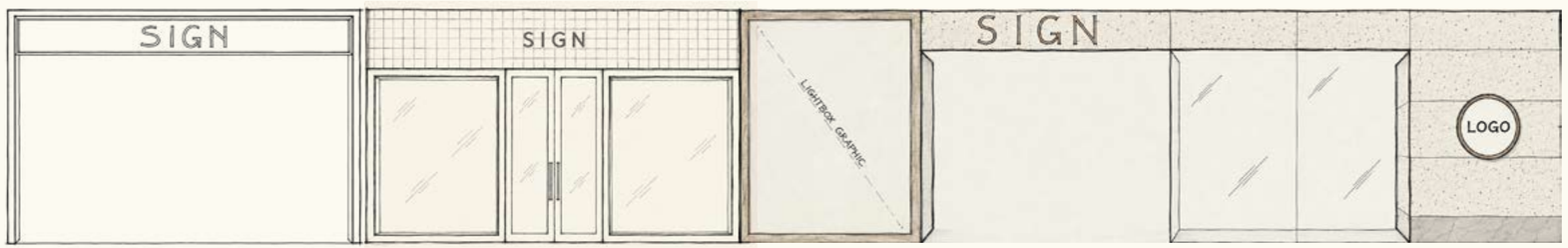
		CHECKLIST
Brand Recognition	Design a shopfront that remains distinctive and recognisable even without logos or signage.	
Activation Zone	Create an activated shopfront using dynamic forms incorporating solid textured materials, in-go's, out-go's, framed glazing, angled planes, double-framed composition and highly articulated architectural elements. Continue the shopfront language a minimum 1200mm into the tenancy through floor, wall and ceiling finishes.	
Neutral Zone	Provide a minimum 300mm wide solid neutral zone at each intertenancy margin prior to the commencement of activation.	
Shopfront Finishes	Specify authentic, enduring materials with a high level of craftsmanship and detailing. Single rendered shopfronts are not supported, and rendered finishes are not to be used within the shopfront activation zone below 300mm AFFL.	
Glazing	Frame all glazing and detail with no visible silicone. Maximise panel size and detail adjoining panels of glass with a minimal air gap.	
Entry	Design an entry opening that forms part of the overall architectural composition. Entries should generally not exceed 60% of the shopfront width. Doors are to be customised and detailed to support the overarching shopfront architecture. Where swing doors are proposed they are to be inset to create an entry vestibule and swing outwards. Where concertina doors are proposed they are to be powder coated with perforated metal inserts and set back minimum 1000mm. Entry doors to have maximum heights possible, and a minimum of 3000mm as a general rule.	
Signage	Primary signage to be located within activation zone. Lettering to be maximum 350mm high. Consider using materials other than illuminated LED. A secondary signage element – one with creative detailing, that is a brand mark or logo and is secondary to the primary sign in hierarchy – may be considered.	
Ceiling	Develop an articulated ceiling that forms part of the architectural concept. Flat plasterboard ceilings will not be accepted. Services to have seamless integration to the articulated elements. For front-of-house areas, lineal slot diffusers are to be specified, square or circular diffusers are not supported.	
Lighting	Lighting specified should be 3000–3500K with CRI 90+. Lighting to form part of the overall experiential journey and use variation to provide hierarchy. Single-fitting blanket lux levels will not be supported.	
Walls	Wall joinery to be built in and customised to align to the overall conceptual intent.	
Floors	Various floor finishes to be considered. The entry floor to be varied from the main floor finish and consider tonal contrast from the adjacent mall floor finish, the depth of this differentiated floor finish is to continue the full extent of the shopfront activation zone' Confirm the setdown from the mall FFL to the SSL at the shopfront lease line to ensure specified floor finishes can be accomodated with a flush transition - setdowns at uptown can be as minimal as 15mm. Provide a flush recessed 3mm stainless steel flat bar as a demising detail between mall and tenant floor finishes.	
Digital Technology & Graphics	Digital technology and graphics are to be fully integrated into the design. Refer to the Digital Design Guidelines. Pole-mounted or similar non-proprietary mounting systems will not be supported.	
High Degree of Detailing	A high level of detailing is expected to all junctions between finishes, cabinetry, design features, ceilings, services, fitting rooms, store rooms, architraves and skirtings.	
Consultants	Engage consultants for graphics/branding, lighting and visual merchandising (VM). The importance of dynamic, professional branding, lighting and VM as part of the shopfront and internal layout forms an integral part of the Design Criteria.	

SHOPFRONT EXEMPLARS

The exemplar sketches demonstrate how the Concept Design Essentials on the preceding page translate into shopfront design. The ‘DON’T’ example illustrates an outcome that does not adequately address these essentials, while the ‘DO’ example demonstrates a design response that meets the intended design expectations.

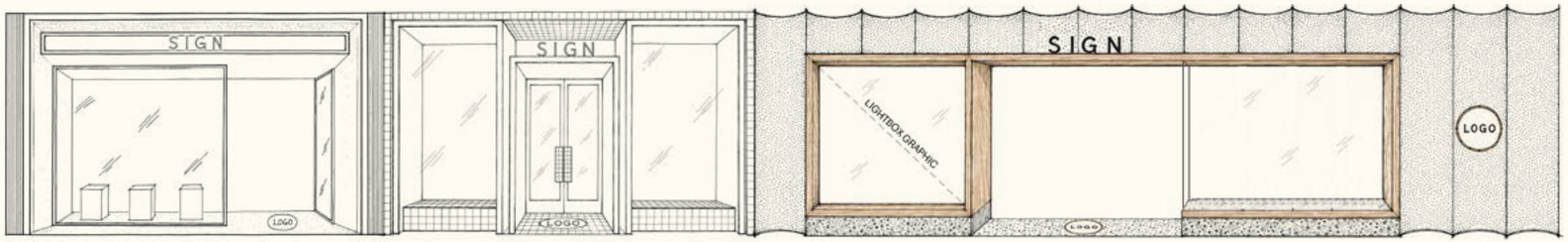
DON'T
SHOPFRONTS NOT SUPPORTED

- Brand Recognition
- Activation Zone
- Neutral Zone
- Glazing
- Entry
- Signage
- Digital Technology & Graphics



DO
SHOPFRONTS SUPPORTED

- Brand Recognition
- Activation Zone
- Neutral Zone
- Glazing
- Entry
- Signage
- Digital Technology & Graphics









INLINE RETAIL

SHOPFRONT

The shopfront offers a valuable opportunity to connect with customers and express a brand's identity. Through the considered layering of form, materiality and signage, brands can create a distinctive presence that leaves a lasting impression.

- The first 1200mm from the lease line is considered your shopfront activation zone and will be a continuation of the shopfront design, encompassing quality finishes to the walls, floors and ceiling.
- Allow for a 300mm minimum neutral zone in a solid finish to sit on the lease line to both sides of the tenancy prior to the commencement of glazing or set-back elements.
- Shopfront openings and continuous flat bulkheads cannot exceed 60% of the shopfront width. Verticality is to be achieved with the inclusion of full height elements.
- At least 40% of your shopfront should include premium solid finishes with texture and depth, while 60% must remain transparent. Shopfronts >5m in length must incorporate glazing into their design.
- Specify authentic, enduring materials with a high level of craftsmanship and detailing. Single rendered shopfronts are not supported, and rendered finishes are not to be used within the shopfront activation zone below 300mm AFFL.
- Create layering and articulation by incorporating 'push and pull' elements in your shopfront design. Consider setting back glazing within the activation zone to introduce depth and dimension.
- Provide custom glazing frames and maximise glazing panel sizes to minimise joints. Detail abutting panes with no visible silicone, ensuring the structural glazing design allows for minimal gaps.
- Where shopfront elements meet the mall bulkhead, a 10-15mm shadowline detail is to be incorporated.
- Doors are to be customised and detailed to support the overarching shopfront architecture. Where swing doors are proposed they are to be inset and swing outwards to create an entry vestibule.
- Where proprietary concertina doors are proposed, they are to be powder coated with perforated metal inserts and set back a minimum 1000mm from the shopfront lease line.
- Roller shutters are not supported.
- If security gates are needed, they are to be set back behind the shopfront closure and a minimum 1000mm from the shopfront lease line with power reticulation concealed below FFL within a conduit chased in fitout floor buildup.
- Corner tenancies, fire hose reel cupboards, columns and shopfronts with returns into corridors are to be treated as part of the shopfront design.

CEILINGS

From simple gestures to intricate detailing, ceilings are a powerful design element that can reinforce brand identity, define spatial character, and highlight key customer touchpoints.

- The first 1200mm from the lease line is considered your shopfront activation zone so will require shopfront quality finishes to your ceiling. Flat painted ceilings will not be supported in this zone.
- Develop an architectural approach to ceiling design that responds to your overall store concept. Flat, non-articulated ceilings without considered detailing will not be supported.
- Consider the alignment of wall finishes, display systems and desired focal areas in your ceiling design to create a strong and cohesive architectural statement.
- A solid ceiling must be installed for the first 1200mm and should align with your shopfront height.
- Beyond the 1200mm shopfront zone, open ceilings may form part of the design where integral to the overall concept and supported by articulated ceiling elements and lighting. Inter-tenancy walls are to extend full height to the underside of structure. Flexible or externally insulated ductwork within the lessor services zone is to be replaced with internally insulated rigid ductwork.
- All exposed services are to be coordinated and painted to suit the ceiling design where permitted, including ductwork, pipework, cable trays, speakers and security cameras. Speakers cannot be located within the first 3000mm of the tenancy to ensure neighbouring retailers are not affected.
- Exit signage should be the clear edge-lit blade type.











WALL & FLOOR FIXTURES

Fixtures provide an opportunity to showcase bespoke craftsmanship, from display elements and lighting to handles and hooks. A thoughtfully curated palette of finishes and forms should work cohesively to strengthen the overall design narrative.

- Be dynamic and unexpected in your choice of fixtures and their materiality. Connect with your customers through memorable in-store moments that support your brand story.
- Specify a variety of fixture types to support your concept or make a strong statement using a specific style that features throughout your space.
- Integrate wall fixtures with framing, detailing and bulkhead treatments. Ensure that perimeter display units extend full height to the ceiling, terminate under a bulkhead, or are capped by framing.
- The interaction at your point of sale is a critical experience in your customer journey. Ensure you consider all aspects of the environment in which the transaction occurs, focussing on flow and function.
- Joinery units that sit within the shopfront activation zone are to reflect shopfront materiality and detailing. All units located here are to be included in the documentation package.
- Where lighting is included in your joinery, it must be fully integrated without visible diodes, shadowing or hotspots. All power supply to joinery and floor fixtures is to be concealed.
- Provide integrated design solutions for rubbish bins, bag storage, EFTPOS systems etc.
- Glass within joinery display units is to be UV bonded.









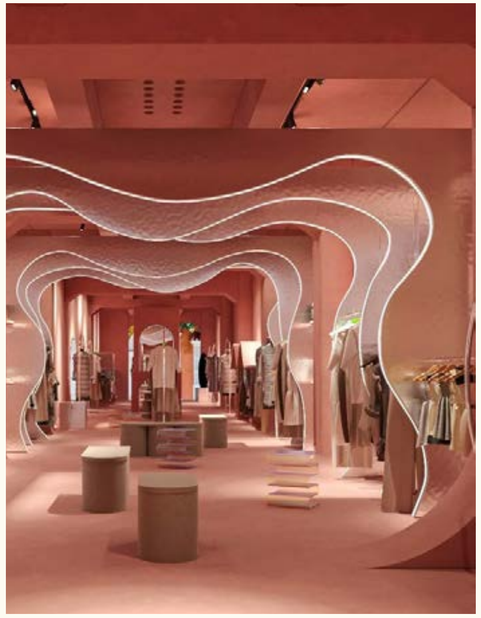




LIGHTING

Lighting is fundamental to the experience of a space, shaping its atmosphere, enhancing visual appeal and creating moments of theatre that engage and elevate the overall customer experience.

- A professional retail lighting designer is to be engaged to develop the lighting concept. This will form part of your design approval submission and should consider the following key lighting factors:
- Combine ambient, accent and feature lighting to create depth, guide customer movement and enhance the overall retail experience.
- Select colour temperatures that complement the brand identity, materials and merchandise while shaping the desired mood and ambience.
- Use targeted lighting to highlight products, architectural features and key moments, creating visual hierarchy and points of interest.
- Specify high-quality light sources with strong colour rendering to ensure products, finishes and materials are represented accurately and attractively.
- Integrate energy-efficient technologies, intelligent controls and adaptable systems to optimise performance.
- Lighting design should respond to the transition from day to night trade, evolving display and operational flexibility of the space. Shopfront zone lighting and illuminated signage are to be circuited to a 24/7 timer as directed by centre management.









MATERIALITY

Your brand narrative should guide the selection of architectural materials and finishes throughout the design. Each element should communicate the quality, character and essence of your brand, creating a cohesive and authentic customer experience.

- Consider your materials choices in relation to their commercial quality, source and lifecycle. This is a key opportunity to make sustainability and environmental awareness part of your brand ethos.
- Create a point of difference by expressing traditional finishes in new and unique ways. Experiment with structure, tone and layering to create textural depth.
- Materials specified to areas exposed to maximum traffic flow should have an emphasis on custom detailing, longevity and durability.
- Focus on finishes that support your brand story. All materials should speak to each other and convey a strong and cohesive design concept.
- Ensure a high degree of detailing and consideration to the junction of finishes and change in direction of materials. Where colour is utilised, the focus is to be on texture, layering and complementing surrounding finishes.
- Engineered stone must have a crystalline silica content of less than 1%. A safety data sheet demonstrating conformance is required with your design approval submission





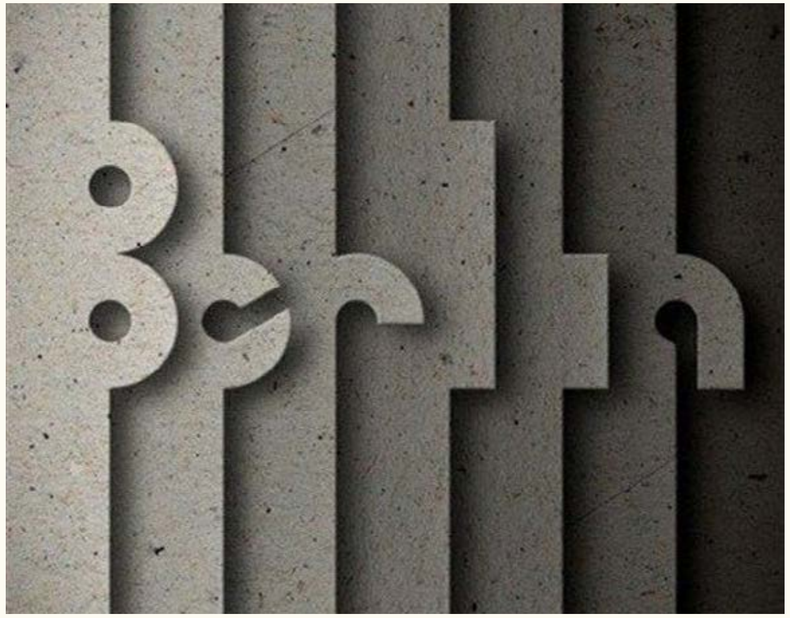
















INLINE RETAIL

SIGNAGE & GRAPHICS

Signage is a powerful expression of your brand identity and visual language. When thoughtfully integrated, it reinforces your brand narrative, enhances the architectural environment and creates a cohesive customer experience.

- Engage an experienced designer to develop a cohesive signage and branding package. This package forms part of the design approval submission and is to consider the following elements:
- 1 x primary sign per shopfront elevation is permitted. Primary sign lettering height must not exceed 350mm and is limited to the approved trading name and/or logo only. No taglines, slogans, service listings or descriptive messaging.
- 1 x secondary sign may be approved within the shopfront activation zone, positioned behind the lease line on return walls or in an entry vestibule, subject to sightlines, design merit and store parameters.
- Shopfront signage must demonstrate refinement, dimension and detail. Moving, flat vinyl, plain painted signage, acrylic, imitation materials and lightbox signage will not be approved.
- The use of back-lit or halo illuminated primary signage is highly encouraged. Dimmers are required on all illuminated signage.
- Blade signage is not permitted unless explicitly stated in the approved site brief provided by the RDM. In approved instances, all aspects of blade signage – including location, size, projection and illumination – must be reviewed and approved by the RDM prior to documentation and manufacture.
- Service listings (including products, treatments or ingredients), slogans, taglines, captions and establishment years must not form part of the approved trading name and are not permitted to be displayed as primary signage.
- The unique application of graphics, custom artwork and flexible brand messaging that aligns with the overall shopfront concept and architectural intent is encouraged.
- Shopfront zone lighting and illuminated signage are to be circuited to a 24/7 timer as directed by centre management.
- In all cases where digital signage or graphic forms part of the proposal, refer to the Digital Design Guidelines for clarification.

VISUAL MERCHANDISING & BRAND EXPRESSION

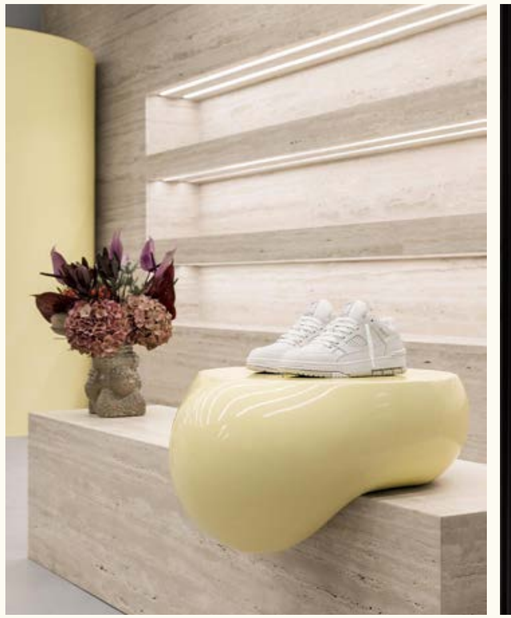
Visual merchandising is a powerful tool for bringing your brand story to life. While digital elements can support communication, considered physical displays create a tangible connection through product, materiality, texture and curation.

- Create a tangible brand experience through physical displays that engage customers with thoughtful composition, materiality and sensory detail.
- Curate with purpose by using strategic product placement, styling and layering to create visual hierarchy, inspire discovery and enhance product appeal.
- Connect through storytelling by integrating brand messaging, product presentation and visual cues to create meaningful customer connections.
- Create engaging displays that capture attention, invite exploration and extend dwell time throughout the customer journey.
- Express a distinctive brand identity through visual merchandising that reflects your brand personality and creates a cohesive, memorable retail environment
- Digital elements within the shopfront activation zone should form part of a layered display. Digital screens in isolation will not be supported.
- In all cases where digital signage or graphic forms part of the proposal, refer to the Digital Design Guidelines for clarification.











INLINE FOOD

CONCEPT DESIGN ESSENTIALS

SHOPFRONT EXEMPLARS

ACTIVATED SHOPFRONT

SPATIAL PLANNING

CEILINGS & LIGHTING

SIGNAGE & GRAPHICS

MATERIALITY

MENU & DIRECTIONAL SIGNAGE

FURNITURE & FIXTURES

LICENSED SEATING

BAR, COUNTERS & FOOD DISPLAYS

DIGITAL EXPERIENCE

STYLING & CURATION

BRANDING, PACKAGING & GRAPHICS



CONCEPT DESIGN ESSENTIALS

Use this checklist to develop and review your Concept Design Submission. Successful submissions consistently address these design outcomes before progressing into detailed design.

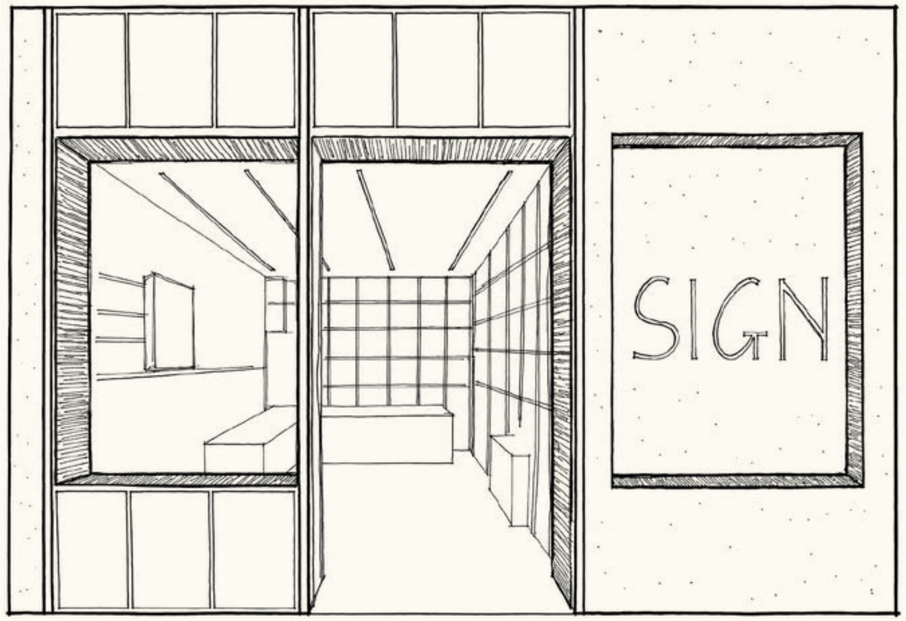
		CHECKLIST
Brand Recognition	Design a tenancy that remains distinctive and recognisable even without logos or signage.	
Activation Zone	Create an activated shopfront using layered architectural forms, framed openings, integrated furniture, glazing and customer-facing food theatre. Continue the shopfront language a minimum 1200mm into the tenancy through floor, wall, ceiling, lighting and joinery finishes. Closure systems are to be bespoke, integrated into the overall shopfront design and present as a cohesive architectural element when closed after hours.	
Neutral Zone	Provide a minimum 300mm solid neutral zone at each intertenancy margin prior to the commencement of activation.	
Spatial Planning	Plan a logical customer journey between arrival, ordering, waiting, dining and departure. Demonstrate concealed back-of-house operations and clearly identify customer interaction zones. Refer to the Food Planning Checklist. Familiarise yourself with the functional planning requirements expected at concept stage.	
Shopfront Finishes	Specify authentic, durable materials suitable for hospitality environments with a high level of craftsmanship and detailing. Single rendered shopfronts are not supported, and rendered finishes are not to be used within the shopfront activation zone below 300mm above finished floor level (AFFL).	
Signage & Menus	Engage an experienced graphic designer to develop an integrated signage package. One primary sign per elevation permitted with max. 350mm lettering height. Secondary signage subject to RDM approval.	
Ceiling & Lighting	Develop an articulated ceiling integrated with lighting and coordinated services. Engage an experienced lighting designer. Lighting to be 3000–3500K with CRI 90+ throughout customer-facing areas.	
Materiality	The material palette should focus on authentic, high-quality and sustainable materials that showcase craftsmanship, texture and natural finishes. Designs should predominantly use neutral tones (70%) with colour applied sparingly as an accent, incorporate bespoke fixtures and joinery, and ensure all details are thoughtfully considered. Avoid imitation or low-quality materials, minimise painted plasterboard, and use custom edge and skirting treatments.	
Bars & Counters	Design counters as permanent architectural elements that integrate ordering, display and customer interaction. Refrigeration, storage and equipment should be fully integrated into the overall design.	
Furniture	Provide a variety of seating types, table arrangements, fixed joinery elements and dining settings to support different customer experiences and lengths of stay. Furniture is to be commercial grade and suitable for the intended use. Replica furniture will not be supported. Where licensed seating areas form part of the tenancy plan, define the area through integrated architectural elements, furniture planning, planting and built form rather than loose furniture alone.	
Digital Experience	Digital technology is to be fully integrated into the design to support the overall brand experience and avoid excessive visual clutter. Refer to the Digital Design Guidelines.	
Styling & Brand Experience	Engage experienced consultants for graphics, styling and brand experience. Concept submissions are to include coordinated proposals for signage, packaging, graphics, styling and customer touchpoints.	

SHOPFRONT EXEMPLARS

The exemplar sketches demonstrate how the Concept Design Essentials on the preceding page translate into shopfront design. The ‘DON’T’ example illustrates an outcome that does not adequately address these essentials, while the ‘DO’ example demonstrates a design response that meets the intended design expectations.

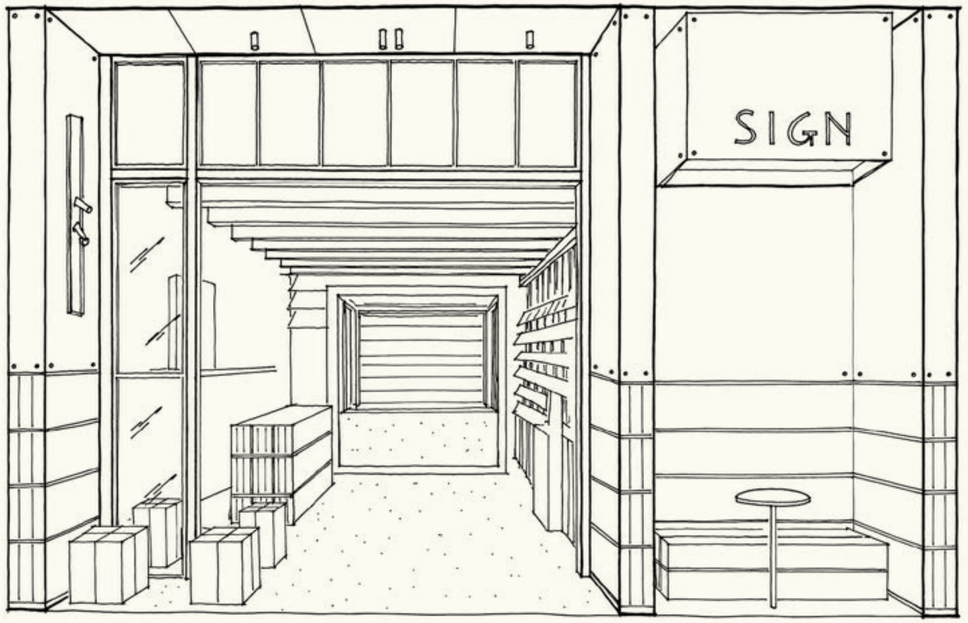
DON'T
SHOPFRONTS NOT SUPPORTED

- Brand Recognition
- Activation Zone
- Shopfront Finishes
- Signage
- Counters
- Furniture



DO
SHOPFRONTS SUPPORTED

- Brand Recognition
- Activation Zone
- Shopfront Finishes
- Signage
- Counters
- Furniture



INLINE FOOD

ACTIVATED SHOPFRONT

Your shopfront design is a pivotal opportunity to connect with your customers. Establish a strong connection to your surroundings with layered and activated shopfronts that blur the lease lines and encourage customer interaction and flow.

- Allow for a 300mm neutral zone in a solid finish to sit on the lease line to both sides of the tenancy prior to the commencement of glazing or set-back elements.
- The first 1200mm from the lease line is considered your shopfront activation zone and will be a continuation of the shopfront design, encompassing quality finishes on the walls, floors and ceiling.
- Shopfront openings and continuous flat bulkheads cannot exceed 60% of the shopfront width. Verticality is to be achieved with the inclusion of full height elements.
- Where operable shopfronts are proposed, closure systems are to be bespoke, integrated into the overall shopfront design and present as a cohesive architectural element when closed after hours.
- Specify authentic, durable materials suitable for hospitality environments with a high level of craftsmanship and detailing.
- Design customer-facing openings as purposeful architectural elements, maintaining clear sightlines into active front-of-house areas.
- Roller shutters are not supported
- Corner tenancies, fire hose reel cupboards, columns and shopfronts with returns into corridors are to be treated as part of the shopfront design.
- Refer to the Digital Design Guidelines for clarification on incorporating digital elements into the shopfront design.









SPATIAL PLANNING

Encourage curiosity around a restaurant, entertainment space or leisure destination by sharing your story. Your spatial planning is critical when curating your desired customer experience.

- Plan a logical sequence between arrival, ordering, waiting, dining and departure that responds to your operating model.
- Provide dedicated waiting, queuing and takeaway collection zones that do not obstruct customer circulation or entry.
- Locate food preparation and customer interaction areas where they contribute to the overall customer experience.
- Create a variety of seating environments through changes in furniture, lighting, materiality and spatial planning.
- Conceal back-of-house functions including wash-up areas, cold and dry storage, staff facilities and waste management from customer view.
- Ground display and service elements with permanent architectural forms rather than temporary fixtures.
- Ensure all seating layouts and circulation paths comply with DDA requirements.
- Refer to the Planning Checklist for the functional planning requirements expected to be demonstrated at concept design stage.







CEILINGS & LIGHTING

The combination of considered ceiling and lighting designs is critical to reinforce the strength of your brand and highlight various display zones or focal points in your restaurant.

- Take an architectural approach to ceiling design through the use of articulated forms, varied ceiling treatments and integrated feature elements. Flat, non-articulated ceilings or ceilings with a single bulkhead step will not be supported.
- Open ceiling proposals will be assessed on design merit and should incorporate rigid ductwork and suspended architectural elements, and feature lighting zones. All exposed services – including ductwork, pipework, cabling, speakers and security cameras – are to be coordinated and finished to match the overall ceiling design.
- Specify lighting at 3000–3500K colour temperature with CRI 90+ throughout all customer-facing areas.
- Adopt a hierarchical lighting approach incorporating ambient, feature, task and concealed lighting. Integrate all lighting elements – including signage, display lighting, refrigerated displays and under-bench lighting – into the overall architectural design.
- Lighting design should respond to the transition from day to night trade, evolving operational requirements and the after-hours presentation of the tenancy. Shopfront zone lighting and illuminated signage are to be circuited to a 24/7 timer as directed by Centre Management.
- An experienced lighting designer is to be engaged for all food and beverage tenancies.







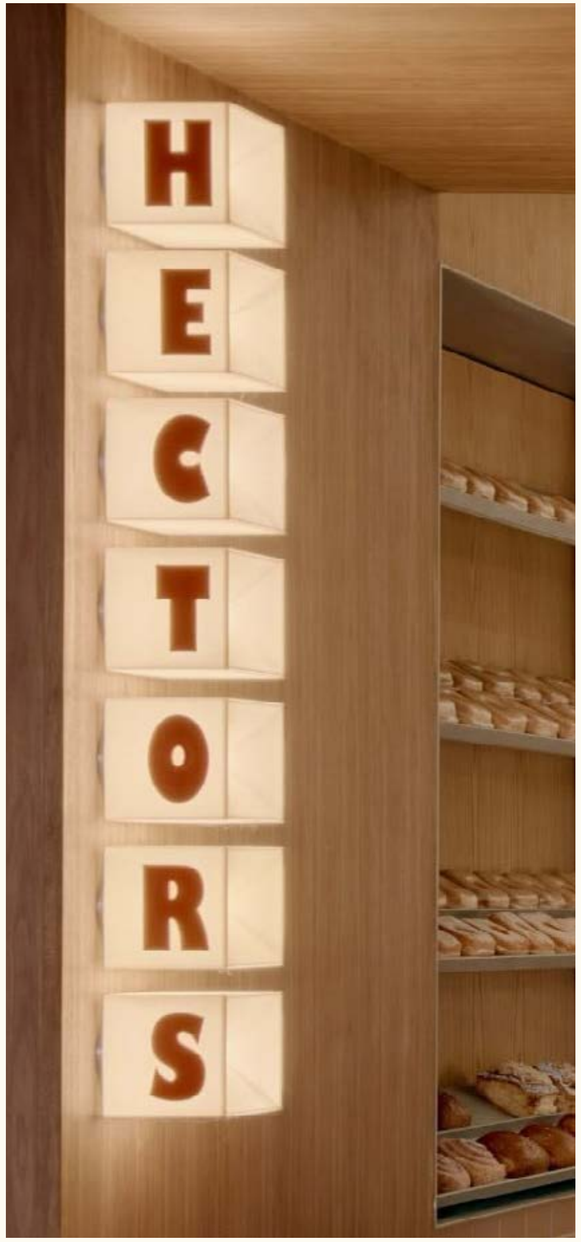




SIGNAGE & GRAPHICS

Signage speaks to your unique visual language and brand identity. Its successful integration is key to bringing a brand narrative to life.

- Engage an experienced graphic designer to develop a cohesive signage and branding package that integrates with the overall shopfront concept. This forms part of the design approval submission.
- 1 x primary sign is permitted to the shopfront elevation. Primary sign lettering height must not exceed 350mm.
- 1 x secondary sign may be approved within the shopfront activation zone, positioned behind the lease line, on return walls or within an entry vestibule, subject to sightlines, design merit and store parameters.
- Shopfront signage must demonstrate refinement, dimension and crafted detailing. Moving, flat vinyl, plain painted signage, acrylic, imitation materials and generic lightbox signage will not be approved.
- The use of halo or rear-illuminated primary signage is encouraged. All illuminated signage is to be dimmable and not exceed 4000K colour temperature.
- Blade signage is not permitted unless explicitly stated within the approved site brief provided by the RDM. Where approved, all aspects of blade signage – including location, size, projection and illumination – must be reviewed and approved by the RDM prior to documentation and manufacture.
- Service listings (including products, treatments or ingredients), slogans, taglines, supplier branding, promotional messaging and establishment years must not form part of the approved trading name and are not permitted to be displayed as primary signage.
- The unique application of graphics, custom artwork and flexible brand messaging that aligns with the overall brand language is encouraged.
- Where digital signage or graphic elements are proposed, refer to the Digital Design Guidelines for clarification.



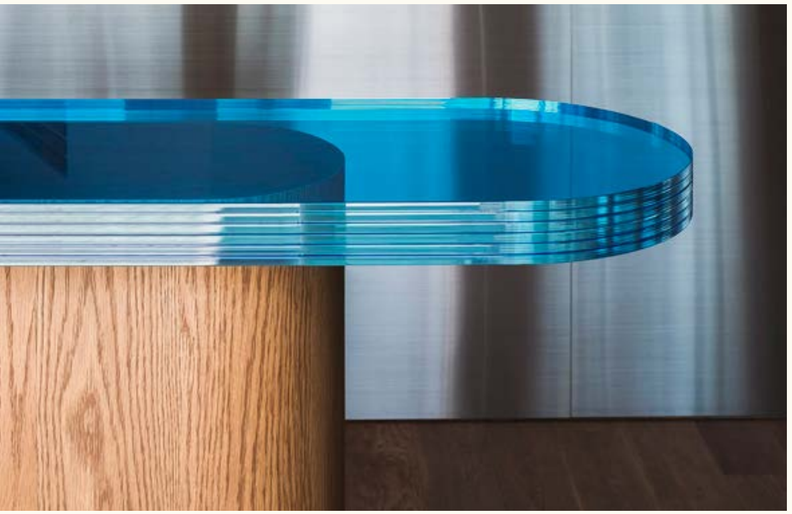














INLINE FOOD

MATERIALITY

The Uptown design celebrates contemporary subtropical and urban characteristics through the use of restrained natural material palette, layered planting and natural light. F&B spaces are encouraged to complement this while expressing their own unique identity through individual and authentic materiality.

- Select authentic, high-quality materials with an emphasis on texture, tactility and craftsmanship.
- Material selections should complement the surrounding architectural palette for Uptown, while expressing a distinctive brand identity through unique materials, texture, pattern, craftsmanship and detail.
- Demonstrate an awareness of sustainability through innovative or recycled materials that go beyond the conventional.
- Durable materials are to be specified throughout all customer-facing areas, particularly to shopfronts, counters and high-contact surfaces.
- Non-approved materials for your shopfront include: imitation materials, laminates, composite aluminium panels, painted finishes (including 2pac), vinyl, acrylic, flat solid tiles and clear float glass.
- Single rendered finish shopfronts are not supported, and rendered finishes are not to be used within the shopfront activation zone below 300mm AFFL, or to counters and other high traffic areas.
- Counters must include complementary stone to ensure longevity.
- The interior is to have every touch point within the tenancy designed and considered, avoiding long runs of painted plasterboard walls.
- All edge protection to be custom and responsive to surround finishes, with no anodised flat bar. All skirting to be recessed rather than applied to the front of your nominated finish.
- Engineered stone must have a crystalline silica content of less than 1%. A safety data sheet demonstrating conformance is required with your design approval submission.











INLINE FOOD

MENU & DIRECTIONAL SIGNAGE

Presentation of menus in a concise and creative manner can inspire and delight your customers. Your wayfinding should convey clear messaging and engage customers with unique methods of communication.

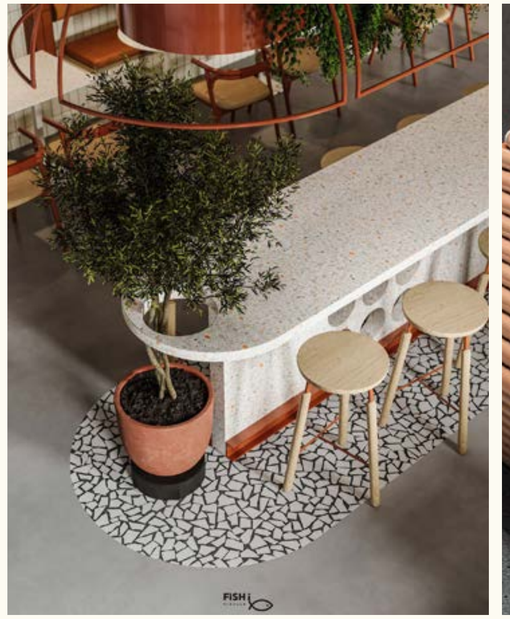
- Engage an experienced graphic designer to develop all menu and wayfinding elements as part of the design approval submission.
- Menu and wayfinding elements are to be integrated into the architectural design using bespoke materials, detailing and mounting solutions.
- Consider how menus and customer information are presented throughout the customer journey, including arrival, ordering, collection and dining.
- Digital menu boards may be proposed where they enhance operational flexibility and customer experience. Screen content should be professionally designed, integrated into the architectural design and coordinated with the overall lighting strategy.
- Suspended menu boards and overhead directional elements are to consider key sightlines, maintain visual clarity and be designed for future content updates.
- Menu presentation should prioritise clarity and hierarchy. Avoid excessive information, repeated messaging or visual clutter. Text size to be minimum 60pt.
- Printed menus, menu cards and directional signage are to be professionally designed and fabricated from durable, high-quality materials. QR codes are to be discreetly integrated where required.
- Handwritten menus, A-frame signs, pull-up banners, snap frames, third-party branding and temporary promotional signage will not be supported.

FURNITURE & FIXTURES

Thoughtful curation will set the tone and inform the customer journey. Collections should be cohesive and respond to the desired ambience of the environment.

- Furniture selections should reinforce the overall architectural concept through considered materiality, craftsmanship, comfort and durability.
- Provide a variety of seating types, table arrangements and dining settings to support different customer experiences and lengths of stay.
- Integrate fixed seating, banquettes and built-in furniture where appropriate to create a more permanent and cohesive architectural response.
- Furniture is to be commercial grade and suitable for the intended use. Replica furniture will not be supported.
- Tables, seating and loose furniture should complement the overall design concept through coordinated materials, finishes and detailing.
- Loose furniture schedules should form a cohesive collection and avoid generic commercial furniture solutions.
- Compact laminate tabletops and other low-quality commercial finishes will not be supported.
- Locally designed and manufactured furniture is encouraged where it supports the overall design intent.



















INLINE FOOD

LICENSED SEATING

Licensed seating areas provide an opportunity to extend the hospitality experience beyond the tenancy. These spaces should express your brand identity while complementing the surrounding mall environment.

- Define the licensed seating boundary through fixed architectural elements such as banquettes, low walls, integrated planters, bars or bespoke balustrades rather than relying solely on loose furniture.
- Boundary elements should maintain visual openness to the mall while creating a clearly defined dining environment.
- Coordinate furniture, joinery, materials and detailing with the adjoining tenancy to create a seamless extension of the overall hospitality experience.
- Retain the landlord mall floor finish throughout the licensed seating area unless otherwise approved.
- Integrate decorative lighting into boundary elements where appropriate. Ensure the proposed reticulation of electrical circuiting for lighting from the tenancy board is provisioned for in your services submission for landlord review and approval.
- Maintain clear sightlines above 1400mm AFFL throughout the licensed seating area. Elements extending above this height are subject to prior approval from the Retail Design Manager and will be assessed in consideration of the surrounding mall environment.
- Loose furniture is to be commercial grade, durable and complementary to the overall design concept.

BARS, COUNTERS & FOOD DISPLAYS

Counters are the focal point of customer interaction and should be designed as feature of your space. They should celebrate product, support operational efficiency and reinforce the overall hospitality experience.

- Locate counters to support intuitive customer movement, arrival and ordering. Counters are to be set back a minimum 1000mm from the shopfront lease line.
- Design counters as permanent architectural elements that become the focal point of the customer experience through sculptural form, robust detailing and durable hospitality-grade materials.
- Integrate food displays, refrigerated showcases, drinks displays and service equipment into the overall counter design. Freestanding commercial display equipment will not be supported.
- Design food displays to celebrate product through hierarchy, abundance and variation in height while maintaining excellent hygiene and operational efficiency throughout trade.
- Open kitchen and food preparation areas are encouraged where they contribute positively to the customer experience. Back-of-house functions should be carefully screened from customer view.
- Customer-facing counters are to incorporate integrated storage for operational items. Open shelving, loose equipment, consumables and rubbish bins are not to be visible from customer areas.
- Refrigeration, ventilation grilles and other equipment are to be fully integrated into the architectural design with finishes coordinated to the overall tenancy.











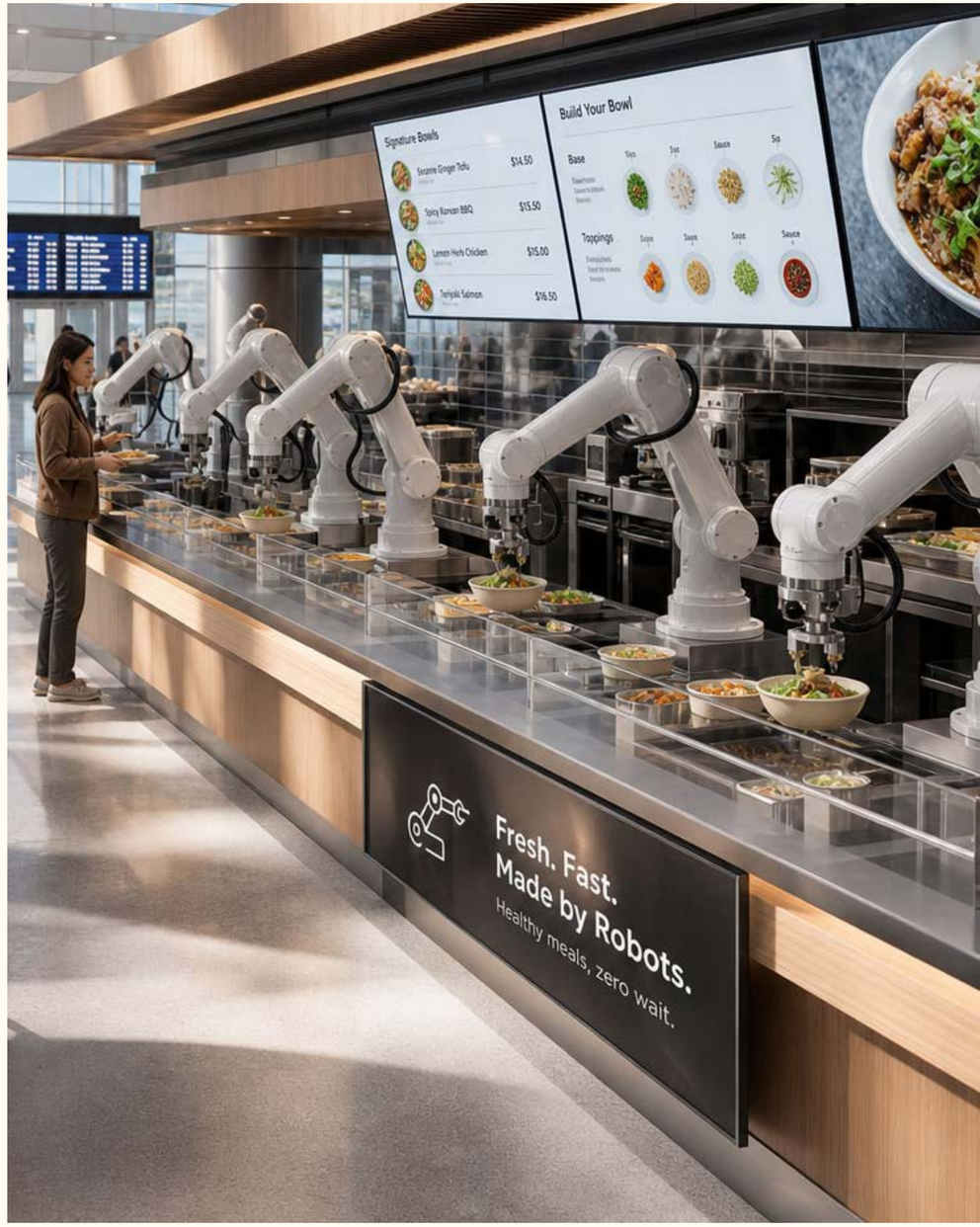
DIGITAL EXPERIENCE

Technology should be seamlessly integrated into the overall architectural design to enhance the customer experience. Digital interactions should feel intuitive, purposeful and complementary to the hospitality environment rather than becoming the primary focus.

- Digital technology may support ordering, collection, customer engagement, entertainment and operational efficiency where thoughtfully integrated into the overall design.
- All digital displays are to be fully integrated within the surrounding architecture and should support and complement the brand message.
- The scale, placement and brightness of digital elements should be carefully considered in relation to the surrounding architecture and customer experience.
- Digital content should reinforce the overall brand experience and avoid excessive advertising, promotional messaging or visual clutter.
- In all cases refer to the Digital Design Guidelines.







STYLING & CURATION

Curated objects, merchandise and styling elements should set the tone for a memorable dining experience and allow all aspects of your tenancy presentation to support the overarching design.

- Engage a professional stylist to develop all aspects of the tenancy styling and visual merchandising presentation. This forms part of the Design Approval Submission.
- Develop a visual strategy and cohesive selection of curated objects to feature in the space to form part of your Design Approval Submission.
- Ensure merchandising is adaptable, seasonally refreshed and maintained to support an evolving customer experience.
- Visual Merchandising should include relevant products such as bottled or canned ingredients and props that relate to your interior design, cuisine and brand.
- The styling submission should consider every customer touchpoint, including crockery, cutlery, glassware, table numbers, menus, condiments and tabletop presentation.
- Customer-facing operational items – including food and bar displays, takeaway packaging, cups, crockery, cutlery, condiments and display storage – should be fully integrated into the overall design.
- Include any shelving visible to the public in the visual merchandising / stylist concept package for RDM approval. Submission must include specifics of what is going on the shelves.
- All proposed plants must be real, have a maintenance plan and meet food code requirements. A maintenance plan is to be provided for the upkeep of all planting. Consider engaging a plant butlering service to outsource maintenance.













BRANDING, PACKAGING & GRAPHICS

Every customer touchpoint contributes to your brand experience. Consider how graphics, packaging, uniforms, digital media, merchandising and environmental design work together to create a memorable and authentic hospitality experience.

- Engage an experienced graphic designer to develop a cohesive brand experience package. This forms part of the design approval submission and should demonstrate how your brand is consistently expressed throughout the tenancy.
- Prepare a brand story that communicates your values, product offer and customer experience, demonstrating how the physical environment supports your overall brand narrative.
- Consider every customer touchpoint including menus, packaging, uniforms, tableware, takeaway presentation, digital content, environmental graphics and promotional communications.
- Graphics, artwork and brand messaging must be fully integrated into the architectural design and reinforce the overall hospitality concept.
- Use colour, materiality, lighting and custom detailing to create memorable moments that strengthen your brand identity and customer experience.
- Packaging, takeaway presentation and serving solutions should form part of the overall design language and utilise high-quality, environmentally responsible materials.
- Collaborate with local artists, makers and craftspeople where appropriate to create authentic, site-specific expressions of your brand.
- Brand expression should feel authentic and enduring. Avoid generic graphics, temporary promotional treatments and decorative elements that do not contribute to the overall brand narrative.







KIOSK RETAIL

CONCEPT DESIGN ESSENTIALS

FORM & PLANNING EXEMPLARS

FORM & SPATIAL PLANNING

COUNTERS

MATERIALITY

LIGHTING

SIGNAGE & GRAPHICS

VISUAL MERCHANDISING



CONCEPT DESIGN ESSENTIALS

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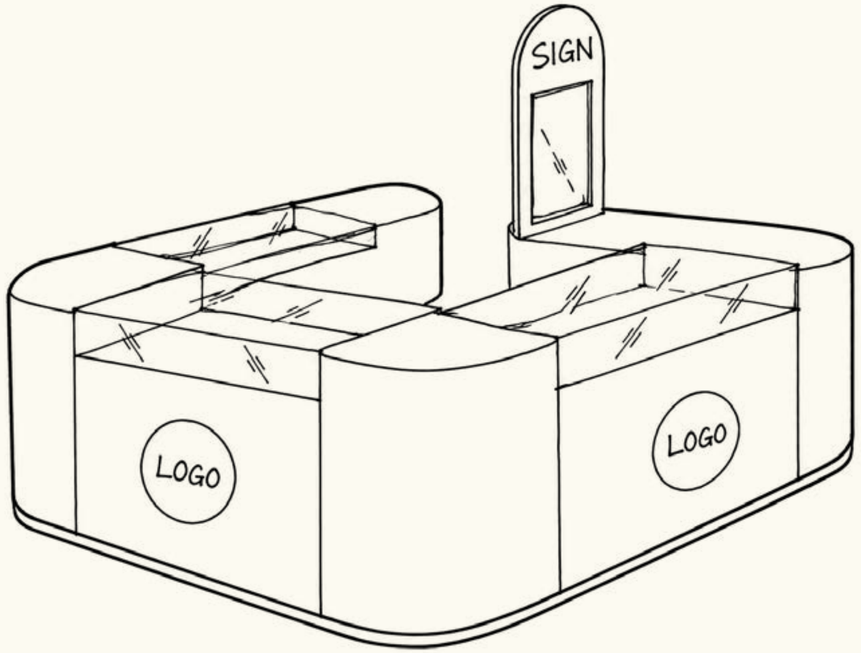
		CHECKLIST
Planning	Design a kiosk as an open, walk-through retail experience that engages customers from all sides.	
Form	Ensure the kiosk is visually engaging from every approach. A maximum of 50% of counters, equipment and merchandise are permitted to sit at 1400mm high with remaining elements to sit at 900–1200mm high. A visually lightweight frame element to max. 2400mm high may be included to anchor your primary signage and provide structure for overhead lighting.	
Activation	Use articulated form, layered counters and integrated display to create a memorable customer experience.	
Counters	Design counters as bespoke architectural elements rather than standard joinery. Integrate POS, storage, bins, equipment and services seamlessly within the kiosk.	
Materiality	70% of kiosk finishes are to be tonal and sympathetic to the precinct palette and materiality, with colour to be introduced as an accent only. Specify authentic, enduring materials with a high level of craftsmanship and detailing. Avoid imitation finishes and generic retail systems.	
Signage	1 x primary sign, either double-sided or with each facing on 2 of the most prominent sides of the kiosk is permitted, each with lettering max. 200mm high. This sign should also be proportional to the architectural form of your kiosk.	
Technology	Fully integrate digital technology into the kiosk design. Screens, POS equipment, security devices and operational technology should be concealed wherever possible. Refer to the Digital Design Guidelines.	
Visual Merchandising	Develop a considered merchandising strategy that forms part of the kiosk architecture. Display, product presentation and styling should reinforce the overall brand narrative.	
High Degree of Detailing	Resolve every junction, material transition and integrated service as an architectural detail. Generic proprietary components should not be visible.	
Consultants	Engage graphics/branding, lighting and visual merchandising consultants early to ensure a coordinated kiosk outcome.	

FORM & SPATIAL EXEMPLARS

The exemplar sketches demonstrate how the Concept Design Essentials on the preceding page translate into kiosk design. The ‘DON’T’ example illustrates an outcome that does not adequately address these essentials, while the ‘DO’ example demonstrates a design response that meets the intended design expectations.

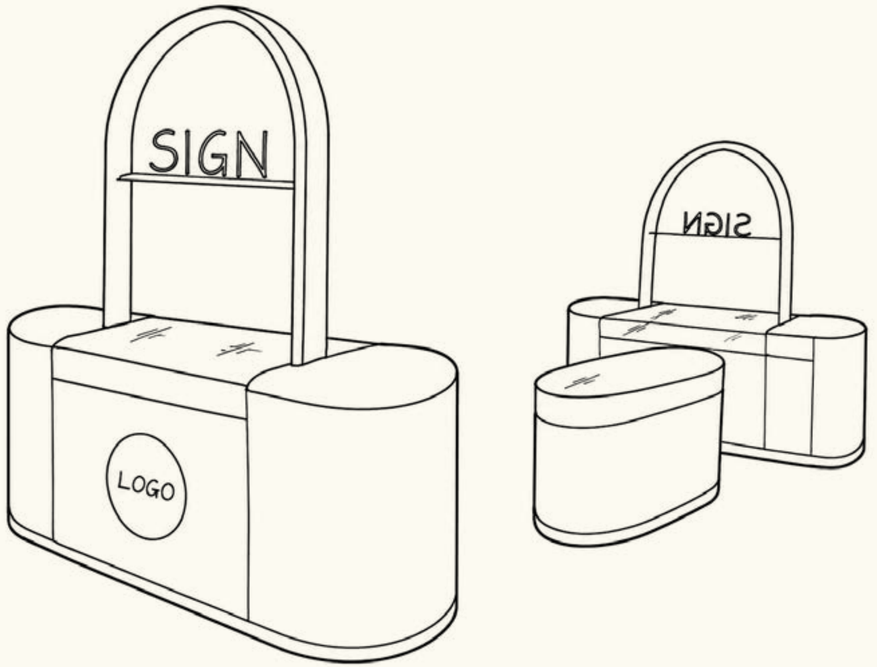
DON'T
KIOSK NOT SUPPORTED

- Planning
- Activation
- Form
- Signage



DO
KIOSK SUPPORTED

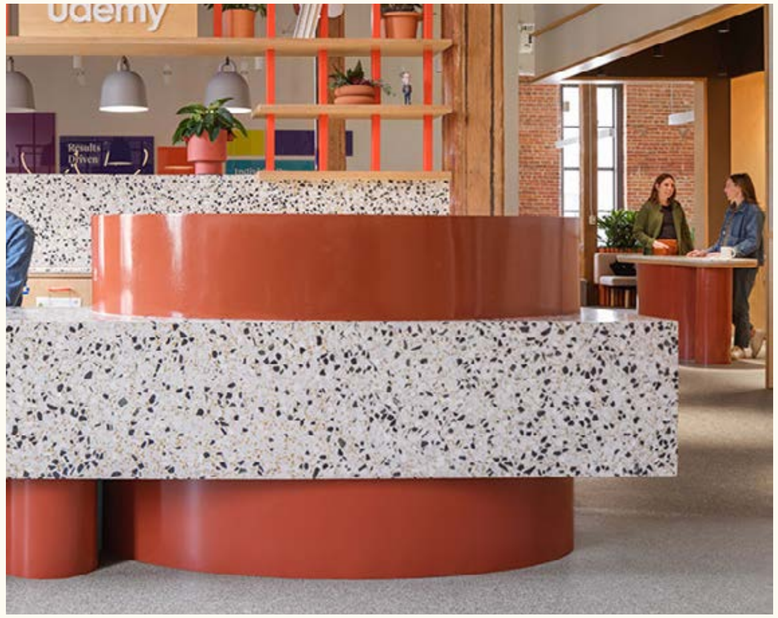
- Planning
- Activation
- Form
- Signage



FORM & SPATIAL PLANNING

A kiosk is experienced from every direction. Its success depends on sculptural form, careful spatial planning and the seamless integration of operational requirements. Unlike a shopfront, every elevation contributes equally to the customer experience.

- Design a walk-through layout with variation in heights and finishes. Closed traditional kiosks will not be supported without strong design merit.
- Integrate POS, technology, storage, bins and services within the joinery. All joinery to have doors.
- A maximum of 50% of counters, equipment and merchandise are permitted to sit at 1400mm high with remaining elements to sit at 900–1200mm high.
- A visually lightweight frame element to maximum 2400mm high may be included to anchor your primary signage and provide structure for overhead lighting. Where supported, they should be lightweight, consider cross-mall sightlines, sculptural and integral to the kiosk architecture.
- Columns that fall within the kiosk lease line will typically require tenant to finish up to height of joinery and be a landlord finish above. Refer to the tenancy plan for delineation between tenant and landlord finishes zones.
- Conceal all electrical equipment, distribution boards and wiring from public view.
- If an access gate is required and approved, the base of the gate must be less than 5mm from the finished floor.









COUNTERS

Custom counter designs and details are encouraged to maximise display, functionality and visual interest. Critically, all non-approved customer facing elements must be carefully integrated and concealed from view.

- The location, form and orientation of the display counter should be carefully considered to support the kiosk layout and function.
- Consider how your products will be displayed within your counter design, how staff can easily access the product, how customers engage with your product and, most importantly, how the displays remain organised throughout trade.
- Account for suitable lighting to your counter displays and workstations and always ensure the wiring is concealed.
- Glass cabinetry is to be integrated into the counter surfaces and have square profile detailing. All channels must be recessed with UV bonded joints. No clips are to be used.
- Conceal electrical equipment – including the electrical panel, wiring, junction boxes and other connections – from public view within the kiosk.
- Ensure the POS, self-serve and all key operational equipment is integrated into counters with concealed wiring.
- Rubbish bins are to be integrated, and all storage units should be clad appropriately. The back of the cabinets must be enclosed and finished to complement the design.





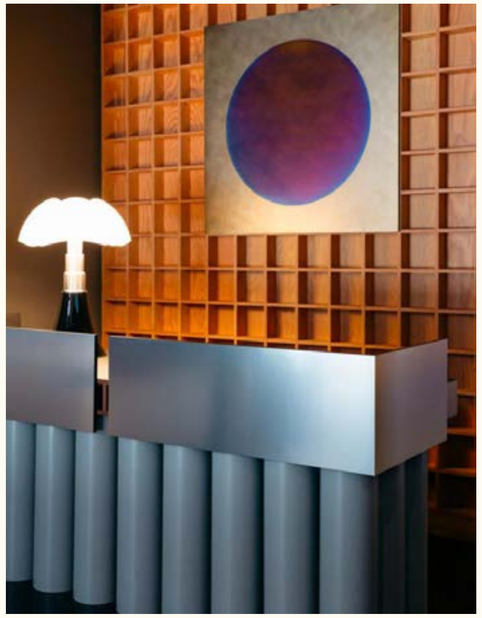




MATERIALITY

Material selection should communicate permanence, quality and authenticity. Because kiosks are viewed from every angle and experienced at close range, craftsmanship and detailing become critical.

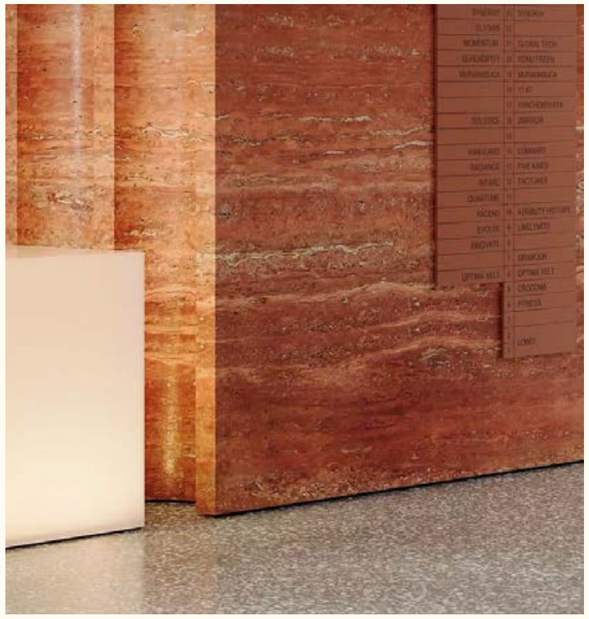
- Be unexpected in your selection of materials. Focus on layering and textural quality.
- Respond to the surrounding precinct through restraint rather than imitation. Allow material quality and craftsmanship to define the kiosk, using colour as an accent rather than the primary design feature.
- Ensure a high degree of detailing and consideration to the junction of finishes.
- Select interesting and bespoke handles, light fittings and fixtures. Incorporate unique custom joinery items.
- Materials specified to areas exposed to common mall traffic flow should have an emphasis on bespoke detailing, longevity, authenticity and durability. Consider natural stone, authentic metals, solid timber, decorative glass, artisan concrete, leather, terracotta, terrazzo, brick and handcrafted ceramics.
- Non-approved materials include: imitation materials, laminates, composite aluminium panels, painted finishes (including 2pac), timber veneer, solid surface materials, vinyl, acrylic, flat solid tiles and clear float glass.
- Mall flooring to remain throughout. No overlay of tenant flooring is permitted.













LIGHTING

Lighting should form part of the kiosk architecture rather than being applied retrospectively. Use light to create hierarchy, highlight merchandise and reinforce the overall customer experience.

- A professional retail lighting designer is to be engaged, this will form part of your design approval submission
- Include lighting for your product and display, visual merchandising, signage and counter displays
- Choose lighting with the right colour portfolio to enhance your merchandise, create ambience and encourage dwell times within your tenancy. Lighting to be 3000–3500K with CRI 90+.
- Your lighting design must respond to the location of your kiosk within the mall, considering the availability of natural light.
- Respond to the transition from day to night trade by incorporating varied lighting types. All lighting to be dimmable to accommodate the changing conditions. The implementation of a Dali lighting system is ideal for maximum flexibility.
- Ensure all elements of your design that require lighting are fully integrated and tied back into the overall design. This includes integrated under-bench or display strip lighting. Design all specifications and mounting details to achieve even illumination levels and avoid any hot spotting.
- Be hierarchical in your lighting design. Allow for flexible, direct and controlled lighting to illuminate desired aspects. Use indirect, concealed lighting to illuminate the architecture.
- Lighting to the kiosk skirting will not be approved.













KIOSK RETAIL

SIGNAGE & GRAPHICS

Signage should feel integrated rather than applied. Successful kiosk signage forms part of the architecture, reinforcing brand recognition without dominating the design.

- Engage a qualified and experienced graphic designer to develop the signage package. This will form part of the design approval submission.
- 1 x primary sign, either double-sided or with each facing on 2 of the most prominent sides of the kiosk is permitted, each with lettering max. 200mm high. This sign should also be proportional to the architectural form of your kiosk.
- Develop a memorable and bespoke signage solution to entice customers using authentic, quality materials. Include unique detailing and considered fixing solutions.
- Signage materials should complement your overall kiosk concept. Specify natural tones and apply accents of colour in a refined manner. Non-approved materials include: vinyl, acrylic and imitation materials.
- Explore unique placement and detailing opportunities to display your sign within the kiosk forms, while being responsive to sightlines through the mall.
- Where a column falls within the kiosk lease line this must be used to house signage. No additional vertical elements are permitted.
- Illuminated signage is to be either halo or rear illuminated, with all illuminated signage to be dimmable.
- Structural engineering will be required for any overhead elements.
- In all cases where digital signage or graphic forms part of the proposal, refer to the Digital Design Guidelines.







KIOSK RETAIL

VISUAL MERCHANDISING

Visual merchandising completes the kiosk experience. Product presentation, styling and storytelling should be considered as carefully as the architecture itself, encouraging curiosity, interaction and repeat visitation.

- Engage a visual merchandiser to develop the merchandising strategy as part of the Design Approval submission.
- Consider all customer touchpoints including display, ticketing, packaging, product information and brand storytelling.
- Your staff uniform should reflect your brand identity. Consider all elements that reinforce your brand, including colour, cut and fabric selection.
- Accessorise your kiosk by including statement furniture or a styling piece. This offers an opportunity to both pause and merchandise.
- All proposed plants must be real, have a maintenance plan and meet food code requirements. A maintenance plan is to be provided for the upkeep of all planting. Consider engaging a plant-butlering service to outsource maintenance.

KIOSK FOOD

CONCEPT DESIGN ESSENTIALS

FORM & SPATIAL PLANNING

COUNTERS

MATERIALITY

LIGHTING

SIGNAGE

MENUS

BRAND EXPERIENCE

LICENSED SEATING

VISUAL STYLING



CONCEPT DESIGN ESSENTIALS

Use this checklist to develop and review your Concept Design Submission. Successful submissions consistently address these design outcomes before progressing into detailed design.

		CHECKLIST
Planning	Demonstrate a considered customer journey for ordering, payment, queueing, waiting and collection, ensuring circulation around the kiosk does not negatively impact the surrounding mall environment. Refer to the Food Planning Checklist.	
Form	Develop a sculptural kiosk with articulated form, layering and considered framing. Counter heights are to be varied, with a maximum of 50% of counters, equipment and merchandise permitted at 1400mm, and the balance at 900–1200mm high. A visually lightweight frame element to max. 2400mm high may be included to anchor your primary signage and provide structure for overhead lighting.	
Activation	Resolve inactive kiosk edges through integrated seating, display, shelving or architectural features. Blank service walls will not be supported.	
Materiality	Draw inspiration from contemporary urban hospitality environments. Specify authentic, durable materials with bespoke detailing. Material selections should complement the surrounding architecture – with 70% of finishes to be tonal – while also expressing a distinctive brand identity.	
Lighting	Engage an experienced lighting designer. Lighting is to reinforce customer interaction, food presentation and operational requirements, with serving zones illuminated at approximately 2:1 relative to customer areas.	
Signage & Menus	Develop a memorable signage solution using authentic materials and refined detailing. One primary sign is permitted (double-sided or on two prominent elevations) with max. 200mm lettering height. Menus are to be architecturally integrated and considerate of cross-mall sightlines by keeping height below 1400mm with the rest of the kiosk.	
Technology	Fully integrate digital technology into the kiosk design. Screens, POS equipment, security devices and operational technology should be concealed wherever possible. Refer to the Digital Design Guidelines.	
Styling & Customer Touchpoints	Engage a professional stylist. Demonstrate how food presentation, packaging, menus, condiments, crockery, cutlery and customer touchpoints are integrated into the kiosk design. Incorporate purpose-built storage for these elements wherever possible.	
Consultants	Engage graphics/branding, lighting and visual merchandising consultants early to ensure a coordinated kiosk outcome.	

FORM & SPATIAL PLANNING

Hospitality kiosks are bold architectural installations with all the design, quality and integrated functionality of a café or restaurant.

- Your layout will be informed by how your customer navigates and interacts with your space and the broader context of the mall. A cohesive and considered form will emphasise your sense of place and maximise your operational flow within the busy mall environment.
- A kiosk is visible from all sides and careful consideration is to be given from multiple viewpoints within the mall. A clean kiosk is required at all times.
- Careful consideration of the functional layout and operation of the kiosk will influence architectural forms. Shield customer views to sinks and operational components by positioning these centrally.
- Your planning is to incorporate seamless integration of all technology, sales equipment, display, storage and bins.
- A maximum of 50% of counters, equipment and merchandise are permitted to sit at 1400mm high with remaining elements to sit at 900–1200mm high.
- Columns that fall within the kiosk lease line will typically require tenant to finish up to height of joinery and be a landlord finish above. Refer to the tenancy plan for delineation between tenant and landlord finishes zones.
- Include all details of customer seating that will form part of your cohesive design proposal. Ensure all layouts maintain clear paths of travel for customers.
- The layout should dedicate a discrete area for staff to receive stock deliveries.
- If an access gate is required and approved, the base of the gate must be less than 5mm from the finished floor.









COUNTERS

A beautifully executed counter is the perfect opportunity to introduce your offer, celebrate your product and interact with your customer.

- Be sculptural in your approach. Create focal points and impact with articulated form, focusing on layering and considered framing.
- The location, form and orientation of the display counter should be carefully considered to support the kiosk layout and function. Position the order and pick-up points to minimise queuing and optimise customer flow.
- Draw inspiration from contemporary urban hospitality environments. Materials specified to clad the counter must reflect your overall design intent and have bespoke detailing, longevity and durability.
- All customer amenities are to be built in, including storage and display of items such as utensils, napkins, condiments and impulse snack products.
- Careful consideration must be given to your counter and front-of-house kitchen design. There should be no loose items in the walkways of the counters such as rubbish bins. Everything should have its place. All joinery to have cupboard doors; no open shelves at low levels.
- Access into the tenancy through the counter should be seamlessly integrated into the design and positioned with key sightlines and customer traffic flow considered
- A maximum height of 1400mm is approved for counters (including equipment and glazed display sections).











MATERIALITY

Your brand narrative should inform the selection of architectural materials for every aspect of your design, and should respond to the broader design aesthetic.

- Select authentic, quality materials with consideration to handcrafted and textural qualities. Consider opportunities to incorporate local craftsmanship with bespoke fixture and furnishing selections.
- 70% neutral finishes are to be tonal in colourways, with colour to be introduced as an accent only. Focus uses of colour on texture and layering, and ensure colour is complementary to the surrounding materials.
- Select interesting and bespoke handles, light fittings and fixtures, and incorporate unique custom joinery items.
- Demonstrate an awareness of sustainability through innovative or recycled materials that go beyond the conventional.
- Materials specified to areas exposed to common mall traffic flow should have an emphasis on bespoke detailing, longevity and durability.
- All edge protection to be custom and responsive to surround finishes, with no anodised flat bar. All skirting to be recessed and not applied to the front of your nominated finish.
- Mall flooring to remain through front-of-house and licensed seating areas. Your nominated back-of-house floor finish must be appropriate for commercial application and leave the mall flooring intact.













LIGHTING

Considered lighting design plays an integral role in your customer experience and the overall presentation of your kiosk design.

- Engage a professional retail lighting designer. This will form part of your design approval submission
- Lighting levels are critical for a successful kiosk design. Include lighting for your product and display, visual merchandising, signage and counter displays.
- Your lighting design will be responsive to the location of your kiosk within the mall, considering the availability of natural light.
- Respond to the transition from day to night trade by incorporating varied lighting types. All lighting to be dimmable to accommodate the changing conditions. The implementation of a Dali lighting system is ideal for maximum flexibility.
- Ensure all elements of your design that require lighting are fully integrated and tied back into the overall design. This includes integrated under bench or display strip lighting. Design all specifications and mounting details to achieve even illumination levels and avoid any hot spotting.
- Be hierarchical in your lighting design. Allow for flexible, direct and controlled lighting to illuminate desired aspects. Use indirect, concealed lighting to illuminate the architecture.
- The serving zone should have an accent ratio of 2:1. For example, if the customer service area is 300 lux the food prep area should be 600 lux. As a guide, the customer service area should be 200–400 lux and the food prep area 400–800 lux.
- Any fridge illumination should be 3000K.























KIOSK FOOD

SIGNAGE

The successful integration of signage is key to bringing your brand narrative to life and enhancing the overall design.

- Engage a qualified and experienced graphic designer develop the signage package. This will form part of the design approval submission.
- Develop a memorable and bespoke signage solution to entice customers using authentic, quality materials. Include unique detailing and considered fixing solutions.
- 1 x primary sign, either double-sided or with each facing on 2 of the most prominent sides of the kiosk is permitted, each with lettering maximum 200mm high. This sign should also be proportional to the architectural form of your kiosk.
- Signage materials should complement your overall kiosk concept. Specify natural tones and apply accents of colour in a refined manner. Non-approved materials include: vinyl, acrylic and imitation materials.
- Explore unique placement and detailing opportunities to display your sign within the kiosk forms, while being responsive to sightlines through the mall.
- Where a column falls within the kiosk lease line this must be used to house signage, no additional vertical elements permitted.
- Illuminated signage is to be either halo or rear illuminated, with all illuminated signage to be dimmable.
- For complicated fixing details or particularly heavy signs, engineering may be required with certification from a structural engineer.

MENUS

The presentation of carefully integrated menus in a concise and creative manner can inspire and delight your customers.

- Engage a qualified and experienced graphic designer to design all aspects of menus. This will form part of the design approval submission.
- Menus and wayfinding signage should seamlessly complement the surrounding architectural finishes, with customised elements to suit their function and purpose.
- The design of menus will be informed by the required content and brand-relevant materials. Menu placement and size is to be mindful of sightlines. They should be easily updatable.
- Avoid handwritten menus, A-frame boards, pull-up banners or off-the-shelf display systems. Generic or snap frames will not be supported.
- Commercial branded logos or third-party references are not permitted.
- Digital menus can be integrated into your kiosk design. They must follow these guidelines:
  - A maximum of 2 x A2 digital menus
  - Still graphic, no moving images or sound. Graphics only, no sale content
  - Integrated into the base of the kiosk
  - Glass to the front of the screen
  - Fully framed and recessed
  - Not exceed 1200mm high
  - Screen output is to be consistent with the overall lux level of the kiosk and precinct





















KIOSK FOOD

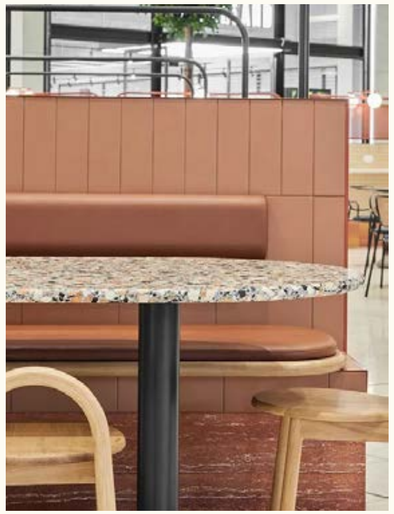
BRAND EXPERIENCE

Consider how your brand's DNA can be expressed in a dynamic, unexpected way. How is your brand perceived as customers experience your offer?

- Engage a qualified or experienced graphic designer or branding agency to develop your brand strategy narrative. This strategy, covering all branding touchpoints, will form part of your Design Approval submission.
- Consider how you communicate the authenticity and value of your product, ensuring your brand story experience resonates with your customers and encourages their return.
- Create memorable moments that communicate your brand story. The location, message and tone of your expression should have purpose and support your food narrative.
- Connect with local artisans to create one-of-a-kind pieces for your space, ensuring your design's originality and relevance to the community.
- Your customers are more informed and aware about the origins of their food than ever before. Look at ways to incorporate this narrative alongside your offer.
- The brand strategy package will include:
  - Packaging suite
  - Complete signage package
  - Complete menu package
  - Ticketing and display solutions
  - Point-of-sale items and location map
  - Staff uniform design
  - All custom graphics and artwork









KIOSK FOOD

LICENSED SEATING

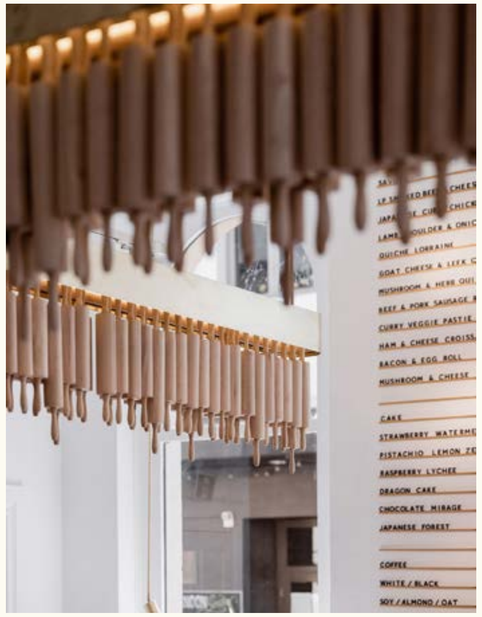
Thoughtful curation of your furniture will set the tone and inform the customer experience.

- The boundaries of the licenced seating area are to be defined with fixed joinery elements including banquette seating, fixed bars, decorative balustrades, maitre d' stations and planters.
- Solid joinery elements are not to exceed 1200mm high and open sightlines are required to be achieved 1400mm AFFL.
- Execute a coherent design language between licenced seating zone and the broader tenancy or kiosk to ensure a strong visual connection and consistent brand experience throughout.
- Mall flooring will remain throughout licenced seating zones. Consider the finishes and materials of chosen furniture and joinery in the context of the surrounding mall environment, to ensure a complementary relationship between tenant and base building designs.
- Customised lighting that enhances the overarching design concept with layering and depth is strongly encouraged.
- Include provisions in the services submission for the proposed reticulation of electrical circuiting for lighting from the tenancy board. Landlord review and approval is required.
- Where framing or finer elements extending 1400mm AFFL is deemed appropriate, please confirm what the sightline parameters are, relative to the context of the mall, with the RDM. Consideration and approval of these design elements are reviewed on a site-specific basis.

VISUAL STYLING

Styling is an important component in creating a dynamic dining experience, reinforcing your brand's story and complementing the overarching design.

- A professional stylist must be appointed to undertake all aspects of styling your merchandise and visual presentation touchpoints within your tenancy.
- As part of the Design Approval Submission, develop a visual strategy and cohesive selection of curated objects to feature in the space.
- Ensure merchandising is adaptable and regularly updated to stay fresh and interesting.
- Visual merchandising should include relevant products such as bottled or canned ingredients and props that relate to the interior design, cuisine and brand.
- Consider touchpoints for customers' dining experience including the selection of crockery, cutlery, glassware, table numbers, table setting and condiments.
- To ensure counters are neat and tidy, consider all customer touchpoints, including food and bar displays and integrated display and storage of takeaway utensils, cups, plates and packaging, crockery, cutlery and condiments. Purpose-built units for these items must be considered in either counter design or visual merchandising package.
- Include any shelving visible to the public in the visual merchandising / stylist concept package for RDM approval. Submission must include specifics of what is going on the shelves.
- All proposed plants must be real, have a maintenance plan and meet food code requirements. A maintenance plan is to be provided for the upkeep of all planting. Consider engaging a plant butlering service to outsource maintenance.













ADDITIONAL ELEMENTS

QUEEN STREET MALL SHOPFRONTS

UPPER-LEVEL GLAZED FACADES

HERITAGE FACADE WINDOWS

MINI MAJOR TENANCIES

DIGITAL DESIGN GUIDELINES

THE DESIGN PROCESS

HOUSEKEEPING

FITOUT CRITERIA

FOOD PLANNING CHECKLIST



QUEEN STREET MALL SHOPFRONTS

The Queen Street Mall shopfront glazing forms part of the base building architecture and has been designed and installed by the landlord. Retailers are responsible for activating this interface through considered visual merchandising, lighting and signage that complements the architectural intent and contributes positively to the public realm.

- Visual merchandising, lighting and signage should comply with the relevant Retail Type requirements in this Design Vision document.
- Window displays should be designed for both day and night presentation, incorporating appropriate lighting and solar considerations where required.
- A secondary signage element may be incorporated behind the glazing, provided it is set back a min.1000mm and remains subordinate to the Uptown signage and primary shopfront signage at street level.
- Three-dimensional and illuminated signage may be incorporated behind the glazing as part of the overall window display.
- Surface-applied graphics, including direct-stick vinyls, are not permitted on shopfront glazing.
- Retailers are responsible for obtaining any required statutory approvals for signage or displays visible from Queen Street Mall.









UPPER-LEVEL GLAZED FACADES

Upper-level glazed façades visible from Queen Street Mall should be treated as a continuation of the retail experience rather than the back of the tenancy. These façades are expected to provide an activated design response that contributes to the character of the streetscape during both day and night.

- Glazed façades visible from the public realm are to provide an activated design response incorporating bold visual merchandising and integrated brand expression.
- External façades should maintain an active presence during both day and night.
- An open visual connection to the retail environment is preferred. Where walls occur behind glazing, they should be treated with shopfront quality finishes and be set back minimum 1200mm from the façade.
- Window displays should be designed for external viewing, considering solar exposure, lighting and seasonal merchandising.
- A signage element may be incorporated behind the glazing, provided it is set back minimum 1000mm and remains subordinate to the Uptown signage and primary shopfront signage at street level.
- Three-dimensional and illuminated signage may be incorporated as part of the display composition.
- Surface-applied graphics, including direct-stick vinyls, are not permitted on external glazing.
- Blank or inactive glazed façades will not be supported.
- Consider the pedestrian's view from street level, ensuring ceilings, pelmets, lighting and glazing junctions are carefully resolved.
- Retailers are responsible for obtaining any required statutory approvals for external displays and signage.







HERITAGE FAÇADE WINDOWS

The heritage façades are a defining element of Uptown's identity and provide an opportunity to contribute positively to the surrounding streetscape. Refer to your tenancy plan and site brief provided by the RDM to confirm the extent of heritage façade windows interfacing with your tenancy and requiring a tenant design response.

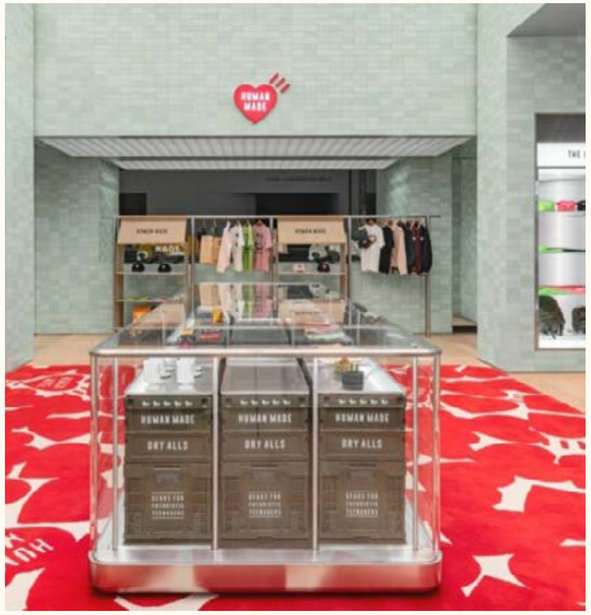
- Heritage windows should remain visually active and contribute positively to the public realm.
- Maintain visual transparency wherever practical and avoid permanently obscuring windows with solid walls, storage or building services.
- The design response should be proportionate to each window's size, prominence and visibility from the street.
- Where back-of-house functions are located adjacent to heritage windows, incorporate lighting, architectural finishes, display shadow boxes, artwork or similar permanent design elements to maintain an active street presence.
- Surface-applied graphics or signage, including direct-stick vinyls, are not permitted on heritage windows.
- Resolve lighting and detailing to ensure heritage windows remain visually engaging during both day and night.
- Any signage or displays associated with heritage façades must respect the architectural character of the building and comply with all relevant statutory requirements.

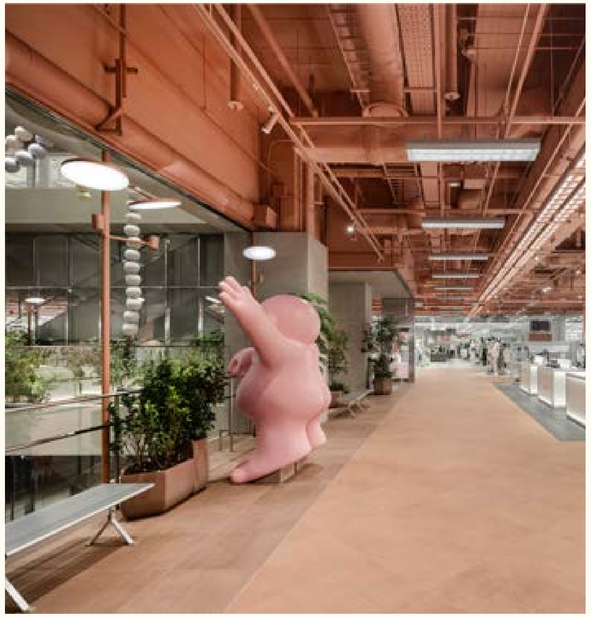












ADDITIONAL ELEMENTS

MINI MAJOR TENANCIES

Mini Major tenancies occupy some of Uptown's most prominent retail spaces and are expected to deliver immersive retail environments that extend beyond a standard rollout. In addition to the Inline Retail requirements, the following additional requirements apply.

- Incorporate a memorable architectural or experiential feature that creates a recognisable store identity beyond the primary shopfront.
- Maintain a minimum 60% visual transparency across the shopfront to maximise visual connection between the retail environment and the mall.
- Where tenancies have vertical transportation and/or voids, retailers are responsible for the design and installation of escalator cladding, smoke baffles, balustrades and void-edge treatments within the tenancy.
- Open ceilings are supported where rigid ductwork is utilised throughout.
- Open ceilings must incorporate suspended architectural features, layered lighting and varied ceiling treatments to define retail destinations throughout the tenancy.
- Large floorplates should be organised into a series of distinct retail zones rather than a single uninterrupted environment.
- External façades and heritage windows must comply with the relevant External Façade requirements within this Design Vision document.
- Shopfronts adjacent to void edges should consider installation methodology and long-term maintenance during design development.

DIGITAL DESIGN GUIDELINES

We encourage the inclusion of technologies that engage customers and enhance experiences. Technology within shopfronts should drive sales without interrupting customers' quiet enjoyment of the common area.

- Vicinity Centres encourages the inclusion of technologies that engage customers and enhance experiences.
- We embrace innovation and appreciate that successfully integrating technology within the retail environment is a critical layer of our consumer's experiences in an increasingly digital-centric marketplace.
- These design guidelines will be used to evaluate the inclusion of digital technologies and clarify their usable parameters within our tenant spaces.
- In all cases, refer to your Retail Design Manager or Centre Management Team with any questions.



STATIC SCREENS & DIGITAL MEDIA

FOR ALL SCREENS & DIGITAL MEDIA, PLEASE NOTE:

- ‘Shopfront’ refers to the entire façade and ‘shopfront activation zone’ refers to the area from lease line back to 1200mm.
- A seamless integration into the surrounding architecture of all technology-based items in these areas is required.
- Technology should support the brand story without interrupting customers’ quiet enjoyment of the common area.
- Digital elements may not exceed 30% of the overall shopfront design (relative to a typical 10000mm shopfront width).
- The integration detail of any screen or static graphic must relate to its surrounding design language and materiality.
- All digital elements positioned on the shop floor should be fully integrated and support the customer journey.
- Power source and power reticulation in all instances is to be fully concealed.
- Digital displays may not emit any noise.
- The use of digital projector displays should be contained within the tenancy and set off the lease line.
- When tiled for larger applications, screens must be frameless LED panels with no visible joins.
- All design elements including content will be reviewed based on precinct and tenancy location.

STANDARD SPECIFICATIONS ALL SCREENS

- Screens are to be commercial grade and specified for continual operation.
- Screens must be energy efficient and programmed with a timer considering tenancy and mall opening hours.
- Illumination settings must be adjustable and determined visually on site with supplier and agreed with Centre Management.
- Standard LCD panels are typically set at a brightness of around 450–700 nits.
- Standard indoor LED panels (not transparent) are typically set at a brightness of around 900–1000 nits.
- Screens in windows designed for high sun exposure are typically set at a brightness of around 5000 nits.
- Automatic brightness adjusters should be specified for LED installations in areas exposed to significant variation in lighting levels.

TRANSPARENT LED SCREENS

- Translucency through to the shop interior must be maintained.
- Translucency is achieved when content uses greater percentage of negative space (dark) vs positive (light). Note: too much white within imagery negates the translucent intent of these screens and should be avoided.
- For interior installations, transparent LCD displays will be adjustable up to a brightness of 1500 nits.



DIGITAL MESSAGING CONTENT GUIDE

DIGITAL CONTENT PARAMETERS – SHOPFRONT AND SHOPFRONT ACTIVATION ZONE – ALL SCREENS

- Content should support the brand ideology using relevant lifestyle imagery and storytelling.
- Content must be specifically designed for retail promotional purposes.
- Content must relate to the product or service offered at the physical store.
- Third-party promotions are not permitted, irrespective of collaborations.
- Flashing or strobing imagery is not permitted. All video content and speed of imagery rotation will be approved by Centre.
- Content may not have extreme contrast in colours in a flashing manner.
- The splitting of screen content for various scenes, sales or mixed promotions is not permitted.
- Content may not contain any offensive language or gestures, or be socially unpleasant in any way.
- Sales and promotional messaging must comply with permitted digital format and location parameters (refer to Digital Components Definitions & Requirements table).

LIFESTYLE IMAGERY VS SALES & PROMOTIONAL TEXT

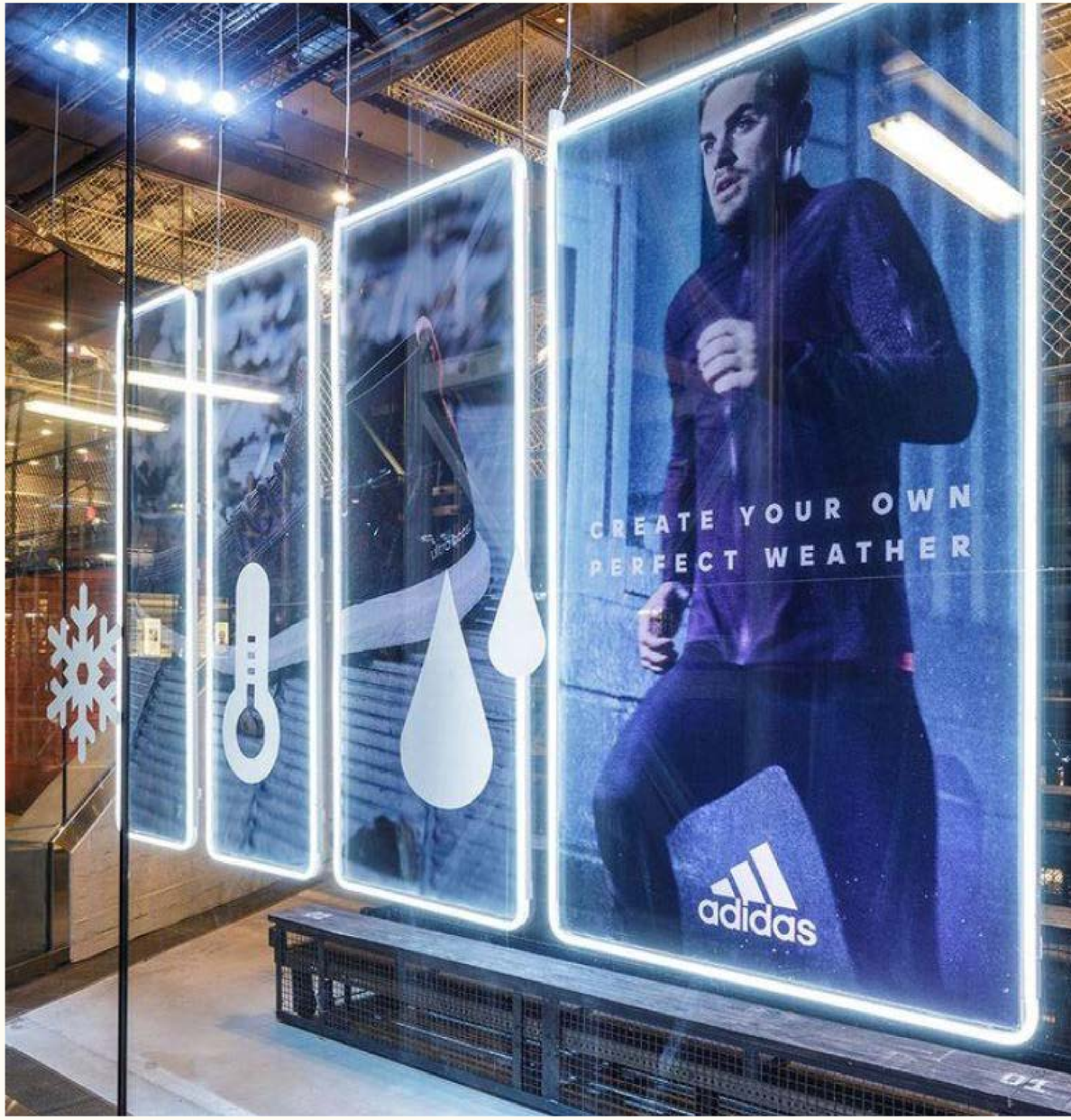
- Screens should be primarily used for lifestyle imagery content.
- Sales and promotional text (e.g. % sale, 2 for 1 offers etc) should support lifestyle imagery.
- Balance content based on 70% lifestyle imagery and 30% text. Full text formats will not be supported.
- Sales messaging is not supported directly on the lease line.

LAUNCHING CONTENT – THE ACTIVATION PROCESS

- Prior to launching new sales, marketing or promotional campaigns, retailers must follow the required steps to gain approval from the relevant Centre Operations / Marketing Teams.

INSTALLATION & MAINTENANCE SPECIFICATIONS

- Screens must be installed and maintained by a reputable supplier with a plan for service and repair included.
- Tenant proposals must include a content management system and schedule.
- Screens to be cleaned regularly and in working order with respect to relevant content display.
- Repairs must be made within 36 hours.



DIGITAL COMPONENTS DEFINITIONS & REQUIREMENTS



DIGITAL DISPLAY – FIXTURES & FURNITURE

Defined as standalone screens, tickers, digital plinths etc. in window beds.

- Located 300mm back from lease line, and behind glass.
- Integrated and framed to form part of a considered window display.
- Screen may not exceed 30% of the overall display zone.
- Sales messaging is permitted.
- Content does not require Centre approval prior to launch.
- All content to adhere to Digital Messaging & Content Guide.



DIGITAL FEATURE – SHOPFRONT ACTIVATION ZONE

Defined as a digital feature, designed to fit within the shopfront activation zone, off lease line.

- Part of the shopfront architecture, positioned off the lease line – i.e. return entry wall.
- Customised and framed with suitable brand finishes for shopfront purpose.
- If tiled for larger application, must be frameless LED panels.
- Sales messaging permitted within the ratio of 70% imagery 30% text.
- Content requires Centre approval prior to launch.



BESPOKE DIGITAL SOLUTION – SHOPFRONT

Defined as a one-off digital feature designed for a site-specific installation.

- Located on the shopfront lease line or within the shopfront activation zone.
- Based on design merit and full landlord review.
- Architecturally designed and fully customised to support a flagship concept.
- Site-specific detailing, scale and surrounding to be considered.
- Brand relevant imagery only. Content must be void of any promotional wording.
- Sales messaging not permitted.
- Content requires Centre approval prior to launch.



TRANSPARENT LED DISPLAYS

Defined as an LED suspended screen, or transparent LED display in glazing.

- Suspended screens to be set 300mm back from lease line, and behind glass.
- LED embedded in glass. This may not exceed 30% of the overall display zone.
- All cases and LED elements to be layered and form part of a considered window display.
- Content is customised to support requirement for transparency.
- Sales messaging is permitted on displays set back 300mm from glass and within the ratio of 70% imagery 30% text.
- Content requires Centre approval prior to launch.



STATIC BACK LIT GRAPHIC

Defined as a rear-illuminated, static-graphic piece with a variable scale.

- Located on the shopfront lease line or within the shopfront activation zone.
- Customised and framed with suitable brand finishes for shopfront purpose. Behind glass and with articulation, i.e. framing.
- Site-specific detailing, scale and surrounding to be considered.
- Brand relevant imagery only. Content must be void of any promotional wording.
- Sales messaging is not permitted.
- Content does not require Centre approval prior to launch.

THE DESIGN PROCESS

1 TENANT ENGAGED
Leasing Executive & Tenants

Tenants receive an acceptance letter confirming handover date and the agreed commercial terms of the lease. The 'Tenant' and 'Landlord' works schedules that set out obligations of both parties in the design and construction of the tenancy are also agreed and documented.

2 SIGNING OF LEASE
Tenant & Vicinity Leasing

3 TENANT'S RETAIL DESIGNER ENGAGED
Tenant, Retail Designer & Retail Design Manager (RDM)

The retail designer for the project needs to have a high level of relative industry experience, including conceptual design, understand the expectations of the tenant's brand and development, as well as a style aesthetic which aligns or compliments the tenant. Retail designer may be required to supply a portfolio to demonstrate this to RDM. The tenant is to meet with the RDM to discuss the proposed retail designer to gain alignment.

4 EXPLORE SPATIAL LAYOUTS
Tenant & Designer

As you explore floor plan options, think of the overall story and how the layout of your space can enhance this. What are the sightlines while walking past? Will movements flow easily or are there bottlenecks? How will the overarching key design principles be incorporated into the design?

5 RESPONSE TO DESIGN PRINCIPLES
Tenant & Retail Designer

Following appointment, the retail designer is to develop a response to Uptown Design Principles submission that establishes the design direction for the tenancy. This submission should demonstrate a considered response to each of the design principles through a design story and intent, mood board and precedent imagery, initial spatial planning, sketches or diagrams and key material direction. Refer to the Uptown Design Principles for submission requirements.

6 RESPONSE TO DESIGN PRINCIPLES REVIEW
Tenant, Retail Designer & RDM

The retail designer is to present the Response to Design Principles submission to the RDM for review. This collaborative workshop confirms alignment with Uptown's design vision before concept design commences. Feedback issued by the RDM is to be incorporated prior to progressing to the concept design stage.

7 DESIGN CONCEPT REVIEW & APPROVAL
Tenant, Retail Designer & RDM

Building upon the agreed Response to Design Principles, the retail designer develops the Concept Design proposal. That includes coloured 3D visualisations of the tenancy (shopfront and two internals minimum) as well as an updated floorplan and finishes board. Refer to checklist. Retail designer presents the design concept proposal to the RDM.

8 SERVICES PROPOSAL
Tenant, Retail Designer & RDM

Following the approved design concept, the services proposal will be issued and utilised for services and category 1 work reviews, so it's important the supplied information is correct and agreed. This captures the latest floorplan, reflected ceiling plan, relative cross-sections, desired services, ceiling features and heights, lighting, air conditioning and mechanical. Refer to checklist for complete list. The retail designer or tenant should now engage a lighting designer, visual styling consultant and graphic designer who have relative industry experience and can demonstrate in a portfolio to the RDM if required. Retail designer to issue services proposal to the RDM for further distribution and feedback. Any feedback is to be incorporated into developed design moving forward.

9 DEVELOPED DESIGN PROPOSAL
Tenant, Retail Designer & RDM

Full documentation is issued to the RDM for review with the intent of landlord review. The proposal will capture all aspect of the design including engineering, visual styling design, signage and graphics package, furniture package, lighting design and any other items relating to the design of the tenancy. Refer to the checklist.

10 FINAL DESIGN APPROVAL
Tenant, Retail Designer & RDM

Final design approval is issued by email once all required documentation for the tenancy is supplied to the RDM, and the fitout criteria, design vision and design concept have evolved to include all Vicinity feedback. Documentation should be submitted a minimum of five weeks prior to handover of site to ensure approval is issued in the necessary timeframes.

11 TENDER PROCESS

12 RELEVANT AUTHORITY APPROVALS

13 PRE-COMMENCEMENT ON-SITE PROCESS

14 HANDOVER OF PREMISES

15 COMMENCEMENT OF FITOUT ON-SITE

16 PRE-TRADE PROCESS

17 TRADE BEGINS

18 DEFECTS PROCESS



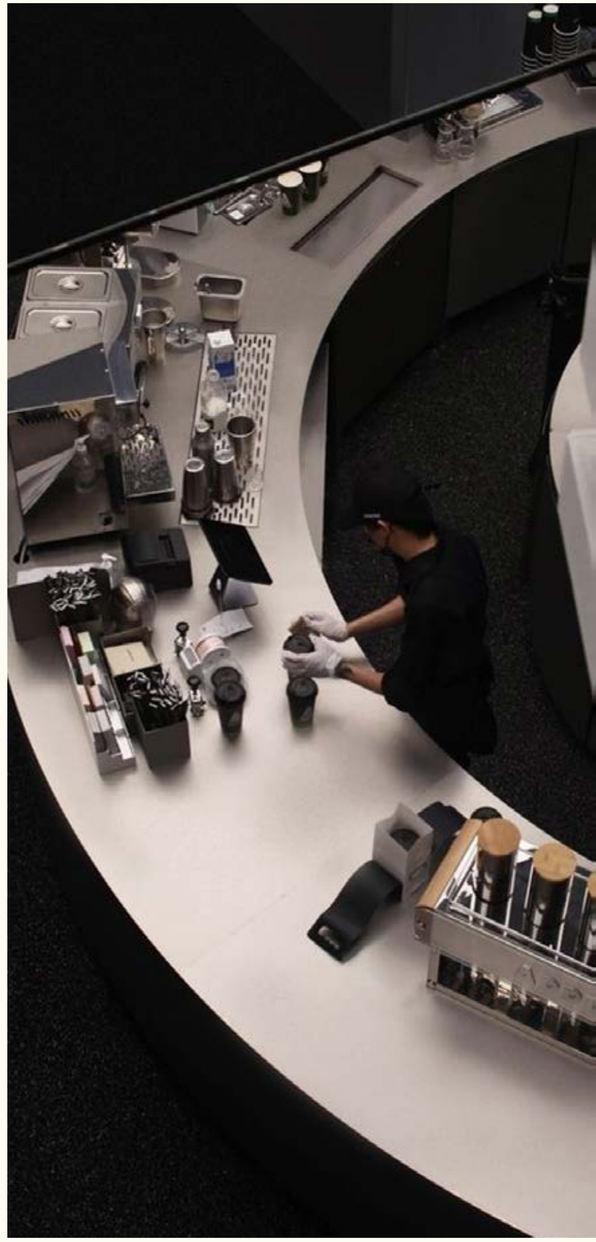
HOUSEKEEPING RETAIL & FOOD

RETAIL

- Deliveries must be made to the back-of-house (BOH) area; deliveries placed and left in the front-of-house visible to the customer is not acceptable. All delivery should adhere to the centre's delivery timetable.
- Consideration around the volume of refuse that will be generated when planning the areas of BOH is critical. This includes general waste and recycling materials.
- Circularity is a core component of Vicinity's sustainability strategy, and as such we have a number of dedicated materials recovery streams including paper and cardboards, soft plastics, rigid plastics, organics, metals and glass containers, and general waste. Ensure the tenancy has enough space for dedicated source separation for your major waste streams.
- For ease of cleaning, all BOH facilities are to be stored off the floor, either in designated shelving or on castors.
- All doors through to BOH areas to have self-closure mechanisms and must never be held in an open position.
- All storage facilities are to be either purpose-built or mobile to efficiently use under-bench space.
- Sufficient storage allocation to be made for the following:
  - Chemicals and cleaning materials (with Safety Data Sheets) in a nominated and separate area.
  - Rubbish bins (minimum 'Slim Jims' or equivalent with canvas covers).
  - Off the floor or hanging rail for mops/brooms.
  - Staff belongings.

FOOD

- Preparation areas that are visible to the customer are to be carefully managed to ensure the space communicates cleanliness. A well-organised work bench is required at all times.
- Wash-up areas must not be visible. This includes mops, brooms and chemicals.
- Integration of hand wash basins – including soap dispensers and bins with a foot pedal for easy access to disposable towels – is required.
- Taps to be below 1400mm with no large goose necks. No sinks on the edge.
- All storage areas to be concealed and only products that support the brand story to be on display.
- Sufficient storage allocation to be made for the following:
  - Dry, refrigerated and frozen goods.
  - Chemicals and cleaning materials (with Safety Data Sheets) in a nominated and separate area.
  - Rubbish bins (minimum 'Slim Jims' or equivalent with canvas covers).
  - Off the floor or hanging rail for mops/brooms.
  - Staff belongings.
- Consideration around the volume of refuse that will be generated when planning BOH areas is critical. This includes general waste and recycled materials.
- Circularity is a core component of Vicinity's sustainability strategy, and as such we have a number of dedicate materials recovery streams including paper and cardboards, soft plastics, rigid plastics, organics, metals and glass containers, and general waste. Ensure the tenancy has enough space for dedicated source separation for your major waste streams.
- Dedicate an area for deliveries which enables your team to deal with the products during trade, while screening from customer and common mall view.
- Deliveries must be made to the BOH area; deliveries placed and left in the front-of-house visible to the customer is not acceptable. All delivery should adhere to the centre's delivery timetable.
- Custom drinks fridges must be located in the food prep zone. They must:
  - not exceed 1400mm in height
  - be black, white or stainless steel
  - integrate with overall finishes and design concept.
- Only custom counter display fridges are to be located around the service zone, with a maximum display shelf height of two levels. All internal shelves are to be glass.
- Feature equipment proposed for use within food theatre zone is to be of display and functionality quality. All other equipment to be positioned and concealed within food prep zone.



FITOUT CRITERIA RETAIL & FOOD

FLOOR

- Use durable floor finishes that include natural or reconstituted stone, solid timber, terrazzo and/or fully vitrified tiles.
- Textured, mosaic, highly detailed and decorative floor finishes are encouraged.
- Carpet tiles, sheet vinyl, laminate and non-vitrified floor tiles are not permitted to the front-of-house areas.
- Loose entrance matting is be permitted.
- Unfinished concrete floors will not be accepted. Polished concrete floor topping are subject to approval by the RDM and the landlord's structural engineer.
- Food imagery, promotional graphics and posters may not be fixed to any floors.
- Tenancy floor finish must sit flush with the common area floor across the entirety of the shopfront zone.
- Tenant must allow for an inverted angle profile between the common area floor finish and the tenant's floor finish.
- Steps at the entry within two meters of the lease line or the external entry will not be permitted unless approved by the landlord.
- Any internal ramping needs to be identified and allowed for during the tenancy planning stage to ensure joinery units in this area can be installed level.
- Floors within kitchen, food preparation and hair/beauty/skin penetration areas must comply with the Building Code of Australia (BCA) and local authority requirements.
- All wet areas to the tenancy (kitchen, food preparation, toilets and hair/beauty/skin penetration, external seating areas) must have a waterproofing treatment applied. The waterproofing product is to be flood tested for a minimum of 12 hours to ensure integrity. This must be witnessed by the Tenancy Delivery Manager at the point of flooding and at the end of the test prior to removing the water. Example product: Mapei Mapelastic AquaDefense can be flood tested after 12 hours drying time. Please contact Mapei for further information on this product.
- Changes in floor level due to mall and tenancy ramping also define the tenancy shopfront entry location and require careful consideration when selecting entry floor finish.
- The approximate common area and tenancy floor ramps and levels are indicated on the tenancy plan. The tenant is responsible for levelling the tenancy floor where required.
- The floor finish across the entirety of the shopfront zone must sit flush with mall floor finish. Any ramping must not be visible.

TREATMENT OF MOVEMENT JOINTS & PENETRATIONS

- The Tenant is not permitted to saw, cut, chase or alter the floor slab or columns. The landlord's building structure must not be altered by the tenant.
- The tenant may not penetrate the slab for core holes or penetrations.
- If the tenant requires any additional penetrations this must be approved by the landlord and the landlord's structural engineer. Any approved additional works will be performed by the landlord at the tenant's cost.
- The tenant must allow for movement joints in the floor, walls, ceilings and columns. The treatment for these movement joints must be consistent and integrated with the tenant's finishes.
- Movement joints within the kitchen, food preparation and other areas designated by authorities requiring waterproofing must have a waterproof treatment to movement joints or penetrations.
- The tenancy plan will indicate typical location of movement joints to floors where these are known.
- The tenant must verify the location and type of all floor joints on site and allow to treat these joints as part of the fitout works at the tenant's cost.
- Floor joints treatments are subject to RDM approval.

WALLS

- The tenant must provide all walls and partitions within the premises. The walls between the front-of-house and back-of-house must be full height.
- The landlord's perimeter tenancy walls will either be a steel stud construction with plasterboard lining, smoke walls clad in plasterboard lining, exposed masonry or exposed concrete walls.
- Exposed walls must have a lining or cladding installed by the tenant which must be approved by the landlord.
- Where an open ceiling has been proposed, all walls are to be extended to the underside of the slab/ceiling. Works are at the tenant's cost.
- Wall shelving and fittings need to be self-supporting. Otherwise additional wall bracing is required which must not alter the inter-tenancy walls in any way.
- Inter-tenancy walls are not to be chased or penetrated in any way. False walls are to be used for any structural or services reticulation requirements.
- For food tenancies, any pass-through openings must be at eye height and minimise views to back-of-house storage and wash up areas.
- Offset entry to back of house areas required. Offset entry to incorporate front of house finishes.

CEILING

- The first 3 metres from behind the lease line must be solid ceiling as a minimum requirement.
- When an open ceiling is proposed, services are to be provided in a cable tray or catenary wire and in a tidy manner, subject to landlord approval.
- When an open ceiling is proposed, any exposed flexible ductwork must be replaced with rigid ductwork by the landlord at the tenant's cost.
- The entire ceiling must be painted out including the structure, services and soffit.

CEILING STANDARD, FOOD & KIOSK

- Canopies may be considered by the landlord where they do not obstruct sight lines to surrounding retailers.
- In situations where canopies are required, they must comply with law and any authority requirement.
- Fire sprinklers may be required (unless otherwise allowed by the building surveyor) and must be incorporated into the design and be installed at the tenant's cost.
- Where fabric is incorporated in projected canopies it must comply with fire hazard properties as per the BCA.
- All food preparation and open food display areas must be approved by the local authority.

CEILING STANDARD, FOOD INLINE

- All food preparation and open food display areas must be located under a ceiling area that has a finish approved by the local authority.
- Open ceilings will not be permitted.

COLUMN

- All exposed columns must be clad within the customer interface zones.
- Fixing through any landlord-installed column cladding/finish (such as fire spray or carbon fibre-reinforcement) will not be approved.

Note: Refer to the Uptown Fitout Criteria document for the complete designer and shopfitter requirements for the development.

FOOD PLANNING CHECKLIST

SPATIAL PLANNING

Provide clear plans that demonstrate the inclusion and consideration of the following areas into the proposed concept design:

- The relationship between display zones, interactive touchpoints, customer dining zones and the location of point of sale (POS) and queuing, as they must not inhibit mall circulation.
- Lengths and sizes of display cabinets should be determined in line with proposed product range to ensure adequate display of offer.
- How access for all staff, customers and delivery people, queuing and ordering will work.
- Customer flow within and around the tenancy including the interaction with the surrounding mall.
- Functional layout and operation of the kitchen.
- How the dining service will be delivered – from greeting, seating and ordering through to plate pickup, plate clearing and location for dirty dishes.
- How the food display, takeaway journey and POS will be for the customer, including wayfinding locations.
- What will be the restocking processes?
- What will be the bin management plan? The area within must be large enough to hold waste during trade and empty after hours.
- What is the proposed security consideration for the tenancy?
- Integration of hand washing basins including soap dispensers and disposable towel/foot pedal.
- Position sinks and less-desirable operational components central to overall plan so views into these zones are shielded.
- Seamless integration of all technology, sales equipment, display, storage and bins.
- Location of baby highchairs, prams and extra chairs.
- Location of all critical items including the food theatre zone, serving zone, food prep zone and back-of-house. Wash-up areas must not be visible – this includes mops, brooms and chemicals.
- Sufficient storage allocation for the following:
  - Dry, refrigerated and frozen goods.
  - Chemicals and cleaning materials (with Safety Data Sheets).
  - Staff belongings.

POINT OF SALE ZONES

- Seamless integration of all technology, sales equipment display, storage and bins.
- A ‘clean desk’ is required at all times.
- How will your takeaway drinks be displayed, including pricing?
- Ample storage location for:
  - Takeaway containers.
  - Packaging, bags.
  - Disposable cups, coffee cups/lids.
  - Cutlery including chopsticks.
  - Condiments.
  - Napkins.
  - Ample under-bench storage for all packaging and containers.
  - Type of POS system.
  - Sales associate with a roaming terminal.

COUNTER ZONES

- Should align with the lease line.
- Should be monolithic with no kickers or lighting on the counter face.
- Are to embrace breakups in the spatial layouts to avoid long runs of counters.
- Food prep equipment is not to be located within the service or dining counter zones.
- A maximum of 50% of counters, equipment and merchandise are permitted to sit at 1400mm high with remaining elements to sit at 900–1200mm high.
- No solid walls over 1400mm high.
- Lighting to the counter face will not be supported.
- Clear sightlines must be maintained from 1400mm AFFL. No products, display items, plants etc to be placed on partitions or fixtures.
- Any access through a counter must by fully integrated and appear as part of the counter.
- No loose items in the walkways of the counters such as rubbish bins, trolleys, shelving and non-approved equipment.
- All joinery to have cupboard doors; no open shelves at low levels.
- All views through to back-of-house must be concealed
- Hatch doors will not be permitted.
- No additional non-approved fixtures to be added to the design.
- Standalone drinks fridges and loose bottles on counter tops will not be permitted.
- No supplier branding permitted on any equipment.
- Vents or grilles to counter fronts will not be permitted.

COUNTERS & CUSTOMER AMENITIES

- Eating utensils.
- Condiments.
- Napkins.
- Bins for customers.

FOOD PREPARATION ZONES

- How will freshness and food theatre be integrated?
- Must be located behind a low height wall to conceal views into the zone.
- Ample storage.
- Rationale of kitchen and food preparation zone is critical.
- Locations of bins.
- A well-organised work bench is required at all times.
- Taps to be below 1400mm with no large goose necks.
- Display kitchens in the storefront will only be permitted if all finishes and details are commensurate with a front-of-house presentation.
- Lighting within the open kitchen is to match the overall lighting levels of the tenancy design. Fluorescent or cool lighting will not be accepted, including lighting within the mechanical hoods.

COFFEE ZONES

- All wiring and mess to be concealed.
- Ample storage.
- Process of ordering.
- Pricing and cup display.
- Takeaway items (croissants etc.).
- Cutlery, including spoons and stirrers.
- Sugar.
- Napkins.
- No loose bins.
- Where will milk and other items be stored?

WAITER STATION ZONES

- Direction wayfinding (ie. wait here).
- Ample storage location for:
  - Napkins.
  - Cutlery.
  - Glassware.
  - Water jugs.
  - Menus.
  - POS charger.
  - Staff drink bottles.
- All wiring and mess to be concealed.
- How will the dirty dishes be considered?

FLOORING

- Fatigue mats are not permitted.

FOOD PLANNING CHECKLIST

WASH UP AREAS

- Wash-up area to be concealed from the view of the customer.
- Sinks must not be exposed, and need to be integrated into the joinery.
- Taps to be below 1400mm in height.
- Mops and all cleaning equipment must be concealed at all times.

DELIVERIES

- Dedicate an area for deliveries which enables your team to deal with the products during trade, while screening from customer and common mall view.
- Deliveries must be made to the back-of-house area; deliveries placed and left in the front of house visible to the customer is not acceptable.
- Delivery holding area.

CLOSURES

- Roller shutters are not permitted.
- No covers to be placed over kiosks or counters after trade.

MUSIC

- Music and TVs are not permitted within kiosks
- Where proposed in inline tenancies - speakers are to be fitted with a sound leveller set at max. 75db, not affixed to IT walls and located a minimum 3000mm from the entry. Speakers are to sit flush with the ceiling.

CUSTOM FRIDGES

- Lengths and sizes of custom counter display fridges should be determined in line with proposed product range to ensure adequate display of offer.
- Only custom counter display fridges are to be located around the service zone.
- Custom display fridges are to follow the lease line.
- All internal shelves are to be glass.
- Integration of lighting within the display fridges at 3000k.
- Frameless UV bonded and square-edged glass display cabinets only.
- Glazing must have a maximum panel size with minimal clear silicone joins and recessed glazing channels, and is to follow the lease line.
- Remote refrigeration motors, contained within the tenancy area, are preferred. These need to be water cooled.
- Refrigeration vents, if required, are not to be visible to the front of counters, and must be integrated into the design.
- Custom drinks fridges are to be located in the food prep zone and are not to exceed 1400mm in height. They must integrate with the overall finishes of the design concept.
- Third-party branded fridges are not permitted.
- Equipment specification is required when submitting your design for consideration by the landlord.

STORAGE

- All storage areas to be either obscured or considered as part of a display for the customer (e.g. fresh produce).
- Sufficient storage allocation for the following:
  - Dry, refrigerated and frozen goods.
  - Chemicals and cleaning materials (with Safety Data Sheets) in a nominated and separate area.
  - Rubbish bins (minimum ‘Slim Jims’ or equivalent with canvas covers).
  - Off the floor or hanging rail for mops/brooms.
  - Staff belongings.

EQUIPMENT LIST

- Extensive equipment list and specifications and photos of proposed equipment.
- What does the equipment look like from the rear?
- What will the view be from the mall into the tenancy?
- Heights of all equipment.
- Feature equipment proposed for use within food theatre zone is to be of display and functionality quality. All other equipment to be positioned and concealed within food prep zone.
- No additional equipment to be added to your fitout without prior approval from your RDM.

FURNITURE

- Bar dining stools are to be fixed, have a swivel base and backrest.
- Laminate, timber veneer and solid surface material will not be supported for your tabletop specification.
- All furniture is to be commercial grade and fit for purpose.
- Furniture selections should be authentic. The use of replica copies is not permitted.

RUBBISH & RECYCLING BINS

- All rubbish and storage facilities to be purpose built to efficiently use under-bench space.
- Consideration around the volume of refuse that will be generated when planning the areas of back-of-house is critical. This includes general waste and recycled materials.
- Bins to any areas visible by the customer must be concealed under counter at all times, joinery considerations around slots to countertop or door front to be incorporated.
- Rubbermaid – ‘Slim Jim’ rubbish bins or equivalent to be specified to ensure efficient waste removal as well as maintaining a clean and safe environment.
- Recycling is a core component of Vicinity’s sustainability strategy and as such we have a closed loop process with two dedicated waste streams: paper, PET, cans, bottles and general waste.
- Rubbish bins with lids.
- No loose bins in walkways including coffee making zones.

OVERHEAD GANTRY

- Display only, not for backup stock, boxes, cups, equipment, etc.
- How will this area be cleaned.
- Accessibility (no ladder).

TROLLEY & BASKETS

- Shopping trolleys are not permitted.
- Baskets within the tenancy design are supported.

DELIVERY ZONE

- Dedicated delivery zone must be allocated within the tenancy.
- No trolleys and storage unit must not to be left during trade inside or outside kiosk during trade.
- All delivery should adhere to the centre’s delivery timetable.

This document is to be read in conjunction with the Fitout Criteria document, the Disclosure Statement (if any) and the agreement for lease and/or lease ('Lease Documents') issued to you by the Landlord. This document is not a legal document and is produced to assist tenants by prescribing the Landlord's general requirements for the design, layout, standard and quality of tenancies. The Lease Documents require you to comply with the Landlord's Fitout Criteria of which this document forms part. To the extent of any inconsistency between this document and the Lease Documents, the Lease Documents take precedence.

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UPTOWN

VERSION 1.0 – AUGUST 2026

ANNEXURE 2

Response to Design Principles Submission Checklist - Retail

RESPONSE TO DESIGN PRINCIPLES
SUBMISSION CHECKLIST - RETAIL

Equals 10% of Final Design Submission Pack

- ❑ Response to Design Principles
    - ❑ Provide approximately 5 pages that explain how your proposed design will respond to the five Design Principles for Uptown. This is a design-thinking submission, keep it concise, intentional and specific to the Uptown tenancy.

        Design Storytelling and Intent – concise design narrative explaining the brand idea, customer experience and site-specific response to Uptown.

        Mood board / Precedent Imagery – a curated set of relevant references with short annotations explaining what is being drawn from each image.

        Sketches or Diagrams – to support spatial thinking and express design ideation.

        Material Direction - key materials, colours, textures, lighting character, styling and brand cues; identify authentic materials rather than generic.

Note, if you would like guidance on responding to the five Uptown Design Principles, please speak to your RDM for examples.

- ❑ Initial Spatial Planning
    - ❑ Preliminary planning, zoning, circulation, sightline and / or customer-journey sketches appropriate to the tenancy type.
- ❑ Design Submission
    - ❑ Design Submission will consist of a submission in PDF format and an in-person presentation to your Vicinity RDM.

ANNEXURE 3

Concept Design Checklist - Retail

CONCEPT DESIGN
SUBMISSION CHECKLIST - RETAIL

Equals 40% of Final Design Submission Pack

- ❑ Concept Design Essentials Checklist
    - ❑ Complete and submit the applicable Concept Design Essentials checklist set out in the Inline Retail or Kiosk Retail section of the Uptown Design Vision.
- ❑ Design Response
    - ❑ Provide a concise summary explaining how the Concept Design develops the endorsed Response to Design Principles and addresses all previous RDM feedback.
- ❑ Preliminary Floor Plan - 1:50
    - ❑ Show the lease line, shopfront and entry, customer circulation, fixtures, joinery, equipment, point of sale, fitting rooms where applicable, back-of-house areas, storage, electrical distribution board (EDB), accessible paths and key dimensions.
- ❑ Shopfront Elevations - 1:20
    - ❑ Provide each public-facing elevation showing the lease line, shopfront form and articulation, entry and closure, glazing, signage, key materials, levels and dimensions.
- ❑ Internal Elevations and Sections - 1:50
    - ❑ Provide sufficient elevations and sections to explain the spatial volume, shopfront activation zone, ceiling articulation, joinery, fixtures, merchandising and key design features.
- ❑ Preliminary Reflected Ceiling Plan - 1:50
    - ❑ Show ceiling articulation, heights and finishes, feature elements, indicative lighting and the intended integration of visible services.
- ❑ Coloured 3D Visualisations
    - ❑ Provide a minimum of one accurate view of each shopfront elevation and two internal views, plus additional views where required to clearly communicate the proposed customer experience.

VISUALISATION REQUIREMENTS
Visualisations must accurately correspond with the submitted plans, elevations, dimensions, materials and architectural form. Solely AI-generated visualisations are not accepted as architectural design submissions.
Where AI-assisted content is used, identify it as an AI-assisted visualisation in a footnote to each affected image.

- ❑ Digital Materials and Finishes Board
    - ❑ Provide a digital sample board of key materials, colours and finishes, identifying the intended location and manufacturer or product reference where known.
    - ❑ In-hand physical samples of key materials are to be presented to your RDM at the Concept Design presentation.
- ❑ Preliminary Signage and Graphics
    - ❑ Show the location, type, scale and illumination intent of primary and secondary signage, graphics and digital elements, and how these are integrated into the architecture.
- ❑ Design Submission
    - ❑ The Concept Design Submission is to be issued as one combined PDF set for review and presented in person to your Vicinity RDM.
    - ❑ Each submission is to include a clear revision number and date. All changes from the previous issue are to be clouded and cross-referenced to the applicable revision number.
    - ❑ Include a response register identifying how all previous RDM comments have been addressed.

ANNEXURE 4

Services Submission Checklist - Retail

SERVICES DRAWINGS
SUBMISSION CHECKLIST - RETAIL

Equals 50% of Final Design Submission Pack

- ❑ Coordinated Floor Plan - 1:50
    - ❑ Show the current approved layout, lease line, shopfront and entry, partitions and doors, joinery, fixtures, furniture, equipment, back-of-house areas, and access and maintenance zones.
    - ❑ Show building grid lines, key dimensions and the set-out of service locations from the grid.
- ❑ Hydraulic and Slab Penetration Plan - 1:50
    - ❑ Show and dimension all proposed core holes, slab penetrations and slab chases, including hydraulic, electrical and refrigerant penetrations and recessed door pivots or tracks.
    - ❑ Nominate the size and depth of each penetration, chase and slab recess.
    - ❑ Show standard and greasy-waste connection points, water services, floor wastes, tundishes and plumbing fixtures.
- ❑ Equipment Plan and Schedule - 1:50
    - ❑ Identify all equipment and provide dimensions and manufacturer or product references where known.
    - ❑ Nominate the electrical, data, hydraulic and mechanical requirements for each item of equipment.
    - ❑ For heavy or special equipment that may affect building services or structure, provide the overall weight, individual point loads and point-load set-out dimensions from the base-building grid lines.
- ❑ Power and Data Plan - 1:50
    - ❑ Dimension the proposed locations of the EDB and NBN/data cabinet. Ensure the tenancy design allows for code-compliant access and working space to the EDB.
    - ❑ Show power outlets, floor boxes, data and communications points, point-of-sale connections and security connections.
    - ❑ Show the required power and data connections to equipment, including any dedicated supplies or unique switching requirements.

- ❑ Reflected Ceiling Plan - 1:50
    - ❑ Show ceiling heights and finishes, together with the lighting layout and specifications.
    - ❑ Show the type and location of supply-air diffusers, return-air grilles and thermostats.
    - ❑ Show sprinkler and fire services set-out as design intent, subject to final base-building coordination. Nominate sprinkler and dry fire device colours - including speakers, WAPs and smoke detectors - in black or white. Where colours vary by ceiling zone, provide a referenced RCP mark-up identifying the relevant black or white service zones.
    - ❑ Show exit signs, access panels, speakers, security devices and all other visible services.
    - ❑ Where an open ceiling is proposed, clearly identify its extent within the tenancy and note that upgrades to internally insulated rigid mechanical ductwork will form part of the Cat 1 scope.
    - ❑ Include the applicable Section J lighting calculations.

REFLECTED CEILING PLAN - DESIGN CONSIDERATIONS
Front-of-house services are to be intentionally integrated with the ceiling design. Lineal slot diffusers are to be specified throughout front-of-house areas; square or circular diffusers are not supported in these areas at Uptown.
For open ceilings, flexible or externally insulated mechanical ductwork is to be upgraded to internally insulated rigid ductwork. Extend inter-tenancy walls to the underside of the soffit above to form an enclosed plenum and contain conditioned air within the tenancy.

- ❑ Cross-sections and Elevations - 1:50
    - ❑ Show non-standard ceiling conditions and critical services interfaces.
    - ❑ Show duct and diffuser integration, access and maintenance clearances, services risers, bulkheads and decorative ceiling elements affecting services coordination.
- ❑ Design Submission
    - ❑ Submit all drawings listed in this checklist as one combined PDF set for review, rather than as multiple individual PDF files.
    - ❑ Provide the coordinated floor plan and reflected ceiling plan in DWG format, aligned with the submitted PDF set, for issue to Vicinity's Services Consultants.
    - ❑ Include the completed Cat 1 Services and ESD Checklist - refer to Annexure 12.
    - ❑ Each submission is to include a clear revision number and date. All changes from the previous issue are to be clouded and cross-referenced to the applicable revision number.
    - ❑ Any subsequent changes to the Services Drawings Submission must be submitted for base-building services re-review and will be subject to re-review fees.

ANNEXURE 5

Design Development Submission Checklist - Retail

DESIGN DEVELOPMENT
SUBMISSION CHECKLIST - RETAIL

Equals 70% of Final Design Submission Pack

- ❑ Design Response
    - ❑ Provide a coordinated developed-design package that reflects the approved Concept Design and addresses all applicable RDM and consultant review comments.
    - ❑ Include a response register cross-referencing each previous design review comment to the relevant drawing or schedule.
- ❑ Developed Floor Plan - 1:50
    - ❑ Show the lease line, building grid lines, shopfront and entry, closure line, partitions and doors, circulation, joinery, fixtures, furniture, equipment and back-of-house areas.
    - ❑ Dimension the tenancy layout, shopfront set-out, circulation widths, storage areas and locations of fixtures and equipment.
    - ❑ Show access, maintenance and operational clearances, including access to services cupboards and equipment.
- ❑ Floor Finishes Plan - 1:50
    - ❑ Identify floor finishes, finish codes, transitions, thresholds, movement joints, finished floor levels, gradients and ramps.
    - ❑ Show the slab and finished floor levels nominated on the Landlord's Tenancy Drawings and demonstrate a flush junction with the common mall floor finish.
    - ❑ Where floor build-ups are proposed, provide the build-up methodology, depth, extent and loading information for structural review.
    - ❑ Show how base-building movement joints, including expansion and control joints, are accommodated and integrated with the proposed floor finishes.

- ❑ Shopfront and Internal Elevations - 1:20 / 1:50
    - ❑ Provide each public-facing shopfront elevation at 1:20, showing the lease line, shopfront form, entry and closure, glazing, signage, principal materials, levels and key dimensions.
    - ❑ Provide internal elevations at 1:50 showing wall finishes, joinery, fixtures, equipment, displays, signage, lighting and integrated services.
    - ❑ Clearly identify finish codes and cross-reference all relevant schedules and detail drawings.
- ❑ Sections and Detail Drawings
    - ❑ Provide sufficient sections through the shopfront, entry, floor and ceiling interfaces, internal joinery and other key design features to clearly communicate the developed design.
    - ❑ Provide the mall tile-to-tenancy floor threshold junction detail, nominating slab level, mall finished floor level, tenancy floor finish and complete floor build-up.
    - ❑ Provide the shopfront-to-mall ceiling interface detail, incorporating a 10-15mm shadowline between the shopfront and mall bulkhead or ceiling.
    - ❑ Provide fire hose reel cupboard and inter-tenancy wall/shopfront junction details. Refer to the applicable Uptown project typical details.
    - ❑ Detail the treatment of movement joints through floors, walls, ceilings and columns, including waterproof treatment where required.

THRESHOLD AND SHOPFRONT DETAILING - DESIGN CONSIDERATIONS
The available setdown at the mall tile-to-tenancy floor junction may be as little as 15mm. Select and detail the proposed floor finish and build-up to suit the available setdown.
Maximise glazing panel sizes and detail adjoining panes with a minimal air gap and no visible silicone. The shopfront structural engineer is to consider these requirements when developing the glazing design and specification.

- ❑ Joinery Drawings - 1:20
    - ❑ Provide plans, elevations, sections and details for all custom joinery, including dimensions, materials, finishes, hardware, fixing and installation methods.
    - ❑ Show integrated storage, equipment, services, ventilation and access requirements.
    - ❑ Provide structural engineering for heavy, suspended or otherwise non-standard joinery and fixing systems where required.

- ❑ Reflected Ceiling Plan - 1:50
    - ❑ Show ceiling heights and finishes, lighting, signage, access panels, speakers, security devices and all other visible services.
    - ❑ Coordinate the RCP with the approved Services Drawings Submission and cross-reference lighting, signage and equipment schedules.
    - ❑ Show the location and architectural integration of speakers, security cameras and associated power and data connections.

CEILING, SECURITY AND SOUND - DESIGN CONSIDERATIONS
Visible services, including speakers and security cameras, are to be coordinated and finished to integrate with the ceiling design.
Where a sound system is proposed, locate speakers a minimum 3000mm from the entry, do not fix them to inter-tenancy walls, and provide a sound leveller set to a maximum 75dB. Speakers are to sit flush with the ceiling.

- ❑ Lighting Design Package
    - ❑ Provide a colour-rendered lighting plan, lux-level calculations and technical data sheets for all proposed light sources.
    - ❑ Show the intended lighting hierarchy, colour temperature, colour rendering, beam angles, dimming and control requirements.
    - ❑ Show shopfront zone lighting and signage circuited to a 24/7 timer and set to the hours directed by Centre Management.
- ❑ Signage and Graphics Package
    - ❑ Provide signage elevations and details showing location, dimensions, materials, finishes, illumination, fixing methods and concealed power supplies.
    - ❑ Provide the developed graphics and branding package, including artwork intent, locations, dimensions, colours, materials and application method.
    - ❑ Cross-reference all signage and graphics to the relevant architectural drawings and schedules.
- ❑ Schedules
    - ❑ Provide coordinated schedules for materials and finishes, lighting, equipment, fittings and fixtures, and furniture.
    - ❑ For each item, identify the supplier, manufacturer, product or model number, description, finish, intended location and a reference image.
    - ❑ Include installation or fixing details, order lead time and current stock availability where known.

- ❑ Updated Coloured 3D Visualisations
    - ❑ Provide updated coloured 3D visualisations that accurately reflect the Design Development drawings, materials, finishes, lighting and signage.

VISUALISATION REQUIREMENTS
Visualisations must accurately correspond with the submitted plans, elevations, dimensions, materials and architectural form. Solely AI-generated visualisations are not accepted as architectural design submissions.
Where AI-assisted content is used, identify it as an AI-assisted visualisation in a footnote to each affected image.

- ❑ Physical Materials Sample Board
    - ❑ Submit an in-hand physical sample board of the key architectural materials and finishes, in addition to the Materials and Finishes Schedule.
    - ❑ Label each sample with its finish code, supplier and product reference, and cross-reference it to the submitted drawings and schedule.
    - ❑ Provide one complete physical sample board to Vicinity to retain on file.
- ❑ Authority and Consultant Documentation
    - ❑ Identify the appointed Principal Certifying Authority and Town Planning Consultant, where required, and include relevant design guidance or approval conditions.
    - ❑ Include structural engineering for the shopfront, glazing, signage, overhead elements, joinery, fixings, floor build-ups and other elements where required.
- ❑ Design Submission
    - ❑ Present the Design Development Submission at a face-to-face meeting with your Vicinity RDM.
    - ❑ Submit all drawings, schedules and consultant documentation listed in this checklist as one combined PDF set for review, rather than as multiple individual PDF files.
    - ❑ Provide clear drawing titles, drawing numbers, scales, revision numbers and revision dates throughout the submission.
    - ❑ Cloud all changes from the previous issue and cross-reference them to the applicable revision number.

ANNEXURE 6

Final Design Submission Checklist - Retail

FINAL DESIGN
SUBMISSION CHECKLIST - RETAIL

Equals 100% of Final Design Submission Pack

- ❑ Final Design Response
    - ❑ Provide a complete, coordinated For Construction package that reflects the approved Design Development Submission and incorporates all applicable RDM, authority and consultant review comments.
    - ❑ Include a final response register cross-referencing each outstanding design review comment to the relevant drawing, detail or schedule.
- ❑ Final Floor Plan - 1:50
    - ❑ Show the lease line, building grid lines, shopfront and entry, closure line, partitions and doors, circulation, joinery, fixtures, furniture, equipment and back-of-house areas.
    - ❑ Dimension the tenancy layout, shopfront set-out, circulation widths, storage areas and locations of fixtures and equipment.
    - ❑ Show access, maintenance and operational clearances, including access to services cupboards and equipment.
- ❑ Floor Finishes Plan - 1:50
    - ❑ Identify floor finishes, finish codes, transitions, thresholds, movement joints, finished floor levels, gradients and ramps.
    - ❑ Show the slab and finished floor levels nominated on the Landlord's Tenancy Drawings and demonstrate a flush junction with the common mall floor finish.
    - ❑ Where floor build-ups are proposed, provide the build-up methodology, depth, extent and loading information for structural review.
    - ❑ Identify the location of base-building movement joints, including expansion and control joints, that affect the tenancy fitout.

- ❑ Shopfront and Internal Elevations - 1:20 / 1:50
    - ❑ Provide each public-facing shopfront elevation at 1:20, showing the lease line, shopfront form, entry and closure, glazing, signage, principal materials, levels and key dimensions.
    - ❑ Provide internal elevations at 1:50 showing wall finishes, joinery, fixtures, equipment, displays, signage, lighting and integrated services.
    - ❑ Clearly identify finish codes and cross-reference all relevant schedules and detail drawings.
- ❑ Sections and Detail Drawings
    - ❑ Provide complete construction sections through the shopfront, entry, floor and ceiling interfaces, internal joinery and all other key design features.
    - ❑ Provide the mall tile-to-tenancy floor threshold junction detail, nominating slab level, mall finished floor level, tenancy floor finish and complete floor build-up.
    - ❑ Provide the shopfront-to-mall ceiling interface detail, incorporating a 10-15mm shadowline between the shopfront and mall bulkhead or ceiling.
    - ❑ Provide fire hose reel cupboard and inter-tenancy wall/shopfront junction details. Refer to the applicable Uptown project typical details.
    - ❑ Detail how base-building movement joints, including expansion and control joints, are accommodated through all affected fitout elements, including shopfronts, floor finishes, partitions, wall finishes, joinery, ceilings and columns. Include waterproof treatment where required.

THRESHOLD AND SHOPFRONT DETAILING - DESIGN CONSIDERATIONS
The available setdown at the mall tile-to-tenancy floor junction may be as little as 15mm. Select and detail the proposed floor finish and build-up to suit the available setdown.
Maximise glazing panel sizes and detail adjoining panes with a minimal air gap and no visible silicone. The shopfront structural engineer is to consider these requirements when developing the glazing design and specification.

- ❑ Joinery Drawings - 1:20
    - ❑ Provide complete construction plans, elevations, sections and details for all custom joinery, including dimensions, materials, finishes, hardware, fixing and installation methods.
    - ❑ Show integrated storage, equipment, services, ventilation and access requirements.
    - ❑ Provide structural engineering for heavy, suspended or otherwise non-standard joinery and fixing systems where required.

- ❑ Reflected Ceiling Plan - 1:50
    - ❑ Show ceiling heights and finishes, lighting, signage, access panels, speakers, security devices and all other visible services.
    - ❑ Coordinate the RCP with the Annexure 4 Services Drawings Submission and incorporate all drawings, conditions and modifications issued through the base-building services consultants' Cat 1 design review process.
    - ❑ Show the location and architectural integration of speakers, security cameras and associated power and data connections.

CEILING, SECURITY AND SOUND - DESIGN CONSIDERATIONS
Visible services, including speakers and security cameras, are to be coordinated and finished to integrate with the ceiling design.
Where a sound system is proposed, locate speakers a minimum 3000mm from the entry, do not fix them to inter-tenancy walls, and provide a sound leveller set to a maximum 75dB. Speakers are to sit flush with the ceiling.

- ❑ Lighting Design Package
    - ❑ Provide a colour-rendered lighting plan, lux-level calculations and technical data sheets for all proposed light sources.
    - ❑ Show the intended lighting hierarchy, colour temperature, colour rendering, beam angles, dimming and control requirements.
    - ❑ Show shopfront zone lighting and signage circuited to a 24/7 timer and set to the hours directed by Centre Management.
- ❑ Signage and Graphics Package
    - ❑ Provide signage elevations and details showing location, dimensions, materials, finishes, illumination, fixing methods and concealed power supplies.
    - ❑ Provide the developed graphics and branding package, including artwork intent, locations, dimensions, colours, materials and application method.
    - ❑ Cross-reference all signage and graphics to the relevant architectural drawings and schedules.
- ❑ Schedules
    - ❑ Provide coordinated schedules for materials and finishes, lighting, equipment, fittings and fixtures, and furniture.
    - ❑ For each item, identify the supplier, manufacturer, product or model number, description, finish, intended location and a reference image.
    - ❑ Include final installation or fixing details and confirm current stock availability and order lead times for each specified item.

- ❑ Final Coloured 3D Visualisations
    - ❑ Provide final coloured 3D visualisations that accurately reflect the For Construction drawings, materials, finishes, lighting and signage.

VISUALISATION REQUIREMENTS
Visualisations must accurately correspond with the submitted plans, elevations, dimensions, materials and architectural form. Solely AI-generated visualisations are not accepted as architectural design submissions.
Where AI-assisted content is used, identify it as an AI-assisted visualisation in a footnote to each affected image.

- ❑ Final Physical Materials Sample Board
    - ❑ Submit an in-hand physical sample board of all final architectural materials and finishes, in addition to the final Materials and Finishes Schedule.
    - ❑ Label each sample with its final finish code, supplier and product reference, and cross-reference it to the submitted drawings and schedule.
    - ❑ Provide one complete physical sample board to Vicinity to retain on file.
- ❑ Authority and Consultant Documentation
    - ❑ Include final documentation, design guidance and approval conditions issued by the appointed Principal Certifying Authority and Town Planning Consultant, where required.
    - ❑ Include certified structural engineering drawings for the shopfront, glazing, signage, overhead elements, joinery, fixings, floor build-ups and other elements where required, including all connections to the base-building structure.
    - ❑ Include a letter from the tenant's structural engineer confirming that the fitout's imposed loads, including any concentrated point loads, do not exceed the applicable base-building slab loading capacity.
    - ❑ Where structural glazing forms part of the design, include documentation prepared and certified by a suitably qualified structural glazing or facade engineer.
    - ❑ Include the final Cat 1 services design documentation and base-building services consultant review outcomes applicable to the tenancy. Confirm that all conditions have been incorporated into the architectural drawings.

- ❑ Design Submission
    - ❑ Present the Final Design Submission at a face-to-face meeting with your Vicinity RDM and appointed shopfitter, where applicable.
    - ❑ Submit the complete architectural drawing set, schedules and all consultant documentation listed in this checklist as one combined PDF set for Final Design Approval, rather than as multiple individual PDF files.
    - ❑ Clearly mark the designer's title block 'FOR CONSTRUCTION' and provide drawing titles, drawing numbers, scales, revision numbers and revision dates throughout the submission.
    - ❑ Cloud all changes from the previous issue and cross-reference them to the applicable revision number.
    - ❑ Issue the complete Final Design Submission to your Vicinity RDM for Final Design Approval and receipt of Vicinity's official stamped drawings and Letter of Consent.

ANNEXURE 7

Response to Design Principles Submission Checklist - Food

RESPONSE TO DESIGN PRINCIPLES
SUBMISSION CHECKLIST - FOOD

Equals 10% of Final Design Submission Pack

- ❑ Response to Design Principles
    - ❑ Provide approximately five pages explaining how your proposed design will respond to the Five Design Principles for Uptown. This is a design-thinking submission; keep it concise, intentional and specific to the Uptown tenancy.

        Design Storytelling and Intent – concise design narrative explaining the brand, food offer, intended customer experience and site-specific response to Uptown.

        Mood Board / Precedent Imagery – curated hospitality and design references with short annotations explaining what is being drawn from each image.

        Sketches or Diagrams – express the key design ideas, sightlines and moments of customer interaction.

        Material Direction – identify key materials, colours, textures, lighting character and styling. Demonstrate authentic, durable materials appropriate to a hospitality environment.

Note, if you would like guidance on responding to the five Uptown Design Principles, please speak to your RDM for examples.

- ❑ Initial Spatial and Operational Planning
    - ❑ Provide preliminary planning, zoning, circulation, key sightlines and customer-journey sketches appropriate to the tenancy type.

        Customer Journey – show the intended sequence of arrival, ordering, waiting, collection, dining and departure, including customer interaction and the relationship between the tenancy and common mall.

        Operational Planning – indicate the preliminary allocation of front-of-house and back-of-house areas, including staff, food preparation, delivery, storage, wash-up and waste functions.

        Food Offer and Service Model – summarise the proposed food and beverage offer, service style and operating character, and how these inform the customer journey and relationship between customers, staff and food preparation.

- ❑ Brand Pack / Brand Direction
    - ❑ Provide a concise preliminary Brand Pack or Brand Direction sufficient to explain the proposed brand identity and how it will inform the tenancy design.

        Established Brands – provide relevant existing brand guidelines and assets proposed for use, including logo, colour, typography, graphic language and imagery.

        New Brand Concepts – provide preliminary brand ideation, including the brand story, values, positioning and principles guiding the developing identity.

- ❑ Design Submission
    - ❑ Submit the Response to Design Principles as one combined PDF and present it in person to your Vicinity RDM.

ANNEXURE 8

Concept Design Submission Checklist - Food

CONCEPT DESIGN
SUBMISSION CHECKLIST - FOOD

Equals 40% of Final Design Submission Pack

- ❑ Concept Design Essentials Checklist
    - ❑ Complete and submit the applicable Concept Design Essentials checklist set out in the Inline Food or Kiosk Food section of the Uptown Design Vision.
- ❑ Design Response
    - ❑ Provide a concise summary explaining how the Concept Design develops the endorsed Response to Design Principles and addresses all previous RDM feedback.
- ❑ Preliminary Floor Plan - 1:50
    - ❑ Show the lease line, shopfront and entry, key dimensions, front-of-house and back-of-house planning, customer and staff circulation, dining and service zones, kitchen and food preparation areas, and supporting delivery, storage, wash-up and waste functions.
    - ❑ Refer to the Food Planning Checklist in the Uptown Design Vision.
- ❑ Shopfront Elevations - 1:20
    - ❑ Provide each public-facing elevation showing the lease line, shopfront form and activation, entry and closure, glazing, counters, food display, signage, menus, key materials, levels and dimensions.
- ❑ Internal Elevations and Sections - 1:50
    - ❑ Provide sufficient elevations and sections to explain the spatial volume, food theatre, counters and displays, dining areas, ceiling articulation, equipment integration and key design features.
- ❑ Preliminary Reflected Ceiling Plan - 1:50
    - ❑ Show ceiling articulation, heights and finishes, feature elements, indicative lighting and the intended integration of visible services. Food preparation and open food display areas are to be located under an Authority-compliant ceiling finish.
- ❑ Coloured 3D Visualisations
    - ❑ Provide a minimum of one accurate view of each public-facing elevation and two internal views, plus additional views where required to communicate the customer experience and food offer.

VISUALISATION REQUIREMENTS
Visualisations must accurately correspond with the submitted plans, elevations, dimensions, materials and architectural form. Solely AI-generated visualisations are not accepted as architectural design submissions.
Where AI-assisted content is used, identify it as an AI-assisted visualisation in a footnote to each affected image.

- ❑ Digital Materials, Finishes and Furniture Board
    - ❑ Provide a digital sample board of key materials, colours, finishes and commercial-grade furniture, identifying the intended location and manufacturer or product reference where known.
    - ❑ In-hand physical samples of key materials are to be presented to your RDM at the Concept Design presentation.
- ❑ Preliminary Signage, Menus and Brand Graphics
    - ❑ Show the location, type, scale and illumination intent of signage, menus, wayfinding, graphics and digital elements, and how the approved Brand Pack / Brand Direction is translated into the architecture and customer journey.
- ❑ Design Submission
    - ❑ The Concept Design Submission is to be issued as one combined PDF set for review and presented in person to your Vicinity RDM.
    - ❑ Each submission is to include a clear revision number and date. All changes from the previous issue are to be clouded and cross-referenced to the applicable revision number.
    - ❑ Include a response register identifying how all previous RDM comments have been addressed.

ANNEXURE 9

Services Submission Checklist - Food

SERVICES DRAWINGS
SUBMISSION CHECKLIST - FOOD

Equals 50% of Final Design Submission Pack

- ❑ Coordinated Floor Plan - 1:50
    - ❑ Show the current approved layout, lease line, shopfront and entry, partitions and doors, front-of-house and back-of-house areas, dining and service zones, food preparation areas, joinery, fixtures, furniture, equipment, storage, wash-up and waste areas.
    - ❑ Show building grid lines, key dimensions and the set-out of service locations from the grid.
- ❑ Hydraulic and Slab Penetration Plan - 1:50
    - ❑ Show and dimension all proposed core holes, slab penetrations and slab chases, including hydraulic, electrical and refrigerant penetrations and recessed door pivots or tracks.
    - ❑ Nominate the size and depth of each penetration, chase and slab recess.
    - ❑ Show standard and greasy-waste connection points, hot and cold-water services, floor wastes, tundishes and gas.
    - ❑ Show handbasins, sinks, mop sinks and other plumbing fixtures.
- ❑ Equipment Plan and Schedule - 1:50
    - ❑ Identify all cooking, food preparation, refrigeration, dishwashing and other equipment, including dimensions and manufacturer or product references.
    - ❑ Nominate the electrical, data, hydraulic, gas, exhaust and mechanical requirements for each item of equipment.
    - ❑ Show the size and location of exhaust hoods, cold rooms, freezer rooms and remote refrigeration condenser units.
    - ❑ Show access, ventilation, heat rejection, fixing and maintenance requirements for refrigeration and other special equipment.
    - ❑ For heavy or special equipment that may affect building services or structure, provide the overall weight, individual point loads and point-load set-out dimensions from the base-building grid lines.
- ❑ Mechanical, Exhaust and Make-up Air Plan - 1:50
    - ❑ Show kitchen exhaust, make-up air, supplementary exhaust and air-conditioning systems.
    - ❑ Show equipment locations, duct routes, connection points, capacities and access requirements.

- ❑ Show refrigeration systems and remote condenser locations, including heat-rejection and ventilation requirements.

- ❑ Power and Data Plan - 1:50
  - ❑ Dimension the proposed locations of the EDB, NBN/data cabinet, gas meter and isolation points where applicable.
  - ❑ Allow for code-compliant access and working clearances to electrical and gas equipment.
  - ❑ Show power outlets, floor boxes, data and communications points, point-of-sale connections and security connections.
  - ❑ Show dedicated supplies, isolation switches and connections required for equipment.

- ❑ Reflected Ceiling Plan - 1:50
  - ❑ Show ceiling heights and finishes, together with the lighting layout and specifications.
  - ❑ Show supply-air diffusers, return-air grilles, thermostats, exhaust and make-up air grilles.
  - ❑ Show sprinkler and fire services set-out as design intent, subject to final base-building coordination. Nominate sprinkler and dry fire device colours - including speakers, WAPs and smoke detectors - in black or white. Where colours vary by ceiling zone, provide a referenced RCP mark-up identifying the relevant black or white service zones.
  - ❑ Show exit signs, access panels, speakers, security devices and all other visible services.
  - ❑ Where an open ceiling is proposed, clearly identify its extent within the tenancy and note that upgrades to internally insulated rigid mechanical ductwork will form part of the Cat 1 scope.
  - ❑ Include the applicable Section J lighting calculations.

REFLECTED CEILING PLAN - DESIGN CONSIDERATIONS
Front-of-house services are to be intentionally integrated with the ceiling design. Lineal slot diffusers are to be specified throughout front-of-house areas; square or circular diffusers are not supported in these areas at Uptown.
For open ceilings, flexible or externally insulated mechanical ductwork is to be upgraded to internally insulated rigid ductwork. Extend inter-tenancy walls to the underside of the soffit above to form an enclosed plenum and contain conditioned air within the tenancy.

- ❑ Cross-sections and Elevations - 1:50
  - ❑ Show non-standard ceiling conditions and critical services interfaces.
  - ❑ Show duct and diffuser integration, exhaust hoods, services risers and bulkheads.
  - ❑ Show equipment clearances, access and maintenance zones, and decorative elements affecting services coordination.

- ❑ Waste and Odour Management
    - ❑ Show general waste, recycling and organics storage, including concealed front-of-house bins.
    - ❑ Identify any odour-producing food preparation or waste areas.
    - ❑ Where applicable, show dedicated enclosures, floor wastes, self-closing doors and supplementary exhaust required for odour control.
      Refer to the Food Planning Checklist in the Uptown Design Vision and the waste-management requirements in the Uptown Fitout Criteria.
- ❑ Design Submission
    - ❑ Submit all drawings listed in this checklist as one combined PDF set for review, rather than as multiple individual PDF files.
    - ❑ Provide the coordinated floor plan and reflected ceiling plan in DWG format, aligned with the submitted PDF set, for issue to Vicinity's Services Consultants.
    - ❑ Include the completed Cat 1 Services and ESD Checklist - refer to Annexure 12.
    - ❑ Each submission is to include a clear revision number and date. All changes from the previous issue are to be clouded and cross-referenced to the applicable revision number.
    - ❑ Any subsequent changes to the Services Drawings Submission must be submitted for base-building services re-review and will be subject to re-review fees.

ANNEXURE 10

Design Development Submission Checklist - Food

DESIGN DEVELOPMENT
SUBMISSION CHECKLIST - FOOD

Equals 70% of Final Design Submission Pack

- ❑ Design Response
    - ❑ Provide a coordinated developed-design package that reflects the approved Concept Design and addresses all applicable RDM and consultant review comments.
    - ❑ Include a response register cross-referencing each previous design review comment to the relevant drawing or schedule.
- ❑ Developed Floor Plan - 1:50
    - ❑ Show the lease line, building grid lines, shopfront and entry, closure line, partitions and doors, customer and staff circulation, dining and service zones, joinery, fixtures, furniture, equipment and back-of-house areas.
    - ❑ Dimension the tenancy layout, shopfront set-out, circulation widths, storage areas and locations of fixtures and equipment.
    - ❑ Show dry, chilled and frozen storage, food preparation, wash-up and waste areas, with sufficient capacity for the proposed operation.
    - ❑ Show access, maintenance and operational clearances, including access to services cupboards and equipment.
    - ❑ Show ordering, payment and collection points, and the storage and presentation of condiments, cutlery, napkins, trays and other customer-facing items where applicable.
- ❑ Floor Finishes Plan - 1:50
    - ❑ Identify floor finishes, finish codes, transitions, thresholds, movement joints, finished floor levels, gradients and ramps.
    - ❑ Show the slab and finished floor levels nominated on the Landlord's Tenancy Drawings and demonstrate a flush junction with the common mall floor finish.
    - ❑ Show floor wastes, waterproofing extents, coving and other hygiene-related floor details within kitchens, food preparation, wash-up and waste areas.
    - ❑ Where floor build-ups are proposed, provide the build-up methodology, depth, extent and loading information for structural review.
    - ❑ Show how base-building movement joints are accommodated and integrated with the proposed floor finishes and waterproofing.
- ❑ Shopfront and Internal Elevations - 1:20 / 1:50
    - ❑ Provide each public-facing shopfront elevation at 1:20, showing the lease line, shopfront form, entry and closure, glazing, signage, counters, food display, menus, principal materials, levels and key dimensions.

- ❑ Provide internal elevations at 1:50 showing wall finishes, joinery, fixtures, equipment, food displays, signage, lighting and integrated services.

- ❑ Clearly identify finish codes and cross-reference all relevant schedules and detail drawings.

- ❑ Sections and Detail Drawings

  - ❑ Provide sufficient sections through the shopfront, entry, floor and ceiling interfaces, counters, food displays, kitchens, joinery and other key design features.

  - ❑ Provide the mall tile-to-tenancy floor threshold junction detail, nominating slab level, mall finished floor level, tenancy floor finish and complete floor build-up.

  - ❑ Provide the shopfront-to-mall ceiling interface detail, incorporating a 10-15mm shadowline between the shopfront and mall bulkhead or ceiling.

  - ❑ Provide fire hose reel cupboard and inter-tenancy wall/shopfront junction details. Refer to the applicable Uptown project typical details.

  - ❑ Detail the treatment of movement joints through floors, walls, ceilings and columns, including waterproof treatment where required.

THRESHOLD AND SHOPFRONT DETAILING - DESIGN CONSIDERATIONS
The available setdown at the mall tile-to-tenancy floor junction may be as little as 15mm. Select and detail the proposed floor finish and build-up to suit the available setdown.
Maximise glazing panel sizes and detail adjoining panes with a minimal air gap and no visible silicone. The shopfront structural engineer is to consider these requirements when developing the glazing design and specification.

- ❑ Joinery and Equipment Drawings - 1:20

  - ❑ Provide plans, elevations, sections and details for all custom joinery, counters and food displays, including dimensions, materials, finishes, hardware, fixing and installation methods.

  - ❑ Show integrated storage, equipment, services, ventilation and access requirements.

  - ❑ Provide structural engineering for heavy, suspended or otherwise non-standard joinery, equipment and fixing systems where required.

- ❑ Reflected Ceiling Plan - 1:50

  - ❑ Show ceiling heights and finishes, lighting, signage, access panels, speakers, security devices and all other visible services.

  - ❑ Coordinate the RCP with the approved Services Drawings Submission and cross-reference lighting, signage and equipment schedules.

  - ❑ Show the location and architectural integration of exhaust hoods, diffusers, grilles, speakers, security cameras and associated power and data connections.

CEILING, SECURITY AND SOUND - DESIGN CONSIDERATIONS
Visible services, including speakers and security cameras, are to be coordinated and finished to integrate with the ceiling design.
Where a sound system is proposed, locate speakers a minimum 3000mm from the entry, do not fix them to inter-tenancy walls, and provide a sound leveller set to a maximum 75dB. Speakers are to sit flush with the ceiling.

- ❑ Lighting Design Package
    - ❑ Provide a colour-rendered lighting plan, lux-level calculations and technical data sheets for all proposed light sources.
    - ❑ Show the intended lighting hierarchy, colour temperature, colour rendering, beam angles, dimming and control requirements.
    - ❑ Show shopfront zone lighting and signage circuited to a 24/7 timer and set to the hours directed by Centre Management.
- ❑ Signage, Menus and Graphics Package
    - ❑ Provide signage and menu elevations and details showing location, dimensions, materials, finishes, illumination, fixing methods and concealed power supplies.
    - ❑ Provide the developed graphics and branding package, including artwork intent, locations, dimensions, colours, materials and application method.
    - ❑ Cross-reference all signage, menus and graphics to the relevant architectural drawings and schedules.
- ❑ Schedules
    - ❑ Provide coordinated schedules for materials and finishes, lighting, equipment, fittings and fixtures, furniture, signage and menus.
    - ❑ For each item, identify the supplier, manufacturer, product or model number, description, finish, intended location and a reference image.
    - ❑ Include installation or fixing details, order lead time and current stock availability where known.
- ❑ Updated Coloured 3D Visualisations
    - ❑ Provide updated coloured 3D visualisations that accurately reflect the Design Development drawings, materials, finishes, lighting, signage and menus.

VISUALISATION REQUIREMENTS
Visualisations must accurately correspond with the submitted plans, elevations, dimensions, materials and architectural form. Solely AI-generated visualisations are not accepted as architectural design submissions.
Where AI-assisted content is used, identify it as an AI-assisted visualisation in a footnote to each affected image.

- ❑ Physical Materials Sample Board
    - ❑ Submit an in-hand physical sample board of the key architectural materials and finishes, in addition to the Materials and Finishes Schedule.

- ❑ Label each sample with its finish code, supplier and product reference, and cross-reference it to the submitted drawings and schedule.
- ❑ Provide one complete physical sample board to Vicinity to retain on file.

❑ Authority and Consultant Documentation

- ❑ Identify the appointed Building Certifier, Council Health Officer or food-premises consultant, commercial kitchen designer and other relevant consultants, and include applicable design guidance or approval conditions.
- ❑ Include structural engineering for the shopfront, glazing, signage, overhead elements, joinery, equipment, fixings, floor build-ups and other elements where required.
- ❑ Demonstrate that food-premises finishes, layouts and fixtures have been developed to meet applicable health and food-safety requirements.

❑ Design Submission

- ❑ Present the Design Development Submission at a face-to-face meeting with your Vicinity RDM.
- ❑ Submit all drawings, schedules and consultant documentation listed in this checklist as one combined PDF set for review, rather than as multiple individual PDF files.
- ❑ Provide clear drawing titles, drawing numbers, scales, revision numbers and revision dates throughout the submission.
- ❑ Cloud all changes from the previous issue and cross-reference them to the applicable revision number.

ANNEXURE 11

Final Design Submission Checklist - Food

FINAL DESIGN
SUBMISSION CHECKLIST - FOOD

Equals 100% of Final Design Submission Pack

- ❑ Final Coordinated Design Package
    - ❑ Provide a complete, coordinated and construction-ready design package reflecting the approved Design Development submission.
    - ❑ Address all outstanding RDM, services consultant, authority and certifier comments.
    - ❑ Include a response register cross-referencing each outstanding comment to the relevant drawing, schedule or supporting document.
- ❑ Final Floor Plan - 1:50
    - ❑ Show the lease line, building grid lines, shopfront and entry, closure line, partitions and doors, customer and staff circulation, dining and service zones, joinery, fixtures, furniture, equipment and back-of-house areas.
    - ❑ Fully dimension the tenancy layout, shopfront set-out, circulation widths, storage areas and locations of fixtures and equipment.
    - ❑ Show ordering, payment and collection points, food displays, condiment and customer-service stations, and all dry, chilled and frozen storage.
    - ❑ Show food preparation, wash-up and waste areas, together with access, maintenance and operational clearances.
- ❑ Final Floor Finishes Plan - 1:50
    - ❑ Identify all floor finishes, finish codes, transitions, thresholds, movement joints, finished floor levels, gradients and ramps.
    - ❑ Show the slab and finished floor levels nominated on the Landlord's Tenancy Drawings and confirm a flush junction with the common mall floor finish.
    - ❑ Show floor wastes, waterproofing extents, coving and hygiene-related floor details within kitchens, food preparation, wash-up and waste areas.
    - ❑ Provide final details for floor build-ups, movement joints and waterproofing interfaces, including structural engineering where required.
- ❑ Final Shopfront and Internal Elevations - 1:20 / 1:50
    - ❑ Provide each public-facing shopfront elevation at 1:20 with all dimensions, levels, materials, finishes, glazing, signage, menus, counters, food displays, entry and closure details.
    - ❑ Provide internal elevations at 1:50 showing wall finishes, joinery, fixtures, equipment, food displays, signage, lighting and integrated services.

- ❑ Identify finish codes and cross-reference all schedules, sections and detail drawings.

- ❑ Final Sections and Construction Details

  - ❑ Provide complete sections and construction details for the shopfront, entry, floor and ceiling interfaces, counters, food displays, kitchens, joinery and all key design features.

  - ❑ Provide the final mall tile-to-tenancy floor threshold junction, shopfront-to-mall ceiling interface, fire hose reel cupboard and inter-tenancy wall/shopfront junction details.

  - ❑ Detail glazing joints, closure systems, fixings, waterproofing, coving, movement joints and other critical interfaces.

  - ❑ Coordinate all details with the final structural engineering and approved services design.

THRESHOLD AND SHOPFRONT DETAILING - DESIGN CONSIDERATIONS
The available setdown at the mall tile-to-tenancy floor junction may be as little as 15mm. Select and detail the proposed floor finish and build-up to suit the available setdown.
Maximise glazing panel sizes and detail adjoining panes with a minimal air gap and no visible silicone. The shopfront structural engineer is to consider these requirements when developing the glazing design and specification.

- ❑ Final Joinery and Equipment Drawings - 1:20

  - ❑ Provide complete plans, elevations, sections and construction details for all custom joinery, counters and food displays.

  - ❑ Show dimensions, materials, finishes, hardware, fixing methods, integrated storage, equipment, services, ventilation and access requirements.

  - ❑ Coordinate all cooking, refrigeration, dishwashing and food-service equipment with the final Equipment Schedule and approved Services Drawings Submission.

  - ❑ Include structural engineering for heavy, suspended or otherwise non-standard joinery, equipment and fixing systems where required.

- ❑ Final Reflected Ceiling Plan - 1:50

  - ❑ Show ceiling heights and finishes, lighting, signage, exhaust hoods, diffusers, grilles, sprinklers, fire services, access panels, speakers, security devices and all other visible services.

  - ❑ Show the final coordinated set-out, finish and colour of visible services for each ceiling zone.

  - ❑ Cross-reference lighting, signage, equipment and services schedules.

CEILING, SECURITY AND SOUND - DESIGN CONSIDERATIONS
Visible services are to be coordinated and finished to integrate with the ceiling design. Refer to the Reflected Ceiling Plan requirements in the Uptown Fitout Criteria.
Where a sound system is proposed, locate speakers a minimum 3000mm from the entry, do not fix them to inter-tenancy walls, and provide a sound leveller set to a maximum 75dB. Speakers are to sit flush with the ceiling.

- ❑ Final Lighting Design Package
    - ❑ Provide the final colour-rendered lighting plan, lux-level calculations and technical data sheets for all light sources.
    - ❑ Confirm colour temperature, colour rendering, beam angles, dimming, controls and switching requirements.
    - ❑ Show shopfront zone lighting and signage circuited to a 24/7 timer and set to the hours directed by Centre Management.
- ❑ Final Signage, Menus and Graphics Package
    - ❑ Provide final signage and menu elevations and details showing location, dimensions, materials, finishes, illumination, fixing methods and concealed power supplies.
    - ❑ Provide final artwork or artwork-ready graphic information, including locations, dimensions, colours, materials and application methods.
    - ❑ Cross-reference signage, menus and graphics to the relevant architectural drawings and schedules.
- ❑ Final Schedules and Specifications
    - ❑ Provide final schedules for materials and finishes, lighting, equipment, fittings and fixtures, furniture, signage and menus.
    - ❑ For each item, identify the supplier, manufacturer, product or model number, description, finish, intended location and reference image.
    - ❑ Include installation, fixing, cleaning and maintenance requirements where applicable.
    - ❑ Confirm current product availability and nominate approved alternatives for any discontinued or unavailable items.
- ❑ Final Coloured 3D Visualisations
    - ❑ Provide final coloured 3D visualisations accurately reflecting the Final Design drawings, materials, finishes, lighting, signage and menus.

VISUALISATION REQUIREMENTS
Visualisations must accurately correspond with the submitted plans, elevations, dimensions, materials and architectural form. Solely AI-generated visualisations are not accepted as architectural design submissions.
Where AI-assisted content is used, identify it as an AI-assisted visualisation in a footnote to each affected image.

- ❑ Materials Sample Board and Control Samples
    - ❑ Submit the final in-hand physical sample board of key architectural materials and finishes, coordinated with the Materials and Finishes Schedule.
    - ❑ Label each sample with its finish code, supplier and product reference, and cross-reference it to the submitted drawings and schedule.

- ❑ Provide one complete physical sample board to Vicinity to retain on file.
- ❑ Identify items requiring control samples, prototypes or shop drawings for subsequent RDM review before manufacture or installation.

❑ Authority, Consultant and Compliance Documentation

- ❑ Include final documentation, design guidance and approval conditions issued by the appointed Principal Certifying Authority and Town Planning Consultant, where required.
- ❑ Include certified structural engineering drawings for the shopfront, glazing, signage, overhead elements, joinery, fixings, floor build-ups and other elements where required, including all connections to the base-building structure.
- ❑ Include a letter from the tenant's structural engineer confirming that the fitout's imposed loads, including any concentrated point loads, do not exceed the applicable base-building slab loading capacity.
- ❑ Where structural glazing forms part of the design, include documentation prepared and certified by a suitably qualified structural glazing or facade engineer.
- ❑ Include the final Cat 1 services design documentation and base-building services consultant review outcomes applicable to the tenancy. Confirm that all conditions have been incorporated into the architectural drawings.

❑ Final Services Coordination

- ❑ Confirm the architectural drawings are fully coordinated with the approved Services Drawings Submission and completed Cat 1 Services and ESD Checklist.
- ❑ Incorporate all approved service locations and requirements affecting ceilings, joinery, equipment, floors, walls and access zones.
- ❑ Any change affecting the approved Services Drawings Submission is to be submitted for base-building services re-review before construction.

❑ Final Design Submission

- ❑ Present the Final Design Submission at a face-to-face meeting with your Vicinity RDM and appointed shopfitter, where applicable.
- ❑ Submit the complete architectural drawing set, schedules and all consultant documentation listed in this checklist as one combined PDF set for Final Design Approval, rather than as multiple individual PDF files.
- ❑ Clearly mark the designer's title block 'FOR CONSTRUCTION' and provide drawing titles, drawing numbers, scales, revision numbers and revision dates throughout the submission.
- ❑ Cloud all changes from the previous issue and cross-reference them to the applicable revision number.
- ❑ Issue the complete Final Design Submission to your Vicinity RDM for Final Design Approval and receipt of Vicinity's official stamped drawings and Letter of Consent.

ANNEXURE 12

Cat 1 Services and ESD Checklist

ANNEXURE 11

CAT 1 SERVICES AND ESD CHECKLIST

Complete and Submit to Landlord's Representative

Centre Name		Centre State	
Tenancy No		Tenancy Name	
Tenancy Usage		Tenancy Area (m2)	
Intended hours of operation		Average Population (i.e. Staff & Customers)	

Contact Name		Tel No.	
Mobile			
Email			
Contact Address			

Tenancy Designer		Contact	
Phone			
Email			
Address			

Contractor		Contact	
Phone			
Email			
Address			

ANNEXURE 11

Lighting	No. of Phases	Watts	Power	No. Of
NOTE: 2019 BCA Section J changes apply from 1 May 2019: The allowable maximum illumination power density(measured in W/m^2) has been reduced from 22 W/m^2 to 14 W/m^2				
LED (preferred)				
Incandescent				
Fluorescent				
Other				
Total Lighting and appliances		Heat Output (watts)		Watts/m2

APPLIANCE (TYPE)	No. of Phases	Power (Watts)	Heat Output (Watts)	Gas (mj/hour)
Attach details of Additional items including Computer, Fax, Stereo, etc.				
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

ANNEXURE 11

COOKING EQUIPMENT	No. of Phases	Power (Watts)	Heat Output (Watts)	Gas (mj/hour)
Attach details of Additional items				
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

AIR CONDITIONING (TYPE)	No. of Phases	Power (Watts)	Heat Output (Watts)	Gas (mj/hour)
Attach details of Additional items - Application to be made for supplementary air.				
1.				
2.				

ANNEXURE 11

REFRIGERATION EQUIPMENT (TYPE)	No. of Phases	Power (Watts)	Heat Output (Watts)	Gas (mj/hour)
Attach details of Additional items				
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

EXHAUST AND MAKE UPSYSTEM (TYPE)	No. of Phases	Power (Watts)	Heat Output (Watts)	Gas (mj/hour)
Attach details of Additional items Tn. 1-8 Common Exhaust. If exhaust exceeds common supply an application must be madefor a separate exhaust generally conforming to attached design.				
1.				
2.				
3.				
4.				
5.				

ANNEXURE 11

Special Requirements Computer ☐ TV ☐ Fax ☐

Appliance & Equipment Brochure ☐ Exhaust Hood Layout ☐ Make-up System Layout ☐

Ventilation Exhaust Requirements

Hood Size: _____ Exhaust air quality _____

Air Conditioning Layout ☐ Litres per second: _____

Refrigeration services

Location of coolroom/freezer _____

Room compressor/condenser (Attach additional information) _____

Plumbing Requirements:	Confirmation (circle)	Type: list equipment/or type
Hot water requirements	☐ Yes	☐ No
Domestic waste requirements	☐ Yes	☐ No
Natural gas requirements	☐ Yes	☐ No mj/hour
Water supply requirements	☐ Yes	☐ No
Trade waste (grease) requirements	☐ Yes	☐ No

Electrical provisions for (please tick)

- ☐ Signage
- ☐ Refrigeration
- ☐ Exhaust Ventilation
- ☐ Security
- ☐ Make-up Air System
- ☐ Other

Security system requirements:

- ☐ Yes
- ☐ No
- ☐ Other

MATERIALS & FINISHES

Timber Products & Joinery

Are timber products specified on approved drawings as FSC (Forestry Standards Council), PEFC (Programme for the Endorsement of Forest Certification) products withcertified CoC (Chain of Custody) to merchant level? Note: illegal or old growth timbers are bannedwithin Vicinity Centres.	N/A ☐	FSC ☐
All wood composite wood products (e.g. joinery, plywood etc)are required to be specified on approved drawings as low in formaldehyde emissions i.e. E0 rated.	Confirmed ☐	

Glass & Glazing

Specify the total area of glass m2 withinshopfront glazing.	M2
Specify the largest glass dimensions of each panel (refer to your shopfitter or glazing engineer if required)	H x L

Paint Finishes

All paint finishes are required to be specified on approveddrawings as low in Volatile Organic Compounds (VOCs). Note: this includes 2 pack and hand applied finishes.	N/A ☐	Confirmed ☐

Graphics & Signage

All graphics and signage substrates and inks are required to bespecified as low in VOCs.	N/A ☐	Confirmed ☐
Are polymers specified to be biodegradable?	No ☐	Yes ☐

Lacquers, Adhesives & Sealants

All lacquers, adhesives and sealants are required to be specified on approved drawings as low in VOCs.	No ☐	Yes ☐

MATERIALS & FINISHES

Plasterboard Walls (not including landlord inter-tenancy walls)

Are plasterboard products specified as recycledor recyclable? Ie: Knauf, or Powerscape?	No ☐	Yes ☐

Display & Racking Systems

Are any of the display systems powder coated rather than chromed or plated?	No ☐	Yes ☐
Are any of the plastics products specified as recyclable?	No ☐	Yes ☐
Are displays specified with glass rather than acrylics?	No ☐	Yes ☐

Materials – Floor Finishes

All floor finishes are required to be specified on approveddrawings as low in VOCs.	N/A ☐	Confirmed ☐
Finishes should be specified with 2 or more of the following:		
More than 10% recycled or recycled content	No ☐	Yes ☐
Warranty of more than 7 years	No ☐	Yes ☐
Manufacturer is ISO14001 certified	No ☐	Yes ☐
Manufacturer/ supplier operates a take-back programme	No ☐	Yes ☐
Are produced locally (within 500km of the site)	No ☐	Yes ☐

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ABN 39 060 482 635 and
Vicinity (Vic) Pty Ltd
ABN 47 054 494 352

Vicinity Limited
ABN 90 114 757 783
and Vicinity Centres RE Ltd
ABN 88 149 781 322
as responsible entity for:
Vicinity Centres Trust
ARSN 104 931 928

ANNEXURE 13

Shopfront Glazing Checklist

SHOPFRONT GLAZING DESIGN CHECKLIST

The Tenant must engage a suitably qualified Structural Glazing / Façade Engineer to consult on, design and document the shopfront glazing installation. All associated costs, including structural engineering fees, are the Tenant's responsibility.

In addition to the required Building Permit, the Tenant is required to submit structural certification in regard to the shopfront and glazing, confirming compliance with all statutory requirements including the Building Code of Australia and relevant Australian Standards to the Landlord.

GLAZING DESIGN SUBMISSION

Structural Glazing/Façade Engineer's complete documentation is to be submitted as part of the Final Drawing submission.

The Structural Glazing/Façade Engineer's design and detailing must specify:

- the shopfront glazing (including thickness, weight and panel sizes)
- the structural support for the glazing and fixing to the base building
- the method of installation of signage, if relevant
- an elevation of the shopfront showing the number of glazing panels, their sizes, support and fixings

TIMING

The shopfitter must advise their glazier as to the pending order as specified so that the glazing is ready to be delivered and installed according to the fitout programme.

GLAZING CERTIFICATION

The Structural Glazing/Façade Engineer is required to inspect the installation of the glazing during the construction once the structural supports have been installed. The inspection is to take place while the structural supports are still visible and are not concealed by the ceiling installation or other fitout components.

On completion of the shopfront installation, the Structural Glazing/Façade Engineer is required to make a further inspection and confirm that the shopfront, the fixings, framing and connection to the base building structure are as per the approved design.
The Structural Glazing/Façade Engineer is to issue Form of Compliance prior to the trading date.

Note: Tenants will not be permitted to open for trade unless all documentation is submitted to Vicinity.

ANNEXURE 20

Pre-Commencement Checklist

PRE-COMMENCEMENT CHECKLIST

PRE-COMMENCEMENT ONSITE

Prior to the Tenant taking possession of their premises, the Tenancy Delivery Manager (TDM) will send an Impending Handover Notice to advise the Tenant their premises will be ready as per agreed Handover date. The following conditions and requirements must be fulfilled by the Tenant and issued to the Landlord prior to Handover of premises.

PRE-START MEETING & PRE HANDOVER REQUIREMENTS

The Landlord's TDM will arrange a pre- start meeting along with the RDM, Tenant and Tenant's Architect / Retail Designer and Shopfitter to go through the following requirements.

CHECKLIST

Shopfitter / principal contractor appointed with Building License approval	YES	NO
Vicinity Design Approval granted	YES	NO
Any design conditions on approved drawings fulfilled	YES	NO
Full set of the latest approved Design Fitout Drawings must be available on site at all times	YES	NO
Structural Engineering Drawings & Computations (if applicable) Approved by the Landlords Services Consultants	YES	NO
Environmental and Health Consent issued (food, hairdresser, nail bar / spa related tenancies)	YES	NO
Shopfitter Fitout Programme provided	YES	NO
Tenants Shopfitter, Contractors and Sub-contractors Inductions completed, and approval granted by Landlord's Principle builder	YES	NO
Tenancy Variations (Category One Works) Approved by Tenant	YES	NO
Tenant must ensure they make application to relevant Authorities for electricity, telephones, gas, water etc to their premises.	YES	NO
Agreement for Lease has been executed and returned to the Landlord's Solicitors	YES	NO
Public Liability Insurance received	YES	NO
Bank Guarantee required under the Lease has been provided to the Landlord (if applicable)	YES	NO

ANNEXURE 21

Pre-Trade Checklist

PRE-TRADE CHECKLIST

It is a requirement that the following documents are received/paid prior to your tenancy opening.

BY TENANT

The following documents/invoices are to be supplied by the Tenant to the Landlord no later than 48 hours prior to opening date.

Lease Executed	RCVD	YES	NO
Public Liability insurance (PLI)	RCVD	YES	NO
Bank Guarantee	RCVD	YES	NO
Rent in Advance	RCVD	YES	NO
Category One costs	PAID	YES	NO
Design Review Fee	PAID	YES	NO
Major Defects	COMPLETE	YES	NO

BY SHOPFITTER

The following certificates are to be provided by the shopfitter/principal contractor no later than 48 hours prior to the proposed opening date.

Electrical certificate, incl emergency lighting, exit signs & stating compliance with Section J of the BCA	RCVD	YES	NO
Hydraulic certificate	N/A	YES	NO
Structural certificate (bulkheads, ceilings, signs, shopfronts, shelving to walls)	RCVD	YES	NO
Glazing certificate	RCVD	YES	NO
Fire Sprinkler certificate	RCVD	YES	NO
Mechanical certificate	RCVD	YES	NO
Gas installation certificate	N/A	YES	NO
Health Consent	N/A	YES	NO
Floor Slip Test Certification	N/A	YES	NO
Waterproof membrane installation certification	N/A	YES	NO
Certificate of Final Inspection (CFI) & or Occupancy Certificate (OC)	RCVD	YES	NO