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.