CHATSWOOD CHASE FOR TENANTS/DESIGNERS/SHOPFITTERS

TENANCY FITOUT GUIDE

February 2024

Landlord's Fitout Guidelines
by Vicinity Centres

CHATSWOOD CHASE

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1.0
Introduction

This document has been prepared to assist the Tenant and their representatives with the requirements of tenancy design, materials, finishes, authorities, approvals, Tenant/Landlord obligations, essential services, delivery process, fitout works and Health and Safety requirements in preparation for shop opening at Chatswood Chase Shopping Centre.

This document should be read in conjunction with the following:

- Lease and any associated documents
- Disclosure Statement (if any)
- Relevant Building and Authority Codes
- Design Vision.

1.1 Centre overview

Chatswood Chase Sydney is a Major Regional Shopping Centre located approximately 10 kilometers north of the Sydney CBD. The re imagined Chatswood Chase will contribute to the existing heart of Chatswood providing a building of excellence, featuring a mix of Australian and International designers, innovative concept stores. The Centre delivers a world class retail experience effortlessly integrating fashion, culture, food and art to our everyday customer.

1.2 Acknowledgment

The Tenant acknowledges that:

- Should there be any inconsistency between this document and the Lease, the Lease will prevail.
- All statutory obligations as to obtaining all necessary approvals, consents and permits prior to commencing works on site must be complied with.
- The Landlord may prohibit the Tenant from commencing the Fitout Works until all pre-handover requirements outlined in the Lease have been satisfied.
- The Landlord may prohibit the Tenant from opening for trade until all pre-trade requirements outlined in the Lease have been satisfied.
- All documentation and communications must be in the English language and use metric measurements.

1.3 Annexures

The Annexures referred to are included within this document and will also be available from the Landlord's Retail Design Manager (RDM) and Tenancy Delivery Manager (TDM).

2.0
Definitions and Abbreviations

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 that are 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 as set out in section 7.0.
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 site of construction works at and/or surrounding the Centre.
DEFECTS NOTICE	Means a notice from the RDM 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 RDM acting on behalf of the Landlord. As described in **Annexure 1** Design Vision.
CONCEPT DESIGN SUBMISSION	Means the Tenant's design concept submission to the Landlord for review as described in **Annexure 1** Design Vision, the Checklist of which is contained within **Annexure 3 (Food) or Annexure 7 (Retail)**
DESIGN DELIVERY PROGRAMME	Means the programme communicated to the Tenant by the RDM 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 **Annexure 1** Design Vision.
DESIGN DOCUMENTATION SUBMISSION	Means the Tenant's design documentation submission to the Landlord for review included in the Design Vision, the requirements of which are contained within **Annexure 1**.

2.0 DEFINITIONS AND ABBREVIATIONS

DESIGN REVIEW PROCESS	Means the process of reviewing the Tenant's plans and specifications as part of the Tenancy Design Process as described in **Annexure 1** Design Vision.
DESIGN VISION	Means the guidelines setting the aspirational design direction for the development included as **Annexure 1-9**.
DISABILITY PROVISIONS	Means requirements of the Disability Discrimination Act (DDA).
ENVIRONMENTAL LAW	Means any law or regulation, scheme or arrangement that has been passed or may be passed at any time as contemplated by, as a consequence of or in connection with, any law for the protection or improvement of the environment including laws, regulations, schemes or arrangements relating to the reduction, limitation, cessation, prevention, offsetting or management of greenhouse gas emissions or concentrations, pollution, the production of clean energy and any emissions trading scheme.
ESD CHECKLIST	Means the ESD & Services checklist which is to be completed by the Tenant and returned to the Landlord together with the Services Submission as described in **Annexure 1** Design Vision and contained within **Annexure 1**.
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 fire engineer detailing requirements of the Centre in relation to fire protection, management and monitoring.
FIRE ENGINEERING REQUIREMENTS	Means a report, developed from the Fire Engineering Brief, prepared by the Landlord's fire engineer detailing requirements of the Centre in relation to fire protection, management and monitoring the requirements of which are contained within **Annexure 19**.
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.
FRONT OF HOUSE	Means the area within the Premises that has a level of presentation that is suitable to be viewed by the customer. This area includes any retail sales space, dining space or any food preparation or storage area with a high level of presentation that is approved by the Landlord.
GRAPHIC DESIGNER	Means a graphic design consultant with relevant qualifications and experience to prepare a graphics package as required under the Design Vision in **Annexure 1** of this document.
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.

2.0 DEFINITIONS AND ABBREVIATIONS

LANDLORD'S WORKS	Means the works to be carried out by the Landlord within the premises detailed in the schedule of Landlords 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 (including during the Fitout Works) at the Centre.
LEASELINE	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 their Fitout Works in the Premises as set out in the Lease.
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 and **Annexure 22**.
PREMISES OR TENANCY	Has the meaning given to the term "Premises" in the Lease.
PRINCIPAL CONTRACTOR	Means the person appointed by the Landlord for the construction of the base building and services to the Centre and who has legal control of the Construction Site.
RETAIL DESIGN MANAGER (RDM)	Means the person representing the Landlord who oversees the Tenancy Design Process.
SITE CONDITIONS	Any conditions or directions that the Landlord or the Landlord's Consultant has in place in respect of the Centre and/or the Construction Site.
SPECIALTY TENANCY	Means a retail tenancy that is not a Food Tenancy, a Mini Major or a Major Tenancy.
TENANCY COST VARIATION	Means the estimate of the cost of the Category One Works submitted by the Landlord to the Tenant under section 8.2.
TENANCY DELIVERY MANAGER (TDM)	Means the representative of the Landlord who coordinates the Fitout Works with the Landlord's Works and the Category One Works and assists with the establishment of an agreed Premises-specific fitout program with the Tenant, as well as monitoring progress of the Fitout Works for completion prior to the trade day.
TENANCY DESIGN PROCESS	Means the process of the submission, review and approval of the design of the Fitout Works as described in **Annexure 1** Design Vision.
TENANCY PLAN	Means the tenancy drawings and plans delineating the Premises provided by the Landlord to the Tenant under section 3.2.
TENANT'S DESIGNER	Means a qualified retail architect or interior designer engaged by the Tenant to prepare and certify design fitout drawings as required under the Design Vision in **Annexure 1** .

Any other capitalized 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.

2.0 DEFINITIONS AND ABBREVIATIONS

Abbreviations

BCA	Building Code of Australia
BMS	Building Management System
DDA	Disability Discrimination Act (1992)
EDB	Electrical Distribution Board
ESD	Ecologically Sustainable Design – as described in **Annexure 11**
EWIS	Emergency Warning and Intercommunication System
FER	Fire Engineering Requirements
GLA	Gross Lettable Area
H&S	Health and Safety
MPX	Multiplex Construction Pty Ltd (the Principal Contractor)
NCC	National Construction Code
NBN	National Broadband Network
NTD	Network Termination Device
OH&S	Occupational Health and Safety
RDM	Retail Design Manager
TDM	Tenancy Delivery Manager
VAV	Variable Air Volume
VSD	Variable Speed Drive
WELS	Water Efficiency Labelling and Standards

3.0
Tenant Responsibilities

3.1 General

The Tenant is responsible for all works other than Landlord's Works that are required to be carried out to enable the Tenant to commence trading from the Premises.

The Tenant and its Fitout Contractor must comply with the Principal Contractor's site induction process in all aspects of the Fitout Works.

The Tenant is to provide space within the Premises for the holding or temporary storage of waste.

Recyclable, compostable and other waste is to be held in separate containers.

Where amenities for contractors are required above those located within the Common Area, these must be provided by the Tenant at the Tenant's cost.

The Tenant must reimburse the Landlord for all additional costs including reinstatement of Centre mall tiles and security for after-hours access.

The Landlord's Consultants' engineering review of the Tenant's architectural Fitout Works drawings which include structural, mechanical, fire, electrical and hydraulic will be done by the Landlord and charged to the Tenant's.

The Tenant must have its Fitout Contractor enter into the 'Other Contractor's Deed' with the Principal Contractor, in substantially the same form as set out in **Annexure 16**.

3.2 Tenancy drawings

The following drawings may be issued by the Landlord to the Tenant to represent the Premises.

SKETCH PLAN

Schematic drawings indicating overall size and dimensions for the Premises. These drawings are for information only and not to be used for documentation or construction purposes and are only produced at the request of the leasing executive.

TENANCY PRELIMINARY PLAN

These drawings are a representation of all information available regarding the Premises at the time they are produced. The information in these drawings may be subject to change.

They include:

- Plan indicating tenancy dimensions, boundary walls (including type), floor levels/mall level, floor grade, construction joints, waste point locations and pipe risers.
- Reflected ceiling plan with indicative proposed ceiling levels, services layout (mechanical and hydraulic only) baffle requirements, water and gas supply locations.
- Section indicating structural heights/levels, ceiling services zone, mall bulkhead detail and ceiling levels.
- External elevation indicating shopfront extent and pavement levels if applicable.

TENANCY PLAN PACK

These drawings include:

- All information from the Tenancy preliminary plan.
- Overlay of mechanical and fire services information based on Landlord's Consultant's documentation available at the time they are produced (which information is subject to change).
- Reflected ceiling plan with notional sprinkler and mechanical diffuser layout (for flat ceiling condition
- Electrical supply point location.
- Hydraulic points including gas, waste, trade waste and water supply.
- Ceiling levels adjusted to suit available site conditions.

All tenancy drawings supplied by the Landlord must be confirmed by the Tenant at the Tenant's cost. This must occur on site as soon as the Premises are made available to the Tenant by the Landlord or prior to completion of the Design Documentation Submission.

3.3 Design Vision

The Landlord has prepared a Design Vision as outlined in **Annexure 1** which includes the categories of Luxury Retail, Premium Retail & Lifestyle, Restaurants & Café to assist with the Tenancy Design Process.

The Tenant's design for the Premises must comply with the relevant provisions of the Design Vision. The Tenant will be advised by the leasing executive during the lease negotiations which guidelines apply to their Premises.

3.4 Statutory obligations, authority approvals and permits

The Tenant acknowledges that the Landlord and the Principal Contractor have a statutory obligation to ensure that all necessary permits and certificates for works that are conducted on the Construction Site comply with:

- the requirements of the Building Regulations;
- any relevant codes of practice, including Environmental Laws; and
- any other applicable laws and regulations, including any anti-discrimination and accessibility legislation.

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 TDM prior to commencing works in the Premises.

In order for the Tenant to open the Premises for trade, the Tenant must contact the Authority or Tenant appointed building surveyor to arrange a 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 TDM.

Unless the Landlord is negligent or in beach of the Lease, 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. time frames, inaccurate and/or missing information

TOWN PLANNING CONSENT

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.

FOOD SAFETY AND HEALTH REQUIREMENTS

All food premises must meet the requirements of the relevant Authority. 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 those approvals prior to the commencement of the Tenant's Fitout Works.

LIQUOR LICENCE

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

AUTHORITY APPLICATIONS, FEES AND CHARGES

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

- Electricity metering and switchboards.
- National broad band network (NBN) (refers to **Annexure 10** for specific Tenant requirements).
- Heating and cooling connection (as applicable).
- Kitchen exhaust and canopy guidelines (refer to **Annexure 15** for specific requirements).
- Gas metering for food related premises (if required) (refer to **Annexure 18** for specific requirements).
- Water metering, noting this applies to all tenancy types.
- Environmental health and food registrations, permits, fees, approvals and inspections.
- Building surveyor permits, fees, approvals and inspections.
- Alternative Solution Reports as defined in the BCA (if required).

3.5 Insurance

The Tenant and its Fitout Contractor must carry all necessary insurances required by the Lease and the Principal Contractor prior to the commencement of the Fitout Works and during such works.

4.0
Structural and Service Requirements

After the Design Approval is issued, the Tenant must ensure it complies with this section 4.0 so the Landlord can consider the impact of the Tenant's design on Centre Services.

4.1 Structural

APPOINTMENT OF STRUCTURAL ENGINEER

The Tenant must engage a qualified licensed structural engineer to undertake engineering drawings and computations for the Premises shopfront structure, signs, ceilings and bulkheads.

Engineering drawings and 1507 certification are required to be submitted to the Landlord's

Consultant via the TDM for review and approval prior to any shop drawings being undertaken and Fitout Works commencing.

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.

It is important to note, all structural elements, such as the location of core holes, heavy items (i.e. safes), and fixing of Fitout Works to base build structure will be required to be independently reviewed and approved by the Landlord's structural engineer. This will be coordinated through the nominated TDM.

4.2 Electrical

Embedded network metering to retail tenancies will be provided throughout the Centre, at the Landlord's cost.

The Tenant's Air-conditioning Plant, any 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.

Where Tenant electrical loads exceed the nominated rating, further assessment will be made to augment the submains cabling as necessary with costs to be paid by the Tenant as a Category One cost..

4.3 Mechanical

Common system air-conditioning will be provided as heating, cooling and ventilation to each tenancy. Return air for units will be hard ducted via ceiling grilles.

The design for air conditioning systems servicing the Premises is typically based on available internal lighting and equipment loads of:

- 35 watts per square metre to open plan layout for Specialty Tenancies (most tenancies that do not serve food).
- 45 watts per square metre to open plan layout for Food and Restaurant Tenancies.
- Kiosk will be provided with air- conditioning via the ventilated mall.

AIR-CONDITIONING

The Tenant's supplementary air-conditioning should be on a timer to coincide with Trading Hours. The Tenants mechanical and electrical engineer must consult with the Landlord's mechanical and electrical engineer 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 and are encouraged.

RATINGS

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 hydrofluorocarbon coolants.

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

4.4 Gas

Natural gas will be provided to selected food tenancies. Should the Premises be supplied with gas it will be delivered at a pressure of 2.75Kpa. Tenants to refer to **Annexure 18** for gas meter process.

4.5 Hydraulic

The Landlord will provide different tenancy types with minimum hydraulic services as outlined in the Landlord's Works in accordance with NCC regulations and requirements.

The Tenant will be responsible for any above slab reticulation, connections and upgrade works as part of the Fitout Works. Any modifications that require works outside the Premises (e.g. relocation of sewerage points) must be advised as early as possible to enable the impact to other tenancies to be assessed. A check meter will be installed to allow the on charging of water usage.

The Tenant shall provide as part of the Fitout Works:

- Pressure reducing valve at the incoming water supply to the Premises (if required).
- Backflow prevention device to water supply to appliances and fixtures, as required by AS3500.
- Air admittance valve to the sewer branch pipe serving tenancy fixtures. Should the Premises require, or be provided with a trade waste point, a trade waste vent will be required to be installed..

4.6 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 by the Landlord in accordance with the requirements of the BCA, AS2118.1, relevant authorities, and Fire Engineering Report.

The Landlord will provide concealed space sprinkler protection and fixed sprinkler droppers, semi-recessed escutcheon and sprinkler head to an open plan layout. Any relocation/ modification to suit Tenant's layout will be by the Landlord's contractors at Tenant's cost as Category One Works.

Fire hydrant and fire hose reel will be provided throughout the Centre in accordance with Authority 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 the Premises to suit open plan layout floor coverage. Any alternations, additional hydrants and hose reels to suit the 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 (e.g. adjacent to electrical switchboard) shall be provided by the Tenant.

Where a fire hose reel cupboard is located in a shopfront, the Tenant is responsible for any required cladding and treatment, inclusive of any signage.

Where fire hose reel signage needed the signage must be completed in the following format:

- 50mm high individually cut letters.
- Font- Helvetica: type – All Capitals.
- Complete words (not abbreviations) 'FIRE HYDRANT' or 'FIRE REEL'
- Set at height of 1300mm AFFL.
- Finish to contrast classing material (e.g. black or stainless steel).

Where the Landlord provides smoke detectors, these are provided on an open plan layout. Any alterations or additional as required shall be undertaken by the Landlord's contractors at the Tenant's cost.

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

The Landlord's fire engineer will provide a summary of the information contained within the Fire

Engineering Brief and Fire Engineering Report via the TDM to assist the Tenant and the Tenant's Designers to complete a compliant design.

4.7 Communications (NBN)

Provision of a NBN will be provided to tenancies. Refer to final Tenancy Plans for location of the NBN. This will allow the Tenant to make application for connection of its phone and data requirements.

5.0
Tenant Requirements

The following works are to be undertaken by the Tenant at the Tenant's cost. All proposed Fitout Works must be approved by the Landlord prior to commencing the Fitout Works. Refer to Design Vision for the Tenancy Design Process.

The works contained in this section apply to all tenancy categories. Additional specific criteria are itemised under the following categories:

1. Luxury Retail
2. Premium Retail
3. Lifestyle
4. Restaurants & Cafes

All internal services are to be integrated and concealed as part of the Fitout Works design.

5.1 Floors

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 at the end of the Lease.

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 and approved as part of the Design Approval.

Any internal ramping needs to be identified and allowed for during the design 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 Premises (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 TDM 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. Please contact Mapei for further information on this product.

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

The approximate Common Area and Premises floor ramps and levels are indicated on the Tenancy Plan. The Tenant is responsible for levelling the Premises 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.

5.2 Treatment of movement, joints and 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 must 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 onsite and allow to treat these joints as part of the Fitout Works at the Tenant's cost. Floor joint treatments are subject to RDM approval.

5.3 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.

Exposed walls must have a lining or cladding installed by the Tenant, approved by the Landlord as part of the Design Approval.

The Landlord's perimeter Premises walls may vary in height, the Tenant must refer to final Tenancy Plan for the actual height of Premises walls.

Where an open ceiling is approved as part of the Design Approval, all walls are to be extended to the underside of the slab/ceiling.

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

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

The Tenant must provide 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. These may not be penetrated or altered. The Landlord must be notified if damage or alterations occur, and any rectification will be at the 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.

One or both sides of the inter tenancy wall ends must be treated as per the Final Design Approval.

Wall shelving and fittings need to be self-supporting. Additional wall bracing will be required where this requirement is not met and cannot 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 minimize views to Back of House storage and wash up areas.

Offset entry to Back of House areas is required and the offset entry to incorporate Front of House finishes.

5.4 Ceilings

The maximum heights are to be considered throughout the Premises, refer to Tenancy Plan for details.

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 per the Final Design Approval. This shall provide access to the Landlord's services such as water, gas, fire sprinklers, kitchen exhaust ductwork and air-conditioning Plant as applicable. The location of access panels is to be discrete 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 Fitout Works, and 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 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.

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.

5.5 Columns

All cladding or lining to exposed columns must be first approved by the Landlord.

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

The Tenant must incorporate any columns, fire hose reel cupboards, side closing doors and returns to corridors into the shopfront design.

Fixing through any Landlord installed column cladding/finish, such as fire spray or carbon fibre- reinforcement will not be approved.

5.6 Electrical

The Landlord will supply main cable including EDB to a nominated point as indicated on the Tenancy Plan. The Tenant shall supply reticulation of all electrical wiring, power outlets, light fittings, signage, illumination, electrical fittings and equipment for the Premises to the EDB.

The Landlord will supply electrical provision for Specialty Tenancies and Food Kiosks via a junction box to a Landlord nominated point as indicated on the Tenancy Plan and Landlord's Works. The Tenant must supply an EDB and reticulate electrical wiring, power outlets, light fittings, signage, illumination, electrical fittings and equipment for the Premises to the EDB.

Any upgrade or relocation of mains power requirements and Landlord's infrastructure because of the Tenant's design will be completed by the Landlord at the Tenant's cost.

All electrical works required throughout the fitout are to be either reticulated through core holes through the slab ensuring they are sealed (no raised floors permitted) locations are subject to structural engineer approval.

Any under slab works including but not limited to Common Areas, access, reinstatement of services and ceilings will be completed by the Landlord at the Tenant cost.

An electrical meter to embedded network will be installed by the Landlord at the Landlord's cost.

Where a Tenant chooses not to join the embedded network then the supply and install of an Authority meter will be the sole responsibility of the Tenant. The Tenant must install all power and lighting in accordance with Authority standards and the Design Approval.

The power supply for any supplementary air- conditioning units required by the Tenant is to be connected to the Tenant's distribution switchboard within the Premises by the Tenant.

5.7 Audio, visual and digital technology

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 leveler set at 75db maximum and located a minimum 3000mm from the entry to the Premises. Sound systems are to sit flush with the ceiling.

5.8 Emergency lighting, and exit signs

The Tenant is to supply and install emergency and exit lights to the relevant Authority's requirements as part of the Fitout Works. Signs must be blade (edge lit) type. Box style signs are not permitted.

5.9 Mechanical

The Tenant must provide all supplementary Air-conditioning Plant, including any ductwork associated with the supplementary air-conditioning.

The Landlord will provide air conditioning and mechanical ventilation, including duct work and standard registers from the common base build system air conditioning unit to an open plan layout.

Distribution ducts and registers will be altered to suit the Tenant's layout by the Landlord at Tenant's cost.

The conversion of the mechanical system to spiro or rigid duct work where exposed to suit Tenant's design of open or no ceiling is at the Tenant's cost by the Landlord. This ductwork must be painted to suit the ceiling finish.

If the Tenant's design or layout includes supplementary air-conditioning this work will be at Tenant's cost. The Landlord may elect to complete this work.

Exhaust grilles and all associated connections are provided by the Tenant.

Any mechanical ventilation which involves work outside the Premises must be carried out by the Landlord at the Tenant's cost.

Consideration should be given to noise transfer via mechanical plant and ventilation ductwork to adjacent tenancies and other buildings. External plant to comply with EPA (SEPP N1) requirements. The Tenant is responsible for the supply and installation of ductwork, plant and fans within the Premises for toilet exhaust systems, where required.

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 (known as PIR) panels and/or non-combustible insulation material such as rockwool or glass wool.

FOOD INLINE

Kitchen exhaust ductwork including exhaust canopy and all associated connections must be done by Tenant and connected to Landlord's exhaust system and make up air system.

All necessary gas equipment pipe work, reticulation connections, application fees and authorities' approvals are to be done by the Tenant.

Supply and installation of plant platforms for condenser units, remote motors and equipment to suit refrigerator displays and cool room refrigeration design are to be done by the Landlord's structural engineer at the Tenant's cost. Locations, screening, vents and structural engineering is to be approved by the Landlord and all works completed by the Tenant at the Tenant's cost.

5.10 Hydraulic

The plumbing and drainage systems within the Premises shall be by the Tenant in accordance with current BCA and in accordance with the Design 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.

FOOD INLINE AND FOOD/KIOSK PAVILION

Hot water units, pumps, bucket traps, vents, fittings, gas piping, distribution and all fittings to suit the Tenant's design must be included in the Fitout Works.

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

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.

5.11 Fire protection

The Tenant shall supply and install fire protection equipment, portable fire extinguishers and blankets as required by the Fire Authority, and the BCA to suit the Fitout Works and the Design Approval (e.g., adjacent to electrical switchboard).

Fire protection equipment must be maintained by the Tenant at the Tenant's cost and access provided for the Landlord to carry out regular inspections.

Fire protection equipment located close to the entrance of the Premises is to be integrated into the overall design whilst remaining accessible. Chrome extinguishers are preferred.

Emergency luminaires must be provided by the Tenant within the Tenancy where required. All exit signage (running man type) in Front of House areas are to be specified as edge-lit glass. In smaller tenancies exit signs may not be required. Boxed opal acrylic types will not be permitted.

Refer to the relevant building surveyor for approval.

The Tenant must maintain the fire protection integrity for the Centre and any damage to the fire protection measures must be rectified by the Tenant at Tenant's cost.

5.12 Communications (telephone and data)

The Tenant must provide telephone and data system and wiring from location provided by the Landlord to outlet points in the Premises.

The Tenant must provide all telephone, fax, alarm, computer or other communication equipment.

For all Kiosks, the Tenant is responsible for the supply and installation of a local distribution frame.

5.13 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 shop front 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.

5.14 Permits

Tenant to obtain all relevant Authority approvals and applications including, but not limited to, plumbing approvals, water, electrical, gas, installation of meters, health, food, building, town planning, development approval/construction certificate (CC), for Fitout Works. Refer to Section 3.

5.15 Disability Provisions

Store design is required to comply with DDA and with the requirements of all Authorities and applicable laws, including but without limitation to any anti-discrimination legislation. Counter design must consider DDA.

5.16 ATM, vending, services & other categories

ATM

- Maximum height is 1650mm in freestanding mall locations.
- Maximum height is 1800mm against walls.
- Communication box must be integrated.
- Maximum of 1 brand name/logo per side.
- Casing to be new with concealed cabling and wiring.

VENDING, SERVICES & OTHER CATEGORIES

Please refer to the RDM for specific Design Criteria that applies to vending machines, external tenancies, carwash, pad sites, offices and service providers.

6.0
Landlord's Works at Landlord's Cost

Refer to Landlord's Schedule of Works included in Lease for the provision of Landlord's Works at Landlord's Cost.

7.0
Category One Works – Landlord's Works at Tenant's Cost

7.1 Landlord's works at Tenant's cost

Any works that the Landlord agrees to do on the Tenant's behalf and any alterations that are required to the base building works or Centre Services to suit the Tenant's design fitout requirements will be undertaken by the Landlord's contractor at the cost of the Tenant in accordance with **Annexure 20**.

The Landlord will provide coordination of the Category One Works including management of the consultant service review phase, obtaining and reviewing building and services cost as provided by the Principal Contractor at an administration fee of 15% of the total cost of works.

The cost of the Category One Works will be in line with the rates set out in the costs of works schedule in **Annexure 20**.

The Tenant must ensure the cost of any Category One Works are agreed prior to handover and paid prior to trade.

Refer to section 8.2 of this document for more detail on the Category One Works process.

7.2 Floors

Chasing of floors for electrical works is subject to the Landlord's engineer's review and approval however these works are to be done by the Tenant.

7.3 Walls

Wall claddings/linings to any perimeter walls other than plasterboard are subject to the approval of the Landlord. The perimeter walls are not for load bearing or chasing use. The Tenant is to provide all boxing, false walls or linings to piers.

Services or other elements (exposed masonry or concrete walls) are not acceptable. Minor wall preparation and repairs may be required prior to the installation of the approved cladding/lining.

No penetrations are permitted in smoke walls.

Extension of inter tenancy walls to accommodate the Tenant's design form part of Category One Works.

7.4 Ceilings

Ceilings form part of the Tenant's Fitout Works

7.5 Electrical

Meter installation and connection are through embedded network metering provided by the Landlord at Landlord cost.

Power supply cable only will be provided to a point nominated by the Landlord, any upgrade or relocation of power requirements to suit the Tenant's design is a Category One Work

7.6 Mechanical

Any additional, relocation and upgrade of mechanical services to suit the Fitout Works including, but not limited to, flexi ductwork, hard rigid duct work, standard square registers, linear slot and circular diffusers, pop cuts into duct work, thermostat and control units, gas works etc., will be undertaken as a Category One Work.

All ceiling alterations for the installation of new registers is to be undertaken by the Tenant including, but not limited to, ceiling mark out, penetration for new register, adjustment of ceiling framing, and support system.

The following works are Category One Works, where approved by the Landlord as part of the Tenant's design:

- Supplementary air systems.
- Supply and install of diffusers.
- Internally lagged hard rigid duct work to exposed ceilings.
- Exhaust hood connection from base build.
- Any upgrade works to Air-conditioning Plant or gas supply.

The supply and installation of any kitchen exhaust canopy is to be done by the Tenant unless it impacts on Centre Services or structure.

Design of mechanical and gas services must comply with the Landlord's engineer's specifications.

7.7 Tenancy exhaust systems

Any extension, relocation and upgrade of tenancy exhaust air systems to suit the Fitout Works including, but not limited to, ducts (from risers/ existing location) access panels, fittings and ducting to exhaust canopy, fans, connections, canopies, electrical works, controls, testing, and commissioning are Category One Works.

The design of the exhaust system must be to Landlord's engineer's specifications.

7.8 Make up air systems

Any extension, relocation and upgrade of tenancy make up air systems to suit the Fitout Works including, but not limited to; ducts, access panels, fans, fittings and ducting, connections, controls, testing and commissioning are Category One Works.

Design of make-up air system must be to Landlord's engineer design specifications for all tenancy types.

7.9 Hydraulic & plumbing

The following works are Category One Works:

- Any additional, relocation and upgrade of hydraulic services to suit the Fitout Works including, but not limited to; under slab water reticulation, sewer reticulation and pipe work for floor wastes, tundishes, trade wastes, bucket traps terminating at floor level, core holes, fire collars, connection to fixtures and equipment.
- Any upgrade and additional hydraulic works.
- All tenancies will be supplied with a water meter to facilitate usage charges.

The design of hydraulic services must comply with the Landlord's engineer's specifications.

7.10 Fire protection

The following works are Category One Works, where approved by the Landlord as part of the Tenant's design:

- Any additional, relocation or upgrade of fire services including but not limited to below ceiling sprinkler heads, high temperature heads for kitchen exhaust, low temperature heads for cool rooms, hydrants, hose reels and smoke baffles, signage and smoke detectors.
- Upgrades or additions to fire hose reels and hydrants.
- Modifications to smoke detectors in tenancies with a floor area greater than 1000m2 or requiring dedicated smoke exhaust.
- Sprinklers in kitchen exhaust duct work and hoods.
- Drain down recharge of sprinkler system.
- Modification to/or additional EWIS speaker/horns.

Design of fire services must comply with the Landlord's engineer's specifications.

7.11 Communications (telephone and data)

The following works are Category One Works, where approved by the Landlord as part of the Tenant's design:

- Upgrade or relocation of cable, frame etc.
- Telephone patching lines from the main distribution frame (MDF) to Tenant's independent distribution frame (IDF).
- NOTE: Only the Landlord's nominated electrical contractor is permitted to access the MDF room.
- Patching of phone lines.

7.12 Sundry works

The following works may be required as part of the Fitout Works which includes, but not limited to the supply, installation and/or reinstatement of Common Area tiles, security for after-hours access, cleaning of Common Areas and rubbish removal by the Tenant.

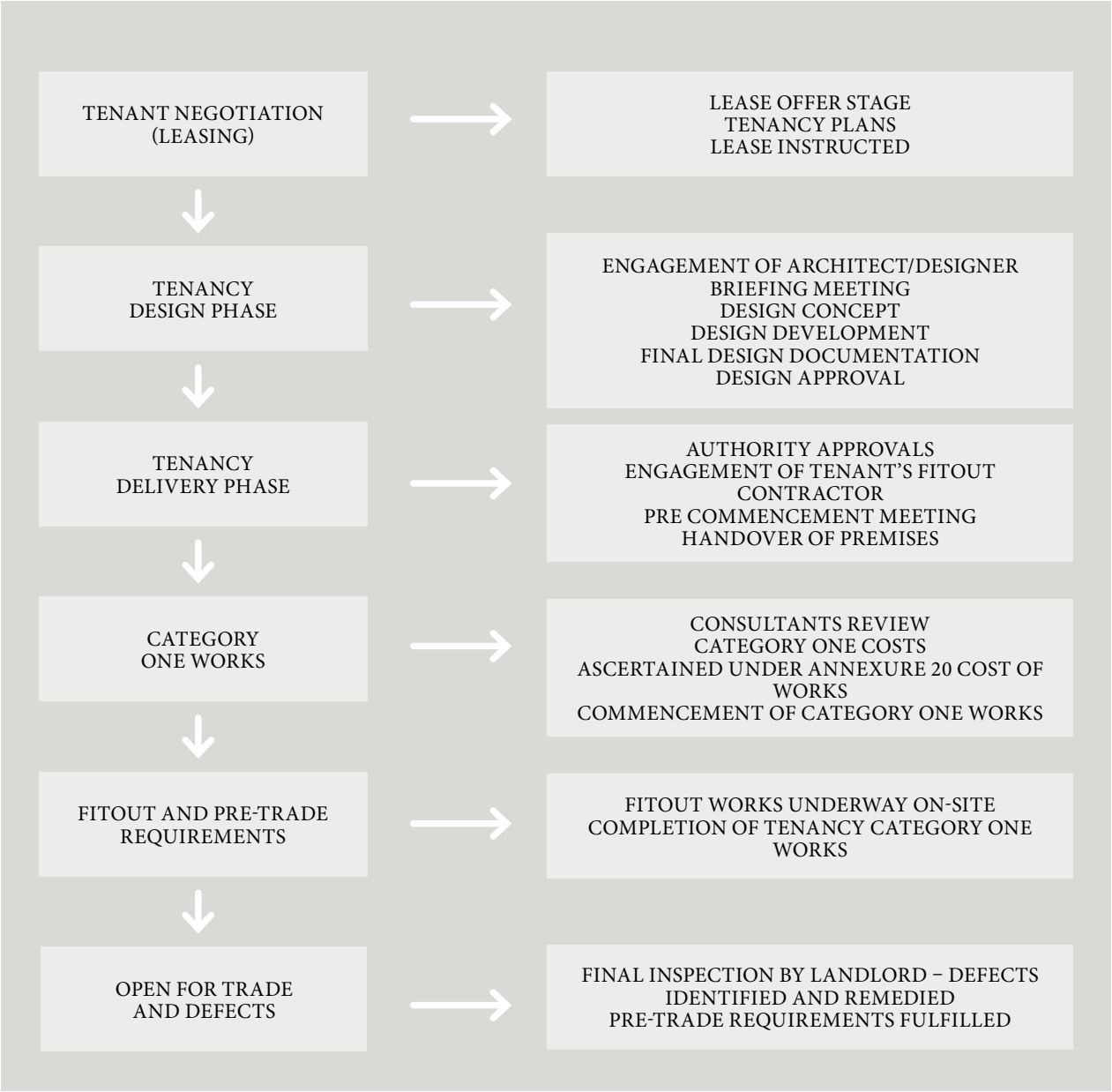
The Tenant must pay to the Landlord:

- Builder's margin and preliminaries are inclusive in the Cost of Works Schedule for Category One Works.
- An administration fee of 15% (plus GST) of the total invoice of Category One Works.
- Fees for security for after-hours access.

8.0
Tenancy Delivery Process

The Landlord's tenancy delivery team is responsible for managing and implementing the services required to facilitate the fitout of the Premises, ensuring that the landlord's standards and procedures are being met during the pre-fitout and post-fitout stages on a project.

Below is a summary of the overall delivery process from leasing through to design, delivery and shop opening.



8.1 Tenancy Delivery Manager responsibilities

The TDM facilitates the tenancy delivery process on behalf of the Landlord and works with the Tenant and the Tenant's representatives to ensure fitouts are completed in accordance with site policy and procedures , and that tenants are open for trade within the timeframes provided.

The tasks of the TDM include, but are not limited to, the following:

- Contact the Tenant and their Fitout Contractor to arrange any site visits to the Premises..
- Receive from the Tenant the necessary documentation as outlined in this guide.
- Complete and issue an estimate of the cost of the Category One Works to the Tenant for the Tenant's approval.
- Coordinate Category One Works on site in conjunction with Tenant's Fitout Contractor.
- Schedule pre-commencement/pre-handover meeting between the Landlord, Tenant and the Tenant's representatives to ensure all items are fulfilled prior to the Actual Handover Date of the Premises.
- Schedule and undertake handover of Premises from the Landlord's Principal Contractor to the Tenant.
- Monitor daily Fitout Works progress to assess whether timelines are being met.
- Liaise with Tenant and the Fitout Contractor on any tenancy issues that may arise.
- Assist the Tenant's contractors with site requirements such as H&S, access and loading of equipment and materials.
- Complete final inspection with RDM to ensure the Fitout Works comply with the Design Approval.
- Liaise with the Tenant to ensure all pre-trade requirements are fulfilled as outlined in the Lease and Section 9 of this document.

8.2 Tenancy Category One Works process

The TDM will review the Final Design Submission and determine if the Fitout Works will require alterations to the Landlord's Works or structure of the Centre. The TDM will issue the Final 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 TDM will submit to the Tenant an estimate of the costs of Category One Works (Tenancy Cost Variation) for their approval.

Provided the Tenant complies with its obligations under the Tenancy Design Process and the Lease, the Tenancy Cost Variation will be issued to the Tenant 4 weeks prior to the Actual Handover Date. If there is a delay in the submission of any of the Tenant's drawings or specifications for the Fitout Works, the issue of the Tenancy Cost Variation may be delayed by a period the Landlord considers reasonable.

The Tenant must return a formal approval and sign the Tenancy Cost Variation within 5 days of issue. Should the Tenant delay approval of the Tenancy Cost Variation, Category One Works will be delayed on site. The Tenancy Cost Variation will be in line with the rates set out in the costs of works schedule in **Annexure 20**. The Tenant must pay the Tenancy Cost Variation to the Landlord prior to the commencement of trade.

8.3 Appointment of Tenant's Fitout Contractor

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

Tenant must provide the Landlord with the following details of their Fitout Contractor:

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

8.4 Contractor insurances

It is essential that the Tenant and the Fitout Contractor carry all necessary insurances in respect of the Premises and the Fitout Works as these are not covered by the Landlord's insurance.

These insurances must include:

WORKCOVER:

In respect of employees, contractors, sub- contractors, and any other persons engaged by the Tenant.

PUBLIC RISK:

In respect to injury to persons and damage to the property of others. (Minimum cover required is $20 million).

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)

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).

8.5 Pre-handover requirements

Prior to the Tenant taking possession of the Premises, the TDM 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 to **Annexure 21**.

- Lease has been executed and returned to the Landlord's solicitors in the agreed form.
- Design Approval has been granted by the RDM.
- Authority approvals received e.g. Building Permit, Planning Permit, etc.
- Tenant and Fitout Contractor has all insurances in place and approved by the Landlord.
- Fitout Contractor has submitted Schedule of Works/Fitout Program to the TDM for review.
- Tenant's Fitout Contractor and any sub- contractor's inductions have been completed and approval granted by Landlord's Principal Contractor.
- Structural engineering drawings and computations (if applicable) are approved by the Landlord.
- The Bank Guarantee required under the Lease has been provided to the Landlord (if applicable).

8.6 Pre-commencement meeting

The TDM will arrange a pre-start meeting along with the RDM, Tenant, Tenant's Designer and the Fitout Contractor to go through the following requirements:

- 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.
- Schedule of Fitout Works is in line with opening date.
- Tenancy services requirements are understood.
- Category One Works and Tenancy Cost Variation(s) are agreed by the Tenant in order for Landlord to proceed with base build or services alterations.

8.7 Handover of premises to tenant

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

The TDM will complete a formal Pre-commencement Checklist (**Annexure 21**) 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 issued.

8.8 Fitout and on-site conditions

All on site works shall be coordinated with the TDM.

It will be the Fitout Contractor's responsibility to arrange delivery, unloading and storage of materials supplied to the site for the Fitout Works to be undertaken.

All Fitout Works undertaken by the Fitout Contractor must be in accordance with the

Landlord's Site Conditions. In the event the Fitout Contractors do not follow the Landlord's Site Conditions, they may be removed from site until further notice is provided by the Landlord.

The cost of any dispute or disruption to the Premises owing to the Fitout Contractor's noncompliance with conditions of employment, failure to comply with Site Conditions or H&S will be borne by the Tenant.

8.9 Stocking and merchandising

The TDM will advise the Tenant on the process for stocking and merchandising its Premises during the Fitout Period. These processes will be in accordance with the Landlord's Principal Contractor's policy. and procedures for the Construction Site.

9.0
Authority to Trade Requirements

It is a requirement that the following documents are received/paid prior to the Tenancy opening for trade, refer to **Annexure 21** for reference..

- 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 Cost Variation paid to the Landlord (proof of payment required).
- All Fitout Works trade and services certification are received by the Landlord.
- Occupancy certification and/or certificate of final inspection received by the Landlord.
- All other Authority certifications.
- Final inspection completed by the RDM and TDM of the Premises.
- Defects to the Fitout Works identified by the RDM and TDM 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 TDM 48 hours prior to the Tenant's proposed opening date should they not be able to fulfil these requirements.

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.

9.1 Defects liability phase

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

The TDM and RDM will attend site and assess whether the Fitout Works are in accordance with the Design Approval and workmanship is in line with the Landlord's requirements. Any major defects as identified by either the RDM or TDM will need to be rectified by the Tenant prior to the Premises opening for trade.

Following opening, the RDM will prepare a Defects Report. The Fitout Contractors must complete the remainder of defects within 14 days of the Defects Report being issued.

Once defects have been rectified, the Tenant must notify the RDM to complete further inspection. If all defects are rectified, the Landlord will issue a defect rectification letter to that effect.

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

10.0
Health & Safety

10.1 Principal contractors' requirements

The Tenant, the Tenant's Designers and the Fitout Contractors must follow the Principal Contractor's site rules for materials delivery requirements, logistics planning, traffic and emergency procedures.

The Tenant must ensure that all contractors and employees involved with the construction of the Fitout Works consult with the Principal Contractor regarding H&S at all relevant stages of the Fitout Works.

10.2 Inductions

As the Centre is under development, the induction process is split into two facets.

Firstly, the Principal Contractor will conduct the induction process in relation to development site related safety issues.

In particular, the Principal Contractor representative will identify:

- The development site safety requirements and procedures.
- Any restrictions on work times and activities.
- The development site conditions and constraints.

The Tenant's Fitout Contractors' personnel will not be permitted to enter the Construction Site until they have received a full site-specific safety induction given by the Principal Contractor.

Secondly, in the event the Tenancy fails to open on the specified Common Opening Date, Centre

Management (or their representative) will conduct the induction process in relation to Centre issues.

In particular, Centre Management will communicate:

- All restraints posed by the Centre's operations.
- All emergency exits, evacuation plans and meeting points.
- Any requirements for fitout and tenancy works.
- Issues specifically associated with the site (electrical services, public movements, etc.).

Centre Management will endeavour to answer any questions you may have and should be your point of contact if you require any further information on the operations of the Centre after the Principal Contractor has.

DOCUMENTS REQUIRED FOR INDUCTION

Inductions and requirements will be coordinated with the Principal Contractor direct.

10.3 Discontinued use of engineered stone products

The use of engineered stone is restricted to products that contain less than 20% crystalline silica. 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, has been introduced in order to reduce the risk of silica exposure.

Corian, Meganite, natural Marble and Terrazzo stone products are some examples of alternative products and are currently used in place of engineered stone. A number of these products are currently less costly, more durable and easier to maintain.

11.0
Site Requirements Overview

The following site requirements overview is to be read in conjunction with the Principal Contractor H&S project Information Kit.

11.1 Site access

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

11.2 Security

Any additional security required by the Tenant (e.g., for after-hours works) will be arranged through the Principal Contractor at the Tenant's cost.

11.3 Out of hours working

Site working days will be as per the working day calendar for the respective year.

Any out of hours work must receive a permit from the local Authorities. This will be facilitated through the Principal Contractor along with permits at the Tenant's cost.

11.4 Emergency procedures

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

11.5 Shopfitting operations

Fitout Works will be limited to the Principal Contractor site working 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.

Note: working hours are governed by a permit issued by the local Authority, as such permission must be obtained to deviate from the above hours. All applications shall be facilitated via the Principal Contractor.

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 and bulky equipment is only permitted within the site working hours specified within this guide unless prior approval from the Principal Contractor has been received.

REMOVAL OF TENANT'S WASTE

The Landlord will provide a waste management service (at the Tenant's cost). This is limited to the provision of skip bins, or similar, in loading docks and other designated areas. The transport of waste between the Premises and the skip bins is to be done by the Tenant.

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 shopfitter pack which will be supplied upon the Tenant's nomination of Fitout Contractor.

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 itself that all site requirements of the site requirements are being complied with.
- To ensure that all works are carried out in accordance with agreed designs and methods.

STORAGE

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

FIRST AID

The Tenant or the 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.

All injuries, accidents and near misses must be reported to the Principal Contractor.

11.0 SITE REQUIREMENTS OVERVIEW

SECURITY OF PREMISES

The Tenant or the 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 and equipment.

ROAD CLOSURES

Any road closures required by the Tenant must be approved by the Landlord, the Principal Contractor and any relevant Authorities.

PERMITS

Tenant is to contact the Principal Contractor to confirm any permits required prior to site works.

12.0
Annexures

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Annexure 1

DESIGN VISION

CHATSWOOD CHASE

Design Vision

Vicinity Centres is committed to reconciliation with the Aboriginal and Torres Strait Islander Peoples of Australia. We acknowledge and respect Traditional Owners across Australia as the original custodians of our land and waters, their unique ability to care for Country and deep spiritual connection to it. We honour Elders past, present and emerging whose knowledge and wisdom has and will ensure the continuation of cultures and traditional practices.

THE EXTRAORDINARY IS AHEAD

Luxury is no longer in the things you have, but in the experience you enjoy. Making the ordinary, extraordinary, Chatswood Chase Sydney will evolve into a beautiful escape, by capturing the luxury of time, space, and light, and by providing an experience in which to indulge. Where global meets local, art meets culture, food meets experience, work meets play, tradition meets modernity in a marriage of the best from around the world made for the best market in the world in which to be located.

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AUSTRALIA'S MOST AFFLUENT MARKET

Prestige

Not only is this one of Australia's most affluent markets, it's one of the most sophisticated. The market features discerning consumers with high regard for the quality, craftsmanship, design and innovation offered in premium products and experiences. They appreciate reputation and seek out the most acclaimed.

On Demand

For consumers in this market the availability of time and the quality of the time spent are luxuries in their own right. Their tolerance for time wasted is low. They get what they want on demand, consumer routine tasks and value services that enable them to maximise the quality of their experiences.

Purposeful

Satisfying the desire that these high-achieving North Shore dwellers have for living life to it's full potential, this is a place enabling discovery and self-expression, in a uniquely original environment, embodying the values of creativity, human connection, wellbeing and sustainability.

Epicurean

Influenced by the style and flavours of the world, the best of the world converges at Chatswood Chase. Fresh vibrant, and theatrical, with a taste for what's new at the highest calibre of quality.

CENTRAL TO AUSTRALIA'S MOST AFFLUENT MARKET

Trade

- Total trade area: +471K

Average Household Income

- Average household incomes +46% higher than the greater Sydney average
- Average household income: $157K
- Average household incomes +208K: 36%

Average Per Capita Income

- Average per capita income: $63K
- Average per capita income +$80K: 34%
- Average per capita incomes +$38% higher than the greater Sydney average

Average Age

- Average age: 41
- Families with children: 36%
- Couples with no children: 23%
- Home ownership: 41%

Cultural Representation (Total Trade Area)

- Australian / NZ: 56%
- European: 12%
- Asian: 16%
  25.5% Asian in the primary trade area

EXTERIOR

Victoria Avenue Facade

Artist impression

Artist impression

LEVEL ONE

Luxury Retail

Artist impression

LEVEL ONE

Luxury Retail

Artist impression

LEVEL ONE

Luxury Retail

Artist impression

LEVEL TWO

Premium Retail Central Void

THE DEVELOPMENT BRIEF

Leveraging off the exceptional location and quality offerings of familiar Chatswood Chase, the new development sets out to elevate the space beyond the provision of beautifully crafted objects and world class produce and establish itself as a sought after retail and dining destination delivering exceptional experiences with community at its heart.

Inspired by the sandstone of Sydney and the landscape of the Ku-ring-gai National Park, the invigorated surroundings will celebrate the beauty of natural light, earthy materials and present a welcoming sense of openness and respite within an iconic and dynamic urban setting.

By bringing the best from around the world, to the best place in the world, Chatswood Chase will evolve into a magnificent oasis, where global meets local, art meets architecture, food meets culture, work meets play, and tradition meets modernity. Culminating in an exceptional setting that unites retailers, consumers, and commercial spaces together in extraordinary ways, an experiential destination awaits unlike any other.

DESIGN DIMENSIONS

Individualism

Celebrating an individualistic approach to design by focusing on creating spaces that reflect the unique needs, tastes, and aspirations of our customers and community. Emphasising the importance of originality, customisation and the celebration of individual identity.

Time

The provision of carefully curated experiences and visually captivating displays that hero our retailer offers and invite customers to seek out memorable moments and immerse themselves into the landscape. The luxury of valuable time spent intentionally, and with an appreciation of our surroundings.

Space & Light

Thoughtful planning and execution of space and light within our retailer concepts to positively inform consumer experiences, promoting their well-being, and creating visually appealing environments that are both functional and aesthetically pleasing.

Authenticity

Embracing authenticity in all its forms. The brand story, the offer, the designed spaces and the materials from which they are built, all become powerful mediums for brand-expression and contribute to the rich tapestry of the Chatswood Chase experience.

Awareness

Promoting awareness of people, culture, art and the natural environment from which we draw inspiration. Recognizing the evolution of influences on our everchanging retail landscape and welcoming change, with a focus on innovation, efficiency and sustainability.

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LUXURY RETAIL

Create a one of a kind, beautifully detailed shopfront that communicates the quality, character and essence of your brand.

SHOPFRONT DESIGN

- Shopfronts are to be contemporary, incorporating modern architectural materials and custom detailing.
- A timelessness in design may be achieved in the refined execution of symmetry, scale proportion and materiality. Designs should evoke an awareness of the relationship and contrast between these elements.
- The first 1200mm from the lease line is considered your ‘Shopfront Activation Zone’ and will be a continuation of the shopfront design, encompassing shopfront quality finishes to the walls, floors, ceiling and joinery units.
- Large scaled custom entry doors are to form part of the shopfront design. They must open outwards and create transition vestibules to the entry.
- Shopfronts are to offer a minimum of 30% transparency with visual connection between the common mall environment and the retail interior, this may include window displays that are not enclosed with a solid wall behind.
- Glazing frames are to be custom designed, highly detailed and form an integral component of the architectural features of your shopfront. Maximise panel size to ensure minimum glazing joins and detail to ensure no visible silicon. Consider setting glazing back within the shopfront activation zone to achieve depth and dimension in your shopfront form.
- Consideration is expected in the full-length application of finishes with the removal of junctions and joins wherever possible.
- Allow for a 300mm solid neutral zone to both sides of the tenancy ends where the shopfront is located on the lease-line prior to the commencement of glazing or set back elements.
- Consider using lighting as an architectural detail to add visual depth and dimension within retail facades. Lighting should be concealed from the source and equipped with dimmable controls to adjust brightness.

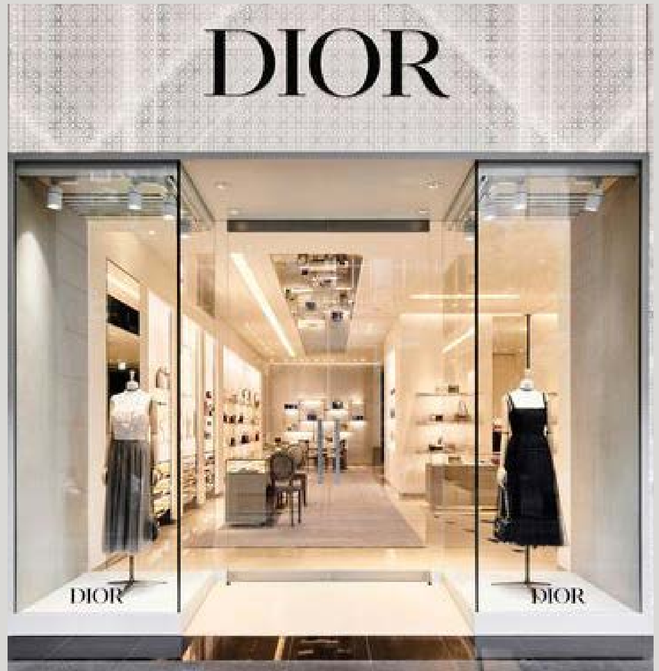
LUXURY RETAIL

SHOPFRONT DESIGN

Continued.

- Outgos or projections off the shopfront are not permitted, with a focus on setbacks and rebates of shopfront elements within the lease line to achieve articulation.
- Corner sites and sites adjacent to corridors are to treat the full extent of the returns as part of the shopfront design.
- Where your shopfront spans multiple malls, at least two entry points are required. Please consult your Retail Design Manager regarding specific entryway requirements tailored to your location.
- The tenancy may have specific Fire Engineering Report requirements such as percentage of open shopfront or ceiling depending on the smoke zone in which your tenancy is location. Refer to Appendix 6 in the Tenancy Fitout Guide.
- Post tension slabs are throughout Chatswood Chase, point loads for shopfront designs are to be considered when designing and specifying structural requirements and material weights. Confirm load parameters with your Retail Design Manager.
- Liaise with your Retail Design Manager regarding the intertenancy wall junction detail.
- Refer to the Digital Design Guidelines for considerations to integration of digital elements into the shopfront design

*** Flat shopfronts, consistent heavy bulkheads, unframed glazing, roller shutter grills, shopfront outgos and large expanses of single rendered finishes will not be approved.*



LUXURY RETAIL

From intricate to simple details, ceilings are a significant design medium that will reinforce the strength of your brand and highlight feature zones within your store.

CEILINGS

- The first 1200mm from the lease line is considered your ‘Shopfront Activation Zone’ and will be a continuation of the shopfront design, encompassing shopfront quality finishes to the walls, floors and ceiling. No painted ceilings will be supported in this zone
- Develop an architectural approach to ceiling design, with use of interesting forms and innovative materials.
- Create depth and dimension by sculpting and layering ceiling forms, incorporating varied lighting and artisan fittings throughout the space.
- Ensure lighting solutions are integrated to your ceiling design through the use of coffered and recessed detailing.
- Open ceilings may form part of the ceiling design but are to be combined with articulated ceiling structures. Note a solid ceiling must be installed for the first 3000mm.
- All exposed services are to be finished and reflect the interior standard, including the hard ductwork, pipework, cabling, cable trays, speakers and security cameras.
- Speakers cannot be located within the first 3000mm of the tenancy to ensure neighbouring retailers are not affected.
- The tenancy may have specific Fire Engineered Report requirements such as a percentage of open shopfront or open ceiling dependent on the smoke zone in which your tenancy is located. Refer to Appendix 17 in the Tenancy Fitout Guide.

LUXURY RETAIL

Your fixtures offer an opportunity to explore bespoke detail and craftsmanship, from display fixtures and light fittings to handles and hooks.

WALL & FLOOR FIXTURES

- Fixtures should present as curated pieces that perfectly present your products and are integral to the overall store design.
- Engage your customer with elements of surprise through unexpected detail. Select interesting and bespoke handles, light fittings and fixtures, and incorporate unique custom joinery items.
- Integrate wall fixtures with framing, detailing and bulkhead treatments. Ensure that perimeter display units extend full height to the ceiling or terminate under a bulkhead.
- The point of sale is an icon within your store. It should read as a sculptural object; customised, bespoke and seamlessly integrated with technology, storage and display. A ‘clean desk’ is required at all times.
- All proposed visual styling and joinery units to the shopfront zone are to be included in the documentation package.
- Inject your brand story into your interior with the inclusion of a key piece of furniture offers both an opportunity to pause, and a setting around which to merchandise.
- Where lighting is to be included in your joinery, it must be fully integrated to ensure that LED diodes are never visible. All lighting must be concealed from the source.

LUXURY RETAIL

Lighting is a fundamental element that significantly influences the ambience and visual perception of an area. It creates a sense of theatre and visual impact resulting in a space that is interesting and engaging, enhancing ones mood and experience.

LIGHTING & AMBIENCE

- A professional retail lighting designer experienced with Australian codes and best practices is to be engaged to develop the lighting concept and specification including lux level diagrams, colour render plans and data sheets of all light sources. This will form part of your design approval submission.
- Ensure all elements of the design that require lighting are fully integrated and tied back to the overall design.
- Strategic lighting can draw attention to specific elements or areas, acting as a visual guide and enhancing the overall design.
- Play with light and shadow to create texture, mood and atmosphere through the use of various luminaires and beam angles.
- Use techniques such as uplighting, downlighting, or wall washing to visually expand or contract a space, create focal points, and enhance architectural features.
- Be thoughtful and creative with lighting solutions to create a warm and inviting atmosphere. Consideration of the transition from day to night trade, incorporating varied lighting types.
- Be hierarchical in your lighting design. Allow for flexible, direct and controlled lighting to illuminate your product. Use indirect, concealed lighting to illuminate the architecture.
- Lighting with the right colour portfolio should be used to enhance your merchandise, create ambience and encourage dwell times within your tenancy.
- Light colour & lux levels are to be consistent throughout. Specify all lighting with dimmable controls.
- Your lighting strategy will need to respond to how the natural light filters through the voids from above at Chatswood Chase and affects the lighting levels and ambience from day to night.
- As the development is targeting a certified Green Star Design rating approved by the Green Building Council of Australia, tenants are obligated to comply with a range of sustainability initiatives. Refer to ‘Sustainability Requirements’ annexure of the Fitout Criteria.

LUXURY RETAIL

Include unique materials, colours, and textures that reflect your brand essence and history. Fine craftsmanship and attention to detail are critical to convey an elevated aesthetic.

LUXURY MATERIALS

- 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 luxury brand ethos.
- Incorporate sophisticated, robust and timeless finishes.
- Strive for individualism by expressing traditional finishes in new and unique ways. Consider your floors, walls and ceilings holistically, connecting surfaces and creating an iconic interior through layering of customised finishes.
- Elevate your concept by experimenting with structure, tone and layering to create textural depth.
- The highest level of manufacturing and application processes are to be achieved, with the selected materials applied with the utmost refinement.
- Careful consideration is to be given to the layering of finishes with meticulous detailing a must.
- All framing should be customised with any generic details completely concealed.
- Specify bespoke artisan finishes of the highest quality such as solid dressed timber, natural stone, terrazzo, handcrafted ceramics, decorative glazing, polished plaster and decorative metals.
- In-hand control samples of all proposed finishes and materials is to be provided to the RDM for review and approval.
- Finishes are to be 70% neutral and sympathetic to the precinct's palette and materiality with colour to be introduced as an accent only. Where colour is utilised the focus is to be on texture, layering and complementing surrounding finishes.

  Material application details;

  - A preference for large format stone slab over standard format tiles however honeycomb backing may be applicable.
  - The specification of genuine curved glass (as opposed to faceted).
  - Using natural stone over rendered applications.
  - Powder-coating by quality manufacturing sources only.
  - 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.

Refer to the Sustainability Requirements' annexure of the Fitout Criteria.

LUXURY RETAIL

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

SIGNAGE

- Explore unique placement and detailing opportunities to display your sign within the shopfront forms, while being responsive to sightlines through the mall.
- Develop a memorable signage solution to entice customers using authentic, quality materials in an artisan way. Specify natural tones and apply accents of colour in a refined manner.
- One primary sign is permitted to each face of the shopfront. This primary sign should be your registered trade name and/or logo only. This sign should be proportional to the architectural form of your shopfront zone and letter height not to exceed 350mm.
- A logo or secondary signage may be used up to 2 times within the shopfront activation zone i.e. located on the return walls or entry vestibule.
- When applying secondary signage within the Shopfront Activation Zone, be mindful of signage hierarchy and ensure the brand message remains clear and concise. Letter height is a maximum 100mm high and positioned no greater than 1500m AFFL.
- Signage materials should complement your overall shopfront concept. Include unique detailing and considered fixing solutions.
- We strongly encourage illuminated signage to be either halo or rear illuminated, with all illuminated signage to be on dimmers.
- For complicated fixing details or particularly heavy signs, engineering may be required with certification from a structural engineer.
- Acrylic illuminated signage is not permitted - at a minimum gel set or epoxy resin fabrication techniques are to be used for completely even illumination.

LUXURY RETAIL

The successful integration of technology within the retail environment can be a critical element of the customer experience. Digital messaging allows brands to speak to their customers in a dynamic, relevant and constantly evolving manner.

DIGITAL TECHNOLOGY

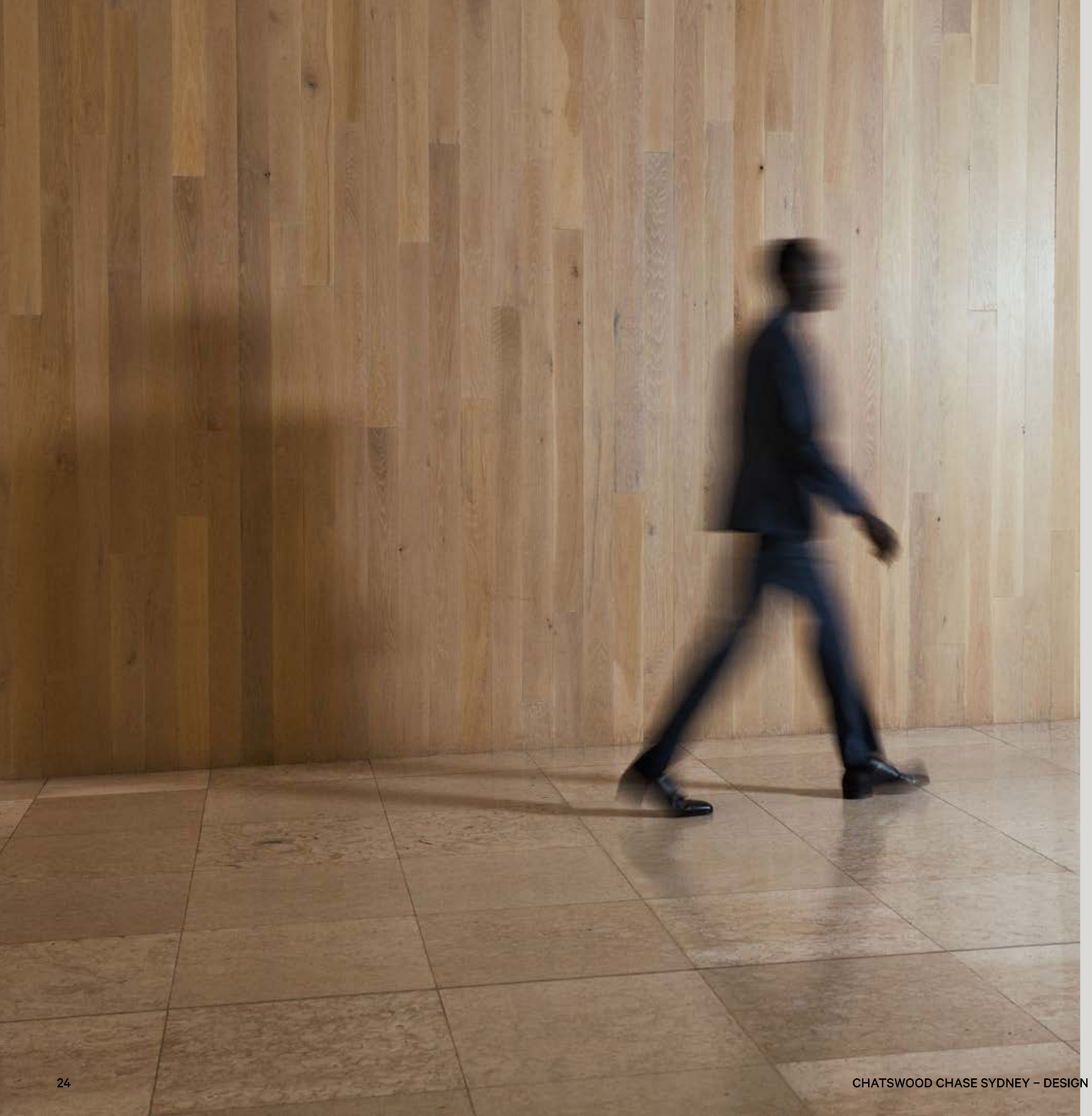
- In all cases refer to the Digital Design Guidelines in this Design Vision for clarification.
- Explore opportunities for experiential digital solutions that supports the brand message throughout your interior.
- Digital touchpoints that enhance your customer experience should be integrated within the surrounding architecture and positioned to enhance your customer journey.
- Digital elements and inclusion of technology anywhere in the Shopfront Activation zone must support the overarching window strategy and be integrated with highly detailed customised joinery solutions.
- Explore new technological advances and artificial intelligence generators for form possibilities, new materials and finish choices, that have alignments to brand identity.
- Careful consideration should be given to the scale, placement and surrounding elements of all digital elements.
- Flashing or fast moving imagery will not be approved in the Shopfront Activation zone.
- Digital graphic content to focus on imagery over text – they should be used to inform customers of your brand message rather than promote sales.

LUXURY RETAIL

Visual styling enhances your offer and brings your brand personality to life. A carefully curated combination of product, propping and brand storytelling creates intrigue and a sense of discovery.

VISUAL STYLING

- Styling will be undertaken by a professional interior designer, stylist or visual merchandiser who will focus on creating visually appealing product displays that highlight the uniqueness and desirability of your product.
- Your brand story should be used to inform all your design decisions and is at its most tangible in your styling and visual merchandising choices.
- Your ethos should be embedded in all customer touch points – displays, materiality, graphics overlay and visual styling including window displays, change rooms and VIP experiences..
- Consider how your customers will experience your authentic story in a sensory manner at all touch points.
- Ensure your displays are adaptable and regularly updated to stay relevant and engaging.
- Consider unexpected items that resonate with the brand and bring joy to the customer as well as tying into the precinct.
- Maintain aesthetic consistency across various touchpoints, including the store signage, display graphics, packaging and digital platforms.



PREMIUM RETAIL

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PREMIUM RETAIL

Your shopfront presentation is a pivotal opportunity to connect with your customers. Layer creative forms, specify inspiring materials and apply artisanal signage to effectively communicate your unique brand message.

SHOPFRONT

- The first 1200mm from the lease line is considered your ‘Shopfront Activation Zone’ and will be a continuation of the shopfront design, encompassing shopfront quality finishes to the walls, floors, ceiling and joinery units.
- At least 40% of the shopfront is to consist of architectural form, finishes specified to these zones are to have a focus on quality, authenticity, layering and texture.
- Create layering and articulation by incorporating steps in the elements of your shopfront design. For example, double framing can be achieved by introducing a glazing frame set within another solid finish, on another plane, and the incorporation of shadow lines.
- Glazing is to be framed on all sides without any visible silicon. Glazing frames are to be custom designed and considered a design feature of your shopfront.
- Shopfront openings and continuous flat bulkheads cannot exceed 60% of the shopfront width. Verticality is to be achieved via full height elements.
- Where shopfront elements meet the mall bulkhead, a shadow-line detail is to be incorporated.
- Your doors are an integral element in the design of your store, provide customised door solutions with unique designs and authentic finishes customising your doors where possible.
- Corner sites and sites adjacent to corridors are to treat the full extent of the returns as part of the shopfront design.
- Liaise with your Retail Design Manager regarding the intertenancy wall junction detail.
- Allow for a 300mm solid neutral zone to both sides of the tenancy ends where the shopfront is located on the lease-line prior to the commencement of glazing or set back elements.
- The tenancy may have specific FER requirements such as a percentage of open shopfront or open ceiling dependent on the smoke zone in which your tenancy is located. Refer to Appendix 6 in the Tenancy Fitout Guide.
- Refer to the Digital Design Guidelines for considerations to integration of digital elements into the shopfront design

PREMIUM RETAIL

From intricate to simple details, ceilings are a significant design medium that will reinforce the strength of your brand and highlight feature zones.

CEILINGS

- The first 1200mm from the lease line is considered your ‘Shopfront Activation Zone’ and will be a continuation of the shopfront design, encompassing shopfront quality finishes to the walls, floors and ceiling. No painted ceilings will be supported in this zone.
- Develop an architectural approach to ceiling design, with use of interesting forms and innovative materials. Flat non-articulated ceilings or ceilings with a single step will not be permitted.
- Create depth and dimension by sculpting and layering ceiling forms, incorporating varied lighting and artisan fittings throughout the space.
- Consider the alignment of wall finishes, display systems and desired focal areas within your space to create a strong and cohesive architectural statement.
- A solid ceiling must be installed for the first 3000mm, and should match the storefront height.
- Beyond 3000mm, open ceilings may form part of the ceiling design but should be combined with articulated ceiling structures that highlight key areas within the store such as the point of sale or focal display zones.
- All exposed services are to be finished and reflect the interior standard, including the hard ductwork, pipework, cabling, cable trays, speakers and security cameras. Exit signage should be clear edge lit blade type.
- Speakers cannot be located within the first 3000mm of the tenancy to ensure neighbouring retailers are not affected.
- The tenancy may have specific FER requirements such as a percentage of open shopfront or open ceiling dependent on the smoke zone in which your tenancy is located. Refer to Appendix 6 in the Tenancy Fitout Guide.

PREMIUM RETAIL

Your fixtures offer an opportunity to explore bespoke detail and craftsmanship, from display fixtures and light fittings to handles and hooks. Specify a combination of fixture types varying in finishes and design, each supporting your overarching design concept.

WALL & FLOOR FIXTURES

- Engage your customer with elements of surprise through unexpected detail. Select interesting and bespoke handles, light fittings and fixtures, and incorporate unique custom joinery items.
- Integrate wall fixtures with framing, detailing and bulkhead treatments. Ensure that perimeter display units extend full height to the ceiling or terminate under a bulkhead.
- The point of sale is an icon within your store. It should read as a bespoke object; customised, bespoke and seamlessly integrated with technology, storage and display. A ‘clean desk’ is required at all times.
- All wall fixtures to have concealed self-levelling feet. No plain painted plaster board walls or proprietary strip shelving will be approved.
- All joinery units located within the shopfront zone are to reflect shopfront quality materiality and detailing.
- All proposed visual styling and joinery units to the shopfront zone are to be included in the documentation package.
- Inject your brand story into your interior with the inclusion of a key piece of furniture offers both an opportunity to pause, and a setting around which to merchandise.
- Where lighting is to be included in your joinery, it must be fully integrated to ensure that LED diodes are never visible. All lighting must be concealed from the source.
- Glass is to be UV bonded.
- No ceiling cable droppers to be used, all cabling to be reticulated through the floor.

PREMIUM RETAIL

Lighting is a fundamental element that significantly influences the ambience and visual perception of an area. It creates a sense of theatre and visual impact resulting in a space that is interesting and engaging, enhancing ones mood and experience.

LIGHTING & AMBIENCE

- A professional retail lighting designer is to be engaged to develop the lighting concept, this will form part of your design approval submission.
- Ensure all elements of the design that require lighting are fully integrated and tied back to the overall design.
- Strategic lighting can draw attention to specific elements or areas, acting as a visual guide and enhancing the overall design.
- Play with light and shadow to create texture, mood and atmosphere through the use of various luminaires and beam angles.
- Be hierarchical in your lighting design. Allow for flexible, direct and controlled lighting to illuminate your product.
- Use techniques such as uplighting, downlighting, or wall washing to visually expand or contract a space, create focal points, and enhance architectural features.
- Be thoughtful and creative with lighting solutions to create a warm and inviting atmosphere. Consideration of the transition from day to night trade, incorporating varied lighting types.
- Lighting with the right colour portfolio should be used to enhance your merchandise, create ambience and encourage dwell times within your tenancy.
- Decorative lights should be carefully chosen to ensure they tie in with the overall design and architectural lighting characteristics.
- Consideration of the transition from day to night trade, incorporating varied lighting types.
- All lighting and signage to be on dimmers.

Refer to the Sustainability Requirements' annexure of the Fitout Criteria.

PREMIUM RETAIL

Your brand narrative should inform the selection of architectural materials for every aspect of your design. Finishes need to communicate the quality, character and essence of your brand.

ARCHITECTURAL MATERIALS

- 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. The use natural finishes such as solid timber, stone, handcrafted ceramics and warm metals are strongly encouraged.
- Finishes are to be 70% neutral and sympathetic to the precinct's palette and materiality with colour to be introduced as an accent only. Where colour is utilised the focus is to be on texture, layering and complimenting surrounding finishes.
- 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.
- Long runs of painted plasterboard walls will not be approved. Non approved materials include; imitation materials, laminates, composite aluminium panels, painted finishes including 2pac, engineered stone, vinyl, acrylic, flat solid tiles and clear float glass .
- All edge protection to be custom and responsive to surround finishes, with no anodised flat bar. All skirting to be recessed.
- 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.

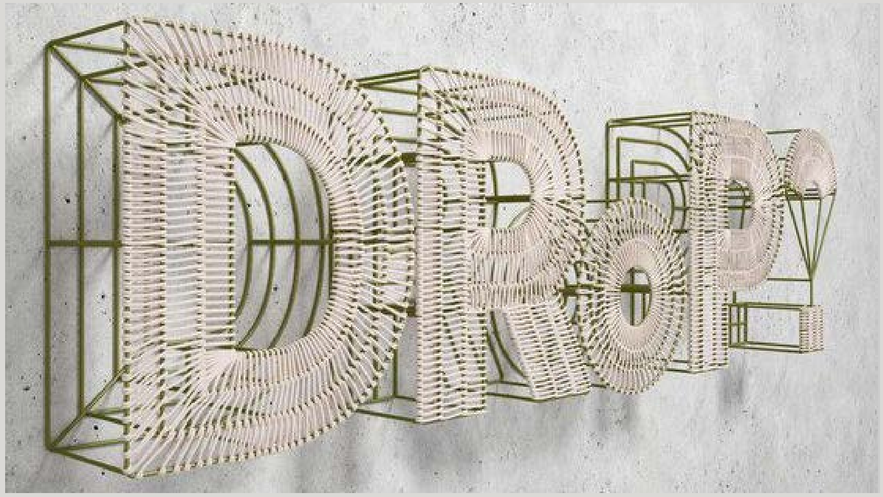
Refer to the Sustainability Requirements' annexure of the Fitout Criteria.

PREMIUM RETAIL

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

PRIMARY SIGNAGE

- A qualified and experienced graphic designer is to be engaged to develop the signage package and will form part of the design approval submission.
- Develop a memorable signage solution to entice customers using authentic, quality materials in an artisan way. Include unique detailing and considered fixing solutions.
- 1 x primary sign is permitted with lettering maximum 350mm high. This sign should also be proportional to the architectural form of your shopfront zone.
- Signage materials should complement your overall shopfront concept. Specify natural tones and apply accents of colour in a refined manner. Non-approved materials include: vinyl, acrylic, imitation materials and lightboxes.
- Explore unique placement and detailing opportunities to display your sign within the shopfront forms, while being responsive to sightlines through the mall.
- We strongly encourage illuminated signage to be either halo or rear illuminated, with all illuminated signage to be on dimmers.
- For complicated fixing details or particularly heavy signs, engineering may be required with certification from a structural engineer.
- Your primary signage should consist of the trading name only. Logos, commercial branding or alternative language lettering is not permitted. Third party supplier branding is not permitted without RDM approval.



PREMIUM RETAIL

The successful integration of technology within the retail environment is a critical element of the customer experience. Digital messaging allows brands to speak to their customers in a dynamic, relevant and constantly evolving manner.

DIGITAL GRAPHICS & TECHNOLOGY

- In all cases refer to the Digital Design Guidelines in this Design Vision for clarification.
- A qualified and experienced graphic designer is to be engaged to develop all aspects of digital content and graphics solutions that will form part of the design approval submission.
- All digital displays are to be fully integrated within the surrounding architecture and should support and complement the brand message.
- An emphasis is to be placed on bespoke detailing and customisation to promote a unique aesthetic.
- Screens displayed are to be framed with a fully integrated, bespoke joinery solution.
- Interior graphics to support your brand narrative to be unique, detailed and artisanal. Large application of vinyl decals will not be supported.
- Explore opportunities for experiential digital solutions throughout your interior. Focus on location, scale, relevance and detailing.

PREMIUM RETAIL

Visual styling enhances your offer and brings your brand personality to life. A carefully curated combination of product, propping and brand storytelling allows customers an in-depth insight into what you're all about.

VISUAL STYLING

- Styling should be undertaken by a professional interior designer, stylist or visual stylist. By specifying relevant objects to form a curated display they will develop a visual strategy to form part of the design approval submission.
- Your brand ethos should be embedded in all customer touch points – displays, materiality, graphics overlay and visual styling.
- Your brand story should be used to inform the response to all your design decisions and is at its most tangible in your styling and visual styling choices.
- Consider how your customers will experience your authentic story in a sensory manner at all critical touch points.
- Ensure your merchandising is adaptable and regularly updated to stay relevant and engaging.
- Consider unexpected items that resonate with the brand and bring joy to the customer as well as tying into the precinct.
- Maintain aesthetic consistency across various touchpoints, including the store signage, display graphics, packaging and digital platforms.
- Look to your surrounding community for resources - engaging a local artist is a great way to create a connection to your unique location.

RESTAURANTS & CAFES

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RESTAURANTS & CAFES

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 lease lines, encouraging customer interaction and flow.

ACTIVATED SHOPFRONTS

- Your interior and exterior should form a cohesive whole, and the shopfront should be dynamic, with an entry that is inviting, impactful and clear.
- Blur the interior and exterior boundaries to encourage movement, building upon the lively and vibrant social landscape. Flow and function should be seamlessly intertwined.
- Shopfronts are to be operable and stay open in ‘all or some’ capacity during trade to accommodate the elements. Closure systems should be set back and integrated to minimise impact whilst spaces are open.
- Door closures solutions are to be bespoke designs using exterior grade finishes. The setback closure system should be seamlessly integrated, providing ease of use and optimal efficiency.
- Capture customer attention by positioning an activation zone on the shopfront such as a coffee station, cocktail bar, or takeaway food window.
- Customise the shopfront vista by framing dedicated visual openings and ensure sightlines are maintained where required.
- The first 1200mm in from the shopfront line is considered the feature zone. All elements in this zone including walls, floors, ceiling and lighting are to be of a higher quality, yet complementary to surrounding materials.
- Consider the combination of materials and their connection points between the shopfront and the atrium structure.
- All shopfront finishes are to be of exterior quality finishes. Finishes are to be textural and layered, with colour integrated as an accent only.
- The tenancy may have specific FER requirements such as a percentage of open shopfront or open ceiling dependent on the smoke zone in which your tenancy is located. Refer to Appendix 17 in the Tenancy Fitout Guide.
- Refer to the Digital Design Guidelines for considerations to integration of digital elements into the shopfront design

RESTAURANTS & CAFES

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

SPATIAL PLANNING

- Spatial planning will be informed by how your customer will interact with your offer. Consideration should be given to the transition between the various zones your restaurant will include.
- When designing your overall floor plan, consider the spatial flow of people from the shared social areas, and how your tenancy can positively influence this landscape.
- Consider how your customers will experience your authentic story in a sensory manner. Ground your product displays with walk through, fixed monolithic forms.
- Transport your customers with a sense of anticipation and discovery, create spaces of intimacy and authenticity with zones that include customised seating and mood lighting.
- Customise the shopfront vista by framing dedicated visual openings and ensure sightlines are maintained where required.
- Allow for waiting areas and queuing and pick up zones, ensuring your entrance and door design accommodates the change in pace during peak operating hours.
- Visually draw your customers through the space using graphics, pattern, and texture.
- Create varied seating experiences through creative and thoughtful spatial planning. Ensure seating solutions provide for a continuous access path that complies with DDA codes.
- Ensure your planning conceals all non theatre areas to the back of house such as wash zones, cold and dry store staff lockers etc.
- Refer to the Planning Checklist in this Design Vision for all functional requirements in planning your food tenancy. The floor plan in your concept submission should demonstrate all aspects of these requirements being fully considered.

RESTAURANTS & CAFES

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.

CEILING & LIGHTS

- Take an architectural approach to your ceiling design with use of interesting forms and ceiling treatments. Look for ways to link ceiling features to your critical focal points to enhance your customer journey.
- Open ceiling proposals will be reviewed on design merit, they should include custom elements such as dropdown panels and feature lighting zones. Flat non articulated ceilings or ceilings with a single step will not be permitted.
- All exposed services are to be suitably finished or sprayed to match the ceiling colour, including the hard ductwork, pipework, cabling, speakers and security cameras.
- 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. All specifications and mounting details to be designed 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.
- All lighting aspects should compliment each other - including signage, ambient lighting, LED displays and refrigerated displays. All control panels to incorporate dimmers.
- Exit signage are to be clear edge lit blade type.
- In all food tenancies, an experienced lighting designer is required to be engaged.

Refer to the Sustainability Requirements' annexure of the Fitout Criteria.

RESTAURANTS & CAFES

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

SIGNAGE

- A qualified and experienced graphic designer is to be engaged to develop the signage package and will form part of the design approval submission.
- Develop a memorable signage solution to entice customers using authentic, quality materials in an artisan way. Include unique detailing and considered fixing solutions.
- 1 x primary sign is permitted with lettering maximum 350mm high. This sign should also be proportional to the architectural form of your shopfront zone.
- Signage materials should complement your overall shopfront 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 shopfront forms, while being responsive to sightlines through the mall.
- Illuminated signage is to be either halo or rear illuminated, with all illuminated signage to be dimmable.
- When applying secondary signage within the Shopfront Activation Zone, be mindful of signage hierarchy and ensure the brand message remains clear and concise. All secondary signage is to be non-illuminated and artisanal.
- For complicated fixing details or particularly heavy signs, engineering may be required with certification from a structural engineer.

RESTAURANTS & CAFES

Consider how your brands DNA can be expressed in a dynamic, unexpected way. Explore the boundaries of creativity that result in memorable experiences for your customers.

BRAND EXPRESSION

- Create memorable moments that communicate your brand story. The location, message and tone of your expression should have purpose and support your food narrative.
- Consider how the inclusion of a featured aspect within your design links the interior surroundings to your brand story.
- Use sculpture, artwork, or apply materials in unexpected ways to draw emotive responses from your customers.
- A brand expression can be made through a dynamic combination of form and finishes. Repetition of elements create a sense of abundance and striking visual impact.
- Connect with local artisans to create one of a kind pieces for your space, ensuring your designs originality and relevance to the community.
- Consider custom signage and graphics as an opportunity to communicate unique brand messaging.
- Use lighting to enhance the brand gesture - it should appear intentional, considered and integrated.
- Colour should be carefully implemented and complement the overall look and feel of the space.
- Explore unusual bespoke detailing of your element, this could be quirky furniture or found objects.
- Your Brand Story is to be submitted as part of your initial Design Submission.

RESTAURANTS & CAFES

Chatswood Chase pays homage to the earthy palette of the Kur-ring-gai National Park whilst embracing the opportunity to celebrate innovation, authenticity, texture and repetition.

ARCHITECTURAL MATERIALS

- Select authentic quality materials with consideration to artisan and textural qualities. We support local craftsmanship with bespoke fixture and furnishing selections.
- Demonstrate an awareness of sustainability through innovative or recycled materials that go beyond the conventional.
- Focus on an honest, natural materiality with an emphasis on structure, tone and unique, unexpected applications.
- 70% neutral finishes are to be tonal in colourways, with colour to be introduced as an accent only. Where colour is utilised the focus is to be on texture, layering and being complementary to the surrounding materials.
- Select interesting and bespoke handles, light fittings and fixtures, and incorporate unique custom joinery items.
- Non approved materials for your shopfront include; imitation materials, laminates, composite aluminium panels, painted finishes including 2pac, engineered stone, vinyl, acrylic, flat solid tiles, clear float glass and render to shopfronts. Counters must include complementary stone to ensure longevity.
- Long runs of painted plasterboard walls will not be approved. The interior is to have every touch point within the tenancy designed and considered.
- All edge protection to be custom and responsive to surround finishes, with no anodised flat bar. All skirting to be recessed and not applied 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.

Refer to the Sustainability Requirements' annexure of the Fitout Criteria.

RESTAURANTS & CAFES

Presentation of menus in a concise and creative manner can inspire and delight your customers. Your wayfinding should be clear, convey a single message and embrace unique methods of communication.

MENUS & DIRECTIONAL SIGNAGE

- A qualified and experienced graphic designer is to be engaged to design all aspects of menus which will form part of the design approval submission.
- Menus and wayfinding signage should seamlessly complement the surrounding architectural and finishes with customised elements to suit their function and purpose.
- A well appointed wait station at the entry into your dining zone should house your loose menus and other items to support your customers dining experience.
- Consider the various touch points and menu types where menus will be required such as at a take out window, counter ordering, or a formal table setting.
- Printed hand held menus or table cards must be constructed of quality materials and professionally designed. QR codes should be clear and easily accessible.
- The design of suspended 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 references are not permitted.

RESTAURANTS & CAFES

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 & FIXTURES

- Accentuate each zone with a variety of loose and fixed furniture throughout, creating a sense of discovery and blurring of lines. Consider how the customer will experience the spaces.
- The interior settings will build upon the design concept, with selections that support the customer journey.
- Furniture will be pivotal in the critical first impression of the space. Include a thoughtful mix of dining styles and varied seating options, layering the design and creating spaces of intimacy.
- Explore eclectic designs, play with scale and a variation of heights. Built in elements promote connection to the surrounding landscape.
- Table design should complement the overall design concept with consideration to detailing, material selection, shape and flexibility.
- Locally sourced furniture celebrating Australian design is encouraged. All furniture is to be commercial grade and fit for purpose.
- Use authentic designer furniture to ensure a quality finish for the life of the fit out. ‘Replica’ copies will not be approved.
- The schedule of loose furniture items should carefully complement the entire design palette, reflecting key colours, textures or details of the design. Compact laminate table tops will not be supported.

RESTAURANTS & CAFES

An opportunity to extend your hospitality offer and create an engaging activation within the common mall through experiential dining. Design your licensed zone with a balanced approach, expressing your brand identity while complementing the common mall environment.

LICENSED SEATING

- The boundaries of the licensed 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 above 1400mmFFL.
- Execute a coherent design language within your licensed seating zone to that which is used within your tenancy or kiosk to ensure a strong visual connection and consistent brand experience throughout all of your designed spaces.
- The mall flooring to remain throughout licensed seating zones. Consider the finishes and materials used throughout your 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.
- 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.
- Where framing or finer elements extending above 1400mmFFL is deemed appropriate, please confirm with your RDM what the sightline parameters are, relative to the context of the mall. Consideration and approval of these design elements are reviewed on a site specific basis.

RESTAURANTS & CAFES

Counters become the hero feature of a space, acting as a key link in the overall design story.

BARS & COUNTERS

- Location and orientation of counters should be carefully considered with it's relationship to your entry, shop front architecture and customer circulation. Counters are to be set back a minimum 1000mm from the shopfront lease line.
- Encourage customers sitting at your counter or kitchen bar zone to allow interaction with your food theatre. Consider overhead gantries in the overall design.
- Be sculptural in your approach. Create focal points and impact with articulated form, focussing on layering, considered framing and a monolithic base design.
- Draw inspiration from urban hospitality environments. Materials specified to clad the counter must reflect your overall design intent, have bespoke detailing, longevity, and durability.
- Where a drinks fridge drinks display is proposed it must fully be integrated into the design with no supplier branding permitted. Vents or grilles are not approved to counter fronts.
- At serving stations, your design is to allow for storage of items such as takeaway containers, disposable cups, coffee cups/lids, chopsticks, condiments napkins and straws.
- Open kitchen designs will be considered; however, all finishes and lighting must be consistent with your overall restaurant design. Conceal views through to back of house. Refer to sustainability requirements for isolation of kitchen exhaust canopies and maximum openings to your dining area.
- 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.

RESTAURANTS & CAFES

Counters are the first opportunity to introduce your offer and celebrate your product.

COUNTER FOOD DISPLAY

- 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 abundant, fresh, hygienic, restrained and organised throughout trade.
- Consider the spatial flow of people from the shared social spaces and how your customer will be enticed by your food displays.
- All display fridges and cabinets will have frameless UV bonded and square edged glass with maximum panel size with minimal clear silicon joints and recessed glazing channels. Your countertop finish is to be integrated as a base to the food display this includes cold and ambient display.
- Remote refrigeration motors, contained within the tenancy area are preferred and these need to be water cooled. If remote ventilation is not possible, any necessary vents must be located behind the counter and not through the front face of the counters.
- Custom drinks fridges are to be located in the food prep zone, are to be black, white or stainless steel and fully recessed and integrated with overall finishes and design concept.
- Within your counter food displays, showcase abundance by creating hierarchy through variation in forms and heights, alongside dynamic and layered visual styling.
- Food preparation equipment is not to be located within the service or dining counter zones, all equipment unless this is specifically required for food theatre purposes, everything else is to located within the food prep zone.
- Joinery and equipment is not permitted to extend above 1400mm in height without RDM endorsement. All equipment is to included in the documentation and will be assessed on design and operational merit for inclusion into the design.

RESTAURANTS & CAFES

The successful integration of technology in the dining, leisure and entertainment space can be a critical element of the customer journey. Personalised experiences will be key to meeting new customer expectations.

TECHNOLOGY

- In all cases refer to the Digital Design Guidelines for clarification.
- Digital touchpoints within your space that enhance your customer experience should be integrated and positioned with consideration to your customer journey.
- All digital displays are to be fully integrated within the surrounding architecture and should support and compliment the brand message.
- Careful consideration should be given to the scale of digital elements, their placement and surrounding features.
- Digital graphic content to focus on imagery over text – they should be used to inform customers of your brand message rather than promote sales.

RESTAURANTS & CAFES

Styling is an important component in setting the tone for a dynamic dining experience through utilising objects and accents to reinforce your brand's story and complement the overarching design.

VISUAL STYLING

- A professional stylist must be appointed to undertake all aspects of styling your merchandise and visual presentation touchpoints within your tenancy.
- Develop a visual strategy and cohesive selection of curated objects to feature in the space to form part of your Design Approval Submission.
- Ensure your 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 your interior design, cuisine and brand.
- The styling submission will consider customer touchpoints for their 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 touch points including: Food and bar displays, integrated display and storage of take away utensils, cups, plates and packaging, crockery, cutlery, condiments. If purpose built units are not designed in your counter for these items they must form part of your VM package.
- If shelving visible to the public is included in your design please ensure you include your VM (Visual Merchandisers) / Stylist concept package. Exactly what is going on the shelves will need to be included in your VM submission for RDM approval.
- Where plants are proposed they 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 whereby you can outsource this and focus on your day to day operations.

RESTAURANTS & CAFES

Branding, packing & graphic messaging represent your critical customer touchpoints. Consideration should be given to how your customers interact with your product and how your brand is perceived as customers experience your offer.

BRANDING, PACKAGING & GRAPHICS

- Consider how you communicate the authenticity and value of your product, ensuring your brand story resonates with your customers and encourages their return.
- Determine how your customers will best absorb your brand story using their available senses. It might be in the form of visual, audible, architectural or even aromatic cues.
- Cultivate your customer touch point strategy to curate the desired experience. Ensure all elements speak to each other to clearly and effectively communicate your brand story.
- Your customers are more interested than ever before in the origins of their food so look at ways to incorporate this narrative along side your offer.

Your branding package will include;

- Menu content, design and detailing (if relevant) - static, digital or QR code applications.
- All packaging, utensil and serving solutions. Eco-friendly packaging that is 100% recyclable or biodegradable is strongly encouraged.
- Ticketing and display solutions - including proposals for free standing units and counters.
- Uniform design - include colour, style and fabric selection. Custom branding is encouraged.
- Food display solutions including layout and serving solutions. Include a detailed layout plan showing your food display and serving strategy.
- Opening hours, websites, social handles, marketing QR codes etc.
- All custom graphics or artwork, including how promotional offers will be communicated.

KIOSK -
FOOD & BEVERAGE

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KIOSK - FOOD & BEVERAGE

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

FORM & SPATIAL PLANNING

- 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 between 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. Ensuring all layouts maintain clear paths of travel for our customers.
- The layout should dedicate a discreet area for staff to receive stock deliveries.
- Please also refer to other sections throughout the ‘Premium Retail’ category for design considerations that also apply to the design of your kiosk.

KIOSK - FOOD & BEVERAGE

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

BARS & COUNTERS

- 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 minimize queuing and optimize customer flow.
- Draw inspiration from urban contemporary hospitality environments. Materials specified to clad the counter must reflect your overall design intent, have bespoke detailing, longevity, and durability.
- Counter forms are to follow the lease line to respond to curved elements and consider the relationship to surrounding base building architecture.
- 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 glazed display sections)

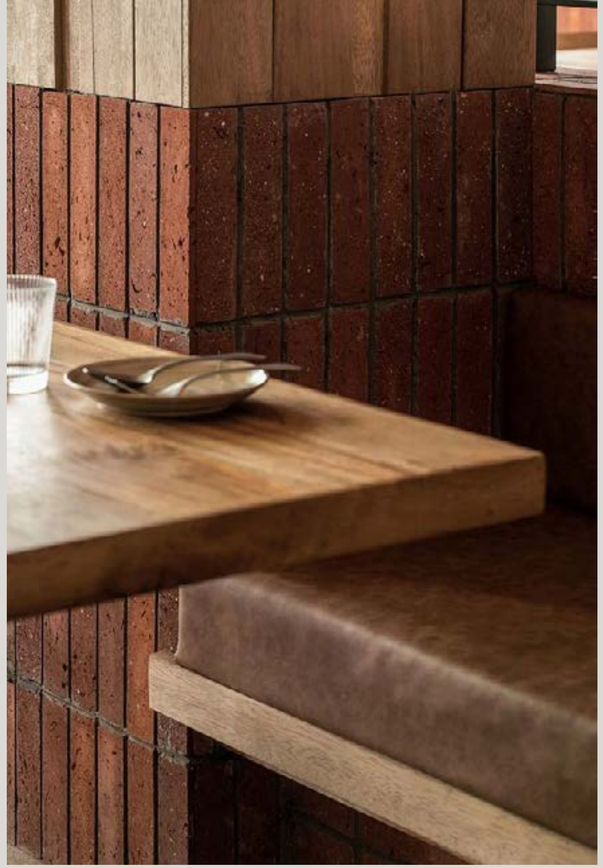
KIOSK - FOOD & BEVERAGE

Your brand narrative should inform the selection of Architectural Materials for every aspect of your design and should respond to the broader design aesthetic.

ARCHITECTURAL MATERIALS

- Select authentic quality materials with consideration to artisan 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. Where colour is utilised the focus is to be on texture, layering and being 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 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 is to be appropriate for commercial application and is to leave the mall flooring intact.
- 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.

Refer to the Sustainability Requirements' annexure of the Fitout Criteria.



KIOSK - FOOD & BEVERAGE

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

LIGHTING

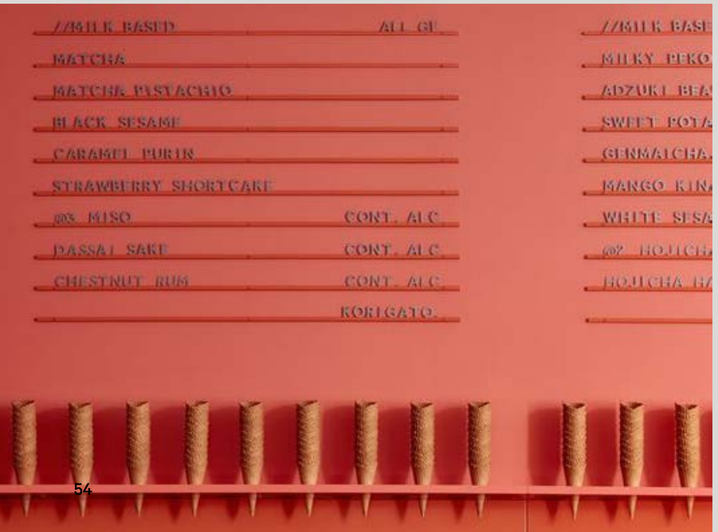
- Lighting levels are critical for a successful kiosk design. Include lighting for your product and display, visual merchandising, signage and counter displays
- A professional retail lighting designer is to be engaged, this will form part of your design approval submission
- Lighting with the right colour portfolio is to be used to enhance your merchandise, create ambience and encourage dwell times within your tenancy. Lighting specified should be between 3000 & 3500 Kelvin and have a colour rendering index (CRI) of 90+ in warm white tone.
- Your lighting design will be responsive to the location of your kiosk within the mall, considering the availability of natural light.
- Consider the transition from day to night trade, incorporating varied lighting types. All lighting to be dimmable to accommodate the changing conditions. Ideally the implementation of a Dali lighting system would allow 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. All specifications and mounting details to be designed 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.
- 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 2—400 lux and the food prep area 400-800 lux.
- Any fridge illumination should be 3000k to compliment your design.

KIOSK - FOOD & BEVERAGE

Signage speaks to your brand. Its successful integration is key to bringing your brand narrative to life and enhancing the overall design.

SIGNAGE

- A qualified and experienced graphic designer is to be engaged to develop the signage package and will form part of the design approval submission.
- Develop a memorable signage solution to entice customers using authentic, quality materials in an artisan way. Include unique detailing and considered fixing solutions.
- 1 x primary sign is permitted 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 required.
- 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.



KIOSK - FOOD & BEVERAGE

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

MENUS

- A qualified and experienced graphic designer is to be engaged to design all aspects of menus which will form part of the design approval submission.
- Menus and wayfinding signage should seamlessly complement the surrounding architectural and 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.
- Integrating digital menus into your kiosk design will consist of –
- 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 & BEVERAGE

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

BRAND EXPERIENCE

- A qualified or experienced graphic designer or branding agency is to be engaged 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 designs 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 & BEVERAGE

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

LICENSED SEATING

- The boundaries of the licensed 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 above 1400mmFFL.
- Execute a coherent design language within your licensed seating zone to that which is used within your tenancy or kiosk to ensure a strong visual connection and consistent brand experience throughout all of your designed spaces.
- The mall flooring to remain throughout licensed seating zones. Consider the finishes and materials used throughout your 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.
- 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.
- Where framing or finer elements extending above 1400mmFFL is deemed appropriate, please confirm with your RDM what the sightline parameters are, relative to the context of the mall. Consideration and approval of these design elements are reviewed on a site specific basis.

KIOSK - FOOD & BEVERAGE

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

VISUAL STYLING

- A professional stylist must be appointed to undertake all aspects of styling your merchandise and visual presentation touchpoints within your tenancy.
- Develop a visual strategy and cohesive selection of curated objects to feature in the space to form part of your Design Approval Submission.
- Ensure your 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 your interior design, cuisine and brand.
- The styling submission will consider customer touchpoints for their 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 touch points including: Food and bar displays, integrated display and storage of take away utensils, cups, plates and packaging, crockery, cutlery, condiments. If purpose built units are not designed in your counter for these items they must form part of your VM package.
- If shelving visible to the public is included in your design please ensure you include your VM (Visual Merchandisers) / Stylist concept package. Exactly what is going on the shelves will need to be included in your VM submission for RDM approval.
- Where plants are proposed they 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 whereby you can outsource this and focus on your day to day operations.

KIOSK - RETAIL

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KIOSK - RETAIL

Your kiosk forms offer an opportunity to explore unique detail and craftsmanship. Create intimacy through creative and thoughtful spatial planning that considers all viewpoints within the mall.

FORM & SPATIAL PLANNING

- Introduce a walk-through layout with variation in heights and finishes. Closed traditional kiosks will not be supported without strong design merit.
- Give careful consideration to the functional requirements and layout which will influence architectural forms.
- Your planning is to incorporate seamless integration of all technology, sales equipment, display, storage and bins. 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 between 900 – 1200mm high.
- Please confirm with your RDM if a canopy or framing is deemed appropriate for your location and what the achievable frame height is, relative to the context of the mall. Consideration and approval of these design elements are reviewed on a site-specific basis. Where supported, integrate a unique and sculptural approach to your framing that is purposeful, delicate and lightweight.
- 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.
- Your electrical equipment, including the distribution board, wiring, junction boxes and other connections shall be concealed within the kiosk 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.

KIOSK - RETAIL

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

COUNTERS

- 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 display 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.
- Ensure suitable lighting to your counter displays and workstations is accounted for 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.
- Tenant's electrical equipment, including the electrical panel, wiring, junction boxes and other connections shall be concealed within the kiosk from public view.
- 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.

KIOSK - RETAIL

Your brand narrative should inform the selection of Architectural Materials for every aspect of your design and should respond to the broader aesthetic of Chatswood.

ARCHITECTURAL MATERIALS

- Be unexpected in your selection of materials. Focus on layering and textural quality.
- 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.
- 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.
- 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.

Refer to the Sustainability Requirements' annexure of the Fitout Criteria.

KIOSK - RETAIL

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

LIGHTING

- Lighting levels are critical for a successful kiosk design. Include lighting for your product and display, visual merchandising, signage and counter displays
- A professional retail lighting designer is to be engaged, this will form part of your design approval submission
- Lighting with the right colour portfolio is to be used to enhance your merchandise, create ambience and encourage dwell times within your tenancy. Lighting specified should be between 3000 & 3500 Kelvin and have a colour rendering index (CRI) of 90+ in warm white tone.
- Your lighting design will be responsive to the location of your kiosk within the mall, considering the availability of natural light.
- Consider the transition from day to night trade, incorporating varied lighting types. All lighting to be dimmable to accommodate the changing conditions. Ideally the implementation of a Dali lighting system would allow 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. All specifications and mounting details to be designed 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 speaks to your brand. Its successful integration is key to bringing your brand narrative to life and enhancing the overall design.

SIGNAGE

- A qualified and experienced graphic designer is to be engaged to develop the signage package and will form part of the design approval submission.
- Develop a memorable signage solution to entice customers using authentic, quality materials in an artisan way. Include unique detailing and considered fixing solutions.
- 1 x primary sign is permitted 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 required.
- 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

KIOSK - RETAIL

Creative integration of technology offers a deeper customer interaction with your brand narrative. Digital content and mediums should be developed with the same level of inventiveness and design rigor as your overarching kiosk design, ensuring a seamless customer experience.

TECHNOLOGY

- In all cases refer to the Digital Design Guidelines for clarification.
- A qualified and experienced graphic designer is to be engaged to develop all aspects of your digital messaging and will form a part of your Design Approval Submission.
- The inclusion of any technology-based features within the kiosk design will be reviewed and approved based on purpose and design merit.
- Where appropriate, consider the various touch points where technology could be included to support the kiosk function, such as key brand messaging moments or product demonstration.
- Digital screens for brand messaging purposes are to be installed at low level and to be fully integrated to compliment the kiosk forms.
- Digital graphic content to focus on imagery over text – content should be used to inform customers of your brand message rather than promote sales. Flashing or fast-moving imagery will not be approved.
- Digital media content will be subject to Centre Management review and approval.
- Security cameras and equipment are to be fully integrated into the design and not fitted retrospectively. Sound systems and generic TV's will not be permitted.

KIOSK - RETAIL

Visual Merchandising is the personality of your brand. A carefully curated combination of product, propping and brand story telling creates intrigue and a sense of discovery.

VISUAL MERCHANDISING

- A qualified and experienced Stylist or Visual Merchandiser is to be engaged to develop your Visual Strategy including all aspects below, and will form part of your Design Approval Submission
- Consider all customer touch points including;
  - » Display of your items
  - » Visual Mechanising layout
  - » Ticketing
  - » Product descriptions
  - » Conveying your brand story
- Your staff uniform should reflect your brand identity. Consider colour, cut, fabric selection as all these elements reinforce your brand
- Accessorise your kiosk with the inclusion of a statement furniture or styling piece, this offers both an opportunity to pause and a setting around which to merchandise
- Real plants are to be used in a creative solution that resonates with the Australian Style

EXTRA ELEMENTS

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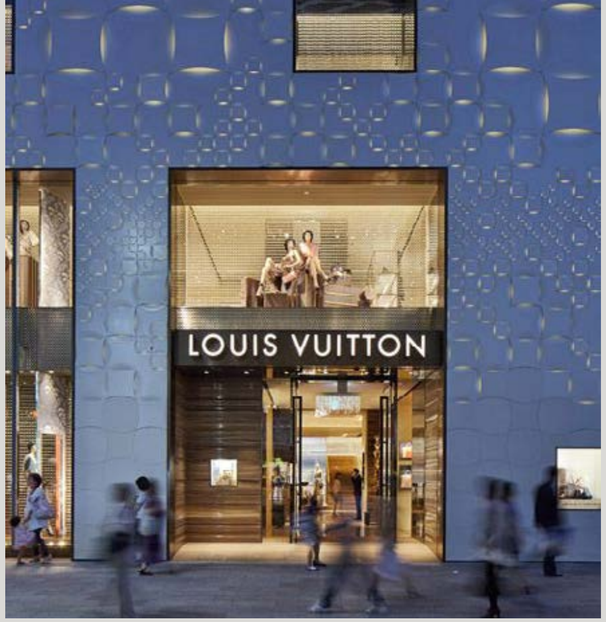

EXTRA ELEMENTS

EXTERNAL FACADE ACTIVATION

- It is a requirement for glass facades that can be seen from the street to provide a design response that is activated with high-end bold displays and dynamic brand expressions.
- External facade shopfront displays are to be activated at all times.
- Open connection to the retail space is preferred, however a partial wall set back of a minimum 1200mm from the external glazing will be considered. Flush access door only to be documented.
- Visual merchandise strategies are to be suitable for day and night visibility, and external exposure being considerate of the significant western sun. Make provision for this in your lighting design with timer controlled lighting modes.
- More than one signage element may occur with one being set back behind the glazing by a minimum of 1 metre. This signage is considered secondary and must present as such comparatively to the main sign.
- Signage that is 3D and illuminated may be incorporated and must be set behind glazing as part of the window display.
- Surface applied treatments such as direct stick graphics are not permitted to the glazed facade. This type of treatment can effect the glass structurally.
- Designs for external facing window displays and signage must be assessed with respect to local plans and codes. It is the tenant's responsibility to obtain local authority approvals, where required.
- Inactivated or blank window facades will not be approved.
- Consider the pedestrian's view up from the ground ensuring ceilings, pelmets and glazing junction details are well resolved.

EXTRA ELEMENTS

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.

DIGITAL DESIGN GUIDELINES

Technology in Retail - Design Framework

- 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.
- This design framework shall 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 shall be energy efficient and programmed with a timer considering tenancy and mall opening hours.
- Illumination settings shall be adjustable and determined visually on site with supplier and agreed with Centre Management.
- Standard LCDs panels are typically set around 450 – 700 NIT brightness.
- Standard indoor LED panels (not transparent) are typically set around 900 -1000 NIT brightness.
- Screens in windows designed for high sun exposure are typically set around 5000 NIT brightness.
- 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 thus should be avoided.
- For interior installations transparent LCD displays will be adjustable up to 1500 NIT brightness.

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 to 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 to comply with permitted digital format and location parameters (refer to table).

Lifestyle Imagery v's Sales & Promotional Text

- Screens should be primarily used for lifestyle imagery content.
- • Sales and promotional text i.e % 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 shall 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
SHOPFRONT ACTIVATION ZONE

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
- Screens may not exceed 30% of the o/a display zone
- Sales messaging permitted
- Content requires Centre approval prior to launch? – NO
- All content to adhere to Content Guide

Digital Feature – Shopfront Activation Zone

Defined as a digital feature, designed to fit within the SF 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? - YES

Bespoke Digital Solution - Shopfront

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

- Located on Shopfront lease line or within Shopfront Activation zone
- Based on design merit and full LL 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? - YES

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, noting this may not exceed 30% of the o/a display zone
- All cases, LED elements to be layered and form part of a considered window display
- Content is customised to support requirement for transparency
- Sales messaging permitted on displays set back 300mm from glass and within the ratio of 70% imagery 30% text
- Content requires Centre approval prior to launch? - YES

Static Back Lit Graphic

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

- Located on Shopfront lease line or within 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 NOT permitted
- Content requires Centre approval prior to launch? - NO

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 and Vicinity Leasing

3 Tenant's Retail Designer Engaged

Tenant, Retail Designer and 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 tenants 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 and 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 Development of Moodboards

Tenant and Retail Designer

From here the retail designer and Tenant will work together to develop the look and feel for the new tenancy, creating three page moodboard for the tenancy containing draft floor plan, proposed architectural materials and contextual imagery – refer checklist.

6 Moodboard Presentation

Tenant, Retail Designer & RDM

Retail designer to present moodboards for project to the RDM, talking through proposed design relative to Vicinity's design dimensions for the development to gain RDM alignment. Feedback will be issued to retail designer and Tenant by the RDM following meeting and is to be incorporated into design moving forward into design concept. Note, approval of moodboards is not a full design approval but approval to move to the concept design stage.

7 Design Concept Approval

Tenant, Retail Designer & RDM

Taking the agreed design direction and developing further to understand and show the evolution of the design, the design concept proposal includes coloured 3D visualisations of the tenancy (shopfront and two internals minimum) as well as an updated floor plan and finishes –refer checklist. Retail designer to present design concept proposal to the RDM, talking through to gain RDM alignment, referencing development design dimensions. Feedback will be issued to retail designer and Tenant by the RDM following meeting and is to be incorporated into design moving forward into services & developed design. Note, design concept approval is not a full design approval but approval to move to the services and developed design stage. At this point either the retail designer or the Tenant should engage a structural engineer for the tenancy shopfront and other elements relative to the site and overall design.

8 Services Proposal

Tenant, Retail Designer & RDM

Further evolution of the approved design concept, the services proposal will be issued and utilised for services and category 1 work reviews so its important supplied information is correct and agreed. This is issue captures the latest floor plan, reflected ceiling plan (RCP), 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 for the tenancy. As with the retail designer, these consultants should have relative industry experience and be able to 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 design moving forward into developed design.

9 Developed Design Proposal

Tenant, Retail Designer & RDM

Full documentation is issued to RDM for review with the intent of final design approval. 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 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 in alignment and fitout criteria, design vision and the design concept has 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

EXTRA ELEMENTS

HOUSEKEEPING RETAIL

- 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 centres delivery time table.
- 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 dedicate materials recovery streams including paper & 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 back of house (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 MSDS Material Safety Data Sheets) in a nominated and separate area.
  - » Rubbish bins (minimum 'Slim Jims' or equivalent with canvas covers).
  - » Off the floor/hanging rail for mops brooms.
  - » Staff belongings.

EXTRA ELEMENTS

HOUSEKEEPING 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 of disposable towels is required.
- Taps to be below 1400mm 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 MSDS Material Safety Data Sheets) in a nominated and separate area.
  - » Rubbish bins (minimum 'Slim Jims' or equivalent with canvas covers).
  - » Off the floor/hanging rail for mops brooms.
  - » Staff belongings.
- Consideration around the volume of refuse that will be generated when planning the areas of BOH 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 & 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 centres delivery time table.
- Custom drinks fridges are to be located in the food prep zone and are not to exceed 1400mm in height, be black, white or stainless steel and 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 as floor finishes.
- 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 will not 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 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 TDM 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. 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 appear visible.

Treatment of Movement Joints and 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 (subject to Landlord approval) and in a tidy manner to the approval of the Landlord.
- 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 and 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 shall 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.

Refer to the Chatswood Chase - Fitout Guide document for the complete Designer & Shopfitter requirements for the development.

PLANNING CHECKLIST FOOD

Spatial Planning

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

1. The relationship between display zones, interactive touchpoints, customer dining zones, and the location of point of sale and queuing as they must not inhibit mall circulation.
2. Lengths and size of display cabinets should be determined in line with proposed product range to ensure adequate display of offer.
3. How access for all staff, customers and delivery people, queuing and ordering will work.
4. Customer flow within and around the pavilion including the interaction with the surrounding mall.
5. Functional layout and operation of the kitchen.
6. How the dining service will be delivered, from greeting, seating, ordering, plate pickup, plate clearing, location for dirty dishes.
7. How the food display, takeaway journey and point of sale will be for the customer including wayfinding locations.
8. What will be the restocking processes?
9. What will be the bin management plan? The area within must be large enough to hold waste during trade and empty after hours.
10. What is the proposed security consideration for the pavilion?
11. Integration of hand washing basins including soap dispensers, disposable towel/foot pedal for ease.
12. Position sinks and less desirable operational components central to overall plan, views are to be shielded into these zones.
13. Seamless integration of all technology, sales equipment, display, storage and bins.
14. Location of baby high chairs, prams and extra chairs.
15. 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.
16. Sufficient storage allocation for the following:
    - » Dry, refrigerated and frozen goods.
    - » Chemicals and cleaning materials.
    - » (with MSDS Material Safety Data Sheets) in a nominated.
    - » Staff belongings.

Counter Zones

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

Point of Sale Zones

1. Seamless integration of all technology, sales equipment display, storage and bins.
2. A 'clean desk' is required at all times.
3. How will your takeaway drinks be displayed including pricing?
4. 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 contained.
    - » Type of POS system.
    - » Sales associate with a roaming terminal.

Counters & Customer Amenities

1. Eating utensils.
2. Condiments.
3. Napkins.
4. Bins for customers.

Coffee Zones

1. All wiring and mess to be concealed.
2. Ample storage.
3. Process of ordering.
4. Pricing and cup display.
5. Takeaway items, croissants etc.
6. Cutlery, including spoons and stirrers.
7. Sugar.
8. Napkins.
9. No loose bins.
10. Where will milk and other items be stored?

Waiter Station Zones

1. Direction wayfinding (ie/. wait here)
2. 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?

Food Preparation Zones

1. How will freshness and food theatre be integrated?
2. Are to be located behind a low height wall to conceal views into the zone.
3. Ample storage.
4. Rational of kitchen and food preparation zone is critical.
5. Bins locations.
6. A well organised work bench is required at all times.
7. Taps to be below 1400mm, no large goose necks.
8. Display kitchens in the storefront will only be permitted if all finishes and details are commensurate with a front of house presentation.
9. Lighting within the open kitchen is to match the overall lighting levels of the pavilion design, fluorescent or cool lighting will not be accepted including lighting with in the mechanical hoods.

PLANNING CHECKLIST FOOD

Wash Up Areas

1. Wash up area to be concealed from the view of the customer.
2. No exposed sinks and are to be integrated as part of the joinery.
3. Taps to be below 1400mm in height.
4. Mops and all cleaning equipment must be concealed at all times.

Deliveries

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

Closures

1. Roller shutters are not permitted.
2. No covers to be placed over kiosks or pavilions after trade.

Flooring

1. Fatigue mats are not permitted.

Music

1. Music and TVs will not be permitted.

Custom Fridges

1. Lengths and size of custom counter display fridges should be determined in line with proposed product range to ensure adequate display of offer.
2. Only custom counter display fridges are to be located around the service zone.
3. Custom display fridges are to follow the lease line.
4. All internal shelves are to be glass.
5. Integration of lighting within the display fridges at 3000k.
6. Frameless UV bonded and square edged glass display cabinets only.
7. Glazing shall have a maximum panel size with minimal clear silicon joins and recessed glazing channels and is to follow the lease line.
8. Remote refrigeration motors, contained within the tenancy area are preferred and these need to be water cooled.
9. Refrigeration vents, if required, are not to be located on the front of counters, and must be integrated into the design.
10. Custom drinks fridges are to be located in the food prep zone and are not to exceed 1400mm in height, and must integrate with the overall finishes of the design concept.
11. 3rd-party branded fridges are not permitted.
12. Equipment specification is required when submitting your design for consideration by the Landlord.

Storage

1. All storage areas to be obscured or as a minimum consideration around the storage of produce stored on display for the customer.
2. Sufficient storage allocation for the following:
    - » Dry, refrigerated and frozen goods.
    - » Chemicals and cleaning materials (with MSDS Material Safety Data Sheets) in a nominated and separate area.
    - » Rubbish bins (minimum ‘Slim Jims’ or equivalent with canvas covers).
    - » Off the floor/hanging rail for mops/brooms and concealed.
    - » Staff belongings.

Equipment List

1. Extensive equipment list and specifications and photos of proposed equipment.
2. What does the equipment look like from the rear?
3. What will be the view from the mall into the tenancy?
4. Heights of all equipment.
5. 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.
6. No additional equipment to be added to your fitout without prior approval from your RDM.

Furniture

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

Rubbish & Recycling Bins

1. All rubbish and storage facilities to be purpose built to efficiently use under bench space.
2. Consideration around the volume of refuse that will be generated when planning the areas of BOH is critical, this includes general waste and recycled materials.
3. 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.
4. Rubbermaid – ‘Slim Jim’ rubbish bins or equivalent to be specified to ensure efficient waste removal as well as maintaining a clean and safe environment.
5. 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.
6. Rubbish bins with lids.
7. No loose bins in walkways including coffee making zones.

Overhead Gantry

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

Trolley & Baskets

1. Shopping trolleys are not permitted.
2. Baskets within the pavilion design is supported.

Delivery Zone

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

This document is to be read in conjunction with the Fitout Guide 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 fit out guidelines 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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Annexure 2

MOOD BOARD PROPOSAL
CHECKLIST - FOOD

Mood Board Proposal Checklist - Food

Equals 10% of Final Design Submission Pack

- ❑ Explore Spatial Planning. During your draft planning phase, it's critical that you demonstrate a high-level of analysis on how the layout will flow with your customers, staff, deliveries and the interaction with the common mall.
    - ❑ Location of entrances
    - ❑ Front of house verses back of house allocation
    - ❑ Key Feature Elements
    - ❑ Delivery points and storage
- ❑ Moodboard Development. **Being able to clearly articulate how the Design Dimensions are captured in the overall design intent for the space ensures a smooth transition on to the next Concept Design phase.**
    - ❑ Provide a maximum of 5 paged that explains how your proposed design will respond to the **5 Design Dimensions:**
        - ❑ **Individualism** – Celebrating an individualistic approach to design by focusing on creating spaces that reflect the unique needs, tastes, and aspirations of our customers and community. Emphasising the importance of originality, customisation, and the celebration of individual identity.
        - ❑ **Time** – The provision of carefully curated experiences and visually captivating displays that hero our retailer offers and invite customers to seek out memorable moments and immerse themselves into the landscape. The luxury of valuable time spent intentionally, and with an appreciation of our surroundings.
        - ❑ **Space and Light** – Thoughtful planning and execution of space and light within your concept to positively inform consumer experiences, promoting their well-being, and creating visually appealing environments that are both functional and aesthetically pleasing.
        - ❑ **Authenticity** – Embrace authenticity in all of its forms. The brand story, the offer, the designed spaces and the materials from which they are built, all welcome powerful mediums for brand-expression and contribute to the rich tapestry of the Chatswood Chase experience.
        - ❑ **Awareness** – Promoting awareness of people, culture, art and the natural environment from which we draw inspiration. Recognising the evolution of influences on our everchanging retail landscape and welcoming change, with a focus on innovation, efficiency and sustainability.

    Note, if you would like guidance on the Moodboard design response using the 5 Dimensions, please speak to your RDM for examples.
- ❑ Design Submission
    - ❑ Design Submission will consist of an in-person presentation to your Vicinity RDM.
    - ❑ Include supporting imagery of existing sites or design inspiration around specific elements for this design.

Annexure 3

CONCEPT DESIGN CHECKLIST - FOOD

Concept Design Checklist - Food

Equals 40% of Final Design Submission Pack

- ❑ 1:50 Spatial Planning Layout Plans
  - ❑ Operational Workflow - Illustrate how the key operational aspects are managed by staff working in the space including opening/closing up, staff vs product storage facilities, receiving deliveries, etc.
  - ❑ Functional Workflow - Illustrate the customer journey through your tenancy from the surrounding mall environment including key entry points, order zone, queuing, paying and waiting areas.
  - ❑ Deliveries and Waste Management Diagram

  Note, Please refer to spatial planning and housekeeping guidelines within the Deign Vision for all aspects to be considered when planning your space.
- ❑ 1:50 Preliminary Floorplan
  - ❑ Layout
  - ❑ Joinery & Equipment
  - ❑ Furniture
- ❑ Access Provision
  - ❑ The fitout design is required to comply with the National Construction Code (NCC) and with the requirements of all other Authorities and applicable laws, including but without Limitation to any anti-discrimination legislation. The Disability Discrimination Act and AS1428.2.
  - ❑ The NCC requires that Disabled Access is a key design consideration for both individual stores and the common areas. Vicinity Centres review and approval of the design is not confirmation of any legal requirements and neither the owner nor Vicinity Centers is liable for any failure to comply with legislation or other regulatory requirements.
- ❑ 1:20 Preliminary Elevations
  - ❑ Shopfront or Kiosk
- ❑ Coloured 3D Renders
  - ❑ Minimum of 1 coloured 3D render per shopfront elevation
  - ❑ Minimum of 3 coloured internal 3D renders

  Note, 3D renders are a critical design submission piece for this development and Design Approval cannot be granted without them. Coloured elevations are not accepted in place of 3D renders.

  Please speak with your RDM for clarity if unsure.
- ❑ Shopfront Design
  - ❑ Neutral Zone - ensure there is a 300mm wide (minimum) solid architectural finish located directly adjacent to each side of the tenancy shopfront lease line.
  - ❑ Shopfront Form – the remaining shopfront excluding neutral zones forms the basis of the shopfront design. Plain, full height, un-activated glazing will not be supported. Activation includes solid material, ingos, angled planes, dynamic form, double framed composition and articulated architectural elements.
  - ❑ Activation Zone - The first 1200mm from the lease line is considered your 'Shopfront Activation Zone' and will be a continuation of the shopfront design, encompassing shopfront quality finishes to the walls, floors, ceiling and joinery units.
  - ❑ Note - Shopfront form to emphasise verticality and maximise ceiling heights within the shopfront zone, continuous bulkheads will not be supported.
- ❑ Equipment Strategy
  - ❑ Including details of your critical equipment elements
  - ❑ Confirm type of cooking for this tenancy and provide the food and drinks menu in Brand Strategy Package

- Architectural Materials
  - Image swatches and corresponding specifications of all key finishes in the design (noting physical samples are required at Design Development phase).
- Design Submission
  - Will consist of an in-person presentation to your Vicinity RDM.
  - Subsequent drawing submissions shall address the comments from Design Review feedback.
  - Design submission must be issued in 1 combined PDF set for review.
  - All revisions to be clouded and cross reference to a revision number.

Annexure 4

SERVICES SUBMISSION CHECKLIST - FOOD

Services Submission Checklist - Food

Equals 50% of Final Design Submission Pack

- ❑ 1:50 Design Development Plan
  - ❑ Joinery, fixtures, and furniture.
- ❑ 1:50 Hydraulic and Slab Penetration Plan
  - ❑ Location of all core hole penetrations dimensioned clearly from building grid lines in line with tenancy lease plans, (including tundish points, electrical, hydraulic, refrigerant).
  - ❑ Size of penetrations, pipe or conduit required to be reticulated.
  - ❑ Nominated connection points for standard and greasy waste.
  - ❑ Location of handbasins and mop sink.
  - ❑ Location of any recessed door pivots, dimensions and depth required to be embedded in structural slab, dimensioned clearly from building grid lines in line with tenancy lease.
- ❑ 1:50 Equipment Plan and Checklist
  - ❑ Size and location for exhaust hood; (Exhaust hood to be included in ESD checklist annexure).
  - ❑ Specification, dimension and location of all hardwired and plug-in equipment and refrigeration.
  - ❑ Specification, dimension, location, fixing detail, access provisions and weight of remote refrigeration condenser units. Unit to be location subject to approval by Vicinity Centres and their services consultants. Tenant's preferred locations may not be achievable, proposed locations need to be balanced with Vicinity's other operating requirements.
  - ❑ Condensing unit locations are to be confirmed and coordinated on site with the Tenancy Delivery Manager. Structural details and certification are to be provided where necessary prior to commencement.
  - ❑ Roof penetrations through the Landlord roof will be undertaken by the Landlord at the Tenant's cost, noting these works are not considered Category One cost.
  - ❑ All Equipment with corresponding Equipment List, services loads and specifications.
  - ❑ Location of heavy equipment (compactors, HWC, safes) including weight loads, dimensions and specifications.
  - ❑ Any insulated panel used in the construction of the fitout must be PIR insulated core type and certification provided prior to trade.
  - ❑ Cold rooms and freezer rooms to be constructed with insulated panel floors atop a waterproof membrane. Low temperature freezer rooms (sub 0 degrees) are to include a heated floor mat between the waterproofing and insulated panel floors.
  - ❑ Customer facing fridges must not have front facing vents, these must be rear vented or concealed from view by detailing a recessed skirting with air gap.

- 1:50 Power & Data Plan
  - Nominated EDB & NBN location, dimensioned if location is critical to the design, noting 600mm required for EDB door swing. If power and/or data is to be reticulated beneath slab, separate core holes for both power and data will be required beneath supply box.
  - Nominated air conditioning thermostat location (this may have to be adjusted to suit system)
- 1:50 RCP Plan
  - Ceiling height
  - Ceiling nominated finishes including colour
  - Lighting layout (indicative will suffice)
  - Type of diffusers and preferred locations (lineal 1,2 or 3 slot, continuous, section details of any customised supply air slots and cushion head boxes)
    - *Note – lineal diffusors are to be specified for this development for all front of house areas visible to the customer. Square or round swirl diffusors or standard 4-way diffusors are not supported for this development.*
  - Preferred colour of registers including powder coat specifications for non-standard colours (ie not black or white)
  - Preferred sprinkler encashment colour (Black, white or chrome)
    - *Note - flush concealed sprinkler heads is not supported for under the Chatswood Chase Sydney FER*
  - Doors to rooms inside tenancy to be undercut to balance air conditioning system rather than door grilles
  - Preferred air conditioning return grille location, or proposed perforation ceiling detail to balance air flow
  - Access panels, speakers and security system specification
  - Lighting specifications, colour render plans (cut at 1m plane) & Section J calculations for lighting demonstrating Building Code compliance as well as Design Vision & Fitout Criteria compliance
  - Exit lights and signs **to be clear edge lit blade type** (if required by Building Surveyor)
- Open Ceilings
  - Where proposed, the Tenant is required to ensure conditioned air is contained by extending IT walls and shopfront bulkheads up to the underside of overhead structure and notching around all duct work/services.
  - Visible mechanical ducts are to be changed from flexi to rigid and the entire ceiling including all exposed services are to be painted out in the colour nominated
  - Clearly note upgrade of services to rigid, internally insulated ducts
  - Clearly note preferred vent connection of ducts for mechanical design
  - Any decorative ceiling overlay must be noted including mesh ceiling grids.
- 1:50 Cross Sections Elevations
  - Cut vertically and horizontally through tenancy showing any non-standard ceiling details and design elements to be factored into services designs
- Odour Control – Fish, Rubbish Areas
  - Dedicated supplementary exhaust & make up air to enclosed room (fish, rubbish)
  - Dedicated enclosed room for fish cleaning & preparation, documented on drawings, with self-closing mechanism to door, floor waste and drain with bucket trap
  - Operational waste management plan to be provided
  - No loose bins to be located on the floor, all bins must be fully integrated and concealed to front of house zones
  - Ensure your layout design has adequately allowed for the Centre Management recommendation for bin allocation per tenancy type. If you have not received this specification allocation, please speak to you RDM for clarity

ANNEXURE 4

- Services Checklist
    - Checklist completed accurately, signed, and dated
- Design Submission
    - Your Services Submission will consist **of PDF drawings and a copy of the floor plan and RCP in .dwg format** for Vicinity to issue to the Services Consultants. Please ensure these both are submitted to your RDM as part of your Service**s** Submission.
    - Design submission must be issued in 1 combined PDF set for review.
    - The key elements **MUST** be dimensioned off the grid lines for your Services Submission
    - All revisions to be clouded and cross reference to a revision number.

Annexure 5

DESIGN DOCUMENTATION SUBMISSION
CHECKLIST - FOOD

Design Development Submission Checklist - Food

Equals 70% of Final Design Submission Pack

- ❑ 1:50 Architectural Drawing Pack (should reflect 70% of your final 'For Construction' drawing set)
    - ❑ All Plans
    - ❑ Shopfront and Interior Elevations
    - ❑ Sections and Details
    - ❑ Mall tile to tenancy floor threshold / junction detail to be flush recessed 3mm demising strip
    - ❑ Where required, specify an expansion joint system capable of undergoing any site-specific movement. Specify the system to suit proposed floor finishes and application and provide detail to RDM for review.
    - ❑ Joinery Drawings including fixing methods and engineering where required.
    - ❑ Storage areas and location of fixtures including dimensions and confirmation of any required structural support. Please confirm storage areas (dry, chilled and frozen) and ensure sufficient capacity for anticipated sales volume.
    - ❑ Signage Pack – To illustrate location, dimension, materiality, lighting & fixing details of Primary and Secondary signage proposals (shop drawings from signage contractor required for final approval).
    - ❑ Graphics Pack – Show location, dimension, content and application of all feature graphics.
    - ❑ Schedules
        - ❑ Lighting
        - ❑ Equipment
        - ❑ Fittings and Fixtures
        - ❑ Furniture
    - ❑ Lighting Design including lux level diagrams, colour render plans and data sheets of all light sources. Shopfront zone lighting and signage wired to a 24/7 timer set to centre hours as advised by centre management.

Note, A specialist retail lighting designer experienced with Australian codes and best practices is to be engaged to develop the lighting specifications.

- ❑ Coloured 3D Renders
    - ❑ Updated 3D renders to reflect the Design Development drawings.
- ❑ Architectural Materials
    - ❑ Physical finishes board

Note, Vicinity will require a copy of your physical finishes board for this submission to keep on file.

- ❑ No floor guides to be installed.
- ❑ Slab and finished floor level to suit levels nominated on Landlord's Tenancy drawings.
- ❑ Ramps and gradients of floors that comply with all relevant authorities' requirements.
- ❑ Allocate space for management of three separate waste streams; 1. general waste, 2. co-mingled

recyclable bottles and cardboard and 3. organics. Nominate on plans where and how will this be managed.

- Glazing fins are not permitted. The Tenant will be responsible for providing a structural design from a suitably qualified structural engineer.
- Shopfront finishes to face of the left-hand side IT wall with tenant providing 'U' channel as demising detail between adjoining shopfront solid neutral zones – refer to typical detail drawings.
- Nominate in the design the counter location, close to the food/beverage pick-up point, and locations for the display and storage of cutlery, condiments, napkins, sugar and other self-serve items.
- You must provide a design under the front counter that incorporates food court tray storage (if applicable), Restaurant Pager systems (if applicable) computer support storage, printers, docket books and supplies etc.
- Security System
  - All security devices and alarms must be concealed within the surrounding structure.
  - Freestanding posts are to be concealed or treated and unobtrusive. The system location is to be nominated on all drawings and the power supply to the system is to be concealed into the surrounding shopfront structure or floor finish, but not the Landlord's slab. Location of posts are to be behind door closure system.
  - Only small, dome type security cameras are permitted, with components to be installed and to match ceiling colour.
  - Security monitors etc are to be positioned in back of house and not located within the front of house.
  - Kiosks cannot have security cameras on their overhead structure. All cameras are to be located on low height walls. Your RCP and Elevation drawings must show locations.
- Sound System
  - Any permitted sound systems are to be fitted with a sound leveler set to 75db within the tenancy, are to be located a minimum 3000mm from the entry and are not to be fixed to inter-tenancy walls.
  - Location of speakers are to be clearly nominated on your RCP.
  - Sound systems are not permitted for kiosk tenancies.
- Brand Style Guide
  - Include Brand Style Guide that supports the Developed Design.
- Authority Guidance
  - Health
  - Building Surveyor
  - Mechanical
  - Engineer
  - Commercial Kitchen Designer
- Design Submission
  - Will consist of a face-to-face meeting with your Vicinity RDM.
  - Subsequent drawing submissions shall address the comments from Design Review feedback.
  - Design submission must be issued in 1 combined PDF set for review.
  - All revisions to be clouded and cross reference to a revision number.

Annexure 6

FINAL DESIGN SUBMISSION CHECKLIST - FOOD

Final Submission Checklist - Food

Equals 100% of Final Design Submission Pack

- ❑ Designers Title Block must reflect **'For Construction'** for the submission.
- ❑ Please ensure you submit your complete Architectural Drawing Documentation set including all consultants' drawings to be included and combined into 1 PDF set and issued to your RDM for Final Design Approval and receipt of Vicinity's Official Stamp and Letter of Consent.
- ❑ All Plans must include the building gridlines that are identified on the Landlord's Tenancy drawings.
- ❑ All revisions to be clouded and cross reference to a revision number.
- ❑ Services Consultants Drawings
    - ❑ All services drawings and conditions outlined within the base building Services Consultant Category 1 review must be incorporated within your Architectural Drawings
- ❑ Ensure availability of materials and lead times are allowed.
- ❑ Glazing Engineer's documentation to be carried out by a certified Structural Glazing/Façade Engineer. Glazing to be low iron (clear) with no tinting unless approved by RDM.
- ❑ Submit copy of Certified Structural Engineer's drawings as a reference only as to be supplied to relevant Building Surveyor and Landlord for approval. Include any bulkheads, glazing, door systems or signage that is required for the shopfront construction. All connection details of these elements to the base building structure are to be submitted.
- ❑ All doors to back of house areas to be fitted with concealed auto-closers.
- ❑ The Tenant is responsible for levelling of the tenancy floor to ensure a flush transition to the mall floor finishes at the lease line including any levelling required to compensate for the set down into the tenancy to the structural slab.
- ❑ Flush recessed 3mm demising strip required between Landlord and Tenant floor finishes.
- ❑ Flush stainless steel dust caps are to be installed for entry door closure lock bolt recesses.
- ❑ All food premises must meet the requirements as set out by Council and must comply with the food safety code. Ensure all proposed materials achieve Council Health Officer's approval prior to procurement.
- ❑ Tenant to provide shopfront structure and cladding to fire hose reel cupboard and door, door hardware and statutory signage – refer to typical details in tenancy plans.
- ❑ It is a requirement that the tenant engages a professional stylist. Provide styling schedules, maintenance programmes and placement elevations.

- ❑ <u>Design Submission</u>
    - ❑ Will consist of an in-person presentation to your Vicinity RDM and, if appointed, your shopfitter.
    - ❑ Design submission must be issued in 1 combined PDF set for review, not single pages please.
    - ❑ All revisions to be clouded and cross reference to a revision number.

Annexure 7

CONCEPT DESIGN CHECKLIST - RETAIL

Concept Design Checklist - Retail

Equals 40% of Final Design Submission Pack

- ❑ Moodboard Development. **Being able to clearly articulate how the Design Dimensions are captured in the overall design intent is central to the approval of the concept design.**
  - ❑ Provide a maximum of 5 pages that explains how your proposed design will respond to the **5 Design Dimensions:**
    - ❑ **Individualism** – Celebrating an individualistic approach to design by focusing on creating spaces that reflect the unique needs, tastes, and aspirations of our customers and community. Emphasising the importance of originality, customisation, and the celebration of individual identity.
    - ❑ **Time** – The provision of carefully curated experiences and visually captivating displays that hero our retailer offers and invite customers to seek out memorable moments and immerse themselves into the landscape. The luxury of valuable time spent intentionally, and with an appreciation of our surroundings.
    - ❑ **Space and Light** – Thoughtful planning and execution of space and light within your concept to positively inform consumer experiences, promoting their well-being, and creating visually appealing environments that are both functional and aesthetically pleasing.
    - ❑ **Authenticity** – Embrace authenticity in all of its forms. The brand story, the offer, the designed spaces and the materials from which they are built, all welcome powerful mediums for brand-expression and contribute to the rich tapestry of the Chatswood Chase experience.
    - ❑ **Awareness** – Promoting awareness of people, culture, art and the natural environment from which we draw inspiration. Recognising the evolution of influences on our everchanging retail landscape and welcoming change, with a focus on innovation, efficiency and sustainability.

  Note, if you would like guidance on the Moodboard design response using the 5 Dimensions, please speak to your RDM for examples.

- ❑ 1:50 Preliminary Floorplan
  - ❑ Layout
  - ❑ Joinery & Equipment
  - ❑ Furniture
- ❑ Access Provision
  - ❑ The fitout design is required to comply with the National Construction Code (NCC) and with the requirements of all other Authorities and applicable laws, including but without Limitation to any anti-discrimination legislation. The Disability Discrimination Act and AS1428.2.
  - ❑ The NCC requires that Disabled Access is a key design consideration for both individual stores and the common areas. Vicinity Centres review and approval of the design is not confirmation of any legal requirements and neither the owner nor Vicinity Centers is liable for any failure to comply with legislation or other regulatory requirements.
- ❑ 1:20 Preliminary Elevations
  - ❑ Shopfront or Kiosk
- ❑ Coloured 3D Renders
  - ❑ Minimum of 1 coloured 3D render per shopfront elevation
  - ❑ Minimum of 3 coloured internal 3D renders

  Note, 3D renders are a critical design submission piece for this development and Design Approval cannot be granted without them. Coloured elevations are not accepted in place of 3D renders.

  Please speak with your RDM for clarity if unsure.

- Shopfront Design
  - Neutral Zone - ensure there is a 300mm wide (minimum) solid architectural finish located directly adjacent to each side of the tenancy shopfront lease line.
  - Shopfront Form – the remaining shopfront excluding neutral zones forms the basis of the shopfront design. Plain, full height, un-activated glazing will not be supported. Activation includes solid material, ingos, angled planes, dynamic form, double framed composition and articulated architectural elements.
  - Activation Zone - The first 1200mm from the lease line is considered your 'Shopfront Activation Zone' and will be a continuation of the shopfront design, encompassing shopfront quality finishes to the walls, floors, ceiling and joinery units.
  - Note - Shopfront form to emphasise verticality and maximise ceiling heights within the shopfront zone, continuous bulkheads will not be supported.
  - Level 1 Luxury tenancies required to incorporate large scale entry doors set back and opening outwards to create a transition vestibule to the entry.
- Architectural Materials
  - Image swatches and corresponding specifications of all key finishes in the design (note physical samples are required at Design Development phase)
- Design Submission
  - Will consist of an in-person presentation to your Vicinity RDM.
  - Subsequent drawing submissions shall address the comments from Design Review feedback.
  - Design submission must be issued in 1 combined PDF set for review.
  - All revisions to be clouded and cross reference to a revision number.

Annexure 8

SERVICES SUBMISSION CHECKLIST - RETAIL

Services Submission Checklist - Retail

Equals 50% of Final Design Submission Pack

- ❑ 1:50 Design Development Plan
  - ❑ Joinery, fixtures, and furniture.
- ❑ 1:50 Hydraulic and Slab Penetration Plan
  - ❑ Location of all core hole penetrations dimensioned clearly from building grid lines in line with tenancy lease plans, (including tundish points, electrical, hydraulic, refrigerant).
  - ❑ Size of penetrations, pipe or conduit required to be reticulated.
  - ❑ Nominated connection points for standard and greasy waste.
  - ❑ Location of handbasins and plumbing fixtures.
  - ❑ Location of any recessed door pivots, dimensions and depth required to be embedded in structural slab, dimensioned clearly from building grid lines in line with tenancy lease.
- ❑ 1:50 Equipment Plan and Checklist
  - ❑ Location of heavy equipment (compactors, HWC, safes) including weight loads, dimensions and specifications.
  - ❑ Details of any special equipment that may affect building services, structure or heat loads.
- ❑ 1:50 Power & Data Plan
  - ❑ Nominated EDB & NBN location, dimensioned if location is critical to the design, noting 600mm required for EDB door swing. If power and/or data is to be reticulated beneath slab, separate core holes for both power and data will be required beneath supply box.
  - ❑ Nominated air conditioning thermostat location (this may have to be adjusted to suit system)
- ❑ 1:50 RCP Plan
  - ❑ Ceiling height
  - ❑ Ceiling nominated finishes including colour
  - ❑ Lighting layout **(i**ndicative will suffice)
  - ❑ Type of diffusers and preferred locations (lineal 1,2 or 3 slot, continuous, section details of any customised supply air slots and cushion head boxes)
    - ❑ *Note – lineal diffusors are to be specified for this development for all front of house areas visible to the customer. Square or round swirl diffusors or standard 4-way diffusors are not supported for this development.*
  - ❑ Preferred colour of registers including powder coat specifications for non-standard colours (ie not black or white)
  - ❑ Preferred sprinkler encashment colour (Black, white or chrome)
    - ❑ *Note - flush concealed sprinkler heads is not supported for under the Chatswood Chase Sydney FER*
  - ❑ Doors to rooms inside tenancy to be undercut to balance air conditioning system rather than door grilles
  - ❑ Preferred air conditioning return grille location
  - ❑ Access panels, speakers and security system specification
  - ❑ Lighting specifications & Section J calculations for lighting demonstrating Building Code compliance as well as Design Vision & Fitout Criteria compliance
  - ❑ Exit lights and signs to be clear edge lit blade type (if required by Building Surveyor)

- Open Ceilings
  - Where proposed, the Tenant is required to ensure conditioned air is contained by extending IT walls and shopfront bulkheads up to the underside of overhead structure and notching around all duct work/services.
  - Visible mechanical ducts are to be changed from flexi to rigid and the entire ceiling including all exposed services are to be painted out in the colour nominated.
  - Clearly note upgrade of services to rigid, internally insulated ducts
  - Clearly note preferred vent connection of ducts for mechanical design
  - Any decorative ceiling overlay must be noted including mesh ceiling grids.
- 1:50 Cross Sections Elevations
  - Cut vertically and horizontally through tenancy showing any non-standard ceiling details and design elements to be factored into services designs
- Odour Control – Nail Bars
  - Dedicated supplementary exhaust & make up air to tenancy,
- Services Checklist
  - Checklist completed accurately, signed, and dated
- Design Submission
  - Your Services Submission will consist **of PDF drawings and a copy of the floor plan and RCP in .dwg format** for Vicinity to issue to the Services Consultants. Please ensure these both are submitted to your RDM as part of your Service**s** Submission.
  - Design submission must be issued in 1 combined PDF set for review.
  - The key elements **MUST** be dimensioned off the grid lines for your Services Submission
  - All revisions to be clouded and cross reference to a revision number.

Annexure 9

DESIGN DEVELOPMENT SUBMISSION
CHECKLIST - RETAIL

Design Development Submission Checklist - Retail

Equals 70% of Final Design Submission Pack

- ❑ 1:50 Architectural Drawing Pack (should reflect 70% of your final 'for construction' drawing set)
    - ❑ All Plans
    - ❑ Shopfront and Interior Elevations
    - ❑ Sections and Details
    - ❑ Mall tile to tenancy floor threshold / junction detail to be flush recessed 3mm demising strip
    - ❑ Where required, specify an expansion joint system capable of undergoing any site-specific movement. Specify the system to suit proposed floor finishes and application and provide detail to RDM for review.
    - ❑ Joinery Drawings including fixing methods and engineering where required.
    - ❑ Storage areas and location of fixtures including dimensions and confirmation of any required structural support.
    - ❑ Signage Pack – To illustrate location, dimension, materiality, lighting & fixing details of Primary and Secondary signage proposals (shop drawings from signage contractor required for final approval).
    - ❑ Graphics Pack – Show location, dimension, content and application of all feature graphics.
    - ❑ Schedules
        - ❑ Lighting
        - ❑ Equipment
        - ❑ Fittings and Fixtures
        - ❑ Furniture
    - ❑ Lighting Design including lux level diagrams, colour render plans and data sheets of all light sources. Shopfront zone lighting and signage wired to a 24/7 timer set to centre hours as advised by centre management.

Note, A specialist retail lighting designer experienced with Australian codes and best practices is to be engaged to develop the lighting specifications.

- ❑ Coloured 3D Renders
    - ❑ Updated 3D renders to reflect the Design Development drawings.
- ❑ Architectural Materials
    - ❑ Physical finishes board

Note, Vicinity will require a copy of your physical finishes board for this submission to keep on file.

- ❑ Authority Guidance
    - ❑ Principle Certifying Authority
    - ❑ Town Planning Consultant (if required)
    - ❑ Structural Engineer

- No floor guides to be installed.
- Slab and finished floor level to suit levels nominated on Landlord's Tenancy drawings.
- Ramps and gradients of floors that comply with all relevant authorities' requirements.
- Glazing fins are not permitted. The Tenant will be responsible for providing a structural design from a suitably qualified structural engineer.
- Shopfront finishes to face of the left-hand side IT wall with tenant providing 'U' channel as demising detail between adjoining shopfront solid neutral zones – refer to typical detail drawings.
- Security System
    - All security devices and alarms must be concealed within the surrounding structure.
    - Freestanding posts are to be concealed or treated and unobtrusive. The system location is to be nominated on all drawings and the power supply to the system is to be concealed into the surrounding shopfront structure or floor finish, but not the Landlord's slab. Location of posts are to be behind door closure system.
    - Only small, dome type security cameras are permitted, with components to be installed and to match ceiling colour.
    - Security monitors etc are to be positioned in back of house and not located within the front of house.
    - Kiosks cannot have security cameras on their overhead structure. All cameras are to be located on low height walls. Your RCP and Elevation drawings must show locations.
    - Anti-theft systems (ie Sensormatic or similar) may only be fully concealed under-floor type. Security bollards are not permitted.
- Sound System
    - Any permitted sound systems are to be fitted with a sound leveler set to 75db within the tenancy, are to be located a minimum 3000mm from the entry and are not to be fixed to inter-tenancy walls.
    - Location of speakers are to be clearly nominated on your RCP.
    - Sound systems are not permitted for kiosk tenancies.
- Design Submission
    - Will consist of a face-to-face meeting with your Vicinity RDM.
    - Subsequent drawing submissions shall address the comments from Design Review feedback.
    - Design submission must be issued in 1 combined PDF set for review, not single pages please.
    - All revisions to be clouded and cross reference to a revision number.

Annexure 10

FINAL DESIGN SUBMISSION
CHECKLIST - RETAIL

Final Submission Checklist - Retail

Equals 100% of Final Design Submission Pack

- ❑ Designers Title Block must reflect **'for Construction'** for the submission.
- ❑ Please ensure you submit your complete Architectural Drawing Documentation set including all consultants' drawings to be included and combined into 1 PDF set and issued to your RDM for Final Design Approval and receipt of Vicinity's Official Stamp and Letter of Consent.
- ❑ Services Consultants Drawings
    - ❑ All services drawings and conditions outlined within the base building Services Consultant Category 1 review must be incorporated within your Architectural Drawings
- ❑ All Plans must include the building gridlines that are identified on the Landlord's Tenancy drawings.
- ❑ All revisions to be clouded and cross reference to a revision number.
- ❑ Ensure availability of materials and lead times are allowed.
- ❑ Glazing Engineer's documentation to be carried out by a certified Structural Glazing/Façade Engineer. Glazing to be low iron (clear) with no tinting unless approved by RDM.
- ❑ Submit copy of Certified Structural Engineer's drawings as a reference only as to be supplied to relevant Building Surveyor and Landlord for approval including any bulkheads, glazing, door systems or signage that is required for the shopfront construction. All connection details of these elements to the base building structure are to be submitted for approval.
- ❑ All doors to back of house areas to be fitted with concealed auto-closers.
- ❑ The Tenant is responsible for levelling of the tenancy floor to ensure a flush transition to the mall floor finishes at the lease line including any levelling required to compensate for the set down into the tenancy to the structural slab.
- ❑ Flush recessed 3mm demising strip required between Landlord and Tenant floor finishes.
- ❑ Flush stainless steel dust caps are to be installed for entry door closure lock bolt recesses.
- ❑ All food premises must meet the requirements as set out by Council and must comply with the food safety code. Ensure all proposed materials achieve Council Health Officer's approval prior to procurement.
- ❑ Tenant to provide shopfront structure and cladding to fire hose reel cupboard and door, door hardware and statutory signage – refer to typical details in tenancy plans.
- ❑ <u>Design Submission</u>
    - ❑ Will consist of an in-person presentation to your Vicinity RDM and, if appointed, your shopfitter.
    - ❑ Design submission must be issued in 1 combined PDF set for review, not single pages please.
    - ❑ All revisions to be clouded and cross reference to a revision number.

Annexure 11

SERVICES CHECKLIST

ANNEXURE 11

Services 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			

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.				

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.				

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 UP SYSTEM (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 made for a separate exhaust generally conforming to attached design.

1.				
2.				
3.				
4.				
5.				

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 banned within 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 within shopfront 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 approved drawings 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 be specified 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 recycled or 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 specifiedas 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 approved drawings 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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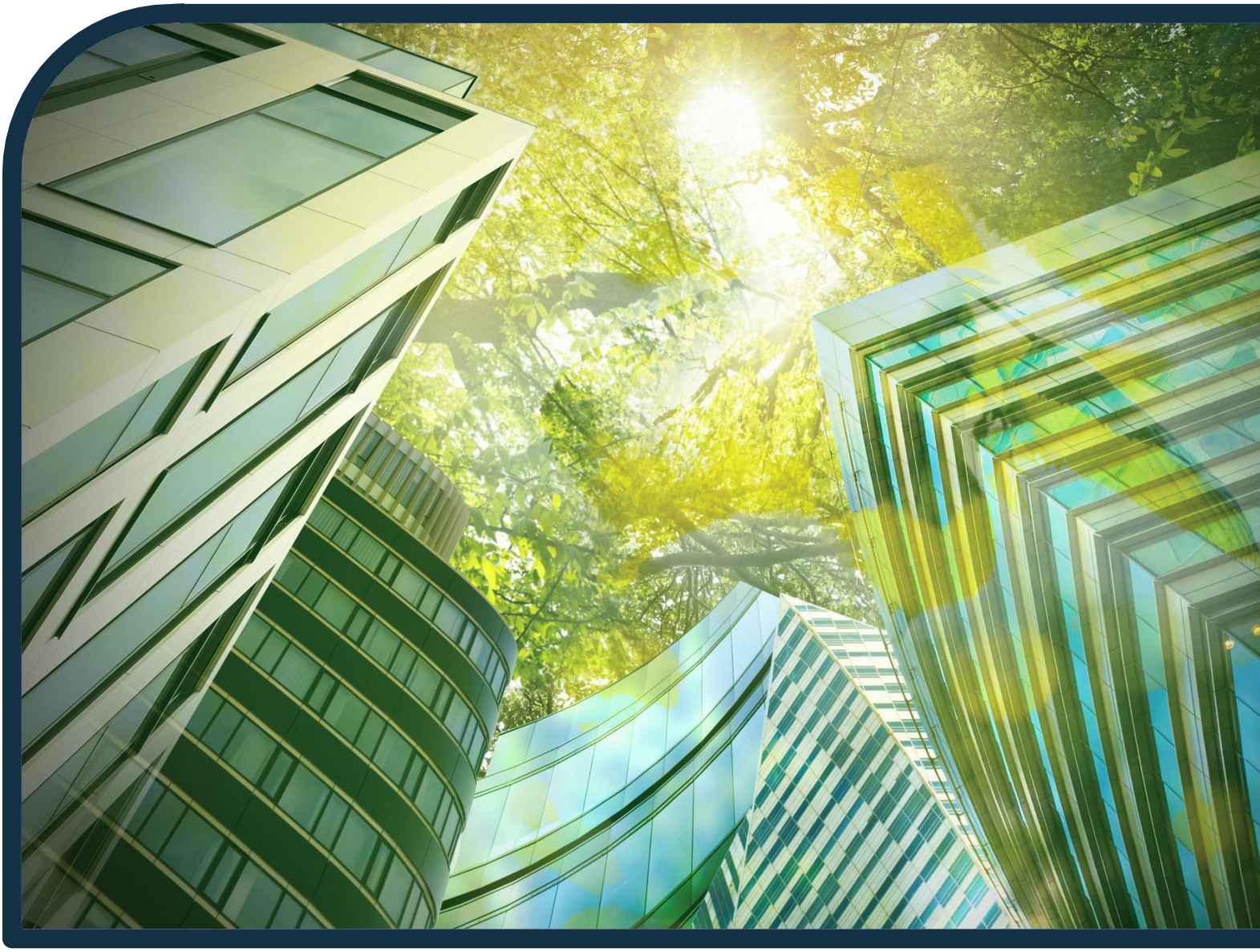
ABN 90 114 757 783
and Vicinity Centres RE Ltd
ABN 88 149 781 322
as responsible entity for:
Vicinity Centres Trust
ARSN 104 931 928

Annexure 12

SUSTAINABILITY REQUIREMENTS



ENVIRONMENTAL PERFORMANCE TENANT FITOUT GUIDE

Retail

Chatswood Chase
Vicinity

NDY
A TETRA TECH COMPANY

CONFIDENTIAL

Revision: 3 – Revised: Descope Update | **Issued**: 1 August 2024 | **Document name**: rp230802s0044

VERIFICATION

REVISION	DATE ISSUED	PREPARED BY	VERIFIED BY	AUTHORISED BY	COMMENT
0	04/08/2023	Melissa Nouel	Danny Macgill	Peter Anderson	Draft
1	11/08/2023	Melissa Nouel	Danny Macgill	Peter Anderson	For Information
2	11/08/2023	Danny Macgill	Loreta Brazukas	Peter Anderson	Revised: For Information
3	01/08/2024	Ben Maruskanic	Zoe Neill	Peter Anderson	Revised: Descope Update

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ROLE	TEAM MEMBER	ORGANISATION
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Project Manager	Stuart White	Compass Project Management
Architect	James Chase, Ara Afable	Make Architects
Structural Engineer	Josh Bezjak	Arup Group
Hydraulics Engineer	Anand Rajagopal	CJ Arms
Electrical Engineer	John ElAmmar	Norman Disney & Young
Mechanical Engineer	Joe Morrel	Norman Disney & Young

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1 INTRODUCTION

1.1 OVERVIEW

This Tenant Fitout Guide has been prepared to allow tenants of the Chatswood Chase development to understand and implement the environmental performance envisaged and targeted by the design team for the project. It outlines initiatives that the base building has undertaken and explains their benefits in Section 3.0.

- There are several mandatory initiatives that the tenant must implement within the fitout for the base building to achieve its targeted environmental objectives (refer to Section 3.0).
- In addition, there are recommended initiatives that the tenant may implement within the fitout in order to successfully benefit from the building's environmental, social and economic initiatives, including, but not limited to, occupant experience and connection to the built environment.

1.2 BUILDING DESCRIPTION

The Chatswood Chase project is a Major Shopping Complex on the corner of Archer Street and Victoria Avenue, Chatswood NSW which comprises of approximately 300m^2 of commercial office space and approximately 59,919 m^2 of retail space (GLAR).

Chatswood Chase shopping centre consists of five levels of retail space with over 130 specialty stores and major tenants including David Jones, Coles and Kmart. The centre is accompanied by multi-level carparking and multiple public transport connections.

1.3 ENVIRONMENTAL OBJECTIVES

The project has been designed to meet the following ESD objectives for its retail component:

- Minimum 4.5 Star National Australian Built Environment Rating System (NABERS) Energy for Shopping Centre Rating
- Minimum 3.0 Star NABERS Whole Building Water Rating in operation
- Minimum 4 Star Green Star Design & As Built v1.3 rating

The following energy and water targets are to be met in order to achieve the targeted ratings:

TABLE 1: CHATSWOOD CHASE ENVIRONMENTAL ENERGY AND WATER TARGETS.

PROJECT NAME ENVIRONMENTAL TARGETS		
Energy	4.5 Star NABERS Energy for Shopping Centre Rating	Maximum **326.3 MJ/m2** per annum
Water	3.0 Star NABERS Water Whole Building Rating	Maximum **1.043 kL/m2** per annum

1.4 TENANCY DESIGN

The following table outlines the base building provision for tenancy design as noted in the Contract documentation:

TABLE 2: RETAIL BUILDING SERVICES DESIGN PROVISIONS.

BASE BUILDING TENANCY PROVISION	
Hours of operation	Monday: 9:30am-5:30pm Tuesday: 9:30am-5:30pm Wednesday: 9:30am-5:30pm Thursday: 9:30am-9:00pm Friday: 9:30am-5:30pm Saturday: 9:00am-5:00pm

BASE BUILDING TENANCY PROVISION		
	Sunday: 10:00am-5:00pm Mechanical HVAC system is anticipated to operate 1 hour before and 1 hour after centre trading hours.	
Occupancy	Specialty Shop	3.5m2/pp for small shops of <100 m2) 5m2/pp (for shops above 100m2)
	Mini-Majors	5m2/pp
	Gyms	3.5m2/pp
	Food Shops (with cooking)	2m2/pp
Retail outdoor air supply	10 L/s/person	
Internal heat gains (Lighting & Power)	Specialty Shops	47W/m²
	Mini – Majors	100W/m²
	Gyms	100W/m²
	Food Shops (with cooking)	100 W/m2
	Malls	12 W/m2
Mechanical ventilation	Kitchen Exhaust	Nominally 2,500L/s per food tenancy with cooking (nominated as per leasing agreement)
	Toilet Exhaust	10L/s/m2

1.4.1 TENANCY WATER ALLOWANCES

The tenant should refer to these items to ensure that tenancy water usage does not exceed the base building design allowance, which will ensure that building water consumption targets are not jeopardised.

The tenant fitout design must:

- Ensure any water-using fixtures, fittings or equipment are regularly maintained.
- Have any proposed fitout works assessed and approved by the Landlord and Landlords consultants to ensure these do not adversely impact the building's water consumption.
- Encourage occupants to reduce water consumption through education and behaviour change.
- Tenant appliances and fixtures to meet the water efficiency WELL rating requirements outlined in Table 8 in Section 5.5.

1.4.2 TENANCY FITOUT DESIGN REQUIREMENTS

Section 3 outlines Green Star requirements for the tenancy. The tenant is to ensure that fitout design have incorporated the mandatory sustainability initiatives, which will ensure that the base building Green Star targets are not jeopardised.

1.5 USE OF THIS GUIDE

The intent of this guide is to provide an overview of the base building environmental initiatives. The tenant is ultimately held to meeting the specific requirements of their lease terms, outlined in the project brief and leasing agreement. This guide holds fitout design requirements, recommendations and considerations for designers and tenants.

2 BASE BUILDING ENERGY & ENVIRONMENTAL STRATEGY

A number of energy efficiency features have been incorporated into the design of the base building including:

2.1 ELECTRICAL

- All base building areas are provided with LED lighting.
- Specialised lighting is being provided in key public areas within the shopping centre, common lift lobbies, amenities, and external landscape.
- High efficiency luminaires have been provided in all areas.
- All luminaires have high frequency, high power factor electronic control gear.
- Lighting controls have been provided for the development to minimise energy consumption in compliance with the Section J7D4 of the NCC2022.
- Illuminance Levels in all base building areas are designed in compliance with the AS1680.
- Lighting and Power are separately metred in compliance with Section J9D3 of the NCC2022.
- Artificial lighting is designed so the maximum illumination density is compliant with the Section J7D3 of the NCC2022.
- Extensive commissioning works are to be undertaken to streamline operation.
- A program of ongoing building tuning is to be implemented to ensure correct operation of electrical systems.

2.2 MECHANICAL (COOLING, VENTILATION)

- Low temperature variable air volume (VAV) system delivering maximum comfort and efficiency while allowing central plant to operate at optimised design conditions.
- All fans are provided with Variable Speed Drives (VSDs). This enables building operators to tune the speed of systems and air movement without wasting energy.
- Economy cycle operation are enabled for AHUs.
- Energy efficient plant selections (i.e., chiller, pumps, fans, etc.)
- Control of plant via a detailed Building Management Control System (BMCS).
- Extensive Commissioning works are to be undertaken to streamline operation.
- A program of ongoing Building Tuning is to be implemented to ensure correct operation of mechanical system.

2.3 HYDRAULICS

- Selection of high efficiency domestic hot water plant, namely an electric heat pump serving the end of trip facilities. All other hot water heating is through instantaneous hot water units which are also electric.
- Rainwater reuse for irrigation and flushing of WCs.
- Distribution pumps powered with VSDs.
- Fixture flow rates designed to meet 3.0 Star NABERS water rating.
- Control and monitoring by BMCS.

2.4 METERING

- Sub-metering of lighting, power and major electrical loads throughout the building.
- Sub-metering of tenant lighting and power.
- Monitoring of energy consumption via the BMCS.
- Metering of all major water uses is incorporated into and monitored via the BMCS.
- The metering system is used to monitor water usage. It includes a fault reporting system in major hydraulic/wet fire plant and equipment, which connects to the BMS.

3 TENANCY GUIDELINES

The following table highlights the Green Star and initiatives incorporated by the base building to maximize the amenity and environmental performance of the building.

The following initiatives are either **Mandatory** (bolded) or recommended to be incorporated into the tenancy fitout by the design team in order to take advantage of the economic and indoor environment benefits associated with these strategies. In addition, it is highly recommended that the fitouts pursue Green Star Interiors certification.

TABLE 3: GREEN STAR LESSEE GUIDELINES AND REQUIREMENTS.

BASE BUILDING GREEN STAR INITIATIVE	TENANCY INITIATIVE
2.1 Services and Maintainability Review **(Mandatory)**	**This is a mandatory requirement the fitout design must comply with.** A services and maintainability review is to be carried out for the Base Building by the ICA to highlight systems commissionability, controllability, maintainability, operability and safety. It is recommended that a services & maintainability review is conducted relating specifically to the fitout, to ensure the fitout systems are designed efficiently and interface appropriately with base building systems. **This will be achieved as per 30C supplementary Tenancy Fitout Review.**
2.2 Building Commissioning	The base building is to be commissioned thoroughly to ensure all building services operate as designed. It is recommended that commissioning activities be performed for all fitout systems to ensure all services are operating to their full potential and as designed.
2.3 Building Systems Tuning	All base building services are to be tuned after practical completion with quarterly adjustments over a 12 month period. It is recommended that a similar tuning process be established for the fitout works.
4.1 Building Operations and Maintenance Information	Comprehensive Base building operations and maintenance (O&M) information is to be compiled and made available to the facilities management team for all systems. It is recommended that fitout O&M information is also compiled and provided to all relevant parties to ensure system information is available for optimised performance.
4.2 Building User Information	Building user information is to be developed with information of all nominated systems. It is recommended that fitout user information is compiled and provided to all relevant parties to ensure system information is available.
5.1 Environmental Building Performance **(Mandatory)**	**This is a mandatory requirement the fitout design must comply with.** A memorandum of understanding or equivalent is required to be established between the Landlord and Lessee to set, measure and report on the following building performance metrics; • Greenhouse Gas Emissions • Potable Water Usage The base building metering and monitoring system will monitor energy and water usage throughout the building. The Lessee must ensure the fitout design complies with base building metering and monitoring strategy. **Optional Reporting** If desired, Lessee may, under their own initiative, monitor and report on other NABERS or Green Star Interiors metrics such as Operational Waste and / or Indoor Environment Quality (IEQ).
5.2 End of Life	**This is a mandatory requirement the fitout design must comply with.**

BASE BUILDING GREEN STAR INITIATIVE	TENANCY INITIATIVE
Waste Performance (Mandatory)	A memorandum of understanding (MOU) or equivalent is required to be established between the Landlord and Lessee to demonstrate demolition waste reduction at the end of life of an interior fitout. A 'Make Good' clause must be included in the tenancy lease.
6.0 Metering	A monitoring system is to be provided for the base building that is capable of capturing and processing the data produced by the installed energy and water meters. It is required that any fitout with a major energy use (100kW or greater) and major water use (using more than 10% of the buildings water demand) are also linked to the building monitoring system.
6.1 Monitoring Systems	A monitoring system is to be provided for the base building that is capable of capturing and processing the data produced by the installed energy and water meters. It is required that any fitout with a major energy use (100kW or greater) and major water use (using more than 10% of the buildings water demand) are also linked to the building monitoring system.
7.0 Construction Environmental Management	A comprehensive Environmental Management Plan (EMP) will be developed for the base building. It is recommended that the fitout contractor develop their own project specific EMP and implement a formalised environmental management system.
8.0 Operational Waste (Mandatory)	**This is a mandatory requirement the fitout design must comply with.** An Operational Waste Management Plan (OWMP) has been developed for the building as a whole. Waste is to be segregated into general waste, commingled recyclables, soft plastics, paper products (non-cardboard) and organics. Where a tenant has a specific waste management requirement this must be communicated to Vicinity (e.g. medical waste, electronic, etc). Tenants are to adhere to the Vicinity OWMP requirements, particularly for waste stream separation.
9.3 Exhaust or Elimination of Pollutants (Mandatory)	**This is a mandatory requirement the fitout design must comply with.** Ensure pollutants from kitchens are exhausted to the exterior of the building using the dedicated tenant exhaust riser. These spaces must be enclosed and separated from adjacent spaces, with an area opening no greater than 2.5sqm. This applies to commercial or industrial kitchens where the power input is greater than 0.5kW/sqm. Kitchenettes and tea points where food is reheated only do not need to comply with this credit. There is no provision for printer room exhaust. All printing and photocopying equipment are procured and maintained to minimize the emission of particulate matter in accordance with ECMA-328, RAL-UZ 171 or GGPS-003.
10.1 Internal Noise Levels	Base building services and constructions have been designed so that internal ambient noise levels within the fitout are designed to be no more than 5dB(A) above the "satisfactory" sound levels provided in Table 1 of AS/NZS 2107:2000. It is recommended that any tenancy fitout items (supplementary mechanical systems) are designed with consideration of internal noise levels. This will improve tenant satisfaction, wellbeing and productivity.
11.0 Minimum Lighting Comfort (Mandatory)	**This is a mandatory requirement the fitout design must comply with.** Ensure all tenancy lighting provided in the fitout meet the following requirements (excluding decorative fixtures): • Flicker Free Lighting: Tenancy lighting is required to be installed with High frequency electronic ballasts; or Electronic drivers that feature 12-bit or greater resolution for all Light-emitting Diode (LED) lighting, in order to reduce flickering lights and enhance workplace amenity for tenants

BASE BUILDING GREEN STAR INITIATIVE	TENANCY INITIATIVE
	• Colour Rendering Index (CRI): CRI of all lamps in regularly occupied spaces not less than 80 (in all internal and external applications).
11.1 General Illuminance (Mandatory)	**This is a mandatory requirement the fitout design must comply with.** The maintained Illuminance values must achieve a uniformity of no less than that specified in Table 3.2 of AS 1680.1:2006, with an assumed standard maintenance factor of 0.8.
13.1 Paints, Adhesives, Sealants and Carpets (Mandatory)	**This is a mandatory requirement the fitout design must comply with.** All paints, adhesives, sealants, carpets and flooring installed as part of base building are to comply with the maximum VOC limits as outlined in the Materials and Emission section below (Tables 3 and 4). Any liquid finishes installed in the fitout must not exceed the limits. The base building has made all endeavours to keep paints below 5g/litre TVOC in all internally applied areas except doors and door frames.
13.2 Engineered Wood Products (Mandatory)	**This is a mandatory requirement the fitout design must comply with.** All engineered wood products installed as part of the base building comply with the formaldehyde emissions levels as outlined in Table 6 of Section 5.3 Formaldehyde Emissions Limit Values for Engineered Wood Products. In lieu of detailed laboratory testing data being available for all engineered wood in the fitout, selecting products that are labelled "Super E0", "E0" or "E1" are required to ensure the environmental quality of the fitout.
14.1 Thermal Comfort	Base building mechanical systems have been designed to achieve thermal comfort for occupants. It is suggested that any additional tenant HVAC installed is designed with occupant thermal comfort in mind and appropriate analysis is undertaken. Creating workspaces with high levels of thermal comfort can improve health and wellbeing as well as productivity.
15 Greenhouse Gas Emissions	**This requirement must be considered with respect to the building's NABERS requirements.** The Base building is designed to achieve a 4.5 Star NABERS Energy Shopping Centre rating, through the use of efficient mechanical systems, lighting controls and efficient services. It is recommended the fitout teams consider energy efficiency when selecting mechanical plant equipment, lighting fixtures and any energy consuming equipment and ensure that it does not impact the base building's ability to meet its environmental targets. The retail tenancy lighting must conform with the following requirements; • Energy efficient lighting is to be installed so that 10% less lighting energy is required for the fitout when referenced against NCC 2022. The actual installed aggregate illumination power is not more than 90% of the maximum illumination power based on the maximum allowable lighting power densities defined in NCC 2022 Table J6.2a • Automated lighting control systems for schedule afterhours turn off.
18 Potable Water	**This requirement must be considered with respect to the building's NABERS requirements.** The building is designed to achieve a 3.0 Star in NABERS Water, using water-efficient fixtures and fittings and recycled water is used for toilet flushing to reduce potable water consumption. Should dishwashers or any other water consuming appliances be installed to the fitout, water efficiency must be considered when making selections to ensure that it does not impact the base building's ability to achieve its 3.0 NABERS water rating. This will reduce the water consumption of the building, which has environmental and economic benefits.

BASE BUILDING GREEN STAR INITIATIVE	TENANCY INITIATIVE
	Any dishwashers installed must have a WELS 5 Star Rating or higher. See Section 5, Table 7 and Table 8 for further ratings for fixtures and appliances.
20.2 Timber	Common uses of timber in the base building are certified by a forest certification scheme or are from a reused source. In order to reduce the environmental impact of sourcing timber, it is recommended that any timber items installed as part of the fitout are also certified by a forest certification scheme. See the GBCA Recognised Product Certification Schemes section below.
20.3 Permanent Formwork, Pipes, Flooring, Blinds and Cables	All blinds, pipes, flooring and cables in the Base Building either do not contain PVC or meet the Best Practice Guidelines for PVC in the built environment. In order to reduce the environmental impact of the manufacturing of PVC, it is recommended that any PVC items installed as part of the fitout also meet the Best Practice Guidelines.
21.1 Product Transparency and Sustainability	Materials used in the Base Building meet transparency and sustainability requirements such as: reused products, recycled content products, environmental product declarations, third party certification; and stewardship programs. It is recommended that tenant fitout team consider the environmental sustainability of any fitout product used. Tenant fitout teams are encouraged to use certified carpet, plasterboard, joinery, partitions and furniture.
22B Reduction of Construction and Demolition Waste	90% of the waste generated during construction and demolition is to be diverted from landfill. The fitout works are encouraged to also meet a 90% waste diversion from landfill target in order to improve the overall project waste generation rate.
30 C Supplementary Tenancy Fitout Review (Mandatory)	**This is a mandatory requirement the fitout design must comply with.** Tenants must submit tenancy fitout systems for a supplementary review by Vicinity. This is to allow a services and maintainability review of tenancy systems to be undertaken, and ensure systems are properly integrated with the base building systems.

4 EXPANSION / RE-FIT CONSIDERATIONS

In the event of expansion or refurbishment of Chatswood Chase, the following should be considered:

4.1 MANAGEMENT

- Engagement of a Green Star Accredited Professional to advise on potential environmentally sustainable practices, produces and procedures.
- Commissioning should occur after any refurbishment works in order to ensure the building is operating at its maximum efficiency within refurbished areas.
- This Tenant Fitout Guide should be updated to account for any changes in the building due to expansion / refurbishment.
- Divert 90% of all waste generated as part of the demolition and make good works through recycling or other means (e.g. reuse, donating to charity, on-site segregation, off-site segregation).
- At the end of demolition works, engage a suitably qualified waste auditor to confirm the amount of waste diverted from landfill.

4.2 INDOOR ENVIRONMENT QUALITY

- Fresh air supply is maximized to provide high quality indoor environments.
- Engage an acoustic consultant to design refurbished areas to meet acoustic requirements for the building.
- Provide localised lighting control where feasible.
- All paints, adhesives, sealants and carpets applied in demolition and make good works must meet stipulated VOC limits as outlined in the latest Green Star Interiors tool at time of works.
- All engineered wood products used in demolition and make good works must meet stipulated formaldehyde limits as outlined in the latest Green Star Interiors tool at time of works.
- Avoid using products with lead and mercury.

4.3 ENERGY

- Any refurbishment should consider impacts on energy efficiency.
- All services should be fitted with separate sub meters and linked to the BMCS.
- Lighting is designed to meet existing lighting levels and high efficiency luminaires are to be used.
- Renewable energy options should be considered.

4.4 WATER

- Water Rating (WELS) should be considered when selecting fixture and fittings. See Table 8, Section 5.5.
- Water meters should be installed on any significant water uses and linked to the BMCS.

4.5 MATERIALS

- Recycling and general waste storage areas should be updated to account for potential increases in building population.
- Reuse of existing materials, structure and façade elements should be considered during the design of the refurbishment in order to reduce greenhouse gas emissions associated with product manufacture.
- Materials with a high recycled content and /or environmental certification should be specified ahead of other alternatives.

4.6 EMISSIONS

- Refrigerants and insulation products with a low or zero ozone depletion potential should be investigated for use within the expansion or refurbishment.
- Stormwater leaving the site should meet the stormwater pollution reduction targets for the building even after refurbishment works.

5 MATERIALS & EMISSIONS

5.1 MAXIMUM TVOC LIMITS FOR PAINTS, ADHESIVES AND SEALANTS

TABLE 4: MAXIMUM TVOC LIMITS FOR PAINTS, ADHESIVES AND SEALANTS

PRODUCT CATEGORY MAX TVOC CONTENT	(G/L OF READY-TO-USE PRODUCT)
General purpose adhesives	50
Interior wall and ceiling paint, all sheen levels	5
Trim, varnishes and wood stains	75
Primers, sealers and prep coats	65
One and two pack performance coatings for floors	140
Acoustic sealants, architectural sealant, waterproofing membranes and sealant, fire retardant sealants and adhesives	250
Structural glazing adhesive, wood flooring and laminate adhesives and sealants	100

5.2 CARPET TEST STANDARDS AND TVOC EMISSIONS LIMITS

TABLE 5: CARPET TEST STANDARDS AND TVOC EMISSIONS LIMITS

TEST PROTOCOL	LIMIT
ASTM D5116 - Total VOC limit	0.5mg/m2 per hour
ASTM D5116 - 4-PC (4-Phenylcyclohexene)	0.05mg/m2 per hour
ISO 16000 / EN 13419 - TVOC at three days	0.5mg/m2 per hour
ISO 10580 / ISO/TC 219 (Document N238)	0.5mg/m2 per hour

5.3 FORMALDEHYDE EMISSION LIMIT VALUES FOR ENGINEERED WOOD PRODUCTS

TABLE 6: FORMALDEHYDE EMISSION LIMIT VALUES FOR ENGINEERED WOOD PRODUCTS

TEST PROTOCOL	LIMIT
AS/NZS 2269:2004, testing procedure AS/NZS 2098.11:2005 method 10 for Plywood	≤1mg/L
AS/NZS 1859.1:2004 - Particle Board, with use of testing procedure AS/NZS 4266.16:2004 method 16	≤1.5 mg/L
AS/NZS 1859.2:2004 - MDF, with use of testing procedure AS/NZS 4266.16:2004 method 16	≤1mg/L
AS/NZS 4357.4 - Laminated Veneer Lumber (LVL)	≤1mg/L
Japanese Agricultural Standard MAFF Notification No.701 Appendix Clause 3 (11) - LVL	≤1mg/L
JIS A 5908:2003- Particle Board and Plywood, with use of testing procedure JIS A 1460	≤1mg/L
JIS A 5905:2003 - MDF, with use of testing procedure JIS A 1460	≤1mg/L

TEST PROTOCOL	LIMIT
JIS A1901 (not applicable to Plywood, applicable to high pressure laminates and compact laminates)	≤0.1mg/m²hr
ASTM D5116 (applicable to high pressure laminates and compact laminates)	≤0.1mg/m²hr
ISO 16000 part 9, 10 and 11 (also known as EN 13419), applicable to high pressure laminates and compact laminates	≤0.1mg/m²hr (at 3 days)
ASTM D6007	≤0.12mg/m³
ASTM E1333	≤0.12mg/m³
EN 717-1 (also known as DIN EN 717-1)	≤0.12mg/m³
EN 717-2 (also known as DIN EN 717-2)	≤3.5mg/m²hr

5.4 RECOMMENDED APPLIANCE ENERGY RATINGS

TABLE 7: REQUIRED APPLIANCE ENERGY RATINGS.

APLIANCE	RATING
Fridge	5 Star
Freezer	5 Star
Combined Fridge / Freezer	5 Star
Dishwasher	4 Star
Computer Monitors	8 Star
Televisions	7 Star

See https://calculator.energyrating.gov.au/Default.aspx for products and guidance.

5.5 REQUIRED FIXTURE AND APPLIANCE WELS RATINGS

TABLE 8: REQUIRED FIXTURE AND APPLIANCE WELS (WATER) RATINGS.

APLIANCE	RATING
Taps	5 Star
Urinals	5 Star
Toilet	4 Star
Showers	3 Star
Clothes Washing Machines	4 Star
Dishwashers	5 Star

5.6 GBCA RECOGNISED PRODUCT CERTIFICATION SCHEMES

The following schemes and relevant standards have been assessed as compliant with the requirements of the GBCA's Assessment Framework for Product Certification Schemes. It is recommended that fitout materials and furniture be chosen with these schemes in mind.

- Carpet Institute of Australia Limited, Environmental Certification Scheme (ECS) v1.2
  - ECS Level 2 - Level C recognition
  - ECS Level 3 - Level B recognition
  - ECS Level 4 (two options) - Level A recognition.
- Global GreenTag's GreenRate v4.0
  - GreenTag GreenRate Level C - Level C recognition
  - GreenTag GreenRate Level B - Level B recognition
  - GreenTag GreenRate Level A - Level A recognition.
- Australasian Furnishing Research and Development Institute, Sustainability Standard for Commercial Furniture - AFRDI Standard 150
  - AFRDI Green Tick Level C/Silver - Level B recognition
  - AFRDI Green Tick Level B/Gold - Level A recognition
  - AFRDI Green Tick Level A/Platinum - Level A recognition.
- Good Environmental Choice Australia (GECA)
  - GECA BIMv2.0-2018 – 'Building Insulation Materials – Level A recognition
  - GECA CCCPv1.0i-2017 – 'Cement, Concrete and Concrete Products'- Level A recognition
  - GECASSPv1.0-2019 - 'Steel and Steel Products' - Level A recognition
  - GECARPv1.0i-2015 - 'Recycled Products' - Level A recognition
  - GECASPSv2.0-2020 - 'Sustainable Products and Services (Life Cycle Assessment)' - Level A recognition
  - GECAFFFMv3.0-2017 'Furniture, Fittings, Foam & Mattresses' - Level A recognition
  - GECAFFFMv3.1-2017 'Furniture, Fittings, Foam & Mattresses' - Level A recognition
  - GECAFFv3.1-2017 'Furniture and Fittings' -Level B recognition
  - GECA FFM v3.0-2017 - 'Furniture Fittings and Mattresses' -Level A recognition
  - GECA FF v3.0-2017- 'Furniture and Fittings'- Level B recognition
  - GECA 28-2010 v2.1 - 'Furniture Fittings and Foam'- Level A recognition
  - GECA 50-2011 v2 - 'Carpets'- Level A recognition
  - GECA 25-2011 v2 - 'Floor Coverings'- Level A recognition
  - GECA 04-2011 v2 - 'Panel Boards'- Level A recognition
  - GECA 40-2008 v1.1 - 'Hard Surfacing'- Level A recognition
  - GECA 28-2006 Modified 2010 v2 - 'Furniture and Fittings'- Level B recognition.
- The Institute for Market Transformation to Sustainability (MTS) Sustainable Materials Rating Technology standard version 4.0 - SMaRT 4.0
  - SMaRT 4.0 Sustainable Platinum - Level A recognition
  - SMaRT 4.0 Sustainable Gold - Level A recognition.

See the GBCA website www.gbca.org.au for more information.

6 REFERENCES AND FURTHER INFORMATION

The following links provide useful reference material:

- Green Building Council of Australia
  www.gbca.org.au
- City of Willoughby waste and recycling Information
  https://www.willoughby.nsw.gov.au/Residents/Waste-and-recycling
- National Built Environment Rating Scheme
  www.nabers.com.au
- EcoSpecifier
  www.ecospecifier.com.au
- Transport NSW
  www.transportnsw.info
- Energy Rating
  www.energyrating.gov.au
- Energy Efficiency database for equipment and appliances
  https://reg.energyrating.gov.au/comparator/product_types/
- Water Efficiency Labelling and Standards (WELS) scheme
  www.waterrating.gov.au
- Department of Environment and Energy
  www.environment.gov.au
- Bicycle Network
  www.bicyclenetwork.com.au

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Annexure 13

SHOPFRONT GLAZING CHECKLIST

Shopfront Glazing Design Checklist

The Tenant is required to engage a suitably qualified Structural Glazing / Façade Engineer to consult, design and document the tenancy shopfront glazing installation. All associated costs including Structural Engineers fees are the responsibility of the Tenant.

In addition to the required Building Permit, the Tenant is required to submit structural certification in regards 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 14

TENANCY DESIGN PARAMETERS

Introduction

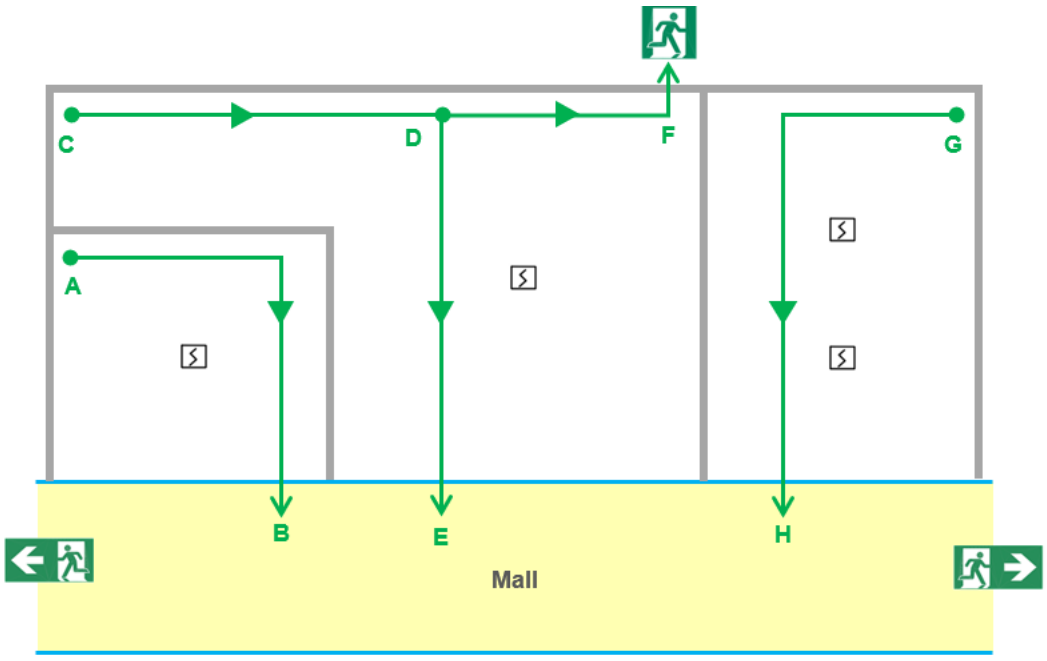
Chatswood Chase is subject to several fire engineering reports (FERs) which include essential fire safety measures relating to the fire-rated structure, fire and smoke separation, evacuation provisions, smoke hazard management, and firefighting provisions.

The fire safety measures outlined below are intended to provide guidance for typical tenancies. This does not provide a comprehensive list of all fire safety measures required to achieve compliance with the National Construction Code or aspects of the FERs.

Before undertaking tenancy fitout works it is essential that the tenancy design is reviewed to confirm consistency with the applicable FERs. This review should be undertaken by an appropriately qualified building surveyor or fire safety engineer.

Exits

1. The following maximum travel distances – including fitout – apply to shops <1000 m^2 opening onto the enclosed mall – see Figure below:
    a. 20 m to a single exit into the mall.
    b. 20 m to a point of choice between alternative exits within the tenancy, in which case the maximum distance to one of those exits must not exceed 40 m. One of the exits may be the main entry of the tenancy, the other must be a required exit as defined by the NCC.
    c. 30 m to a single exit into the mall if additional smoke detectors spaced not more than 10 m apart and not more than 5 m from any wall, bulkhead or partition are provided.
2. The unobstructed exit width from each specialty tenancy (<1000m^2) to the mall must be not less than 1 m.
3. Shops which are only provided with a single exit to the mall must not be fitted with roller shutters unless the shop has an area of less than 200 m^2 allowable under clause D3D24 of the NCC.



Maximum travel distances:
AB = <20 m
CD = <20 m, CDE = <40 m, CDF = <40 m
GH = 20 to 30 m Note: additional smoke detection required

Travel distance requirements for tenancies <1000m^2

Smoke hazard management

4. Smoke detection must be provided in accordance with Clause S20C6 of the NCC which requires detectors to be spaced:
    a. not more than 20 m apart and not more than 10 m from any wall, bulkhead or smoke curtain within tenancies; and
    b. not more than 15 m apart and not more than 7.5 m from any wall, bulkhead or curtain with mall areas

    Note: At least one smoke detector must be provided per tenancy.
5. Continuous smoke proof construction is to be provided between the specialty tenancies and the mall above the mall ceilings – note standard height of shopfront bulkheads to be confirmed.
6. Smoke walls, smoke baffles, and smoke proof shopfronts as identified in smoke zone plans are to be maintained to the underside of the set ceiling or floor slab above (smoke zone plans to be included in FER).
7. Smoke doors incorporated into smoke proof walls must comply with the following:
    a. The leaves must be solid-core and at least 35 mm thick, or are capable of withstanding smoke at 200 °C for 30 minutes.
    b. The leaves must be fitted with medium temperature smoke seals.
    c. The leaves must be self-closing or automatically closing. Any automatic closing operation must be initiated by smoke detectors installed in accordance with the relevant provisions of AS 1670.1-2018, located on each side of the doorway at a horizontal distance of not more than 1.5 m from the doorway.
    d. Any glazing incorporated into the doors must comply with AS 1288.
8. Shopfront entries to retail tenancies at locations that coincide with smoke zone boundaries should be avoided where practical. If such entries – ie glass sliding doors – are provided, the following will apply:
    a. The doors must be self-closing or automatically closing upon fire trip
    b. The doors must be of solid smokeproof construction.
    c. The height of the door must be kept below the smoke baffle height.
    d. Smoke detection is to be provided within the tenancy.
9. Any service penetrations through smoke walls must be appropriately sealed to maintain the integrity of the wall.

Commentary on smoke hazard management strategy for tenancies:

- *The smoke hazard management system serving the mall is primarily intended to maintain a tenable environment in the mall which serves as the primary path of travel for evacuating occupants, particularly during trading hours where the building is occupied by the public.*
- *The use of baffles is limited to circulation areas where it is not practical to provide a full height wall – for example across malls, around voids in malls and major tenancy openings. All baffles are maintained at not more than 3 m above finished floor level and not less than 600 mm below the adjoining ceiling level (where solid) as per the requirements of the FER.*
- *A fire occurring in a specialty tenancy which adjoins a smoke zone boundary can potentially spread smoke into multiple zones. The intent of the strategy is to channel the smoke toward the closest exhaust point via the open shopfront, and to have a smoke proof wall to the other zone.*
- *This is why in some instances for the same tenancy, certain areas of the shopfront are required to be smokeproof whilst other areas may be open. In the fire scenario outlined above, a high-level baffle around the tenancy of fire origin would be ineffective in containing smoke spread to a single zone.*

- *It is assumed that specialty tenancies comprise either:*
  - *Set ceilings with walls continuing to the underside of the ceiling; or*
  - *For tenancies with no ceilings, walls are full height to the underside of the slab.*
- *No minimum shopfront smoke opening requirements apply for tenancies <1,000 m^2 located on levels ground to level 2. For a fire occurring within a tenancy after hours smoke spread to the mall may be limited by the shopfront. However, if the shopfront includes openings, or if the glazing were to fail due to fire exposure, the smoke hazard management system serving the mall would still operate as intended.*

Sprinklers

10. All sprinkler heads must be quick response. Concealed, recessed or flush-mounted sprinkler heads must not be used. Semi-recessed sprinkler heads are considered acceptable provided they achieve a quick response rating.

11. Kiosks with canopies or high-level obstructions below the mall ceiling must be provided with sprinkler coverage in accordance with AS 2118.1-2017. This may require the provision of additional sprinklers below the canopies / obstructions.

Annexure 15

KITCHEN EXHAUST AND CANOPY REQUIREMENTS

Annexure 16

DRAFT OTHER CONTRACTORS DEED

MULTIPLEX

Other Contractor's Deed

Multiplex Constructions Pty Ltd
(ABN 70 107 007 527)
(**Builder**)

[***insert name of Other Contractor – this should be the same as the name in Item 2 of*** **Schedule 1**]

(ABN [***insert ABN of Other Contractor – this should be the same as the ABN in item 2 of*** **Schedule 1**])
(**Other Contractor**)

Other Contractor's Deed

Other Contractor's Deed 2

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Details

Parties

Name	Multiplex Constructions Pty Ltd (ABN 70 107 007 527)
Short form name	**Builder**
Address	Level 22, 135 King Street, Sydney NSW 2000
Notice details	As stated in Item 1 of Schedule 1

Name	The Other Contractor named in Item 2 of Schedule 1
Short form name	**Other Contractor**
Address	As stated in Item 3 of Schedule 1
Notice details	As stated in Item 4 of Schedule 1

Background

A The Builder is appointed the builder under a contract (**"D&C"**) dated the date stated in Item 6 of Schedule 1 with the Principal named in Item 5 of Schedule 1 (**Principal**) to carry out the works for the project described in Item 7 of Schedule 1 (**Works**).

B ***[Option1 (delete if not applicable): For Principal engaged OC:*** The Other Contractor has been appointed under a contract (**Other Contract**) with the Principal to undertake certain works on the Site (**Other Contractor Works**).***]***

C ***[Option 2 (delete if not applicable): For Tenant engaged OC:*** The Principal has entered into a lease agreement with [insert] ("Tenant") to lease [insert] to the Tenant.

D The Other Contractor has been appointed under a contract (**Other Contract**) with the Tenant to undertake certain works on the Site (**Other Contractor Works**).***]***

Agreed terms

1. Defined terms and interpretation

1.1 Definitions

In this deed, the following words have the following meanings:

Authority means any government, semi-government, local government, statutory, public, ministerial, administrative, fiscal or judicial body, department, commission, authority, tribunal, agency or entity.

business day means any day other than a Saturday, Sunday or public holiday in the capital city of the state or territory indicated in Item 8 of Schedule 1.

construction project has the same meaning given to that term in the WHS Law.

Other Contractor's Employees means each of the Other Contractor's employees, agents, contractors, subcontractors, consultants, suppliers and authorised officers.

principal contractor has the same meaning given to that term in the WHS Law.

Project Site means the area identified in the plan attached at Schedule 2 and at all times excluding the Site.

Site means the area identified in the plan attached at Schedule 3 being the site where the Other Contractor will carry out the Other Contractor Works and at all times excluding the Project Site.

WHS Law means the legislation and codes of practices relating to work health and safety including the Work Health and Safety Act 2011 (NSW) and the Work Health and Safety Regulation 2011 (NSW),as amended or replaced from time to time.

1.2 Interpretation

In this deed, except where the context otherwise requires:

(a) the singular includes the plural and vice versa, and a gender includes other genders;

(b) another grammatical form of a defined word or expression has a corresponding meaning;

(c) a reference to a clause, paragraph, schedule, information table or annexure is to a clause or paragraph of, or schedule or information table or annexure to, this deed, and a reference to this deed includes any schedule or annexure;

(d) a reference to a document or instrument includes the document or instrument as novated, altered, supplemented or replaced from time to time;

(e) a reference to **"A$"**, **"$A"**, **"dollar"** or **"$"** is to Australian currency;

(f) a specific time for complying with an obligation is to that time in the place where that obligation is to be complied with;

(g) a reference to a party is to a party to this deed, and a reference to a party to a document includes the party's executors, administrators, successors and permitted assigns and substitutes;

(h) a reference to a person includes a natural person, partnership, body corporate, association, governmental or local authority or agency or other entity;

(i) a reference to a statute, ordinance, code or other law includes regulations and other instruments under it and consolidations, amendments, re-enactments or replacements of any of them;

(j) the meaning of general words is not limited by specific examples introduced by **"including"**, **"for example"**, or similar expressions;

(k) any agreement, representation, warranty or indemnity by two or more parties (including where two or more persons are included in the same defined term) binds them jointly and severally;

(l) any agreement, representation, warranty or indemnity in favour of two or more parties (including where two or more persons are included in the same defined term) is for the benefit of them jointly and severally;

(m) a rule of construction does not apply to the disadvantage of a party because the party was responsible for the preparation of this deed or any part of it;

(n) if a day on or by which an obligation must be performed or an event must occur is not a business day, the obligation must be performed or the event must occur by the next business day;

(o) headings are for ease of reference only and do not affect interpretation;

(p) any provision of this deed which is prohibited or unenforceable in any jurisdiction is, as to that jurisdiction, ineffective only to the extent of that prohibition or unenforceability and does not invalidate the remaining provisions of this deed or affect the validity or enforceability of the provisions in any other jurisdiction. This clause 1.2(p) will not apply if its application would materially affect the legal or commercial arrangements intended to operate; and

(q) each indemnity in this deed is a continuing obligation, separate and independent from the other obligations of the party indemnifying and continues after completion or termination. It is not necessary for the other party to incur expense or make payment before enforcing a right or indemnity under this deed.

2. Access

2.1 Access to Project Site

(a) The Other Contractor acknowledges that the Builder has access to, and management and control of, the Project Site to carry out the Works pursuant to the D&C.

(b) Subject to reasonable notice being given to the Builder by the Other Contractor prior to the date on which the Other Contractor requires access to the Project Site, the Builder must give the Other Contractor access through those parts of the Project Site which are necessary for access to and egress from the Site.

2.2 Access conditions

(a) In circumstances where the Other Contractor's Employees are required to pass through the Project Site for access to and egress from the Site, or are otherwise required to access the Project Site, the Other Contractor will and will procure that the Other Contractor's Employees will:

(i) use only the entrances, exits and paths in the Project Site allocated from time to time by the Builder, having regard to the requirements of the Works and the Other Contractor Works;

(ii) not unreasonably impede or prevent the Builder's or any other party’s use of these entrances, exits and paths;

(iii) comply with all relevant and appropriate site management requirements of the Builder including any work health and safety plans relevant to the Project Site;

(iv) comply in a timely manner with all directions of the Builder so that the Builder discharges its obligations as principal contractor, as the case may be, of the Project Site; and

(v) consult, cooperate and coordinate activities with the Builder at all times so that access to and passage through the Project Site may be conducted in a safe manner.

(b) The Other Contractor acknowledges and agrees that:

(i) the Builder may exclude the Other Contractor or any Other Contractor's Employees from the Project Site (including for the purposes of passing through the Project Site to access the Site) for work health and safety reasons; and

(ii) the Builder may direct the Other Contractor or any Other Contractor's Employees to perform or not perform certain acts on the Project Site for work health and safety reasons.

2.3 Builder's access to the Site

(a) The Builder acknowledges that the Other Contractor has access to, and management and control of, the Site to carry out the Other Contractor Works.

(b) The Other Contractor must give the Builder access through the Site at any time where required by the Builder subject to the Builder's compliance with its obligations in this deed.

(c) Where the Builder requires access to the Site, the Builder will and will procure that its employees, contractors and agents will where possible:

(i) use the entrances, exits and paths in the Site allocated from time to time by the Other Contractor;

(ii) not unreasonably impede or prevent the Other Contractor's use of these entrances, exits and paths;

(iii) comply with all relevant and appropriate site management requirements of the Other Contractor to the extent it is not inconsistent with the site requirements and other obligations of the Builder;

(iv) comply in a timely manner with the directions of the Other Contractor so that the Other Contractor is able to discharge its obligations as principal contractor of the Site; and

(v) consult, cooperate and coordinate activities with the Other Contractor at all times so that access to and passage through the Site may be conducted in a safe manner.

3. Co-operation and co-ordination

3.1 Co-operation

Each party must do everything necessary or appropriate to:

(a) co-operate with each other;

(b) not unreasonably interfere with or disrupt, delay or hinder each other or prevent each other from carrying out its respective works or cause each other to incur additional cost;

(c) ensure that its consultants, subcontractors, suppliers, agents, contractors, authorised officers and employees comply with clauses 3.1(a) and 3.1(b); and

(d) co-ordinate its works with the other's works to ensure that the other party's right to access or use the Project Site is not impeded or prevented.

3.2 Other contractors

(a) The Other Contractor acknowledges that there will be other contractors carrying out works on the Project Site from time to time. The Other Contractor must do everything necessary or appropriate to:

(i) co-operate with the other contractors;

(ii) not unreasonably interfere with or disrupt, delay or hinder the other contractors or prevent them from carrying out works or performing services or cause them to incur additional cost;

(iii) ensure that the Other Contractor Employee's comply with clauses 3.2(a)(i) and 3.2(a)(ii); and

(iv) co-ordinate the Other Contractor Works with the works and activities of other contractors to ensure that the other contractor's right to access or use of the Project Site is not impeded or prevented.

(b) The Builder must use its reasonable endeavours to ensure that other contractors which it admits to the Project Site do everything necessary or appropriate to:

(i) co-operate with the Other Contractor;

(ii) not unreasonably delay the Other Contractor or prevent or hinder the Other Contractor from carrying out the Other Contractor Works or performing services or cause the Other Contractor to incur additional cost;

(iii) ensure that their consultants, subcontractors, suppliers, agents, contractors, authorised officers and employees comply with clauses 3.2(b)(i) and 3.2(b)(ii); and

(iv) co-ordinate their works with the Other Contractor Works and the activities of the Other Contractor to ensure that the Other Contractor's access to the Project Site is not impeded or prevented.

4. Site co-ordination meetings

4.1 Meetings

The Builder may:

(a) convene and chair Project Site co-ordination meetings;

(b) record minutes at the Project Site co-ordination meetings; and

(c) distribute those minutes as soon as practicable after the Project Site co-ordination meeting.

4.2 Objectives

The objectives of the Project Site co-ordination meetings include the exchange of information on the progress and programming of the Other Contractor Works to ensure that the Builder has sufficient notice of the times and periods in which the Other Contractor will require access to the Project Site.

4.3 Attendance

(a) The Builder must give the Other Contractor reasonable notice of any Project Site co-ordination meeting that the Other Contractor is required to attend.

(b) Subject to clause 4.3(a), each party must:

(i) attend the Project Site co-ordination meetings at the times required by the Builder; and

(ii) arrange for its relevant subcontractors to attend the Project Site co-ordination meetings. .

5. Delay

5.1 Reasonable steps

Each party must take reasonable steps to avoid causing delay to the other.

6. Site establishment and requirements

6.1 Employee registration

(a) The Other Contractor must provide the Builder with written notification of the names of all Other Contractor's Employees attending the Site and requiring access to the Project Site.

(b) No Other Contractor's Employees will be permitted on the Project Site until they have attended and satisfactorily completed a formal site specific induction prior to their access to the Project Site. No Other Contractor's Employees will be permitted to attend a site induction until the following have been submitted to the Builder:

(i) details for each and every Other Contractor's Employee of satisfactory completion of a course in safety awareness training supplied by a training provider registered pursuant to the WHS Law;

(ii) evidence of the insurances required under clause 12; and

(iii) payment of fees to the Builder and reimbursement of costs for security passes provided by the Builder.

(c) The items referred to in clause 6.1(b) must be prepared and supplied at the Other Contractor’s cost.

(d) All operators of equipment referred to in clause 2.3 of the National Occupational Health and Safety Certification Standard for Users and Operators of Industrial Equipment [NOHSC:1006 (2001)], and those otherwise required by law to be certified, must produce the relevant certificate as prescribed by the relevant law or standard as a condition precedent to access to the Project Site.

6.2 Not used

6.3 Rubbish

(a) The Other Contractor must:

(i) place all rubbish (but not recyclables) into the bins provided by the Builder on the Site;

(ii) not abandon, discard or dispose of any rubbish or materials on the Project Site;

(iii) maintain the Site to a standard sufficient for the requirements of the WHS Law.

(b) If the Other Contractor fails to comply with this clause 6.3 the Builder may rectify this default which will result in corrective action being taken by the Builder at the Other Contractor’s cost.

7. Work health and safety

7.1 Principal contractor arrangements for the Site

Other Contractor as principal contractor of Site

(a) The Other Contractor warrants to the Builder that:

(i) the [***Option 1: delete if not applicable:*** Principal] [***Option 2: delete if not applicable:*** Tenant] has engaged the Other Contractor as principal contractor in respect of the Other Contractor Works and the Site;

(ii) the [***Option 1: delete if not applicable:*** Principal] [***Option 2: delete if not applicable:*** Tenant] has authorised the Other Contractor to have management and control of the Site and to discharge the duties of a principal contractor under the WHS Law; and

(iii) the Other Contractor has accepted the engagement as principal contractor and agrees to discharge the duties imposed on a principal contractor by the WHS Law in respect of the Other Contractor Works and the Site.

(b) The parties acknowledge and agree that:

(i) the Builder is engaged as principal contractor in respect of the Works and the Project Site only;

(ii) the Other Contractor is engaged as principal contractor in respect of the Other Contractor Works and the Site only;

(iii) the Works and the Other Contractor Works are separate construction projects for the purpose of the WHS Law; and

(iv) the Other Contractor is solely responsible for:

(A) all work health and safety matters relating to the Other Contractor Works and the Site; and

(B) compliance with the WHS Law in respect of the Other Contractor Works and the Site.

Builder as principal contractor of Project Site

(c) The Other Contractor acknowledges and agrees that:

(i) the Builder is engaged and authorised by the Principal to control all access to, and egress from, the Project Site; and

(ii) the Builder as principal contractor of the Project Site, may impose such controls on access to, and egress from, the Project Site as the Builder reasonably considers appropriate to ensure its compliance with:

(A) the law, including the WHS Law;

(B) any Authority requirements; and

(C) any reasonable requirements imposed by the Builder's insurers.

7.2 Not used

7.3 Not used

7.4 General obligations

The Other Contractor must:

(a) in carrying out the Other Contractor Works, or causing the Other Contractor Works to be carried out, comply with the WHS Law;

(b) do all things necessary to assist the Builder and refrain from doing anything that may impede the Builder in discharging its obligations under all WHS Law, in relation to the Works and the Project Site; and

(c) notify the Builder immediately (and in any event, within 12 hours of such matter arising) of all work health and safety matters arising out of, or in any way in connection with, the Other Contractor's activities, the Other Contractor Works or the Site which has or may have an effect on the Project Site, the Works or the Builder's obligations under the WHS Law.

7.5 Indemnity

To the full extent permitted by law, the Other Contractor indemnifies the Builder, and agrees to keep the Builder always indemnified, against all claims for costs, expenses, fines, losses or damages, which the Builder may become liable for, suffer or incur, in connection with or arising from any breach by the Other Contractor or the Other Contractor's Employees of their contractual or legislative work health and safety obligations, and any failure by the Other Contractor or the Other Contractor's Employees to comply with any direction given by the Builder in respect of the Project Site.

8. Protection of works

(a) The Other Contractor is, in carrying out the Other Contractor Works, responsible for ensuring that neither it nor the Other Contractor's Employees cause damage to the Works on the Project Site or the Works on the Site.

(b) The Other Contractor will be charged the reasonable costs of rectification of damage which it or the Other Contractor's Employees cause to the Works.

(c) The Other Contractor shall not alter the Works.

9. Materials handling

The Other Contractor shall make all deliveries as reasonably directed by the Builder.

10. Security

This clause applies if Item 9 of Schedule 1 states that it applies.

If, acting reasonably, the Builder determines that security is required from the Other Contractor in connection with performance of the Other Contractor's obligations under this deed, then prior to commencement of the Other Contractor Works and access to the Project Site, the Other Contractor must provide to the Builder security in the amount stated in Item 9 of Schedule 1 in a form, and from an institution, acceptable to the Builder, acting reasonably.

The Builder shall be entitled to have recourse to the security:

(a) to satisfy any debt or amount owing from the Other Contractor to the Builder under this deed; or

(b) to satisfy any bona fide claim the Builder may have against the Other Contractor.

Unless the Builder has a right to recourse, it will release the security within 5 business days of the Other Contractor providing to the Builder evidence that the Other Contractor Works have achieved practical completion under the Other Contract and that the Other Contractor does not require any further access to the Project Site or the Site.

11. Indemnity

The Other Contractor indemnifies the Builder against all costs, losses, expenses and damages arising out of or in connection with actions of the Other Contractor or the Other Contractor's Employees causing or contributing to any injury, loss or damage to any person or property (real or personal).

The Builder will not be liable for any loss, claim or proceeding in respect of any injury, loss or damage to any person or property (real or personal), insofar as such injury, loss or damage arises out of or in connection with the execution of the Other Contractor Works (except to the extent that such injury, loss or damage is caused or contributed to by the wilful or negligent act or omission of the Builder or as a result of the Other Contractor complying with instructions or directions issued by the Builder (other than instructions or directions issued by the Builder arising from the Other Contractor's breach or default under this deed)), and the Other Contractor indemnifies the Builder in this respect.

The Other Contractor warrants that:

(a) it has inspected the Project Site, the Site and their surroundings and made due allowance to complete the Other Contractor Works without damaging the Works or delaying the Builder in the performance of the Works; and

(b) the Other Contractor's Employees will comply at all times with all instructions and directions issued by the Builder in accordance with this deed.

12. Insurance

Prior to the commencement of the Other Contractor Works and the Other Contractor's access to the Project Site, the Other Contractor must:

(a) have in place:

(i) broad form public and products liability insurance written on an occurrence basis with a limit of indemnity of not less than the amount specified in Item 10 of Schedule 1 for any one occurrence (and also in the aggregate for all occurrences in any one 12 month policy period with respect to products liability), which covers the liability of the Other Contractor and the Other Contractor's Employees, whether owed in contract or otherwise, in respect of:

(A) loss of, damage to, or loss of use of, any real or personal property; and

(B) personal injury to, disease or illness (including mental illness) of, or death of, any person,

arising out of, or in connection with, the performance of the Other Contractor Works;

(ii) insurance with a limit of indemnity of not less than the amount specified in Item 11 of Schedule 1 for any one occurrence, which covers third party property damage related to any plant or vehicles (registered or unregistered) used in connection with the Other Contractor Works and which also covers injury to, illness of, or death of, any person related to any unregistered plant or vehicles used in the performance of the Other Contractor Works;

(iii) compulsory third party motor vehicle insurance as required by law in respect of all registered vehicles used in connection with the Other Contractor Works; and

(iv) workers compensation insurance as required by law; and

(b) provide to the Builder's satisfaction, evidence of such insurance.

13. Dispute resolution

13.1 First stage

If a dispute arises between the parties in relation to any matter under this deed, the parties agree that they must use their best endeavours to resolve the dispute as follows:

(a) any party seeking resolution of a dispute must give written notice to the other party and the parties' representatives must meet within 3 business days after that notice is given to attempt to resolve the dispute;

(b) if, by the expiry of the 3 business day period referred to in clause 13.1(a), the dispute is not resolved or the parties do not meet as required by clause 13.1(a), then the chief executive officers of the parties must meet and use their best endeavours to resolve the dispute within a further 3 business day period commencing on the date of expiry of the period referred to in clause 13.1(a); and

(c) if the dispute is not resolved or if the chief executive officers have not met within the time contemplated by and otherwise in accordance with clause 13.1(b), any party may, by giving written notice to the other party, refer the dispute for determination under clause 13.2.

13.2 Expert determination

Clauses 13.2(a) to 13.2(h) apply in the case of any dispute referred for determination under this clause 13.2.

(a) The dispute must be referred to a person agreed on by the parties but if the parties do not agree within 5 business days after the dispute is referred for determination in accordance with clause 13.113.1(c), then to a person appropriately qualified to deal with the dispute appointed at the request of either party by the president of the Law Society of the state or territory stated in Item 8 of Schedule 1 (**Expert**).

(b) A person will be appropriately qualified as an Expert for the purposes of this clause 13.2 if he or she:

(i) has the requisite professional or academic qualifications;

(ii) is a principal or partner of a major firm in the CBD of the capital city of the state or territory stated in Item 8 of Schedule 1 dealing with matters the subject of the dispute; and

(iii) has had not less than 10 years experience in dealing with matters the subject of the dispute.

(c) The Expert will:

(i) act as an expert and not as an arbitrator;

(ii) proceed in any manner he or she thinks fit;

(iii) conduct any investigation which he or she considers necessary to resolve the dispute or difference;

(iv) examine such documents, and interview such persons, as he or she may require; and

(v) make such directions for the conduct of the determination as he or she considers necessary.

(d) The Expert must:

(i) disclose to the parties any interest he or she has in the outcome of the determination; and

(ii) not communicate with one party to the determination without the knowledge of the other.

(e) Each party will:

(i) bear its own costs in respect of any expert determination; and

(ii) pay the expert's costs in accordance with his or her direction as to such payment.

(f) Unless otherwise agreed between the parties, the Expert must notify the parties of his or her decision regarding an expert determination conducted under this clause 13.2 within 20 business days from the acceptance by the expert of his or her appointment.

(g) The Expert will not be liable to the parties for any loss, cost, expense or damage arising out of or in connection with the expert determination process, except in the case of fraud.

(h) The determination of the Expert:

(i) must be in writing; and

(ii) will be final and binding.

13.3 Not used

14. GST

(a) If any party (**Supplier**) makes a supply under or in connection with this deed upon which GST is payable:

(i) the consideration payable or to be provided for that supply but for this clause (**GST exclusive consideration**) is increased by, and the recipient must also pay to the Supplier, an amount equal to the GST payable on the supply (**GST Amount**); and

(ii) the recipient must pay the GST Amount to the Supplier at the same time as the GST exclusive consideration, provided that the Supplier has issued a tax invoice to the recipient for the relevant supply.

(b) If a payment to a party under this deed is a reimbursement or indemnification, calculated by reference to a loss, cost or expense incurred by that party, then the payment will be reduced by the amount of any input tax credit to which that party is entitled in respect of the acquisition to which that loss, cost or expense relates.

(c) Words or expressions used in this clause 14 which are defined in the *A New Tax System (Goods and Services Tax) Act* (Cth) 1999 have the same meaning in this clause.

(d) If a payment to be made under or in connection with this deed is calculated by reference to or as a specified percentage of another amount or revenue stream, that payment shall be calculated by reference to or as a specified percentage of the amount or revenue stream exclusive of any GST component.

(e) If, following the payment of an additional amount pursuant to clause 14(a) in relation to a supply made by the Supplier, the GST payable by the Supplier in respect of that supply (taking into account any increasing and/or decreasing adjustments relevant to that supply)

varies from the additional amount paid by the Recipient under clause 14(a) in respect of that supply such that:

(i) the Supplier is required to pay a further amount of GST in respect of that supply; or

(ii) the Supplier receives a refund or credit of the whole or any part of the GST paid by the Supplier in relation to that supply,

then the Supplier will provide a corresponding refund or credit to, or will be entitled to receive the amount of that variation from, the Recipient (as appropriate). For the purposes of calculating variations under this clause 14(e), any additional amount payable pursuant to clause 14(a) shall be adjusted to take account of an earlier variation made pursuant to this clause.

15. General

15.1 Governing law

(a) This deed is governed by the law applicable in the state or territory where the Project Site is located. .

(b) Each party irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts of the state or territory where the Project Site is located.

15.2 Counterparts

This deed may consist of a number of counterparts and all those counterparts taken together are regarded as one document.

15.3 Severability

A term or part of a term of this deed that is illegal or unenforceable may be severed from this deed and the remaining terms or parts of the term of this deed continue in force.

15.4 Amendment

The deed may be amended only by another deed executed by all parties who may be affected by the amendment.

15.5 Waiver

A party does not waive a right, power or remedy if it fails to exercise or delays in exercising the right, power or remedy. A single or partial exercise of a right, power or remedy does not prevent another or further exercise of that or another right, power or remedy. A waiver of a right, power or remedy must be in writing and signed by the party giving the waiver.

15.6 Notices

All notices, requests, demands, consents, approvals, agreements or other communications to or by a party to this deed:

(a) must be in writing; and

(b) must be signed by the sender, or if a company, by an authorised officer,

(c) and will be taken to be duly given or made (in the case of delivery in person or by post or facsimile transmission) when delivered, received or left at the address of the recipient shown in this deed or to any other address which it may have notified the sender, but if delivery or receipt is on a day which is not a business day or is later than 4pm (local time), it will be taken to have been duly given or made on the next business day.

15.7 Further action

Each party must use reasonable efforts to do all things necessary or desirable to give full effect to this document.

15.8 Stamp duty

All stamp duty on this deed must be paid by the Other Contractor.

Schedule 1 – Particulars

Item No.	Clause	Information
1.	Builder's Notice Details:	Phone: [***insert***] Fax: [***insert***] Email: [***insert***]
2.	Other Contractor:	[***insert name and ABN of Other Contractor***]
3.	Other Contractor's Address:	[***insert***]
4.	Other Contractor's Notice Details:	Phone: [***insert***] Fax: [***insert***] Email: [***insert***]
5.	Principal:	[***insert name and ABN of Principal***]
6.	Date of Contract between Builder and Principal:	[***insert date***]
7.	Project:	[***insert description of Project***]
8.	Location of Works and Other Contractor Works: (clause 1.1 and 13.213.2(b))	[***tick the applicable location of Works and Other Contractor Works***] ☐ Australian Capital Territory ☐ New South Wales ☐ Northern Territory ☐ Queensland ☐ South Australia ☐ Tasmania ☐ Victoria ☐ Western Australia
9.	Security (clause 10)	☐ Applies (in which case clause 10 applies) $ [***insert***] per day ☐ Does not apply (in which case clause 10 does not apply)
10.	Value of public and products liability insurance (clause 1212(a)(i))	$ [***insert***] ($20 million unless otherwise stated)
11.	Value of insurance to cover third party property damage related to any plant or vehicles (clause 12(a)(ii))	$ [***insert***] ($20 million unless otherwise stated)

Schedule 2 – Project Site plan (clause 1.1)

[***Insert plan of Project Site, which should not include the Site where the Other Contractor will carry out the Other Contractor Works***.]

Schedule 3 – Site plan (clause 1.1)

[***Insert plan of Site where the Other Contractor will carry out the Other Contractor Works***.]

Signing page

EXECUTED as a deed on_____(***insert date***).

Executed by **Multiplex Constructions Pty Ltd ABN 70 107 007 527** in accordance with Section 127 of the *Corporations Act 2001*

_____ ←	_____ ←
Signature of director	Signature of director/company secretary (Please delete as applicable)
_____	_____
Name of director (print)	Name of director/company secretary (print)

Executed by the Other Contractor in accordance with Section 127 of the *Corporations Act 2001*

_____ ←	_____ ←
Signature of director	Signature of director/company secretary (Please delete as applicable)
_____	_____
Name of director (print)	Name of director/company secretary (print)

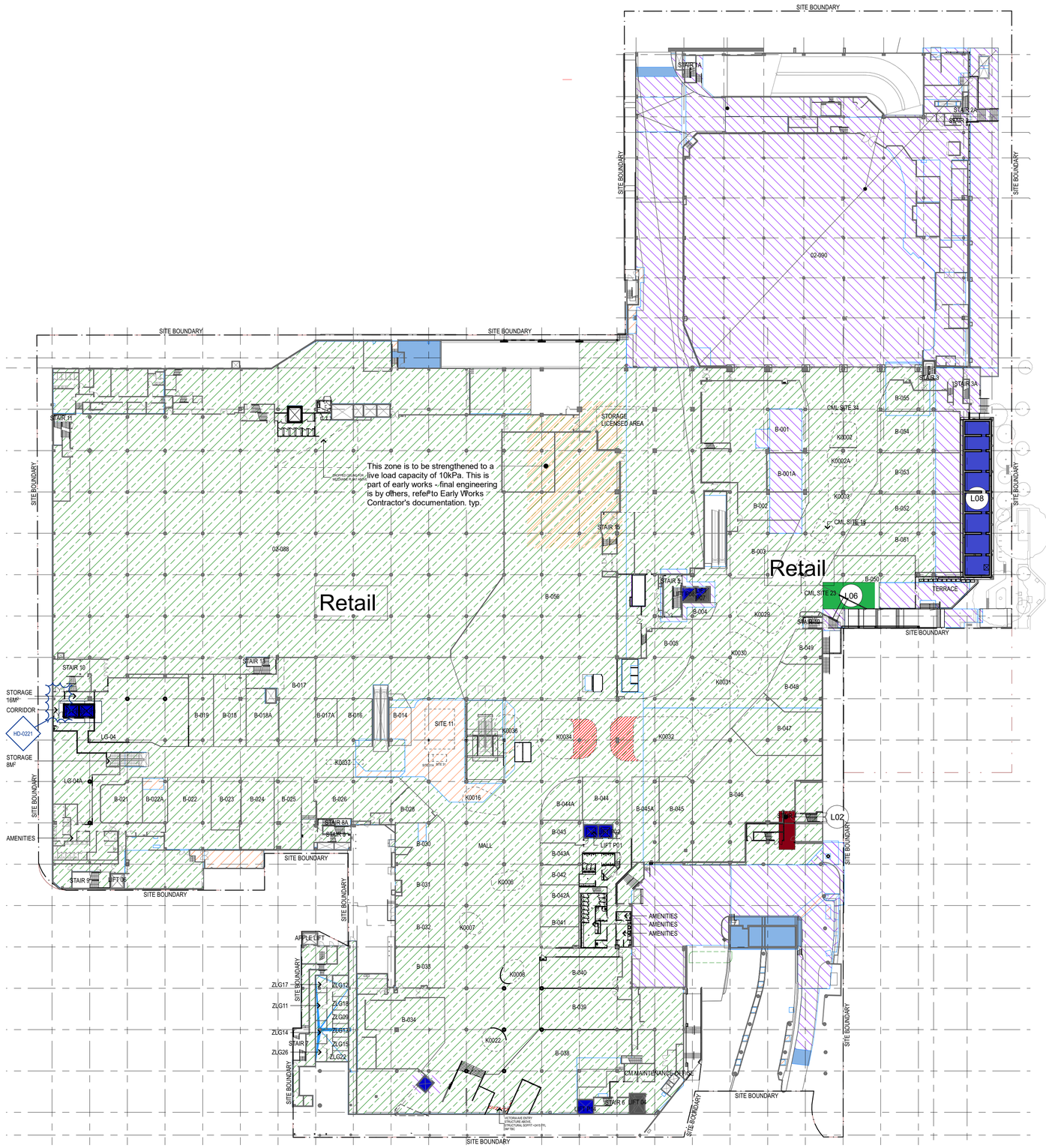
Annexure 17

STRUCTURAL SLAB LOADINGS

Loading Legend UNO On Plan				
Mark	Loading Type	SDL (kPa)	LL (kPa)	Notes
L01	Car Parking	0.50	2.50	
L02	Stairs and Landing	0.25	4.00	
L03	Store (Light Usage)	0.50	5.00	
L06	Corridors / Circulation	2.50	5.00	Retail loading adopted for corridors within main mall
L07	Retail	2.50	5.00	
L08	OSD Tank		65.00	Refer to CJA documentation (CJ Arms-GCOR-000063)
L09	Mezzanine Plantroom		5.00	5.00 kPa generally, 2.00 kPa at AHU mezzanine plantrooms
L10	Toilet	1.50	2.50	
L11	Ramp	0.50	2.50	
L12	CM Storage	0.50	5.00	
L15	Plant Areas	2.50	5.00	
L16	Commercial	1.50	3.00	Compactus is excluded
L17	Steel Roof	0.80	0.25	UNO on plan
L18	Terrace	2.30	4.00	Refer to landscape documentation (LatStu-TRANSMIT-000013)
L19	Generator			Refer to NDY electrical documentation (NDY-TRANSMIT-000008)
L20	Pergola (steel secondary)	0.10	0.50	
L21	Pergola (polycarbonate)	0.60	0.25	
L22	450 lightweight podium soil	1.30	10.30	Refer to landscape documentation (LatStu-TRANSMIT-000013)
L23	900 lightweight planter	1.30	12.60	Refer to landscape documentation (LatStu-TRANSMIT-000013)
L24	Concrete seating 450x650	7.50		
L25	Concrete Seating 900x650	15.00		
L26	Havillar Crash Deck	2.50	10.00	
L27	End of Trip Facilities	2.00	3.00	

Existing Building Loading Legend UNO On Plan			
Mark	Year	Carpark Load	Retail Load
	1981	Design Load = 3.15 kPa	Design Load = 5.00 kPa
	1995	Live Load = 3.00 kPa	Live Load = 5.00 kPa
	2007	Super Imposed Dead Load = 0.50 kPa Live Load = 2.50 kPa	Super Imposed Dead Load = 2.50 kPa Live Load = 5.00 kPa

NOTE: THE LOADING INFORMATION SHOWN IS FOR INFORMATION ONLY AND NOT TO BE RELIED ON FOR ANY OTHER PURPOSE AND IS TAKEN FROM ARUP DRAWING SE-ARP-DRG-001002[D]. WEBBER ARE NOT RESPONSIBLE FOR ANY ERRORS OR OMISSIONS. REFER TO LATEST ARUP SE-ARP-DRG-001002 TO CONFIRM LOADING INFORMATION IF FOR ANY OTHER USE.



Loading Legend UNO On Plan

Mark	Loading Type	SDL (kPa)	LL (kPa)	Notes
L01	Car Parking	0.50	2.50	
L02	Stairs and Landing	0.25	4.00	
L03	Store (Light Usage)	0.50	5.00	
L06	Corridors / Circulation	2.50	5.00	Retail loading adopted for corridors within main mall
L07	Retail	2.50	5.00	
L08	OSD Tank		65.00	Refer to CJA documentation (CJ Arms-GCOR-000063)
L09	Mezzanine Plantroom		5.00	5.00 kPa generally, 2.00 kPa at AHU mezzanine plantrooms
L10	Toilet	1.50	2.50	
L11	Ramp	0.50	2.50	
L12	CM Storage	0.50	5.00	
L15	Plant Areas	2.50	5.00	
L16	Commercial	1.50	3.00	Compactus is excluded
L17	Steel Roof	0.80	0.25	UNO on plan
L18	Terrace	2.30	4.00	Refer to landscape documentation (LatStu-TRANSMIT-000013)
L19	Generator			Refer to NDY electrical documentation (NDY-TRANSMIT-000008)
L20	Pergola (steel secondary)	0.10	0.50	
L21	Pergola (polycarbonate)	0.60	0.25	
L22	450 lightweight podium soil	1.30	10.30	Refer to landscape documentation (LatStu-TRANSMIT-000013)
L23	900 lightweight planter	1.30	12.60	Refer to landscape documentation (LatStu-TRANSMIT-000013)
L24	Concrete seating 450x650	7.50		
L25	Concrete Seating 900x650	15.00		
L26	Havillar Crash Deck	2.50	10.00	
L27	End of Trip Facilities	2.00	3.00	

Existing Building Loading Legend UNO On Plan

Mark	Year	Carpark Load	Retail Load
	1981	Design Load = 3.15 kPa	Design Load = 5.00 kPa
	1995	Live Load = 3.00 kPa	Live Load = 5.00 kPa
	2007	Super Imposed Dead Load = 0.50 kPa Live Load = 2.50 kPa	Super Imposed Dead Load = 2.50 kPa Live Load = 5.00 kPa

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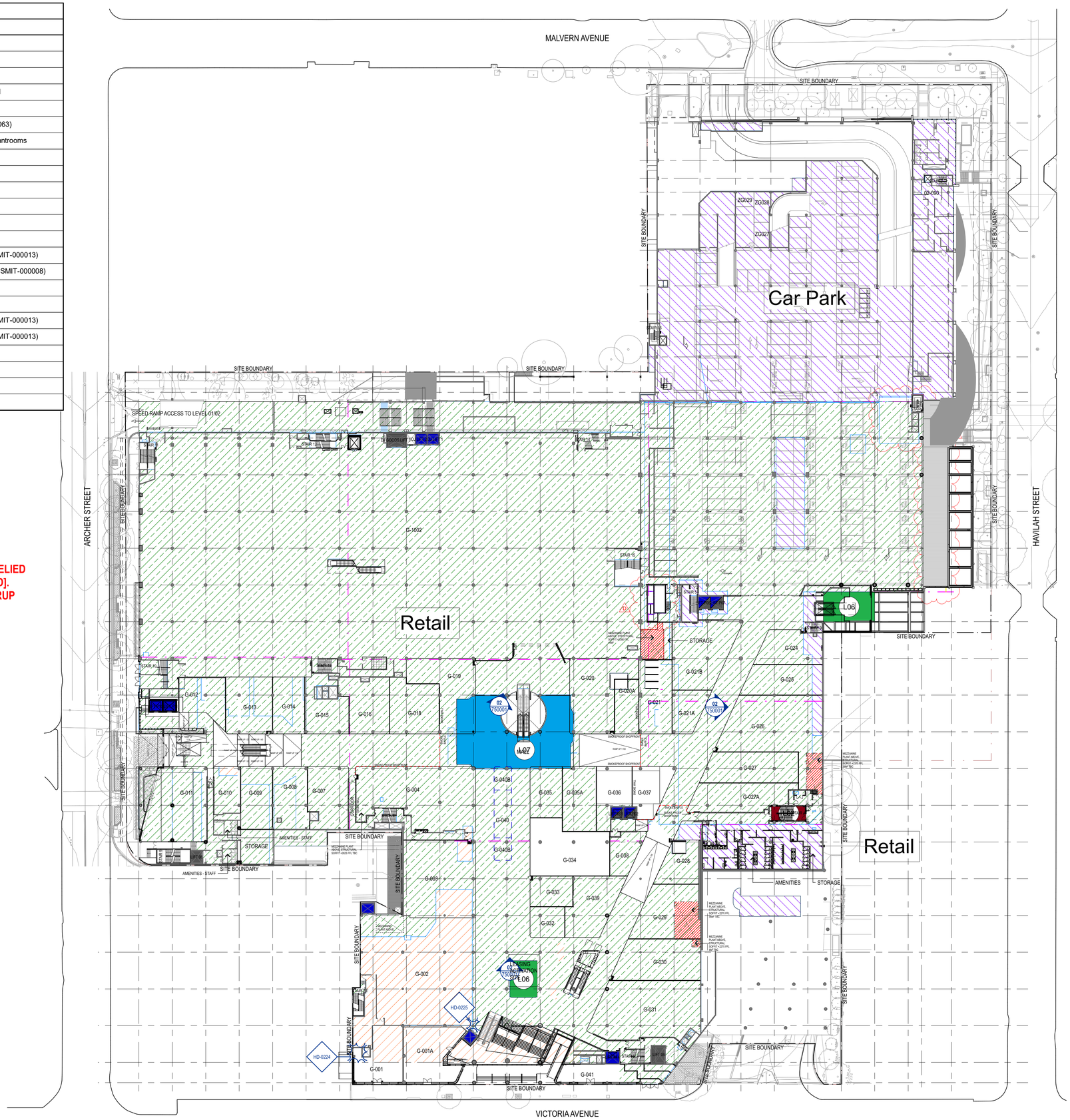

Loading Legend UNO On Plan

Mark	Loading Type	SDL (kPa)	LL (kPa)	Notes
L01	Car Parking	0.50	2.50	
L02	Stairs and Landing	0.25	4.00	
L03	Store (Light Usage)	0.50	5.00	
L06	Corridors / Circulation	2.50	5.00	Retail loading adopted for corridors within main mall
L07	Retail	2.50	5.00	
L08	OSD Tank		65.00	Refer to CJA documentation (CJ Arms-GCOR-000063)
L09	Mezzanine Plantroom		5.00	5.00 kPa generally, 2.00 kPa at AHU mezzanine plantrooms
L10	Toilet	1.50	2.50	
L11	Ramp	0.50	2.50	
L12	CM Storage	0.50	5.00	
L15	Plant Areas	2.50	5.00	
L16	Commercial	1.50	3.00	Compactus is excluded
L17	Steel Roof	0.80	0.25	UNO on plan
L18	Terrace	2.30	4.00	Refer to landscape documentation (LatStu-TRANSMIT-000013)
L19	Generator			Refer to NDY electrical documentation (NDY-TRANSMIT-000008)
L20	Pergola (steel secondary)	0.10	0.50	
L21	Pergola (polycarbonate)	0.60	0.25	
L22	450 lightweight podium soil	1.30	10.30	Refer to landscape documentation (LatStu-TRANSMIT-000013)
L23	900 lightweight planter	1.30	12.60	Refer to landscape documentation (LatStu-TRANSMIT-000013)
L24	Concrete seating 450x650	7.50		
L25	Concrete Seating 900x650	15.00		
L26	Havillar Crash Deck	2.50	10.00	
L27	End of Trip Facilities	2.00	3.00	

Existing Building Loading Legend UNO On Plan

Mark	Year	Carpark Load	Retail Load
	1981	Design Load = 3.15 kPa	Design Load = 5.00 kPa
	1995	Live Load = 3.00 kPa	Live Load = 5.00 kPa
	2007	Super Imposed Dead Load = 0.50 kPa Live Load = 2.50 kPa	Super Imposed Dead Load = 2.50 kPa Live Load = 5.00 kPa

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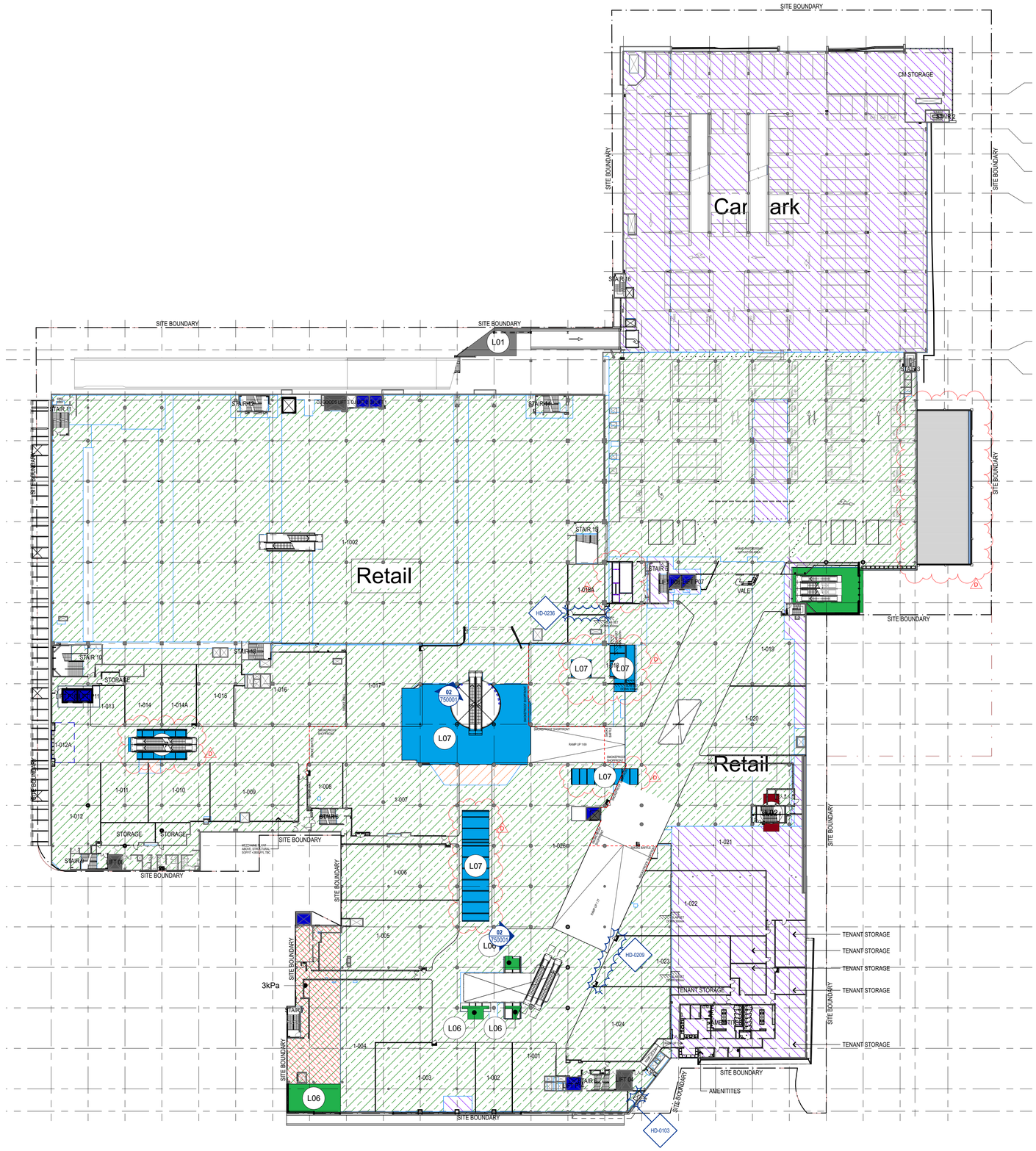

WEBBER

CHATSWOOD CHASE
345 VICTORIA AVENUE CHATSWOOD NSW 2067

LEASING PLAN - LEVEL 01 SIMPLE WITH LOADING PLAN OVERLAY
23300 EA-WEA-SK-0412 P01 21/5/2024

SCALE @ A1: 1:500

Loading Legend UNO On Plan				
Mark	Loading Type	SDL (kPa)	LL (kPa)	Notes
L01	Car Parking	0.50	2.50	
L02	Stairs and Landing	0.25	4.00	
L03	Store (Light Usage)	0.50	5.00	
L06	Corridors / Circulation	2.50	5.00	Retail loading adopted for corridors within main mall
L07	Retail	2.50	5.00	
L08	OSD Tank		65.00	Refer to CJA documentation (CJ Arms-GCOR-000063)
L09	Mezzanine Plantroom		5.00	5.00 kPa generally, 2.00 kPa at AHU mezzanine plantrooms
L10	Toilet	1.50	2.50	
L11	Ramp	0.50	2.50	
L12	CM Storage	0.50	5.00	
L15	Plant Areas	2.50	5.00	
L16	Commercial	1.50	3.00	Compactus is excluded
L17	Steel Roof	0.80	0.25	UNO on plan
L18	Terrace	2.30	4.00	Refer to landscape documentation (LatStu-TRANSMIT-000013)
L19	Generator			Refer to NDY electrical documentation (NDY-TRANSMIT-000008)
L20	Pergola (steel secondary)	0.10	0.50	
L21	Pergola (polycarbonate)	0.60	0.25	
L22	450 lightweight podium soil	1.30	10.30	Refer to landscape documentation (LatStu-TRANSMIT-000013)
L23	900 lightweight planter	1.30	12.60	Refer to landscape documentation (LatStu-TRANSMIT-000013)
L24	Concrete seating 450x650	7.50		
L25	Concrete Seating 900x650	15.00		
L26	Havillar Crash Deck	2.50	10.00	
L27	End of Trip Facilities	2.00	3.00	

Existing Building Loading Legend UNO On Plan			
Mark	Year	Carpark Load	Retail Load
	1981	Design Load = 3.15 kPa	Design Load = 5.00 kPa
	1995	Live Load = 3.00 kPa	Live Load = 5.00 kPa
	2007	Super Imposed Dead Load = 0.50 kPa Live Load = 2.50 kPa	Super Imposed Dead Load = 2.50 kPa Live Load = 5.00 kPa

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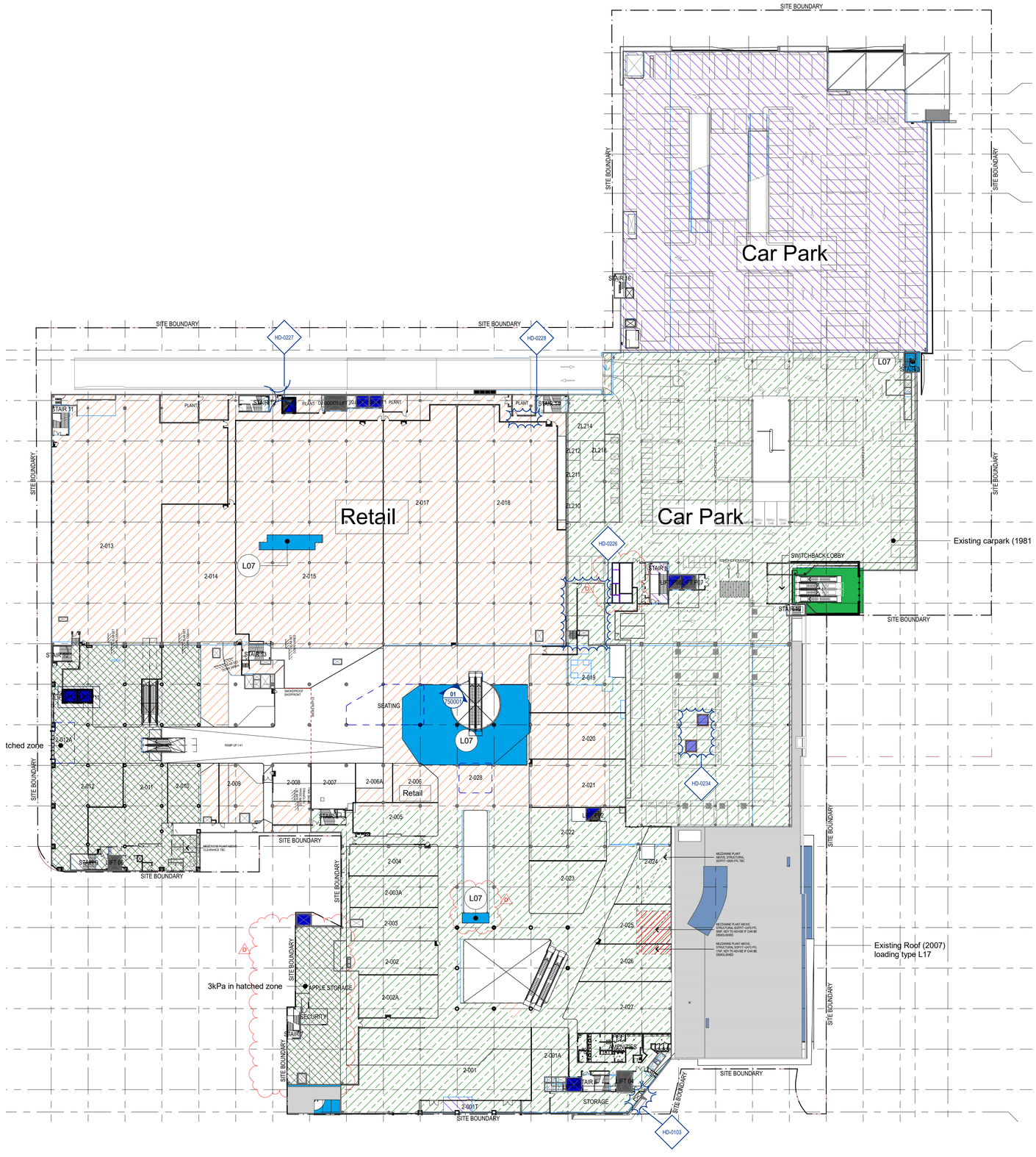

WEBBER

CHATSWOOD CHASE
345 VICTORIA AVENUE CHATSWOOD NSW 2067

LEASING PLAN - LEVEL 02 SIMPLE WITH LOADING PLAN OVERLAY
23300 EA-WEA-SK-0413 P01 21/5/2024

SCALE @ A1: 1:500

Loading Legend UNO On Plan

Mark		Loading Type	SDL (kPa)	LL (kPa)	Notes
L01		Car Parking	0.50	2.50	
L02		Stairs and Landing	0.25	4.00	
L03		Store (Light Usage)	0.50	5.00	
L06		Corridors / Circulation	2.50	5.00	Retail loading adopted for corridors within main mall
L07		Retail	2.50	5.00	
L08		OSD Tank		65.00	Refer to CJA documentation (CJ Arms-GCOR-000063)
L09		Mezzanine Plantroom		5.00	5.00 kPa generally, 2.00 kPa at AHU mezzanine plantrooms
L10		Toilet	1.50	2.50	
L11		Ramp	0.50	2.50	
L12		CM Storage	0.50	5.00	
L15		Plant Areas	2.50	5.00	
L16		Commercial	1.50	3.00	Compactus is excluded
L17		Steel Roof	0.80	0.25	UNO on plan
L18		Terrace	2.30	4.00	Refer to landscape documentation (LatStu-TRANSMIT-000013)
L19		Generator			Refer to NDY electrical documentation (NDY-TRANSMIT-000008)
L20		Pergola (steel secondary)	0.10	0.50	
L21		Pergola (polycarbonate)	0.60	0.25	
L22		450 lightweight podium soil	1.30	10.30	Refer to landscape documentation (LatStu-TRANSMIT-000013)
L23		900 lightweight planter	1.30	12.60	Refer to landscape documentation (LatStu-TRANSMIT-000013)
L24		Concrete seating 450x650	7.50		
L25		Concrete Seating 900x650	15.00		
L26		Havillar Crash Deck	2.50	10.00	
L27		End of Trip Facilities	2.00	3.00	

Existing Building Loading Legend UNO On Plan

Mark	Year	Carpark Load	Retail Load
	1981	Design Load = 3.15 kPa	Design Load = 5.00 kPa
	1995	Live Load = 3.00 kPa	Live Load = 5.00 kPa
	2007	Super Imposed Dead Load = 0.50 kPa Live Load = 2.50 kPa	Super Imposed Dead Load = 2.50 kPa Live Load = 5.00 kPa

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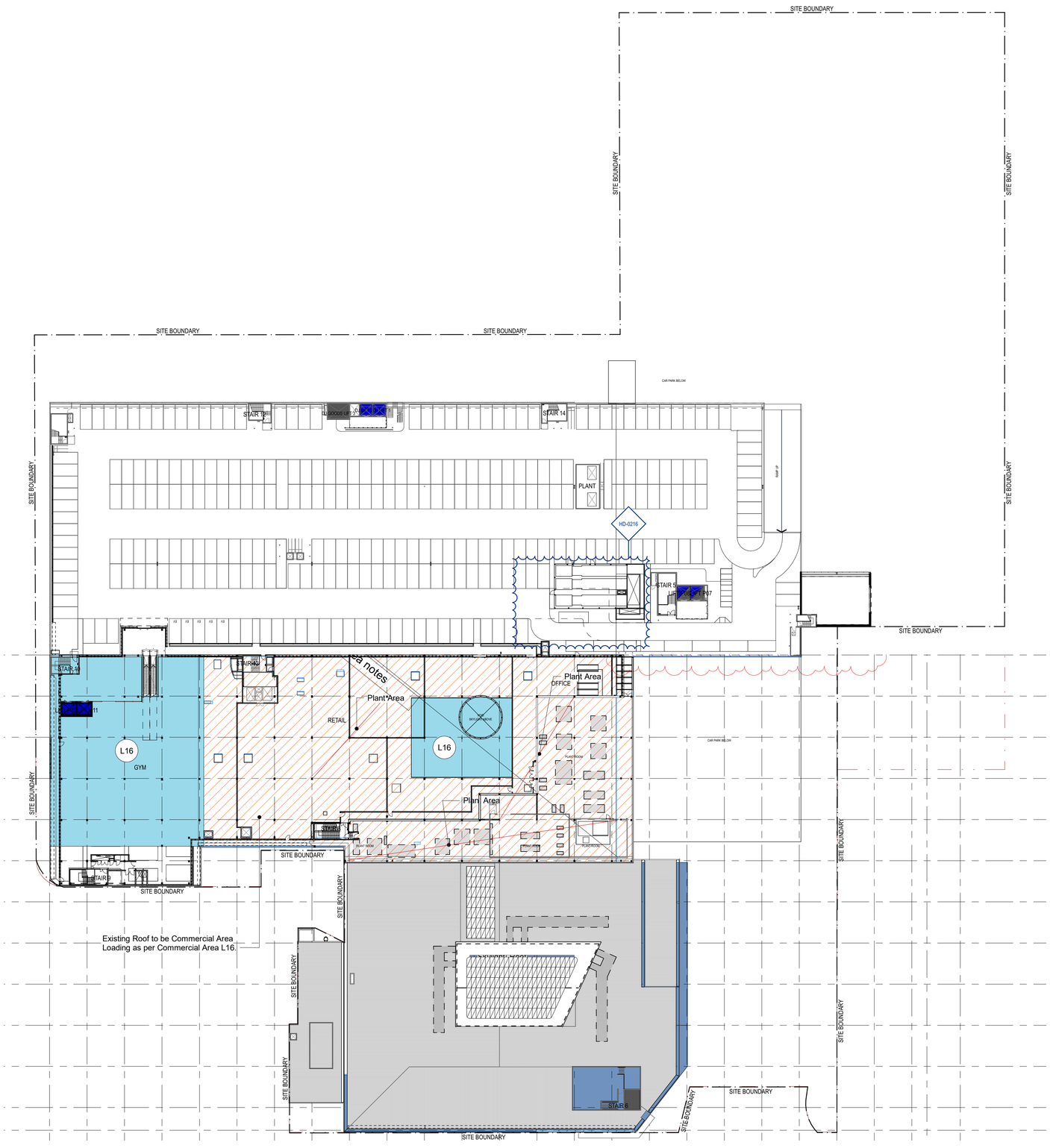


WEBBER

CHATSWOOD CHASE
345 VICTORIA AVENUE CHATSWOOD NSW 2067

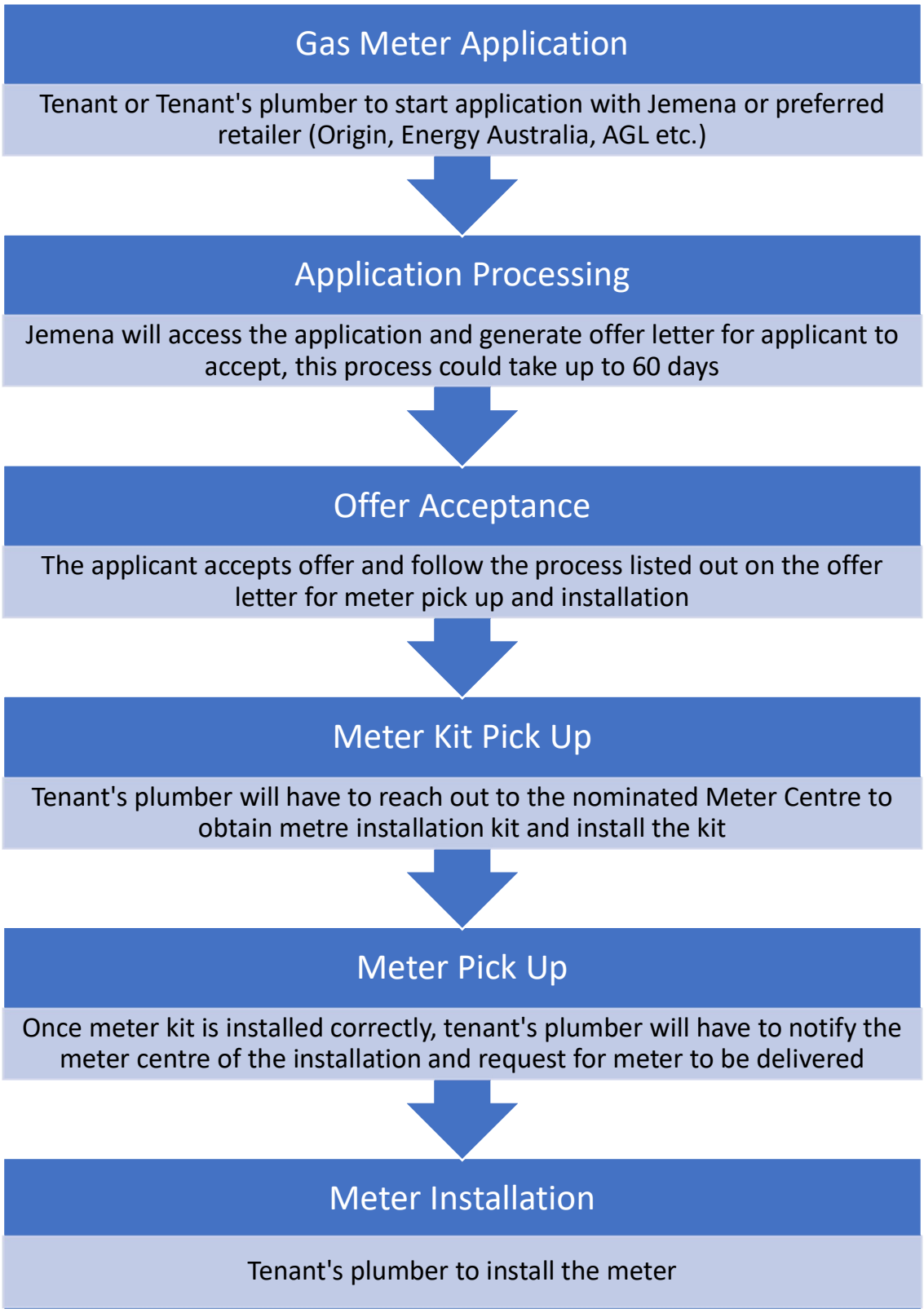
LEASING PLAN - LEVEL 03 SIMPLE WITH LOADING PLAN OVERLAY
23300 EA-WEA-SK-0414 P01 21/5/2024

SCALE @ A1: 1:500

Annexure 18

GAS REQUIREMENTS

Tenants Gas Meter Process



Annexure 19

FIRE ENGINEERING REQUIREMENTS

CHATSWOOD CHASE REDEVELOPMENT
FER TENANCY DESIGN PARAMETERS

Prepared by Warrington Fire for Vicinity Centres

INTRODUCTION

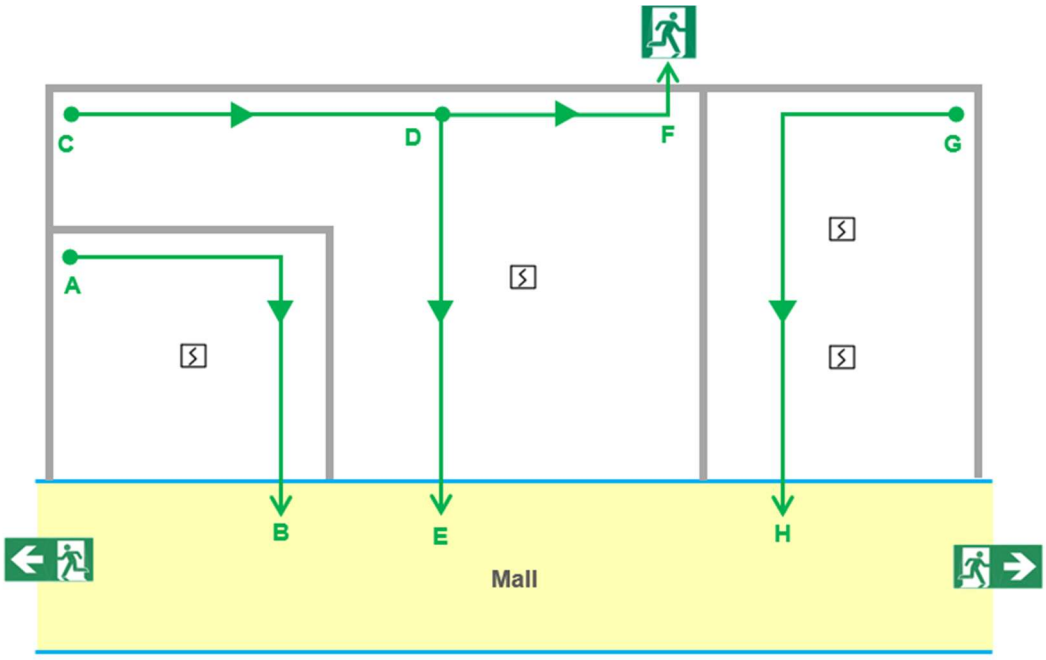
Chatswood Chase is subject to several fire engineering reports (FERs) which include essential fire safety measures relating to the fire-rated structure, fire and smoke separation, evacuation provisions, smoke hazard management, and firefighting provisions.

The fire safety measures outlined below are intended to provide guidance for typical tenancies. This does not provide a comprehensive list of all fire safety measures required to achieve compliance with the National Construction Code or aspects of the FERs.

Before undertaking tenancy fitout works it is essential that the tenancy design is reviewed to confirm consistency with the applicable FERs. This review should be undertaken by an appropriately qualified building surveyor or fire safety engineer.

EXITS

1. The following maximum travel distances – including fitout – apply to shops <1000 m^2 opening onto the enclosed mall – see Figure below:
    a. 20 m to a single exit into the mall.
    b. 20 m to a point of choice between alternative exits within the tenancy, in which case the maximum distance to one of those exits must not exceed 40 m. One of the exits may be the main entry of the tenancy, the other must be a required exit as defined by the NCC.
    c. 30 m to a single exit into the mall if additional smoke detectors spaced not more than 10 m apart and not more than 5 m from any wall, bulkhead or partition are provided.
2. The unobstructed exit width from each specialty tenancy (<1000m^2) to the mall must be not less than 2 m.
3. Shops which are only provided with a single exit to the mall must not be fitted with roller shutters unless the shop has an area of less than 200 m^2 allowable under clause D3D24 of the NCC.



Maximum travel distances:
AB = <20 m
CD = <20 m, CDE = <40 m, CDF = <40 m
GH = 20 to 30 m Note: additional smoke detection required

Travel distance requirements for tenancies <1000m²

SMOKE HAZARD MANAGEMENT

4. Smoke detection must be provided in accordance with Clause S20C6 of the NCC which requires detectors to be spaced:

    a. not more than 20 m apart and not more than 10 m from any wall, bulkhead or smoke curtain within tenancies; and

    b. not more than 15 m apart and not more than 7.5 m from any wall, bulkhead or curtain with mall areas

    Note: At least one smoke detector must be provided per tenancy.

5. Continuous smoke proof construction is to be provided between the specialty tenancies and the mall above the mall ceilings – note standard height of shopfront bulkheads to be confirmed.

6. Smoke walls, smoke baffles, and smoke proof shopfronts as identified in smoke zone plans are to be maintained to the underside of the set ceiling or floor slab above (smoke zone plans to be included in FER).

7. Any service penetrations through smoke walls must be appropriately sealed to maintain the integrity of the wall.

Commentary on smoke hazard management strategy for tenancies:

- *The smoke hazard management system serving the mall is primarily intended to maintain a tenable environment in the mall which serves as the primary path of travel for evacuating occupants, particularly during trading hours where the building is occupied by the public.*

- *The use of baffles is limited to circulation areas where it is not practical to provide a full height wall – for example across malls, around voids in malls and major tenancy openings. All baffles are maintained at not more than 3 m above finished floor level and not less than 750 mm below the ceiling (where solid) as per the requirements of the FER.*
- *A fire occurring in a specialty tenancy which adjoins a smoke zone boundary can potentially spread smoke into multiple zones. The intent of the strategy is to channel the smoke toward the closest exhaust point via the open shopfront, and to have a smoke proof wall to the other zone.*
- *This is why in some instances for the same tenancy, certain areas of the shopfront are required to be smokeproof whilst other areas may be open. In the fire scenario outlined above, a high-level baffle around the tenancy of fire origin would be ineffective in containing smoke spread to a single zone.*
- *It is assumed that specialty tenancies comprise either:*
  - *Set ceilings with walls continuing to the underside of the ceiling; or*
  - *For tenancies with no ceilings, walls are full height to the underside of the slab.*
- *No minimum shopfront smoke opening requirements apply for tenancies <1,000m^2 located on levels ground to level 2. For a fire occurring within a tenancy after hours smoke spread to the mall may be limited by the shopfront. However, if the shopfront includes openings, or if the glazing were to fail due to fire exposure, the smoke hazard management system serving the mall would still operate as intended.*

SPRINKLERS

8. All sprinkler heads must be quick response. Concealed, recessed or flush-mounted sprinkler heads must not be used. Semi-recessed sprinkler heads are considered acceptable provided they achieve a quick response rating.
9. Kiosks with canopies or high-level obstructions below the mall ceiling must be provided with sprinkler coverage in accordance with AS 2118.1-2017. This may require the provision of additional sprinklers below the canopies / obstructions.

MINI MAJORS

10. Separate criteria will be required for mini majors >1000m2. For the level 2 mini-majors subject to a DTS smoke exhaust solution, the underside of the smoke layer is 3.3m AFFL. The smoke baffles would need to drop to this height.

LOWER GROUND

11. No shopfront smoke opening requirements for the floors above LG.
12. Separate criteria may be required for Lower Ground Tenancies. Please consult with your Retail Design Manager for the relevant information.

Annexure 20

COST OF WORKS SCHEDULE

Chatswood Chase

Annexure Part X Category One Costs

	Per Unit	Rate $ (excl. GST)	Notes
1.1 Demolish & remove			
Rates vary depending on scope of works - quotation will be provided to Tenant for approval prior to works being undertaken	each	POA	
1.2 Building Works			
Core hole in suspended slab up to 100 dia & 200mm thick	each	$397	No allowance for set out / scanning, inverted / angled drilling or protection to adjacent areas. No allowance for structural review or any bracing / strengthening to the structure should this be required
Any protection works required to adjacent areas and below core hole location			
Scanning services	item	$500	Rate limited to small tenancy / area only i.e. <2hours for 1 scanner. Large areas / Tenancies to be POA
Chasing slab up to 25mm wide and max 25mm deep (subject to engineer approval)	per metre	$90	No allowance for services scanning or engineers approval within this rate
Bins for rubbish removal (6 cubic metre speciality / Fashion usage)	m^2	$15	**Note this is a m2 rate based on the GLA of tenancy.** Rate allows for MPX to provided bins for tenant construction waste only. Tenant merchandise packaging and other recyclable waste not to be placed in MPX bins, this waste is to be removed from site by the tenant
Bins for rubbish removal (6 cubic metre In-Line Food usage)	m^2	$15	**Note this is a m2 rate based on the GLA of tenancy.** Rate allows for MPX to provided bins for tenant construction waste only. Tenant merchandise packaging and other recyclable waste not to be placed in MPX bins, this waste is to be removed from site by the tenant
Bins for rubbish removal (6 cubic metre Restaurants usage)	m^2	$15	**Note this is a m2 rate based on the GLA of tenancy.** Rate allows for MPX to provided bins for tenant construction waste only. Tenant merchandise packaging and other recyclable waste not to be placed in MPX bins, this waste is to be removed from site by the tenant

Chatswood Chase

Annexure Part X Category One Costs

	Per Unit	Rate $ (excl. GST)	Notes
Bins for rubbish removal (6 cubic metre Kiosk usage)	m^2	$15	**Note this is a m2 rate based on the GLA of tenancy.** Rate allows for MPX to provided bins for tenant construction waste only. Tenant merchandise packaging and other recyclable waste not to be placed in MPX bins, this waste is to be removed from site by the tenant
Bins for rubbish removal (6 cubic metre Mini Major usage)	m^2	$15	**Note this is a m2 rate based on the GLA of tenancy.** Rate allows for MPX to provided bins for tenant construction waste only. Tenant merchandise packaging and other recyclable waste not to be placed in MPX bins, this waste is to be removed from site by the tenant
Bins for rubbish removal (6 cubic metre Office Tenant usage)	m^2	N/A	
Temporary Power Board, connection to tenancy mains (for the duration of fit out works only)	per tenancy	POA	
Equipment hire – Scissor lift	per day	$800	Up to 8m working height. Larger Scissor Lifts and specialist access requirements to be POA
Ceiling – 13mm thick suspended flush plasterboard ceiling	m^2	$74	No allowance for seismic controls or bridging over large service ducts. No allowance for access panels
Ceiling – Suspended drop in acoustic tile ceiling (vinyl faced plasterboard tiles)	m^2	$81	No allowance for seismic controls or bridging over large services. No allowance for specific acoustic performance criteria
Bulkhead including framing to ceiling not exceeding 250mm high	m	$247	
Bulkhead including framing to ceiling greater than 250mm high - not exceeding 500 high	m	$300	
Acoustic Treatment to tenancies with No ceilings	m^2	POA	

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Annexure Part X Category One Costs

	Per Unit	Rate $ (excl. GST)	Notes
Workstation supply ~~and install~~ (1800mm (w) and 1500mm (w) desks - sit / stand specification)	Per unit	$1,500	Allowance is for Standard BOH specification, i.e. white melamine. Rate excludes any services / soft wiring/other furniture i.e. chairs or pedestals rate is for supply of workstation table only.
Workstation install only	Per unit	$460	Allowance is for placement and assembly or workstation only excluding any services installations
1.3 Walls			
13mm plaster board fixed to stud wall	m^2	$70	No allowance framing, noggins, fire rating or acoustic performance i.e. insulation
13mm plaster board direct stick	m^2	$70	No allowance framing, noggins, fire rating or acoustic performance i.e. insulation
13mm plaster board including furring channels fixed precast or block wall	m^2	$120	No allowance for fire rated or acoustic performance i.e. insulation
Supply & Install fire rated plasterboard / FC sheeting etc.	m2	$105	No allowance framing, noggins, fire rating or acoustic performance i.e. insulation
Walls 90mm metal stud – up to 3m high – 0.55mm BMT at 600mm cc	m^2	$75	No allowance for sheeting insultation or noggins within this rate
Walls 90mm metal stud – 3m to 5m high – 0.55mm BMT at 600mm cc	m^2	$75	No allowance for sheeting insultation or noggins within this rate
Walls 90mm thick partition stud walls incl. 13mm plasterboard both sides	m^2	$130	no allowance for noggins, fire rating or acoustic performance i.e. insulation
Additional bracing to walls where no ceiling	item	POA	

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Annexure Part X Category One Costs

	Per Unit	Rate $ (excl. GST)	Notes
140 Block Wall hollow core to 3600mm excluding wall stiffeners	m^2	$260	No Allowance for standing of doors, mastic sealant, lintels, bond beams or reestablishment
140 Block Wall hollow core to 6000mm excluding wall stiffeners	m^2	$305	Scaffolding Excluded - POA No Allowance for standing of doors, mastic sealant, lintels, bond beams or reestablishment
190 Block Wall hollow core	m^2	$289	No Allowance for standing of doors, mastic sealant, lintels, bond beams or reestablishment
140 Block Wall core filled to 3500mm	m^2	$400	No Allowance for standing of doors, mastic sealant, lintels, bond beams or reestablishment
190 Block Wall core filled to 3500mm	m^2	$440	No Allowance for standing of doors, mastic sealant, lintels, bond beams or reestablishment
140 Block Wall over 3500mm high incl, steel stiffening mullions as required	m^2	$445	Scaffolding Excluded - POA No Allowance for standing of doors, mastic sealant, lintels, bond beams or reestablishment Rate assumes localised core fill at stiffeners i.e. not the entire wall .
190 Block Wall over 3500mm high incl, steel stiffening mullions as required	m^2	$420	Scaffolding Excluded - POA No Allowance for standing of doors, mastic sealant, lintels, bond beams or reestablishment
Block layer re-establish to area	no	$1,616	Allowance for Bricklayer logistics to remobilise plant and equipment and materials to site location should works be instructed out of sequence.
Supply and install vertical IT wall capping at lease line to standard detail	-	POA	
Primed structural steelwork	m2	$92	Finish only: Epoxy primer containing zinc phosphate to Internal Visible Steelwork PRN: C06 DFT: 75 µm (nominal)

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Annexure Part X Category One Costs

	Per Unit	Rate $ (excl. GST)	Notes
Security mesh to single side metal stud wall – F52 Mesh allowed	m^2	$439	
Supply and install internal glazing (as specified)	m2	POA	
1.4 Paint			
Specific paint finish to walls, ceilings & bulkheads (standard Dulux colours, including sealer & two finished coats) (<20/sqm) (<3000mm in height)	m^2	$22	
Specific paint finish to walls, ceilings & bulkheads (standard Dulux colours, including sealer & two finished coats) (>20/sqm) (<3000mm in height)	m^2	$17	
Specific paint finish to walls, ceilings & bulkheads (standard Dulux colours, including sealer & two finished coats) (>20/sqm) (>3000mm in height)	m^2	$22	Rate excludes scaffold, scissor lift or other specialised access
Specific paint finish to walls, ceilings & bulkheads (standard Dulux colours, including sealer & two finished coats) (<20/sqm) (>3000mm in height)	m^2	$26	Rate excludes scaffold, scissor lift or other specialised access
Door Painting (single Leaf)	no	$207	Allowance for painting single leaf door and frame
1.5 Doors			
Rates vary depending on scope of works - quotation will be provided to Tenant for approval prior to works being undertaken	-		
Single hinged hollow core door incl. frame (excl. hardware & paint)	each	$1,300	No allowance for solid, fire rated or acoustically rated door.
Single glazed doors to external tenancy to landlord design. BCA Section J compliant.	each	POA	
Pair of glazed doors to external tenancy to landlord design. BCA Section J compliant	each	POA	
1.6 Floors			
Floor prep to suit vinyl (ardit 1mm - 3mm self-levelling screed)	m^2	$61	
Floor prep to suit vinyl (ardit 3mm -5mm skim coat)	m^2	$64	
Pull up existing mall tiles (incl. screed but excl. out of hrs, dust control, noise & vibration control, scabbling & floor levelling)	m^2	$30	In sequence with demolition works, minimum of 500m2
Supply & install porcelain mall tiling including screed, installed whilst main floor being laid	m^2	N/A	

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Annexure Part X Category One Costs

	Per Unit	Rate $ (excl. GST)	Notes
Supply and install porcelain mall tiling including screed, installed post completion of main floor (during normal hours).	m^2	N/A	
Supply and lay stone mall tile, installed whilst floor main floor being laid	m^2	$581	(FL-412) 600 x 600 x 20mm thick stone floor tiling to match existing (Perlato Svevo Limestone, Beige colour) including epoxy grout, joints, honed finish, seal, all as specified. Minimum quantity 500m2
Supply and lay stone mall tile, installed post completion of main floor (during normal hours).	m^2	$650	(FL-412) 600 x 600 x 20mm thick stone floor tiling to match existing (Perlato Svevo Limestone, Beige colour) including epoxy grout, joints, honed finish, seal, all as specified. Minimum quantity 500m2
Floor Scanning (mobilisation & reporting)	-	$601	Rate limited to small tenancy / area only i.e. <2hours for 1 scanner. Large areas / Tenancies to be POA
Floor Scanning	-	$601	Rate limited to small tenancy / area only i.e. <2hours for 1 scanner. Large areas / Tenancies to be POA
Specified carpet - based on specification - quotation to be provided to Tenant for approval prior to works being undertaken	m^2	POA	
Concrete floor topping in tenancy up to 50mm thick (+/- 10mm over 3m) – (unreinforced)	per 20kg Bag	$87	
Floor tiling completed (supply rate of $75/m2)	m2	$223	600mm x 300mm x 10mm porcelain tile (cementitious grout)
Polished Concrete – based on specification - quotation to be provided to Tenant for approval prior to works being undertaken	m2	POA	
Mall Ingos			
Floor tiling completed out of sequence from mall finishes (during normal hours)	m^2	N/A	
Stone tiling completed out of sequence from mall finishes (during normal hours)	m^2	$641	(FL-412) 600 x 600 x 20mm thick stone floor tiling to match existing (Perlato Svevo Limestone, Beige colour) including epoxy grout, joints, honed finish, seal, all as specified. Minimum quantity 500m2
Cutting of existing mall tiles beyond lease line	per metre	$76	
Assumed no cutting & removal of existing mall tile for the outgo, if required cost is per metre	m^2	$93	

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Annexure Part X Category One Costs

	Per Unit	Rate $ (excl. GST)	Notes
1.7 Roof			
Trim roof penetration (less than 500mm x 500mm)	each	$869	Rate excludes the removal of purlins or purlin trimmers - These works would be required to be POA.
Trim roof penetration (greater than 500mm x 500mm)	each	$1,159	Rate excludes the removal of purlins or purlin trimmers - These works would be required to be POA.
Concrete roof screed to existing concrete deck	per 20kg Bag	$87	Please note this is a per 20kg Bag Rate for supply and install of topping and not a m2 rate
1.8 Hydraulics			
Sewer Works – slab on Ground including all excavation & backfill as required & re-install slab			
Relocate 100 dia sewer rise point prior to 2nd fix, up to 3m from design location (no allowance for removal of slab or make good)	per point	POA	
Additional 100 dia sewer point less than 1000mm from last (assumes prior to slab construction)	per point	POA	
Additional 100 dia sewer point more than 1000mm from last (up to 6m assumes prior to slab construction)	per point	$1,880	Excavate, relocate, install, backfill, test. Exclude saw cut, removal , make good. Rate also excludes the disposal of spoil and assumes backfill
Cap & Make Good Redundant Drain Points,	per point	$601	Excavate, relocate, install, backfill, test. Exclude saw cut, removal , make good. Rate also excludes the disposal of spoil and assumes backfill
Sewer Works – suspended slab			
Relocate 100 dia sewer rise point prior to 2nd fix, up to 3m from design location (includes core hole)	per point	$1,174	
Additional 100 dia sewer point less than 1000mm from last	per point	$674	
Additional 100 dia sewer point more than 1000mm from last (up to 6m)	per point	$1,213	
Supply and install additional 50mm sink waste point	per point	$650	
Greasy Waste/Trade Waste Works – slab on ground			
Locate base point prior to install	per point	$822	

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Annexure Part X Category One Costs

	Per Unit	Rate $ (excl. GST)	Notes
Additional point less than 1000mm from last	per point	POA	
Additional point more than 1000mm from last (up to 6m)	per point	POA	
Bucket trap floor waste	per point	$923	Excavate, relocate, install, backfill, test. Exclude saw cut, removal , make good. Rate also excludes the disposal of spoil and assumes backfill
Grease Interceptor Trap (capacity 1000lt) with all associated works	Per pit	POA	
Suspended Slab			
Relocate base point prior to install	per point	$949	
Additional point less than 1000mm from last	per point	$754	
Additional Tundish point including up to 3m pipe run of 50 dia pipe work (includes core hole)	per point	$1,466	
Additional point more than 1000mm from last (up to 6m)	per point	$1,702	
Bucket Trap Floor Waste.	per point	$923	
Water Works			
Confirmation of location of first point within tenancy	per point	$328	
Relocate in-ceiling 20 dia water point prior up to 10m from design location	per point	$895	
Accessories			
Additional Water Meter (addressable / connected BMS)	each	$959	
Stainless Steel bucket trap	each	$1,036	
Cut penetration & install deck tight	each	$634	
Cut and flash roof penetration (less than 500 x 500)	each	$929	
Cut and flash roof penetration (greater than 500 x 500 to max 1000 x1000)	each	$996	

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Annexure Part X Category One Costs

	Per Unit	Rate $ (excl. GST)	Notes
Additional Vent	each	$827	
Gas Works			
Relocate base point prior to install (within 3000mm)	per point	$266	
Additional point less than 1000 from last	per point	$276	
Suspended Copper pipe including supports - 25mm	per point	POA	
Suspended Copper pipe including supports – 65mm	per point	POA	
Suspended Copper pipe including supports – 80mm	per point	POA	
Miscellaneous items			
Fire Collar to core holes	each	$123	
Supply & install of additional floor waste during construction	each	$634	
Supply & install of additional sink waste during construction	each	$609	
Supply & install of tundish and drain (within 1m of drain)	each	$689	
Cap and make good redundant drain points	per point	POA	
Additional Work relating to Hydraulic	per hour		
1.9 Electrical			
New Tenancy sub main cabling			
Supply, install, commission and test 1x2C+E 16mm orange PVC/PVC cable (excludes terminations)	per metre	$31	
Supply, install, commission and test 1x2C+E 25mm orange PVC/PVC cable (excludes terminations)	per metre	$35	
Supply, install, commission and test 1x4C+E 16mm XPLE cable (excludes terminations)	per metre	$50	
Supply, install, commission and test 1x4C+E 25mm XPLE cable (excludes terminations)	per metre	$69	
Supply, install, commission and test 1 x 4C+E 35mm XPLE cable (excludes terminations)	per metre	$89	
Supply, install, commission and test 1x4C+E 50mm XPLE cable (excludes terminations)	per metre	$115	

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Annexure Part X Category One Costs

	Per Unit	Rate $ (excl. GST)	Notes
Supply, install, commission and test 4x1C+E 50mm XPLE cable (excludes terminations)	per metre	$112	
Supply, install, commission and test 4x1C+E 70mm XPLE cable (excludes terminations)	per metre	$149	
Supply, install, commission and test 4x1C+E 95mm XPLE cable (excludes terminations)	per metre	$188	
Supply, install, commission and test 4x1C+E 120mm XPLE cable (excludes terminations)	per metre	$225	
Supply, install, commission and test 4x1C+E 150mm XPLE cable (excludes terminations)	per metre	$278	
Power Upgrades			
1 phase 80 Amp to 1 phase 100 Amp	per Tenancy	n/a	
1 phase 80 Amp to 3 phase 80 Amp	per Tenancy	$3,924	
1 phase 80 Amp to 3 phase 100 Amp	per Tenancy	POA	
3 phase 100 Amp to 3 phase 140Amp	per Tenancy	POA	
Switchboards			
Relocate existing switchboard up to 160 Amps within 10m of the nominated point (tenancy board) Prior to power on & excluding upgrade using existing cabling.	each	$1,686	Rate assumes existing cable tail is long enough and no additional cable supports required
Relocate existing switchboard up to 160 Amps between 10m and 30m of the nominated point (tenancy board) Prior to power on & excluding upgrade using existing cabling.	each	$2,071	Rate assumes existing cable tail is long enough and no additional cable supports required
Supply, Install, commission and test 36 pole tenancy DB c/w RCD circuit breaker (single phase)	each	$8,509	
Supply, Install, commission and test 48 pole tenancy DB c/w RCD circuit breaker (three phase)	each	$9,373	
Supply, Install, commission and test 18 pole 63A switchboard c/w isolator (single phase)	each	$4,806	
Supply, Install, commission and test 18 pole 63A switchboard c/w isolator (three phase)	each	$5,122	
Supply, Install, commission and test 36 pole 80A switchboard c/w isolator (three phase)	each	$6,071	

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Annexure Part X Category One Costs

	Per Unit	Rate $ (excl. GST)	Notes
Supply, Install, commission and test 36 pole 100A switchboard c/w isolator (three phase)	each	$6,159	
Supply, Install, commission and test 36 pole 160A switchboard c/w isolator (three phase)	each	$6,608	
Supply, Install, commission and test 36 pole 200A switchboard c/w isolator (three phase)	each	$7,113	
Supply & Install of switchboard support structure	each	$824	Support structure for fixing tenancy DB off wall should an inter-tenancy wall be inadequate. (Unit rate, per DB)
Meters			
Supply, Install, commission and test 1 phase meter (embedded network)	each	$743	
Supply, Install, commission and test 3 phase meter (embedded network)	each	$851	
Lighting			
Supply & installation of LED edge lit exit light	each	$800	
Supply & installation of LED spitfire emergency light	each	$559	
Relocate exit light / spitfire within 10m of base build location	each	$183	
Communications – Data & Phone			
Relocation of communication points (within 10m radius, subject to available cable length)	each	$480	
Additional communication points	-	$657	
Core Hole including fire seal electrical penetrations	each	$691	
Patching of phone lines from MDF to IDF	per Tenancy	POA	
Additional Work relating to Electrical	per hour		
1.10 Mechanical			
Tenancy Air Conditioning (all rates to be inclusive of commissioning & as built drawings)			
Supply and install 600mm x 600mm standard square, white powder coated, aluminium supply air grille including 4 metres of flexible duct, spigots and similar (Excludes commissioning)	each	$794	
Supply and install 600mm x 600mm standard square, white powder coated, aluminium return air grille including 4 metres of flexible duct, spigots and similar (Excludes commissioning)	each	$871	

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Annexure Part X Category One Costs

	Per Unit	Rate $ (excl. GST)	Notes
Hang diffusers from structure where no tenancy ceiling point	each	$307	
Ceiling ventilation transfer grille (600x600 egg crate grille only)	each	$419	
Relocate supply air diffuser (c/w existing flex, duct on original spigot, maximum 3m duct work, excludes rebalancing)	each	$496	
Relocate return air diffuser (c/w existing flex, duct on original spigot, maximum 3m duct work, excludes rebalancing)	each	$496	
Relocate thermostat	each	$563 with cabling change $379 with no cabling change	
Additional new thermostat (during fit out construction only)	each	$1,081	
1 slot supply air linear type ceiling diffuser (1200 H Long) and plenum including flex ductwork up to 5m	each	$860	
2 slot supply air linear type ceiling diffuser (excludes blanking plate, plenum and flex ductwork). MAX 1200mm long	m	$551	
3 slot supply air linear type ceiling diffuser (excludes blanking plate, plenum and flex ductwork). MAX 1200mm long	m	$606	
Concealed linear slot diffuser (continuous) Flowline flangeless– Nailor		$728	
Supply & install Tundish from Split A/C System to agreed Drainage Point. (based upon 12m max run)		By hydraulics	
Tenancy Air Conditioning (continued)			
New pop cut into rigid duct, including make good to insulation	each	$292	
Supply and install Standard rectangular ductwork including, bends, transitions and supports - 0 - 300mm (max dimension)	m^2	$408	
Supply and install Standard rectangular ductwork including, bends, transitions and supports - 325 - 750mm (max dimension)	m^2	$419	
Supply and install Standard rectangular ductwork including, bends, transitions and supports - 775 - 1390mm (max dimension)	m^2	$480	

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Annexure Part X Category One Costs

	Per Unit	Rate $ (excl. GST)	Notes
Supply and install Standard rectangular ductwork including, bends, transitions and supports - 1400 - 2145mm (max dimension)	m^2	$507	
Supply and install Standard rectangular ductwork including, bends, transitions and supports - 2150 - 3000mm (max dimension)	m^2	$534	
Additional flex spiro ductwork (open ceiling design)	per metre	$209	Rate based on the assumption of Assume 250mm diameter flex spiro
Supply and install 600 x 600 return air grille (Face only)	each	$402	No allowance for cutting of penetration / adjustment of wall framing
Supply and install grille to door	each	$435	No allowance for cutting of penetration in door
Balancing of supply and return air . MIN 4 outlets	per outlet	$176	
Additional Work relating to Mechanical	per hour	$169	
Tenancy Exhaust Systems			
Supply and Install Kitchen Exhaust System to landlord Engineer design to suit tenant fit out design requirements (up to 4500 l/s including fan, electrical,, VSD, filter plenum and 6m of ductwork)	-	POA	
Hang and connect canopy supplied by Tenant to landlord Engineer design to suit tenants fit out design requirements	-	POA	
Rebalancing of exhaust system	-	POA	
Make up Air Systems			
Supply and install make up air System to landlord Engineer design to suit tenant fit out design requirements (up to 4000 l/s including fan, electrical,, VSD, filter plenum and 6m of ductwork)		POA	
Penetrations			
Roof penetrations incl. flashings up to 350mm square or dia	each	$1,432	
Roof penetrations incl. flashings up to 800mm square or dia	each	$2,863	
Roof penetrations incl. flashings up to 800mm square or dia (max 1000 mm square or dia)	each	$4,105	

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Annexure Part X Category One Costs

	Per Unit	Rate $ (excl. GST)	Notes
Supply and install decktites to pipework up to 100mm2 (per pipe)	each	$605	
Supply and Install condenser platform 1000 x 600mm wide for refrigeration &/or split system (assumes brackets fixed to wall to support condenser)	each	POA	
75mm thick insulation retrofitted to underside of soffit for tenancies with no ceiling and high level services	m^2	$98	Rate applicable to areas >20m2
75mm thick insulation retrofitted to underside of soffit for tenancies with No ceiling, assumed out of sequence from other insulation work, assumed some services will be in the way but no feature ceiling or joinery in the way	m^2	$138	Rate applicable to areas >20m2
Exclusions to Mechanical works:			
a) Specialist Building works;			Reasonable additional costs incurred – mechanical rates as specified do not include these exclusion items – the cost of these exclusions will be POA
b) Modifications or additions to other services;			
c) Use of cranage and other equipment;			
d) Night Shift; and			
e) Other ancillary costs not provided for above			
f) Amplification of systems to suit tenant fit out design			
Qualifications			
Rates are based on free and unrestricted access to complete works			
1.11 Fire			
Sprinkler System			
System drain down and re-charge, locally	each	$994	Allowance is for 1 Per maximum 10 Sprinkler Heads
Drain down and re-charge, system drain down	each	$1,114	Allowance is for 1 Per maximum 10 Sprinkler Heads
Sprinkler Heads – relocate existing head incl design, commissioning & required pipework	each	$524	Allowance to relocate within 2.0m of original location
Sprinkler Heads - Cap off existing	each	$240	Excludes removal & disposal of redundant pipework

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Annexure Part X Category One Costs

	Per Unit	Rate $ (excl. GST)	Notes
Sprinkler Heads - Additional head (Concealed space) including required pipework	each	$415	Allowance is based on 3.0m pipe/bends have equiv. pipe length of 1.5m
Sprinkler Heads - Additional head normal (chrome) including required pipework	each	$645	Allowance is based on 3.0m pipe/bends have equiv. pipe length of 1.5m
Sprinkler Heads - Additional high temp head (bronze) including required pipework	each	$606	Kitchen exhaust duct 141 deg sprinkler / excludes elevator box
Sprinkler Heads - Additional low temperature head Cool room. incl required pipework	each	$695	Allowance is for ordinary Hazard K8.0 Sprinkler Only
Sprinkler Heads - Additional low temperature head Freezer. Include required pipework	each	$695	Allowance is for ordinary Hazard K8.0 Sprinkler Only
Sprinkler Heads - Additional head fitted to canopy / hood including required pipework	each	$860	Allowance is for Stainless Steel Head & Escutcheon
Sprinkler Heads - Additional flush mounted including required pipework	each	$650	Allowance is for White Finish Only
Supply and install new concealed space sprinkler head before ceiling installation including 5m of range pipe and dropper	each	$590	
Supply and install of chrome droppers for fat fryers	each	$794	Allowance is for Stainless steel pipe/head & Galv. Guard
Remove an existing sprinkler head	each	$415	Allowance is to remove up to a maximum 3.0m pipe (25 to 50m)
Exposed sprinkler head on pipework	each	$441	Excludes finish painting
Relocate exposed sprinkler head on pipework	each	$496	Excludes finish painting
Flush plate sprinkler heads (standard colours, black, white, chrome). EXCLUDES THE HEAD. Flush plate only	each	$110	Plate Only
Flush plate sprinkler head (non-standard colour – specialised)	each	$POA	
Supply and Install Fire Suppression System to engineers' requirements	-	$POA	
Additional Work relating to Sprinkler System	per hour		
Smoke Detectors			

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Annexure Part X Category One Costs

	Per Unit	Rate $ (excl. GST)	Notes
Supply and Install of new smoke detector during construction including 10m of cabling	each	$452	White Finish Only
Supply and install of thermal detector	each	$419	
Relocate an existing smoke detector within 10m of base build location	each	$298	
Smoke detection isolation	each	$474	
Famco bracket for concealed space detectors	each	$469	
Additional Work relating to fire detection and alarm system	per hour		
Reprogram FIP	Item	$1,704	
EWIS			
Additional speaker for occupant warning system (above ceiling) including 10m cabling	each	$342	Allowance for standard white finish only
Additional speaker for occupant warning system (ceiling mounted) 10m incl cabling	each	$393	Allowance for 100mm ceiling speaker
Relocate an existing speaker within 10m of base build location	Each	$298	
Supply and install new standard IP rated horn	Each	$452	
Unit rate for 1 off re-programme after system modifications	each	$1,704	Rate reduced
Accessories			
2.5kg dry extinguishers (supply and install)	each	$320	Allowance for standard steel / powder coating Only
3.5kg 5B(E) Carbon Dioxide c/w hook & signage	each	$394	Allowance for standard steel / powder coating Only
4.5kg 60B(E) Chemical c/w hook & signage	each	$342	Allowance for standard steel / powder coating Only
7l Wet Chemical c/w hook & signage	each	$331	Allowance for standard steel / powder coating Only

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Annexure Part X Category One Costs

	Per Unit	Rate $ (excl. GST)	Notes
Additional Fire Hose Reel (FHR) and bracket including 10m of pipework	each	$2,282	Dependant on location and proximity to mains
Additional Fire Hydrant including 3m of pipework	each	$2,778	
Additional Fire Blanket	each	$232	
Relocation of Fire Hose Reel including 10m of pipework	each	$1,985	
Relocation of Fire Hydrant including 10m of pipework	each	$2,875	
Flow Switch – Wired	each	$1,139	Includes 24V DC solenoid test assembly / by pass
DN 15 stop valve - lock shut	each	$639	
1.12 Security			
Monitoring if tenant fit out contractors if required – normal hourly rate (Monday – Friday 7.00am – 7.00pm)	per hour	$84	
Monitoring if tenant fit out contractors if required – public holidays hourly rate (7.00am – 7.00pm)	per hour	$120	
Monitoring if tenant fit out contractors if required – hourly rate (Saturday & Sunday 7.00am – 7.00pm)	per hour	$120	
1.13 Labour Rates			
Where an hourly rate applies, the maximum cost of the works will be the hourly rate specified above multiplied by the number of hours (or part thereof) taken to complete the works. However, the hourly rates specified in this schedule do not contain any component for overtime. The tenant will be advised of any overtime charge if and when appropriate and will be liable for any overtime charges."			
Bricklayer (normal time)	per hour	$138	
Bricklayer (night time)	per hour	$193	
Carpenter (normal time)	per hour	$138	
Carpenter (night works)	per hour	$193	

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Annexure Part X Category One Costs

	Per Unit	Rate $ (excl. GST)	Notes
Electrician (normal time)	per hour	$178	
Electrician (night works)	per hour	$238	
Labourer (normal time)	per hour	$115	
Labourer (night works)	per hour	$161	
Plumber (normal time)	per hour	$178	
Plumber (night works)	per hour	$238	
Mechanical Services Tradesman (normal time)	per hour	$161	
Mechanical Services Tradesman (night works)	per hour	$225	
Sprinkler Fitter (normal time)	per hour	$173	
Sprinkler Fitter (night works)	per hour	$242	
Trade Design -			
2.1 Services Engineer (Subcontractor) - fees per tenancy include Mechanical, Fire, Electrical & Hydraulic (one service review only)			
Speciality Tenancies <400m2 (includes hydraulics, mechanical, electrical, fire)	per hour	$240	Hourly Rate is for service review by the subcontractors which are not included in above CAT 1 rates. Service Subcontractor Design review are charged on an hourly basis for the initial and any subsequent design / coordination reviews. Note rates not applicable to novated project consultants these are to be captured in a separate rate.
Monitoring off tenant fit out contractors if req – public holidays hourly rate (7.00am – 7.00pm)	per hour	$240	

Chatswood Chase

Annexure Part X Category One Costs

	Per Unit	Rate $ (excl. GST)	Notes
Speciality Kiosk (hydraulic & electrical)	per hour	$240	Hourly Rate is for service review by the subcontractors which are not included in above CAT 1 rates. Service Subcontractor Design review are charged on an hourly basis for the initial and any subsequent design / coordination reviews. Note rates not applicable to novated project consultants these are to be captured in a separate rate.
Food Kiosk (includes hydraulics, mechanical, electrical, fire)	per hour	$240	Hourly Rate is for service review by the subcontractors which are not included in above CAT 1 rates. Service Subcontractor Design review are charged on an hourly basis for the initial and any subsequent design / coordination reviews. Note rates not applicable to novated project consultants these are to be captured in a separate rate.
Food specialty, non-restaurant (includes hydraulics, mechanical, electrical, fire)	per hour	$240	Hourly Rate is for service review by the subcontractors which are not included in above CAT 1 rates. Service Subcontractor Design review are charged on an hourly basis for the initial and any subsequent design / coordination reviews. Note rates not applicable to novated project consultants these are to be captured in a separate rate.
Restaurants (includes hydraulics, mechanical, electrical, fire)	per hour	$240	Hourly Rate is for service review by the subcontractors which are not included in above CAT 1 rates. Service Subcontractor Design review are charged on an hourly basis for the initial and any subsequent design / coordination reviews. Note rates not applicable to novated project consultants these are to be captured in a separate rate.

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Annexure Part X Category One Costs

	Per Unit	Rate $ (excl. GST)	Notes
Office Tenancies (includes hydraulics, mechanical, electrical, fire)	per hour	$240	Hourly Rate is for service review by the subcontractors which are not included in above CAT 1 rates. Service Subcontractor Design review are charged on an hourly basis for the initial and any subsequent design / coordination reviews. Note rates not applicable to novated project consultants these are to be captured in a separate rate.
Multiple Service Reviews as required will be charged at an hourly rate per service discipline	per hour	$240	Hourly Rate is for service review by the subcontractors which are not included in above CAT 1 rates. Service Subcontractor Design review are charged on an hourly basis for the initial and any subsequent design / coordination reviews. Note rates not applicable to novated project consultants these are to be captured in a separate rate.
Mechanical Contractor as built Shop drawing	per hour	$202	
Hydraulic Contractor as built Shop drawing	per hour	$202	
Fire Contractor as built shop drawings	per hour	$202	
Electrical Contractor as built shop drawings	per hour	$202	
Other Project Consultant fees for designing, reviews and inspections	per hour	POA	Rate and Fee discussions are ongoing for Novated Project Consultants
2.2 Building Surveyor			
Kiosks	Per Tenancy	$1,400	
Food Tenancy (non-restaurants)	Per Tenancy	$2,500	
Specialty Tenancy <400m2	Per Tenancy	$2,500	
Restaurant	Per Tenancy	$4,000	
Office Tenancy	Per Tenancy	$5,000	
2.3 Structural Engineer			

Chatswood Chase

Annexure Part X Category One Costs

	Per Unit	Rate $ (excl. GST)	Notes
Initial design review to consider core holes, slab chasing, tenant specific point loads such as safes and specialty equipment. Additional structural design works required following the initial review will be charged at hourly rates.	per hour	tbc	Rate and Fee discussions are ongoing for Novated Project Consultants
Shopfront design review (Tenant to provide shopfront structural drawings and calculations). Standard laterally / horizontally loaded shopfront from slab to steel roof above. Non-standard shopfronts may attract additional review fees which will be charged at hourly rates.	per hour	tbc	Rate and Fee discussions are ongoing for Novated Project Consultants
Structural Engineer – additional design services	per hour	tbc	Rate and Fee discussions are ongoing for Novated Project Consultants
Fire Engineering – Senior Fire engineer review / advice and report	per hour	tbc	Rate and Fee discussions are ongoing for Novated Project Consultants
Design Review Fee	per Tenancy	tbc	Rate and Fee discussions are ongoing for Novated Project Consultants
Survey Fee	per Tenancy	tbc	Rate and Fee discussions are ongoing for Novated Project Consultants
Other Project Consultant fees for designing, reviews and inspections	per hour		Rate and Fee discussions are ongoing for Novated Project Consultants
2.4 Hoardings			
The below rates relate to new hoardings only. Relocated hoardings to be priced separately based on labour costs and installation.			
Melamine hoarding (up to 5m high), on TITAN impact system including removal and make good. Excludes graphics	per metre	$990	Titan or Similar
Melamine hoarding (2.4m high), on TITAN impact system including removal and make good. Excludes graphics	per metre	$510	Titan or Similar
Melamine hoarding (1.2m high), on TITAN impact system including removal and make good. Excludes graphics	per metre	$250	Titan or Similar
Hire after First Month (from Installation)	m2	POA	

Chatswood Chase

Annexure Part X Category One Costs

	Per Unit	Rate $ (excl. GST)	Notes
Sandwich panel hoarding (up to 5m high), incl removal and make good. Excl graphics	per metre	$1,289	
Sandwich panel hoarding (2.4m high), incl removal and make good. Excl. graphics	per metre	$670	
Sandwich panel hoarding (1.2m high), incl removal and make good. Excl. graphics	per metre	$330	
Hire after First Month (from Installation)	m2	POA	
Single sliding door to hoarding including Digi-Lock	No.	$2,666	
Double sliding door to hoarding including Digi-Lock	No.	$3,999	
Single hinged door to hoarding including Digi-Lock	No.	$1,969	
Double hinged door to hoarding including Digi-Lock	No.	$3,358	
Graphic Skin to all panels of hoarding	No.	POA	
2.5 Notes:			
Rates			
The rates set out in this schedule 1 are fixed.			
Hourly Rates			
Where an hourly rate applies, the maximum cost of the works will be the hourly rate specified above multiplied by the number of hours (or part thereof) taken to complete the works.			
All rates must include:			
· Costs to supply & install			
· All required inspections & certification			
· Preliminaries, profit and margin			
· All required commissioning. Drafting of Shop drawings as per services engineer hourly rate			
· Updating of As-builts as per Subcontractor hourly rate			
Clarifications			

Chatswood Chase

Annexure Part X Category One Costs

	Per Unit	Rate $ (excl. GST)	Notes
Rates are based on the Chatswood Chase Main Works, and are Project specific.			
All rates are to exclude GST			
All rates are based on being carried out concurrent with other work under contract including phases of design, shop drawing, procurement etc. Additional costs may apply for out of sequence work or work to new areas in which the trade did not previously establish in.			
Subcontractor Services Design reviews and advice of overall tenancies are not included in the above rates - refer to separate hourly rate for subcontractor design reviews			
Project consultants design reviews and advice are not included in the above rates - refer to separate hourly rate for consultant design reviews. These rates will be used with an addition of MPX OH&P			
The above Category 1 rate are for addition of scope only and not applicable for any credits / scope deletions / reductions. Valuation of any omission will be valued under clause 40 of the Contract.			
All rates exclude any design or construction works associated with the amplification and/or modification of systems to accommodate the tenant proposed changes. These will be ascertained and priced on application where applicable			
The above Category 1 rates include general access for install up to 3m from platform ladder, However rates exclude any specific EWP or scaffolding or other specialised access to carry out the works. This will be ascertained and priced on application where applicable			
The above Category 1 Rates are based on the assumption that MPX will have free access beneath the tenancy to complete core holes, underslung services etc. Should access be hindered and require additional works (e.g. out of hours, additional return visits due to unavailability) these will be priced at time of Application			

Chatswood Chase

Annexure Part X Category One Costs

	Per Unit	Rate $ (excl. GST)	Notes
All rates allow for works to be undertaken during approved normal site hours unless explicitly nominated otherwise. I.e. the above rates do not include for out of hours or night shift works			
The above Category 1 rates exclude working in confined spaces or in the presence of hazardous material			
The above Category 1 rates exclude any design, supply or installation of seismic restraints			
The above Category 1 rates exclude any required authority approvals and certifications			
The above rates do not apply to the level 3 commercial tenancies			

Annexure 21

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 / principle contractor appointed with Building Licence 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	N/A
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 received	Yes	No

Annexure 22

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	Completed	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

VICINITY
CENTRES