Annexure 4

PRE-COMMENCEMENT CHECKLIST

Pre-Commencement Onsite

Galleria

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 telephones 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