“LOVE OUR LOCAL SHOPPING”
At Federation Centres, we believe in *partnering* with our stakeholders to provide engaging *consumer experiences* for our local communities.

At the heart of our *success*, is our team at *Federation Centres* who are passionate about delivering on our *brand promise* and helping to drive sustainable returns for our investors.
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OUR TEAM

Retail Design Manager (RDM)
The RDM is responsible for the design review and final design approval of your drawings, and will assist you in the management of your fit-out process.

Tenancy Delivery Manager (TDM)
The TDM is responsible for coordinating your overall fit-out process. The TDM is also responsible for ensuring your fit-out program is in accordance with your lease agreement.

Centre Management
The Centre Management team is responsible for the day-to-day management of your fit-out process, from a Federation Centres perspective. Centre Management’s responsibilities include organising site access, and reviewing and collecting all relevant certifications such as necessary insurances, documentation, and work method statements from your nominated Shopfitter.

YOUR TEAM

Retail Designer
The Retail Designer is appointed by you and responsible for completing your stores concept and design documentation. Your Retail Designer will have formal qualifications in interior design or architecture and have a minimum of 5 years of industry experience.

Graphic Designer
The Graphic Designer is appointed by you to design all the graphic elements of your fit-out, including signage, menu boards, logos and other graphic elements. Your Graphic Designer will have formal qualifications in graphic design and have a minimum 5 years of industry experience.

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

Structural Engineer
The Structural Engineer is appointed by you to design and certify all structural elements of your tenancy including but not limited to the shopfront, shopfront signage, shopfront glazing and ceiling.
SHOPFRONT & SHOPFRONT ZONE

Your shopfront is integral to your design and, as such, should be dynamic and unique in its approach to finishes selection and design detailing.

The first 2,000mm in from your lease line is known as the "Shopfront Feature Zone". This needs to be designed as an integrated part of the overall shopfront. Particular attention should be shown to the design of the floor, walls, ceiling and lighting. Ceilings in this zone must be at the maximum shopfront height.

In order to maximise your visual presentation to the central mall area, full height elements need to be utilised in the design of your shopfront.

Shopfront openings and continuous bulkheads cannot exceed 65% of the shopfront width.

Shopfront outgo's may be permitted in some Centres. Where an outgo is permitted this must be offset with the equal amount of ingo. (Please liaise with the RDM for Centre specific criteria).
SHOPFRONT & SHOPFRONT ZONE continued

Where glazing is installed to the shopfront, the sheet size is to be maximised. All glazing channels should be fully recessed and concealed, both vertically and horizontally, into the shopfront structure.

Glazing to your shopfront must comply with Australian Standards (AS). Specific thermal glazing may be required if your shopfront is external.

Glazing fins are not permitted unless directed by a certifying body. If required, your glazing fins must be frameless with patch style fittings and recessed header brackets. Full height fins will not be permitted.

Not all Centres have a provision for structural support for the shopfront structure.

Signage and bulkheads must be supported independently of the Lessor’s ceiling and bulkheads. Importantly, you must confirm the location of support structure prior to commencing shop drawings. (Please liaise with the RDM for centre specific criteria).

Point of Sales counters and any display fixtures must be set back, by a minimum of 1,000mm, from the lease line.

SHOPFRONT CLOSURE

The shopfront closure is integral to the design of your tenancy. The use of frameless glazed swing doors, timber or aluminium framed/frameless bi-fold doors, or large format sliding/swing doors are encouraged.

Where roller shutters are agreed by the RDM, these must be set back, by a minimum of 400mm from the lease line and motorised with clear inserts. It is your responsibility to provide all structural steelwork to adequately fix/support the shutter. If the span of your roller door is such where removable mullions are required, a storage cupboard located near the front of your tenancy will be allowed to house your roller door during trade hours.

Concertina, stacked, sliding or bi-fold doors must be concealed in housing that is integrated within the shopfront design.

All track guides, locks and hinges must be recessed and concealed into the shopfront design.
MATERIALS

The materials specified throughout your tenancy must be of a commercial quality and relate to the design concept with particular attention paid to your shopfront and shopfront zone.

Materials specified can include – but are not limited to – the use of natural or engineered stone, solid and recycled timber, large format vitrified tiles and decorative metal work. If your tenancy sits externally, weather conditions must be considered as part of your design.

Materials which are not permitted for shopfronts include laminates, brush paint finishes, exposed fittings (unless approved as a design feature), plasterboard, cork, sheet vinyl, wallpaper, acrylic sheeting and powder coated framing.

The materials you select for the floor can include, but are not limited to, the use of large format vitrified tiles and natural stone, solid and recycled timber. Please note, materials which are not permitted include sheet vinyl and applied painted floor finishes.

SIGNAGE/GRAPHICS

The signage and graphics are integral to the design of your shopfront and must be designed by a professional graphic designer. It is important to note here that signage manufacturers are not considered graphic designers. If further clarification is needed, the RDM can advise on this.

One sign is permitted to each shopfront and is limited to your store’s trading name and logo. The use of banners placards or signs fixed to the glazing are not permitted without prior consent from Federation Centres.

Where vinyl graphics are proposed to the shopfront glazing ensure these are installed to the inside face of the glazing.

Signage lettering can be up to 400mm in height.

When designing the signage, please ensure it is three-dimensional and lit from behind with internal illumination. Non-illuminated signage that demonstrates exceptional design quality may also be considered, but requires prior approval from the RDM.

Menu boards that are edge-lit and slim-line are preferred however those with a solid background and vinyl lettering will be considered on individual design merit.

Signage styles not permitted include animated, flashing or moving signage, light box style signage, vacuum-formed or foam lettering, plain painted signage, hand written pricing, signage or graphics.

Snapper frames will be assessed on individual design merit. It’s important to note that, where permitted, frames must be square edged and recessed into the surrounding joinery.

Branded wind barriers and umbrellas for external tenancies are not permitted.
CEILINGS

The design of the ceiling must relate to your overall design concept and include articulation and feature elements.

The ceiling is to be maximised in the shopfront feature zone.

Ensure the ceiling or any overhead element is supported securely from the base building structure, as fixing from services is not permitted.

Allow for frameless flush mounted ceiling access panels with an angle trim and installed with allen-key locks.

Food store tenancies must have flush set plasterboard ceilings throughout the tenancy, in line with National Construction Code of Australia (NCC) and health regulations.

If your tenancy is under 250 m² a set plasterboard ceiling finish is required as a minimum.

a tile and grid ceiling may be considered by the RDM for stores exceeding 250m². Where approved, a minimum set plasterboard ingo of 4000mm in from the lease line is required. The ceiling levels between the set plasterboard ceiling and tile and grid are to be set at different levels.

Tenancies without Ceilings

Open style ceilings will be considered where the following conditions are met:

- The lack of ceiling is integral to the design concept proposal.
- The first 2000mm in from the lease line is set plasterboard.
- Mechanical ducts are changed from flexi to rigid and the entire ceiling including all exposed services are painted out.
- Surrounding inter-tenancy walls must be extended to the underside of the Centre’s roof or slab and are notched around all services and structure.

Where an open plan ceiling is being considered, the proposal will must be reviewed by Federation Centres consultants to ensure what impact it may have on the Centres Structure, such as fire engineered solutions and services.

Emergency and exit lighting must be slimline acrylic blade types and must be installed to achieve full compliance against the relevant Australian Standards.
LIGHTING

The lighting specified must complement the stores overall design. It is important the lighting design provides high quality illumination and enhance both the merchandise and visual appeal of the store. A combination of architectural fittings and alternate light sources must be utilised.

Ensure lighting is designed to minimise energy usage and complies with the requirements of Section J of the National Construction Code of Australia (NCC).

Illuminated shopfront sign and shopfront lighting must be separately switched to a timer and programmed to the Centres trading hours.

Light fittings that are not permitted include exposed neon, spinner type lights, flashing lights and surface mounted fluorescent lighting troffers.

**Tenancies under 250 m2**
- Troffer style light fittings are not permitted for tenancies under 250 m2.

**Tenancies over 250 m2**
- Troffer style lighting permitted after the first 4000mm in from the lease line.
- Where troffer lighting has been agreed bat wing diffuser fittings are to be specified.

FLOOR

The flooring specified inside your tenancy must be in keeping with the overall concept of your store. It must meet minimum slip coefficients and be of commercial grade.

The junction between all floor finishes must sit flush and include a recessed metal angle between the finishes. Please note, screw fixed edge plates or raised cover strips between floor finishes are not permitted.

If there is a variance between your floor finish and the mall floor then a topping is required. Allow for the topping to run the entire width of your tenancy.

If the tenancy requires a ramp, it is important that this comply with regulatory code requirements.

Dependant on where your store is located, you may be required to use the mall tile as your ingo tile. Note these works are carried out by the Lessor at your cost (liaise with the RDM for Centre specific criteria).

Where applicable, building expansion joints must be integrated into floor finishes.

Other important requirements include non-slip finishes specified into all wet areas, steps, ramps and landings. It is your responsibility to ensure the floor finishes comply with slip resistance and pendulum test certification for your floor’s intended use. Please provide this certification to the Lessor prior to commencement of trade.

For food tenancies, floors and skirtings must meet all the regulatory code requirements.

For food stores and other tenancies with high water use, a waterproof membrane must be installed between your floor finish and the Lessor’s base building floor. This membrane must be turned up a minimum of 300mm against the perimeter of the inter-tenancy wall.

Please note, any coring or chasing of tenancy floor slabs requires approval from Federation Centres prior to the commencement of on-site works.
WALLS

The wall finishes throughout the tenancy must be unique and innovatively designed. Utilise elements such as graphics and three-dimensional elements while avoiding large areas of untreated painted plasterboard.

All internal walls within the tenancy, including the storeroom, change room and consultancy walls and similar items, must be full height extending from the floor to the underside of the ceiling.

Construction of internal partitions should be undertaken using metal or timber studs, and must be lined. Noisy stores, (this may include music, youth fashion, hairdressing salons, hospitality, key cutting and similar stores,) are required to utilise acoustic sound proofing materials such as insulation.

Additional requirements, for example security mesh above inter-tenancy walls, or extending walls full height to allow for an open plan ceiling, are undertaken at your cost.

Where applicable, building expansion joints must be integrated into wall finishes.

Painted or exposed blockwork walls, exposed cool room panelling and prefabricated panelling are not permitted, nor should they be visible, in your front of house areas.

Also not permitted are exposed conduits or power poles stretching from floor to ceiling.

Walls for food tenancies must meet all the regulatory code requirements.

Doors to back of house areas/consultancy rooms and the like must be oversized min 2400mm high, made flush with front of house walls, frameless and self closing.

Curtains separating the front of house form back of house areas are not permitted. Site lines into the back of house must be concealed.

Note, where the preparation of food is considered integral to your design, the proposal will be considered by the RDM based on the overall design merit.
FIXTURES

Fixtures must be designed to complement your store concept. As such, walls, wall mounted display systems and loose joinery items need to support and be consistent with your overall store design.

Where glass cabinets or displays are proposed, allow for recessing of all glazing channels into the joinery elements. This is necessary as framed units cannot be used.

Point of Sales counters or freestanding fixtures need to be carefully located within your store space, allowing for at least 1,000mm distance from your lease line or shopfront.

VISUAL MERCHANDISING

Individual creativity and artistic flair play a major role in creating dynamic and engaging visual merchandising displays. As such, it is essential that you engage a professional visual merchandiser to review your tenancy’s layout and create product stories or concepts as part of the design process.

When creating a merchandise display consider how to install, hang and remove products and props – particularly in relation to the display of products in your shopfront window/s.

Ensure displays, tell a story or have a theme, show products in use, lighting and props should be professional, with well stocked power walls/displays to show best sellers.

Wall and Floor Merchandising systems: A variety of different wall treatments and finishes throughout the tenancy are required. Custom display units must be incorporated into each fitout, in line with the corporate concept of the brand.
**AUDIO VISUAL, TECHNOLOGY AND MUSIC**

Screens (including LCD and the like) must be fully integrated or recessed into the joinery or walls of your tenancy, using concealed cabling and fixings.

Stereo systems require a sound leveller in order to maintain a constant music sound level. The decibel rating within your premises cannot exceed 75db, in accordance with Australian Standards, unless otherwise agreed by the RDM.

Speakers must be ceiling recessed or recessed into horizontal track lighting systems and are not permitted within 3,000mm of the entry. Your speaker locations should also be detailed within your design drawings.

**STORE SECURITY**

All security devices and alarms proposed remain your responsibility. Consider their placement carefully as they must be concealed within the shopfront, pending approval from your RDM.

Freestanding security bars, posts, cameras and sirens must also be incorporated into the design of your shopfront, and located within your leased premises.

Please note, your attachments and/or fittings cannot be attached to the mall bulkhead.

**DESIGN REQUIREMENTS DISABILITY & ACCESS PROVISION**

The design of disability and access provision to your tenancy needs to comply with the NCC and with the requirements of all other relevant authorities and applicable laws. These include, but are not limited to:

- The Disability Discrimination Act 1992 (Cth), (DDA),
- Disability (Access to Premises – Buildings) Standards 2010,
ADDITIONAL INFORMATION
INLINE FOOD TENANCIES

The design of your food tenancy must reflect a high standard of design and with a clear focus on presenting and highlighting the goods and services offered.

The design of counter fronts must incorporate high quality and durable finishes, and exhibit dimensional qualities without protruding past your lease line. Your counter must also incorporate your point of sale or cash register equipment, as well as condiments, cutlery and serviette dispensers where applicable.

Counter displays should be constructed using square-edged, frameless glass and concealed lighting, at a maximum height of 1,350mm.

Please also allow for a neutral zone of 100mm between your counter display and inter-tenancy wall/s.

Refrigeration motors are to be installed in a remote location, as advised by Centre Management. Extraction and or ventilation grilles cannot be located on the counter front and need to be installed elsewhere.

All equipment must to be integrated within the front of house joinery, note this includes drinks fridges.

Bench mounted refrigeration/drinks units are not permitted.

All storage shelving in your front of house area requires cupboard doors. Proposed display shelving is possible and will be assessed, based on design merit, by the RDM.

Integral to the design of your front of house area is ceiling height, which must be maximised.

Eliminating a direct line of sight between your front of house and back of house is a key requirement when designing access/vision between the two areas. The RDM may permit pass-throughs from the front of house to rear of the store, following review.

The location of your main sign and menu boards varies depending on the tenancy’s location. (Liaise with the RDM for Centre specific criteria).

EXTERNAL AREAS

Where your tenancy has an external seating area there should be a strong connection of both the external and internal environment in both design and finish.

The use of mobile wind barriers and planters are not permitted.

Approval of gas heating and umbrellas to external tenancies vary from Centre to Centre. (Liaise with the RDM for Centre specific criteria).
SPECIFIC CRITERIA KIOSK

The following specific kiosk criteria should be read in conjunction with the general design criteria set out in this guide. Food kiosks, in particular, should review the criteria set out for Inline Food Tenancies.

The design of your kiosk has a strong retail presence within the mall and as such must demonstrate an exceptional design standard.

Open walk through style kiosks are encouraged.

Servery counters are to be set between 850–900mm with solid/glazed joinery elements to be a maximum of 1350mm AFFL (Above Finished Floor Level).

Also important is sightline clearance, which must be maintained over 1,400mm AFFL; loose or fixed fittings cannot be used above this height.

When designing the food preparation areas please ensure direct sightlines from the outside in are avoided.

Canopies over kiosks are not permitted unless directed by the Lessor or NCC, where a health requirement exists that require a canopy over a food preparation area. (Liaise with the RDM)

MATERIALS

The exposed nature of the kiosk in the mall environment means the selection of materials is key to durability and appearance of the fitout. High quality materials are to be specified with all leading edges to be protected.

Materials you can use include, but are not limited to, natural and reconstituted stone, solid and recycled timber, vitrified tiles and back painted glass. Laminate, acrylic and brushed or rolled paint finishes are not permitted.

LIGHTING

The lighting to your kiosk must be integrated into the joinery and concealed, as exposed fittings are not permitted.

If you require additional lighting above the kiosk, please submit an application for review to the RDM. Where approval is granted the lighting should be consistent with the existing fitting style within the mall; this will be installed by the Lessor at your cost.
SPECIFIC CRITERIA KIOSK continued

FLOORING

The mall floor finish beneath the kiosk must remain intact.

Suitable protection for the mall floor (such as waterproof membrane or similar), must be installed under all new kiosk floor coverings, however these cannot be permanently fixed to the Lessor’s slab. Note, plinths and equipment and membranes must not be permanently fixed to the Lessor’s slab.

SIGNAGE, MENUS & GRAPHICS

If your kiosk contains a mall column, the column must be utilised as the main signage element with treatment applied to a height of 2,600mm AFFL.

The main blade sign must be sized at 2600H x 800W x 150D and contain internally illuminated three-dimensional letters. In addition to this, your food kiosk may be at the Lessors discretion, permitted to utilise a second vertical blade sign (sized at 2600H x 800W x 150D) in a different direction to the main blade sign.

Third party signage graphics and promotional elements on equipment and fridges and similar items, must be avoided at all costs, as it is not permitted within your kiosk zone.

Menu boards that are edge-lit and slim-line are preferable, although a solid background and vinyl lettering can be used as an alternative. However, overhead horizontal signage menus are not permitted.

If screens (LCD and the like) are part of your fit-out, these must be fully integrated or recessed into the design elements of your kiosk. The screen content should be rolling images or text only, which will must be approved by Centre Management. Please note, secondary branding or third party promotional material cannot be displayed, nor can sound be used within kiosks.

ATM’S

All ATMs should be front-loading machines to ensure efficient use of the area. In terms of dimensions, ATMs must not exceed 1,850mm AFFL. Signage toppers must be designed to ensure no sight lines to adjoining tenancies are impeded; and only one sign is permitted per machine.
ECOLOGICALLY SUSTAINABLE DESIGN (ESD)

An ecologically sustainable approach to fit-out design is a key value for Federation Centres. We are committed to leading by example, and having a positive impact within the retail property sector. It is therefore the focus of this guide to support and encourage you, the Lessee, to join us in a combined effort to design and produce sustainable fit-out solutions.

As part of our vision for sustainable practice your tenancy needs to be designed to minimise its impact on the environment. In analysing and monitoring your tenancy’s impact on the environment, consider the durability and quality of your fit-out finishes, your production and freight impact, and also the bi-products of your construction. Implementing and maintaining environmentally friendly practices can lower your costs while improving the sustainability of your everyday operations.

PURPOSE

At Federation Centres we are committed to achieving a high level of sustainability performance in all our Centres, with a particular focus on:

- Efficient use of energy and water,
- Minimisation of greenhouse emissions used during manufacture of materials and during construction,
- Increased use of recycling facilities and recycled materials,
- Reduction of energy costs to retailers,
- Reduction of waste, and
- Creation of safe and healthy workplaces.
SUSTAINABLE DESIGN PRINCIPLES

The key to achieving higher levels of sustainability is in making considerations during the design process. When designing your fit-out, please consider the following sustainable design principles:

- Assess the entire life cycle of the tenancy to identify overall environmental footprint and impact,
- Design for the long-term, and use less impactful materials for displays that are changeable,
- Minimise non-renewable energy consumption,
- Use environmentally preferable products,
- Efficient use of energy, materials and water reducing waste,
- Reduce excess amounts of lighting, noise and maintain air quality,
- Protect occupant health and improve employee productivity,
- Optimise operational and maintenance practices.

MATERIALS

It is important to consider the life cycle of materials: where did they come from and what will happen to them when they are no longer needed?

Please consider the following, when specifying materials for your fit-out:

- Recycled materials reduce the amount of waste required in the process of making new products.
- Use demountable and reusable wall systems that can be adapted to accommodate the future use of the premises.
- Locally sourced products should be used where possible as they minimise emissions in transportation.

Volatile Organic Compounds (VOC’s) are found in products which emit chemical gases into the environment. Selecting paints, adhesives, carpets, reconstituted wood products and furniture that carry minimal amounts of VOCs is advisable.

Water based paints should be selected over oil based paints. Paints can also have a Good Environmental Choice Eco label to certify their compliance with international best practice.

Formaldehyde is a gas emitted from the resins used to bond fibreboard and particleboard. Composite wood products used in a tenancy must have low formaldehyde emissions of E1 or lower.

Thermal Insulation Shopfronts with direct sunlight entering will need to fit blinds or sun blocks in order to maintain a constant internal temperature.

Forest Stewardship Council (FSC) It is important to research the origins of a material and the conditions in which it is manufactured and grown when specifying timbers. The Forest Stewardship Council (FSC) is an internationally recognised label given to timber sourced from sustainable forests, and a recommended resource for you and your retail designer when sourcing materials for your fit-out.
WATER AND ENERGY

Energy Efficiency
The amount of natural light entering a tenancy will impact on the amount and strength of artificial light required. Although lighting is a key feature in merchandising, it is generally recognised that contrasting light levels rather than total light levels make products stand out from their surroundings.

Division of Light Circuits
It is important that different lighting circuits and switches are allocated to different sections of a tenancy according to use. Each individual circuit may include:
- Shopfront and signage,
- Display cabinets,
- Feature lighting general interior lighting,
- Cool rooms (if required) back of house,

Emergency and safety lighting models with a high Coefficient of Performance (COP) greater than five are considered best practice.

Light Types
LED’s LED fluorescent and ceramic metal halides which use less energy and emit low amounts of heat are to be specified. F5 fluorescents are a small and energy efficient solution for displays while fibre optics offer a direct, targeted light source. Non-sustainable lighting sources such as halogens and incandescent lights cannot be used.

Air-Conditioning
Your air conditioning should be operated on a timer to coincide with the Centre’s opening hours. Please also 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 minimise energy used for cooling. Air conditioning models with a high COP greater than five are considered best practice.

Rating
Select fittings and appliances that carry a high efficiency rating. ‘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 four degrees and be cooled with Hydrocarbon Refrigerants opposed to HFCs.

Avoid using Hot Water Boilers where possible. However, if required, ensure your 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.

FITOUT

Shopfitter
Select Shopfitters who have a proven understanding of correct environmental practices. For best practices, ensure your shopfitter has an environmental management plan (EMP) and waste management plan in place.

Recycling
Recycling systems should be in place during fit-out works and once your tenancy is open for trade.

Trading
Educate and train staff to be environmentally aware in the workplace.

For more information:
There are a number of leading websites which contain useful information in relation to Ecologically Sustainable Design:
- www.gbca.org.au
- www.ecospecifier.com.au
- www.geca.org.au
Lease offer accepted.

RDM contacts you (Lessee) and provides the design documentation package along with programme dates.

You appoint a suitably qualified retail designer and graphic designer.

**1 GETTING STARTED**

**2 DESIGN APPROVAL STAGE**

You or your retail designer provides a Preliminary Design Submission to the RDM. RDM reviews and provides feedback.

You or your retail designer provides a Final Design Submission to the RDM. RDM reviews and issues stamped final design approved drawings with conditions.

RDM issues Owner Consent letter with final design approval.

**3 PRE FITOUT**

You engage structural engineer to review all structural elements in your design including shopfront, shopfront signage and ceiling.

You or your retail designer tender approved drawings and appoint shopfitter minimum 2 weeks prior to handover.

You appoint qualified and experienced shopfitter.

You arrange for shopfitter to attend Centre pre-start induction.

**4 FITOUT**

You meet onsite or send shopfitter to accept handover with TDM on the handover date.

You provide executed lease, rent in advance, bank guarantee and certificates of currency of insurance prior to handover. Shopfitter commences fitout.

**5 PRIOR TO TRADE/TRADE**

Shopfitting works including defects to be complete 3 days prior to trade to allow you to stock and merchandise your tenancy.

Provide all authority and trade certification prior to hoarding removal.
STEP 1 – GETTING STARTED

Once you accept the lease offer you are ready to commence the design process. It is at this time the appointed RDM will make initial contact and provide the following documentation:

- Program of key milestone dates that need to be met,
- The Retail Design Guideline document,
- Tenancy Drawings – including floor plan, reflected ceiling layout, typical section, through the tenancy, and a shopfront elevation,
- Services Checklist,
- Any additional site specific information.

Your first step is to appoint a qualified retail and graphic designer with at least five years of industry experience. During this time you should be also speaking with qualified Shopfitters to ensure their availability.
STEP 2 – DESIGN APPROVAL STAGE

Preliminary Design Submission

Your preliminary design submission is to be presented in an A3 PDF format and should include the following documents:

- Floor Plan(s)
- Reflected Ceiling Plan (RCP)
- Services Layout Plan(s) – electrical, mechanical & drainage
- Shopfront and Sections
- Internal Elevations
- A conceptual signage and graphics package
- Finishes Schedule and Sample Board (coloured)
- Completed Services Checklist
- Completed Design Checklist

In accordance with the Design Guidelines and fitout requirements, the RDM will review your submitted documentation, provide a review of your proposal and advise if further action is required in order to progress the submission to the final stage.

Final Design Submission

The final design submission must address all comments and suggestions made in the preliminary design review and be presented in an A3 PDF format. The package is to include the following documents:

- Floor Plan(s)
- Reflected Ceiling Plan (RCP)
- Floor Finishes Plan
- Services Layout Plan(s) – electrical, mechanical & hydraulics
- Shopfront and Sections
- Internal Elevations and Sections
- Joinery Details including sections and elevations
- Signage and Graphics Packages
- Finishes Schedule and Sample Board (coloured)

Upon review of your final drawings package and in accordance with the Retail Design Guidelines the RDM will provide you with a review of your proposal and advise if:
(a) The submission is approved
(b) The submission is not approved

If approved you will be provided with stamped approved drawings with conditions and issued with an owner’s consent letter for you to be able to lodge your drawings for Authority approval.

If the submission has not been approved you will need to make the required changes and resubmit the documentation in order to finalise the final approved design.
STEP 3 – PRE FITOUT

Upon receipt of final design approval, you or your representative are required to complete the following steps/processes:

• Submit approved drawings to registered Building Surveyor or Council Building authority for the assessment and issue of a Building Permit.
• Complete a services questionnaire and provide a copy to the RDM and Building Surveyor/Council authority for assessment.
• Engage a qualified Structural Engineer to provide appropriate detail in relation to shopfront construction.
• Tender the approved design drawings to suitably qualified Shopfitters for pricing. Please note, Shopfitters must have appropriate experience working in shopping centre environments and be registered building practitioners for the state where works are being undertaken. Owner builders are not acceptable. The TDM or RDM can assist with providing contact details of shopfitters, if required, with the relevant commercial experience.
• You must appoint a Shopfitter a minimum of two weeks prior to the handover of the tenancy.
• The TDM, with the assistance of the Centre Operations Manager, will send approved design documentation to the relevant nominated trade contractors for the purpose of costing all Lessor works at the cost of the Lessee, (such as sprinkler and air conditioning modifications to suit the new fit-out design), and provide you with an invoice for payment prior to the commencement of trade.
• At least 5 days prior to the commencement of works on-site, your Shopfitter must attend a pre-start induction at the Centre and provide documentation relating to company registration, public liability insurance (at $20million), Work Cover insurance, building permit, and a shopfitter bond (of $3,000) which will be held until the completion of the fit-out and returned subject to the Lessor being satisfied that no damage attributable to the Shopfitter has been caused to the Lessor’s property during the fit-out.
**THE PROCESS DESIGN AND FITOUT**

**STEP 4 – FITOUT**

- Prior to the hand-over of the tenancy, and in accordance with agreed dates within the lease agreement, the TDM will arrange to meet with you or your representative on-site to formally hand over the site for the commencement of fit-out works. (Please note, this may be performed by a Federation Centres representative).
- You must provide a copy of the executed lease rent, certificates of currency of insurance and and bank guarantee to the Centre, prior to commencement of works on-site.
- Your Shopfitter will commence works on the agreed hand-over date, or as close as is practically achievable.
- During the fit-out, the TDM and RDM will closely monitor all works and require your Shopfitter to provide a works program that complies with the agreed fit-out term and your stocking requirements.
- The TDM and the Centre Operations Manager will coordinate with your Shopfitter all Lessor/Lessee works.
- You and Your Shopfitter should have regard to The ‘General Requirements Lessee/Lessee Contractor’ as set out in this document in relation to your fitout.

**STEP 5 – TRADE**

Prior to the commencement of trade, you and your Shopfitter must satisfy the TDM (or their representative) that defects of a significant nature have been rectified prior to the removal of the hoarding. Prior to the TDM instructing the Centre to arrange the removal of the hoarding, the TDM (or their representative) must be satisfied that the Lessor has received the following certification pertaining to the fit-out:

- Certificate of Occupancy issued by the Building surveyor/Council,
- Structural Engineer Certificate relating to the shopfront installation including signage,
- Glazing Certification,
- Electrical Certification,
- Plumbing Certification,
- Health Department Certification in relation to food premises/tenancies.
LIGHTING SERVICES

All lamp temperature colours shall generally be 4,000 degrees with a colour render of ra85 index. Other colours may be used for display purposes, however these will require approval from Centre Management. Front of House (to cafés), as well as shopfront lighting and main shop signage must be installed on a seven-day, 24-hour time clock. All lighting must have a wall switch, which is to be shown on your electrical/lighting plans. Lighting is not to be switched on/off at the electrical distribution board mains.

STRUCTURAL

Please indicate on the preliminary plan any heavy items (for example, safes) and requirements for penetrating the slab, including size and location.

APPROVAL OF FIT-OUT CONTRACTOR

As the Lessee, you must appoint a reputable Shopfitter experienced in shop fit-out work to complete all Lessee’s Works. Your Shopfitter must hold and maintain the insurances required under the Agreement for Lease and this guide. It is your responsibility to submit the name of the Shopfitter, (including Builders Licence Number and Shopfitters Licence) to the Retail Design Manager and obtain approval prior to commencing the Lessee’s Works.

ON SITE REQUIREMENTS

ACCESS AND WORKING HOURS –
Access to interior shops will normally only be available during normal shopping hours. Special arrangements must be made with Centre Management for access outside these hours and this may incur costs payable by you for attendance of Security staff to unlock, guard and re-lock the Centre while you, your Shopfitter or any Subcontractors are on site. In addition to the above access and working hours, the site working times are to be governed by the MBAV working day calendar for 2014 and 2015 respectively.

WORK SAFE – Copies of Safe Work Method Statements will be required for each trade delivery of building materials. Display fittings, equipment or stock will not be permitted through malls or service corridors during normal shopping hours, except with prior written permission from Centre Management; this may be subject to conditions for the protection of the public.
SECURITY AND FIRE ALARMS – Alarms are installed in the Centre and are monitored 24 hours each day. Any Lessee’s Works likely to set off alarms will result in an FESA or Security staff response. All call-out or other charges will be payable by you. All security or fire alarm isolation will require 24-hour prior notification to Centre Management. This may be necessary where work is likely to generate dust, smoke or fumes which may set off alarms.

ESSENTIAL SERVICE CERTIFICATIONS – required for the following services provided to the shop:
• Smoke Detection
• EWIS operation
• Exit Lighting
• Emergency lighting
• Portable Fire Extinguishers

Smoke detectors must be isolated during any dusty work and a dust cover should be fitted.

WATER METER – Water meters must be installed to each food tenancy by you at your cost and cannot be within public view. Please consult with your Operations Manager for specification. Please note, hairdressing salons must also install a water meter.

GAS METER – Gas meters must be installed to each food tenancy by you at your cost, and cannot be in public view. Please consult with your Operations Manager for specification.

PARKING – Parking will only be permitted in areas allocated by Centre Management.

In no circumstances will parking be permitted during normal shopping hours in the vicinity of mall entrances.

NOISY WORK – During normal shopping hours please avoid any noisy work (such as jack hammering, percussion drilling, machine saw cutting of timber, sheet metal, concrete, et cetera), which is liable to cause disturbance to adjacent Lessees or the public within the Centre. Centre Management may require any unreasonable noisy work to cease and may only be recommenced outside normal shopping hours.

HOT WORKS – Hot works will not be permitted without the express written permission of Centre Management and an appropriate FESA-approved fire extinguisher being kept within one metre of the work.

PLUMBING WORKS – Any modifications to the in-ground plumbing works, deemed necessary by the Lessor’s consultants due to the requirements of the approved fit-out proposal, are to be performed by your Shopfitter at your cost. This includes any supplementary facilities required by statutory authorities in connection with the approved use of the tenancy, such as reticulation of water, supply waste and vent systems.

PAINTING – Painting or other Lessee’s Works likely to cause fumes that may affect other Lessee’s or the public within the Centre must only be carried out outside normal shopping hours, subject to approval of Centre Management.
NO SMOKING – Smoking is not allowed anywhere inside the Centre. Any person violating this rule will be required to extinguish the cigarette or cigar and leave the Centre immediately.

FLOOR PROTECTION – Protection of mall floors must be provided by your Shopfitter with suitable temporary heavy-duty PVC sheeting, Masonite or other suitable stout protection to prevent damage or staining of finishes. Sheet must be repaired and maintained during progress of work and removed on completion.

CLEANING – Cleaning of mall and corridor floors, shopfront frames and glazing must be completed by you or your Shopfitter before you commence stocking and before opening for trading.

TEMPORARY SERVICES – Electrical and water supply for construction must be taken from your shop distribution board, which must be fitted with a meter by the Lessor prior to commencement of work. You or your Shopfitter must pay the cost of electricity consumed.

RUBBISH STORAGE AND REMOVAL – You and your Shopfitter must be responsible for the removal of rubbish from the site in a manner and at times agreed with Centre Management. Rubbish may be disposed in skips or containers located in approved positions in the adjacent car parks, but only with the specific written approval from Centre Management. In no circumstances may builders’ materials or rubbish be left in mall areas outside your shopfront or lease line.

GENERAL GUIDLINES
You and your Shopfitter are required to wear protective clothing applicable to your work and in accordance with Worksafe Guidelines.

All temporary electrical equipment must be fitted with appropriate residual current devices. Federation Centres will not be responsible for loss of any tools, equipment, building materials, fittings or other.

You and your Shopfitter acknowledge and accept that the site, including the premises in which the works are to be carried out, shall at all times be subject to the reasonable discipline of your RDM and/or Centre Management.
CERTIFICATIONS

Certificates required prior to opening:

The Lessee must obtain at it’s cost all certificates required by the Authorities in connection with the Lessee’s Works. A copy of all required certificates must be forwarded to Centre Management prior to commencement of trade. Depending on the scope of Lessee’s Works the following certificates may be required.

1. Structural Engineers Certificate – This certifies that all overhead structures are adequately supported from the building structure including (but not limited to) shopfront, ceiling, bulkheads and signage. Engineers’ contact details are to be forwarded to the RDM before the fit-out commences. Please note that your structural engineer must clearly list all the elements inspected on the certificate. Shopfronts and signage must be supported independently of the mall bulkhead.


3. Roller Shutter/Trellis Door/Dynamic Installation Certificate – The roller shutter installer and/or manufacturer should supply this. It certifies that the roller shutter has been adequately supported from the building structure and has been installed to the manufacturer’s specifications.

4. Glazing Certificate – Your Glazier who installed your glass must supply certification that the installation, design and materials meet the current Australian Standards, AS1288 and AS2208.

5. Electrical Certificate of Compliance – This must be supplied by your Electrical Contractor and should certify that the installation of electrical services within the tenancy meets all regulatory requirements and codes, and is safe for energising as required under law.

6. Exhaust Canopy Installation Certificate – This must be supplied by the exhaust contractor and should certify that the installation of any exhaust canopies within your premises meet all regulatory requirements and codes, and is safe for energising as required under law.

7. Plumbing Certificate – The contractor who carried out any plumbing work in your premises must provide this. It must certify that the plumbing complies with the relevant Australian standard.

8. Waterproof Membrane Installation – A waterproof membrane is required for any wet area within your premises (including hairdressers, florists food kiosks, et cetera.) It is not required for a standard hand basin within a storeroom. Your Shopfitter must supply written confirmation that all aspects meet Australian Standards for all food service areas. All penetrations and inside of joinery in kiosks must be tanked.

9. Authorities Construction Certificate – This is a copy of the Compliance Certificate and required attachments issued by the relevant Certifying Authority.

10. Health Department Certificate (where applicable) – All premises handling food must supply written confirmation and approval from the Health Department confirming that all relevant food regulations relating to the Lessee’s Works have been complied with. If you carry out acupuncture, body piercing, ear piercing, electrolysis, tattooing, cosmetic enhancement, hairdressing or beauty treatments on your premises, you must provide a Certificate of Registration of the Premises under the relevant Health Act.

11. Fire Extinguisher Certificate – This can be obtained from a fire protection contractor.


13. Floor Finishes Certificate – This certifies slip resistance suitable for commercial use (that is, retail). This applies to any floor surface other than carpet. Floor finishes must comply with Australian Standard 4586:1999 and AS 3661.

14. Occupancy Certificate Final Site Inspection by Authorities for Your Occupancy Certificate – You are required to contact the Certifying Inspection for final site inspection of your fit-out. All the above certificates are to be presented before or at this inspection.
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<td><strong>SCOPE OF WORKS</strong></td>
<td>The Lessee is required to complete the following works at the Lessee’s cost.</td>
<td>The Tenancy will be handed over to the Lessee with the following:</td>
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<tr>
<td><strong>ARCHITECT/RETAIL DESIGNER</strong></td>
<td>You must appoint a reputable designer (with a minimum five years of retail design experience) to design and document your fit-out in line with the requirements of Federation Centres’ Retail Design Guidelines.</td>
<td>Works completed by the Lessor’s nominated contractors at the Lessee’s cost.</td>
</tr>
<tr>
<td><strong>FLOORING</strong></td>
<td>You must provide floor coverings and any required floor preparation works which are at a standard acceptable to the Lessor.</td>
<td>A section of the Centre’s mall or common area floor including the finish of the mall floor on a concrete floor slab.</td>
</tr>
<tr>
<td><strong>TENANCY WALLS</strong></td>
<td>You must provide and install all walls and partitions within your premises.</td>
<td>No wall will be provided by the Lessor.</td>
</tr>
<tr>
<td><strong>LIGHTING</strong></td>
<td>Kiosks must utilise the existing lighting provided by the Lessor’s ceiling.</td>
<td>Any further lighting required, in addition to that provided by the Lessor as part of the Centre’s existing common area lighting, is to be completed by the Lessor at your cost.</td>
</tr>
<tr>
<td><strong>SIGNAGE</strong></td>
<td>As the Lessee, you must provide signage to a standard acceptable to the Lessor. Please note, maximum height of the single blade sign is restricted to 2600mm x 800mm wide.</td>
<td></td>
</tr>
<tr>
<td><strong>ELECTRICAL</strong></td>
<td>You must reticulate the electrical installation within your tenancy. The electrical installation will include the distribution board, circuit breakers and required switching.</td>
<td>Single Phase 63 AMPs, with no distribution board.</td>
</tr>
<tr>
<td><strong>ELECTRICAL METER</strong></td>
<td>Where the tenancy is new, you will must apply for, and pay all fees associated with, the installation of the Authority Meter.</td>
<td>Any upgrade to the electrical supply including any temporary power requirements. Temporary power (if required) is to be wired from your tenancy’s board.</td>
</tr>
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## NON FOOD KIOSK

### SCOPE OF WORKS

The Lessee is required to complete the following works at the Lessee’s cost.

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### FIRE FIGHTING EQUIPMENT

As the Lessee, you must provide all fire fighting equipment to your premises, including portable fire extinguishers and fire blankets.

### STRUCTURAL APPROVAL

Where your design requires the penetration or chasing of the slab, you must obtain approval from the Nominated Structural Engineer. This will be at your own cost.

### CONTRACTOR APPOINTMENT

You must appoint a reputable Registered shopfitter to undertake all building works to your tenancy, in accordance with Federation Centres’ Retail Design Guidelines.

### AIR CONDITIONING

Your premises will be air conditioned as part of the Centre’s mall.

Any upgrade to the Centre’s existing mall air conditioning to accommodate your specific use/heat loadings etc and inclusive of make-up air requirements, as well as removal of redundant mechanical debris.

### COMMUNICATIONS

10 pair cable FDP.

Any upgrade to the telephone or communication infrastructure is to be completed by the Lessor at your cost.

### PLUMBING

If required, water supply and waste point/s will be completed by the Lessor at your cost.

### CENTRE MALL TILING

Any reinstatement of the centre mall tiling is required as a result of your tenancy fit-out works.
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<td><strong>COMMUNICATIONS</strong></td>
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<td><strong>HOARDINGS</strong></td>
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<tr>
<td><strong>DESIGN REVIEW FEE</strong></td>
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<td><strong>PENETRATIONS</strong></td>
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<tr>
<td><strong>STRUCTURAL ALTERATIONS</strong></td>
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</tbody>
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*Note fees highlighted in the above schedule may be subject to change.*
## FOOD TENANCY

### SCOPE OF WORKS

The Lessee is required to complete the following works at the Lessee’s cost.

### ARCHITECT/TENANCY DESIGNER

You must appoint a reputable designer (who holds no less than 5 years of retail design experience) to design and document your fit-out. This should be in line with the requirements of Federation Centres’ Tenancy Fit-out Guide.

### FLOORING

You must provide floor coverings and any required floor preparation works at a standard acceptable to the Lessor.

### TENANCY WALLS

You must provide wall coverings or paint your tenancy walls to a standard acceptable to the Lessor. In addition to this, the internal walls and partitions within your premises must be installed in line with Lessor standards.

### INTERNAL COLUMNS

You must treat internal tenancy columns to a standard acceptable to the Lessor.

### CEILING

As part of your fit-out you must install a plaster ceiling for your entire tenancy, the quality of which should be at a standard acceptable to the Lessor.

### LIGHTING

You must provide lighting which is in line with Part J6 NCC requirements, at a standard acceptable to the Lessor.

### SHOPFRONT

You are responsible for the install of your shopfront including door, roller door, glazing display areas, joinery, selected finishes, signage and structural support and structural support to a standard acceptable to the Lessor.

### LEASEE/LESSOR

#### SCOPE OF WORKS

The Tenancy will be handed over to the Lessee with the following:

- Works completed by the Lessor’s nominated contractors at the Lessee’s cost.
- A trowel finish ready for application of floor coverings, (although this is not applicable for vinyl flooring).
- Your walls will be smooth unpainted plaster, pre-cast or blockwork walls.
- These will be handed over in their existing condition.

#### LESSOR WORKS

- Works completed by the Lessor’s nominated contractors at the Lessee’s cost.
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<th>SCOPE OF WORKS</th>
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<tr>
<td><strong>SHOPFRONT (existing)</strong></td>
<td>The Lessee is required to complete the following works at the Lessee’s cost.</td>
<td>The Tenancy will be handed over to the Lessee with the following:</td>
</tr>
<tr>
<td></td>
<td>Where approved to retain the existing shopfront, you must provide Structural Certification, upon request from the Lessor.</td>
<td>Works completed by the Lessor’s nominated contractors at the Lessee’s cost.</td>
</tr>
<tr>
<td><strong>ELECTRICAL (existing)</strong></td>
<td>Where approved to retain existing lighting and associated cabling and similar items, you must obtain certification of existing reticulation and EDB.</td>
<td></td>
</tr>
<tr>
<td><strong>SHOPFRONT SIGNAGE</strong></td>
<td>You must ensure the shopfront signage you provide is of a standard acceptable to the Lessor.</td>
<td></td>
</tr>
<tr>
<td><strong>JOINERY</strong></td>
<td>The joinery specified within your tenancy must be of a standard acceptable to the Lessor.</td>
<td></td>
</tr>
<tr>
<td><strong>ELECTRICAL</strong></td>
<td>As the Lessee, you must reticulate the electrical installation within your tenancy. This includes circuit breakers for the distribution board, switches, cables and lighting fixtures.</td>
<td>Three Phase 80 AMPs. Electrical Distribution Board (12 Circuit Module) with single main isolator switch to a point within your tenancy.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Any upgrade to the electrical supply or relocation of the Electrical Distribution Board to suit your tenancy configuration, this includes any temporary power requirements; any electrical works (that is, external lighting) undertaken to common areas. Please note, temporary power (if required) is to be wired from your tenancy’s board.</td>
</tr>
<tr>
<td><strong>ELECTRICAL METER</strong></td>
<td>Where your tenancy is new, you must apply for and pay all fees associated with the installation of the Authority meter.</td>
<td></td>
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<tr>
<td><strong>GAS METER</strong></td>
<td>Where required, you must apply for and pay all fees associated with the installation of the Authority meter.</td>
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FOOD TENANCY

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<td><strong>SCOPE OF WORKS</strong></td>
<td>The Lessee is required to complete the following works at the Lessee’s cost.</td>
</tr>
<tr>
<td>PLUMBING</td>
<td>As the Lessee you are responsible for the installation of plumbing, drainage and refrigeration systems, (including any required ventilation). This includes connection to water supply, drainage connections, sinks, basins, fittings and water fixtures. Water and waste points will be provided by the Lessor.</td>
</tr>
<tr>
<td>FIRE FIGHTING EQUIPMENT</td>
<td>You must provide all fire fighting equipment for your premises, including portable fire extinguishers, a chemical automatic fire suppression system and fire blankets.</td>
</tr>
<tr>
<td>MECHANICAL VENTILATION AND KITCHEN EXHAUST SYSTEM</td>
<td>If required you must provide a kitchen exhaust system with elements including exhaust hood, ductwork, grease filter and activated carbon filter. Costs apply for a connection to common exhaust, where available. Please liaise with the TDM to determine availability and litre-per-second capacity.</td>
</tr>
<tr>
<td>CONSULTANTS FEES</td>
<td>If your tenancy work requires certification by the Centre’s nominated consultants, (this might involve a review of loads on structure, for example), you are responsible for the consultants’ fees.</td>
</tr>
<tr>
<td>CONTRACTOR APPOINTMENT</td>
<td>You must appoint a reputable Registered Commercial Builder to undertake all building works to your tenancy, in accordance with Federation Centres’ Tenancy Fit-out Guide.</td>
</tr>
<tr>
<td>FOOD TENANCY</td>
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<td><strong>SCOPE OF WORKS</strong></td>
<td>The Lessee is required to complete the following works at the Lessee’s cost.</td>
</tr>
<tr>
<td><strong>EXTERNAL WALLS (if applicable)</strong></td>
<td>External walls will be handed over in their existing condition.</td>
</tr>
<tr>
<td><strong>AIR CONDITIONING</strong></td>
<td>Ducting and registers will be provided in an ‘as is’ configuration.</td>
</tr>
<tr>
<td><strong>FIRE SPRINKLERS</strong></td>
<td>Sprinkler heads will be provided in an ‘as is’ configuration to code.</td>
</tr>
<tr>
<td><strong>COMMUNICATIONS</strong></td>
<td>A 10 pair FDP cable to a nominated point.</td>
</tr>
<tr>
<td><strong>GREASE TRAP</strong></td>
<td>The grease trap and grease connection will be installed at a point within your tenancy, as nominated by you.</td>
</tr>
<tr>
<td><strong>ACCESS DOOR</strong></td>
<td>Where existing, there will be a rear external door to the premises.</td>
</tr>
<tr>
<td><strong>EXHAUST</strong></td>
<td></td>
</tr>
<tr>
<td><strong>GAS SUPPLY</strong></td>
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## LESSEE/LESSOR SCOPE OF WORKS

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<td>The Lessee is required to complete the following works at the Lessee’s cost.</td>
<td>The Tenancy will be handed over to the Lessee with the following:</td>
</tr>
<tr>
<td><strong>HOARDINGS</strong></td>
<td>Hoardings will be installed around your tenancy prior to hand-over and removed by the Lessor at the commencement of trade. This is charged at $300 + GST per lineal metre.</td>
<td></td>
</tr>
<tr>
<td><strong>DESIGN REVIEW FEE</strong></td>
<td>A Design review &amp; Tenancy co-ordination fee of $2,550.00 excl. GST is applicable, to cover the Lessor’s cost in approving fitout plans and co-ordinating fitout works.</td>
<td></td>
</tr>
<tr>
<td><strong>FULL HEIGHT WALLS</strong></td>
<td>Any increase to the height of the inter-tenancy walls.</td>
<td></td>
</tr>
<tr>
<td><strong>GAS INSTALLATION</strong></td>
<td>If required, installation or upgrade will be provided to your premises to a point nominated by you.</td>
<td></td>
</tr>
<tr>
<td><strong>PENETRATIONS</strong></td>
<td>Cutting and opening of the surfaces of the building structure to accommodate your services.</td>
<td></td>
</tr>
<tr>
<td><strong>STRUCTURAL ALTERATIONS</strong></td>
<td>Any approved structural changes to the base building, inclusive of design and certification by Lessor’s consultants.</td>
<td></td>
</tr>
<tr>
<td><strong>ROOF ACCESS AND FALL PROTECTION</strong></td>
<td>Where you install plant or equipment on the Centre roof areas, safe roof access and fall protection (in accordance with AS1891) must be provided from existing Centre roof access.</td>
<td></td>
</tr>
<tr>
<td><strong>INGO FLOOR TILING</strong></td>
<td>Any alterations or additions to mall tiling as a result of your retail design.</td>
<td></td>
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<tr>
<td><strong>ARCHITECT/TENANCY DESIGNER</strong></td>
<td>As the Lessee you must appoint a reputable designer (with no less than 5 years of retail design experience) to design and document your fit-out, in line with the requirements of Federation Centres’ Tenancy Fit-out Guide.</td>
<td></td>
</tr>
<tr>
<td><strong>FLOORING</strong></td>
<td>You must provide floor coverings and any required floor preparation works to a standard which is acceptable to the Lessor.</td>
<td>Your kiosk will inhabit a section of the mall common area floor and will include the finish of the mall floor on a concrete slab.</td>
</tr>
<tr>
<td><strong>TENANCY WALLS</strong></td>
<td>You must provide and install all walls and partitions within your premises.</td>
<td></td>
</tr>
<tr>
<td><strong>CEILING</strong></td>
<td>You must provide your kiosk canopy or canopies. Please note, overhead elements including canopies over freestanding kiosks cannot be used, unless required by local Authorities.</td>
<td></td>
</tr>
<tr>
<td><strong>LIGHTING</strong></td>
<td>Your kiosk must utilise the existing lighting provided by the Lessor’s ceiling.</td>
<td>Your kiosk will be lit by the general Centre mall area lighting.</td>
</tr>
<tr>
<td><strong>SIGNAGE</strong></td>
<td>You must provide signage which is of a standard acceptable to the Lessor. It’s important to note that maximum height of signage blades sign should be no higher than 2600mm.</td>
<td></td>
</tr>
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<td>As the Lessee, you must reticulate the electrical installation within your tenancy. This includes circuit breakers for the distribution board, switches, cables and lighting fixtures.</td>
<td>Single Phase 63 AMPs, with no distribution board.</td>
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<td><strong>ELECTRICAL METER</strong></td>
<td>Where your tenancy is new, you must apply for and pay all fees associated with the installation of the Authority meter.</td>
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<td><strong>GAS METER</strong></td>
<td>You must apply for and pay all fees associated with the installation of the Authority meter.</td>
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<td><strong>PLUMBING</strong></td>
<td>You are responsible for the installation of plumbing, drainage and refrigeration systems, (including any required ventilation). This includes connection to water supply, drainage connections, sinks, basins, fittings and water fixtures. Water and waste points will be provided by the Lessor.</td>
<td>Your tenancy’s water supply and waste point will be connected to a point nominated by you, (if required).</td>
</tr>
<tr>
<td><strong>STRUCTURAL APPROVAL</strong></td>
<td>Where your design requires the penetration or chasing of the slab, you are responsible for and must cover the costs associated with obtaining approval from your nominated Structural Engineer.</td>
<td></td>
</tr>
<tr>
<td><strong>FIRE FIGHTING EQUIPMENT</strong></td>
<td>You must provide all fire fighting equipment for your premises, including portable fire extinguishers, a chemical automatic fire suppression system and fire blankets.</td>
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## LESSEE / LESSOR SCOPE OF WORKS

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<td><strong>SCOPE OF WORKS</strong></td>
<td>The Lessee is required to complete the following works at the Lessee’s cost.</td>
<td>The Tenancy will be handed over to the Lessee with the following:</td>
</tr>
<tr>
<td><strong>KITCHEN EXHAUST</strong></td>
<td>If required, you must install a kitchen exhaust system, including exhaust hood, ductwork, grease filter and activated carbon filter. The quality of equipment and install must be to a standard acceptable to the Lessor.</td>
<td></td>
</tr>
<tr>
<td><strong>EXTERNAL TABLE AND SEATING AREAS</strong></td>
<td>As a Kiosk tenant you must install loose furniture (if applicable). The areas which comply with this are noted in the attached survey plan. The quality and make of your loose furniture items are of a standard acceptable to the Lessor.</td>
<td></td>
</tr>
<tr>
<td><strong>CONSULTANT FEES</strong></td>
<td>If your tenancy work requires certification by the Centre’s nominated consultants, (this might involve a review of loads on structure, for example), you will be responsible for the consultants’ fees.</td>
<td></td>
</tr>
<tr>
<td><strong>CONTRACTOR APPOINTMENT</strong></td>
<td>You must appoint a reputable Registered Commercial Builder to undertake all building works to your tenancy, in accordance with Federation Centres’ Tenancy Fit-out Guide.</td>
<td></td>
</tr>
<tr>
<td><strong>AIR CONDITIONING</strong></td>
<td>Your premises will be air conditioned as part of the Centre’s mall.</td>
<td>Any upgrade to the Centre’s existing mall air conditioning to accommodate your specific use/heat loadings and similar items, and inclusive of make-up air requirements, as well as removal of redundant mechanical debris.</td>
</tr>
<tr>
<td><strong>COMMUNICATIONS</strong></td>
<td>A 10 pair FDP cable to a nominated point.</td>
<td>Any upgrade to telephone/communication infrastructure will be completed by the Lessor at your cost.</td>
</tr>
<tr>
<td>FOOD KIOSK</td>
<td>LESSEE’S WORKS</td>
<td>LESSOR WORKS</td>
</tr>
<tr>
<td>------------</td>
<td>----------------</td>
<td>--------------</td>
</tr>
<tr>
<td>SCOPE OF WORKS</td>
<td>The Lessee is required to complete the following works at the Lessee’s cost.</td>
<td>The Tenancy will be handed over to the Lessee with the following:</td>
</tr>
<tr>
<td>GREASE TRAP</td>
<td></td>
<td>The grease trap and grease connection will be installed at a point in your tenancy, as nominated by you.</td>
</tr>
<tr>
<td>GAS SUPPLY</td>
<td></td>
<td>Gas supply to a point, as well as any works to accommodate your capacity requirements.</td>
</tr>
<tr>
<td>CENTRE MALL TILING</td>
<td></td>
<td>Any reinstatement of the centre mall tiling which is required as a result of works on your tenancy fit-out. This will be undertaken by the Lessor at your cost.</td>
</tr>
<tr>
<td>HOARDINGS</td>
<td></td>
<td>Hoardings will be installed around your tenancy prior to hand-over and removed by the Lessor at the commencement of trade. This will be charged at $150 + GST per lineal metre.</td>
</tr>
<tr>
<td>DESIGN REVIEW FEE</td>
<td></td>
<td>A Design review &amp; Tenancy co-ordination fee of $2,550.00 excl. GST is applicable, to cover the Lessor’s cost in approving fitout plans and co-ordinating fitout works.</td>
</tr>
<tr>
<td>GAS INSTALLATION</td>
<td></td>
<td>If required, installation or upgrade will be provided to your premises, at a point nominated by you.</td>
</tr>
<tr>
<td>MECHANICAL VENTILATION</td>
<td></td>
<td>If needed, roof penetrations and reticulation of ductwork to suit your fit-out.</td>
</tr>
<tr>
<td>PENETRATIONS</td>
<td></td>
<td>Cutting and opening of the surfaces of the building structure to accommodate your services.</td>
</tr>
<tr>
<td>STRUCTURAL ALTERATIONS</td>
<td></td>
<td>Any approved structural changes to the base building, inclusive of design and certification by the Lessor’s consultants.</td>
</tr>
</tbody>
</table>

*Note fees highlighted in the above schedule may be subject to change.
<table>
<thead>
<tr>
<th>NON-FOOD TENANCY</th>
<th>LESSEE’S WORKS</th>
<th>LESSOR WORKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCOPE OF WORKS</td>
<td>The Lessee is required to complete the following works at the Lessee’s cost.</td>
<td>The Tenancy will be handed over to the Lessee with the following: Works completed by the Lessor’s nominated contractors at the Lessee’s cost.</td>
</tr>
<tr>
<td>ARCHITECT/TENANCY DESIGNER</td>
<td>As the Lessee you must appoint a reputable designer (with a minimum 5 years of retail design experience) to design and document your fit-out in line with the requirements of Federation Centres’ Tenancy Fit-out Guide.</td>
<td></td>
</tr>
<tr>
<td>FLOORING</td>
<td>You must provide floor coverings and complete any required floor preparation works to a standard acceptable to the Lessor.</td>
<td>Your flooring comes with a trowel finish, ready for application of floor coverings. (although this is not applicable for vinyl flooring).</td>
</tr>
<tr>
<td>TENANCY WALLS</td>
<td>You must provide wall coverings or paint your tenancy walls to a standard acceptable to the Lessor.</td>
<td>Smooth, unpainted plaster, pre-cast or block work walls.</td>
</tr>
<tr>
<td>INTERNAL COLUMNS</td>
<td>You must treat internal tenancy columns to a standard acceptable to the Lessor.</td>
<td>These will be handed over in their existing condition. (if applicable)</td>
</tr>
<tr>
<td>CEILING</td>
<td>You must install a plaster ceiling for your entire tenancy, the quality of which must be of a standard acceptable to the Lessor.</td>
<td></td>
</tr>
<tr>
<td>LIGHTING</td>
<td>You must provide lighting which is in line with Part J6 NCC requirements, and at a standard acceptable to the Lessor.</td>
<td></td>
</tr>
<tr>
<td>NON-FOOD TENANCY</td>
<td>LESSEE’S WORKS</td>
<td>LESSOR WORKS</td>
</tr>
<tr>
<td>-----------------</td>
<td>----------------</td>
<td>--------------</td>
</tr>
<tr>
<td>SCOPE OF WORKS</td>
<td>The Lessee is required to complete the following works at the Lessee’s cost.</td>
<td>The Tenancy will be handed over to the Lessee with the following:</td>
</tr>
<tr>
<td>SHOPFRONT</td>
<td>You must install the shopfront, including door, roller door, glazing display areas, joinery, selected finishes, signage and structural support. Please ensure this is of a standard acceptable to the Lessor.</td>
<td></td>
</tr>
<tr>
<td>SHOPFRONT (existing)</td>
<td>Where approved to retain the existing shopfront, you must provide Structural Certification, upon request from the Lessor.</td>
<td></td>
</tr>
<tr>
<td>ELECTRICAL (existing)</td>
<td>Where approved to retain existing lighting and associated cabling and similar items, you must obtain certification of existing reticulation and EDB.</td>
<td></td>
</tr>
<tr>
<td>SHOPFRONT SIGNANCE</td>
<td>You must ensure your shopfront signage is of a standard acceptable to the Lessor.</td>
<td></td>
</tr>
<tr>
<td>JOINERY</td>
<td>The joinery specified within your tenancy must be of a standard acceptable to the Lessor.</td>
<td></td>
</tr>
<tr>
<td>ELECTRICAL</td>
<td>As the Lessee, you must reticulate the electrical installation within your tenancy. This includes circuit breakers for the distribution board, switches, cables and lighting fixtures.</td>
<td>A Single Phase 63 AMPs, and an Electrical Distribution Board (12 Circuit Module) with single main isolator switch.</td>
</tr>
<tr>
<td>ELECTRICAL METER</td>
<td>Where your tenancy is new, you must apply for and pay all fees associated with the installation of the Authority meter.</td>
<td></td>
</tr>
</tbody>
</table>
### NON-FOOD TENANCY

#### SCOPE OF WORKS
The Lessee is required to complete the following works at the Lessee’s cost.

<table>
<thead>
<tr>
<th>Lessee’s Works</th>
<th>Lessor Works</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GAS METER</strong></td>
<td>The Tenancy will be handed over to the Lessee with the following:</td>
</tr>
<tr>
<td>Where required you must apply for and pay all fees associated with the installation of the Authority meter.</td>
<td>Works completed by the Lessor’s nominated contractors at the Lessee’s cost.</td>
</tr>
</tbody>
</table>

| **PLUMBING** | Any work to upgrade or relocate water supply, trade waste or drainage connection points to suit your fit-out design. |
| As the Lessee of your premises you are responsible for the installation of plumbing, drainage and refrigeration systems, (including any required ventilation). This includes connection to water supply, drainage connections, sinks, basins, fittings and water fixtures. Water and waste points will be provided by the Lessor. | The water supply and waste point to your tenancy will be as per the current location, (if applicable). |

| **FIRE FIGHTING EQUIPMENT** |  |
| You must provide all fire fighting equipment for your premises, including portable fire extinguishers, a chemical automatic fire suppression system and fire blankets. |  |

| **MECHANICAL VENTILATION AND KITCHEN EXHAUST SYSTEM** |  |
| You must provide a kitchen exhaust system with elements including exhaust hood, ductwork, grease filter and activated carbon filter. |  |

| **CONSULTANT FEES** |  |
| If your tenancy work requires certification by the Centre’s nominated consultants, (this might involve a review of loads on structure, for example), you must cover all consultant fees. |  |

| **CONTRACTOR APPOINTMENT** |  |
| You must appoint a reputable Registered Commercial Builder to undertake all building works to your tenancy, in accordance with Federation Centres’ Tenancy Fit-out Guide. |  |
# LESSEE/LESSOR SCOPE OF WORKS

<table>
<thead>
<tr>
<th>NON-FOOD TENANCY</th>
<th>LESSEE’S WORKS</th>
<th>LESSOR WORKS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SCOPE OF WORKS</strong></td>
<td>The Lessee is required to complete the following works at the Lessee’s cost.</td>
<td>The Tenancy will be handed over to the Lessee with the following:</td>
</tr>
<tr>
<td><strong>EXTERNAL WALLS</strong> (if applicable)</td>
<td>External walls will be handed over in their existing condition.</td>
<td></td>
</tr>
<tr>
<td><strong>AIR CONDITIONING</strong></td>
<td>Ducting will be provided to an ‘as is’ layout.</td>
<td>Adjustments to the ducts and an upgrade to load requirements to suit your ceiling and fit-out, inclusive of make-up air. Removal of redundant mechanical debris will also be completed.</td>
</tr>
<tr>
<td><strong>FIRE SPRINKLERS</strong></td>
<td>Sprinkler heads will be provided to an ‘as is’ layout.</td>
<td>Adjustments to the sprinkler layout to suit your ceiling and fit-out.</td>
</tr>
<tr>
<td><strong>EWIS AND SMOKE DETECTORS:</strong></td>
<td></td>
<td>Installation of EWIS systems or smoke detectors.</td>
</tr>
<tr>
<td><strong>TELEPHONE</strong></td>
<td>A 10 pair FDP cable to a nominated point.</td>
<td>All work to upgrade the telecommunications cabling and distribution system.</td>
</tr>
<tr>
<td><strong>ACCESS DOOR</strong></td>
<td>Where existing, there will be a rear external door to the premises.</td>
<td></td>
</tr>
<tr>
<td><strong>HOARDINGS</strong></td>
<td></td>
<td>Hoardings will be installed around the tenancy prior to handover and removed by the Lessor at the commencement of trade. This will be charged at $300 + GST, per lineal metre.</td>
</tr>
<tr>
<td><strong>DESIGN REVIEW FEE</strong></td>
<td></td>
<td>A Design review &amp; Tenancy co-ordination fee of $2,550.00 excl. GST is applicable, to cover the Lessor’s cost in approving fitout plans and co-ordinating fitout works.</td>
</tr>
<tr>
<td><strong>FULL HEIGHT WALLS</strong></td>
<td></td>
<td>Any increase to the height of the inter-tenancy walls.</td>
</tr>
<tr>
<td><strong>PENETRATIONS</strong></td>
<td></td>
<td>Cutting and opening of the surfaces of the building structure to accommodate your services.</td>
</tr>
</tbody>
</table>

*Note fees highlighted in the above schedule may be subject to change.*
### NON-FOOD TENANCY

<table>
<thead>
<tr>
<th>SCOPE OF WORKS</th>
<th>LESSEE’S WORKS</th>
<th>LESSOR WORKS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STRUCTURAL ALTERATIONS</strong></td>
<td>The Lessee is required to complete the following works at the Lessee’s cost.</td>
<td>The Tenancy will be handed over to the Lessee with the following:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Works completed by the Lessor’s nominated contractors at the Lessee’s cost.</td>
</tr>
<tr>
<td><strong>ROOF ACCESS AND FALL PROTECTION</strong></td>
<td>Where you install plant or equipment on the Centre roof areas, safe roof access and fall protection (in accordance with ASXX) must be provided from existing Centre roof access.</td>
<td></td>
</tr>
<tr>
<td><strong>INGO FLOOR TILING</strong></td>
<td></td>
<td>Any alterations or additions to mall tiling as a result of your design.</td>
</tr>
</tbody>
</table>
## FIRE SERVICES

| Service Description                                      | Price  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Drain down (metro)</td>
<td>$405.00</td>
</tr>
<tr>
<td>Drain down Country/Regional centres</td>
<td>$757.00</td>
</tr>
<tr>
<td>Standard sprinkler head</td>
<td>$405.00</td>
</tr>
<tr>
<td>Relocate sprinkler within 3 metres</td>
<td>$338.00</td>
</tr>
<tr>
<td>Coolroom sprinkler head</td>
<td>$405.00</td>
</tr>
<tr>
<td>Freezer sprinkler head</td>
<td>$525.00</td>
</tr>
<tr>
<td>High temperature sprinkler head</td>
<td>$405.00</td>
</tr>
<tr>
<td>Flex extension</td>
<td>$60.00</td>
</tr>
<tr>
<td>9kg general purpose extinguisher</td>
<td>$416.00</td>
</tr>
<tr>
<td>Certification</td>
<td>$345.00</td>
</tr>
<tr>
<td>Emergency lighting install</td>
<td>$760.00</td>
</tr>
<tr>
<td>Exit sign install</td>
<td>$525.00</td>
</tr>
</tbody>
</table>

## MECHANICAL SERVICES

| Service Description                                                      | Price  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional supply air outlet excl. duct prior to ceiling installation</td>
<td>$603.00</td>
</tr>
<tr>
<td>Relocate supply air outlet post ceiling grid install</td>
<td>$315.00</td>
</tr>
<tr>
<td>Supply and install thermostat and cabling excluding building works</td>
<td>$1235.00</td>
</tr>
<tr>
<td>Certification</td>
<td>$400.00</td>
</tr>
</tbody>
</table>

## HYDRAULICS

### SLAB ON GROUND

| Service Description                                                      | Price  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply and install additional 100mm dia. sewer point including 5 metres pipework</td>
<td>$2160.00</td>
</tr>
<tr>
<td>Supply and install additional 100mm dia. greasy drainage point including 5 metres pipework</td>
<td>$2200.00</td>
</tr>
<tr>
<td>Supply and install additional 100mm dia. floor waste drainage point including 5 metre pipework</td>
<td>$2160.00</td>
</tr>
<tr>
<td>Supply and install additional 50mm dia. tundish including 5 metre pipework</td>
<td>$2160.00</td>
</tr>
</tbody>
</table>

### SUSPENDED SLAB

| Service Description                                                      | Price  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Supply and install additional 100mm dia. sewer drainage point, including 5m of pipework</td>
<td>$1440.00</td>
</tr>
<tr>
<td>Supply and install additional 100mm dia. greasy drainage point, including 5m of pipework</td>
<td>$1560.00</td>
</tr>
<tr>
<td>Supply and install additional 100mm dia. floor waste drainage point, including 5m of pipework</td>
<td>$1440.00</td>
</tr>
<tr>
<td>Supply and install additional 50mm dia. tundish drainage point, including 5m of pipework</td>
<td>$960.00</td>
</tr>
</tbody>
</table>

## GENERAL

| Service Description                                                      | Price  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Relocation of exiting water point at high level, with 5m of existing point, including any required pipe freezing</td>
<td>$480.00</td>
</tr>
<tr>
<td>Relocation of exiting gas stop valve, within 5m of existing point</td>
<td>$600.00</td>
</tr>
</tbody>
</table>

*All pricing excluding GST. Subject to change.*
GLOSSARY OF TERMS

**ALLF** - Stands for Above Finished Floor Level.

**AS** - Australian Standards set out specifications and procedures designed to ensure products, services and systems are safe, reliable and consistent. They perform the way they were intended to. Australian Standards define quality and safety criteria.

**Category one works** - are works carried out by the lessor at the lessee cost.

**Centre** - The term centre refers to the built environment in which your tenancy sits. The ‘centre’ refers to the shopping centre Federation Centres manages or owns.

**ESD** - An ecologically sustainable approach to fit-out design.

**FSC Certified** - FSC stands for Forest Stewardship Council (FSC) certification and is recognized as a rigorous labelling standard for sustainable timber.

**Graphic Designer** - A Graphic Designer is someone with formal qualifications in graphic design. The Graphic Designer will design all the graphic elements of your fit-out which may include designs for a logo, menu board, brochures, aprons, containers, bags and pricing tags.

**Hoarding** - The hoarding is a temporary wall installed to the front of your tenancy to block visibility and/or access into your tenancy while it is being constructed. Federation Centres installs the hoarding at your cost.

**Inter-tenancy walls** - These are the walls between your tenancy and an adjoining tenancy or Centre Structure.

**Inter-tenancy margin** - This is the area where the inter-tenancy walls meet the shopfront and mall. It can also be described as the vertical areas of the shopfront between you and the adjoining shopfront or Centre’s mall finishes.

**NCC** - NCC or National Construction Code is a single code for all site construction requirements for building and other structures and incorporates the Building Code of Australia.

**Retail Design Manager/RDM** - The RDM is Federation Centres’ representative in the design approval process. The RDM reviews design submissions and provides design approval. The RDM will predominantly liaise with you and your Retail Designer.

**Survey Plan/Sketch Plan** - This drawing represents the tenancy from a surveyed perspective. The drawing only consists of a floor plan. The plan is typically completed by a registered Surveyor and primarily indicates the lettable. The tenancy is the area bounded by the inter-tenancy walls and/or the lease line.

**Tenancy Delivery Manager/TDM** - The TDM is Federation Centres’ representative for the construction and authority approval process. The TDM will liaise with all parties but mainly with you and your Shopfitter.

**Tenancy Drawings** - This drawing represents the tenancy as a bare shell. The drawing typically consists of plans and elevations. Sometimes these drawings are also referred to as ‘Tenancy Plans’ or ‘Lease Plans’.

**VOC** - This term refers to Volatile organic compounds which are organic chemicals that have a high vapor pressure at ordinary room temperature.

**We or Our or Lessor** - This refers to the Centre’s owners and/or Federation Centres which manages the Centre on behalf of the owners. It is a Generic term that covers all related companies and trusts within the Federation Centres group and all Federation Centre employees.

**You or Your or Lessee** - This refers to the person or company named as the Lessee in the lease negotiations and lease.

**Shopfitter** - The Shopfitter is your nominated contractor, engaged to complete your required fit-out. Shopfitter also refers to a builder, project manager or contractor.
TRINITY NAILS - MOOD BOARD
DISCLAIMER

The Centre in which the premises are located will be managed by entities within Federation Centres. Federation Centres includes Federation Limited (ABN 90 114 757 783) and Federation Centres Limited (ABN 88 149 781 322) as responsible entity for Federation Centres Trust No.1 (ARSN 104 931 928), Federation Centres Trust No. 2 (ARSN 122 223 974) and Federation Centres Trust No.3 (ARSN 153 269 759) and any of their subsidiaries and other entities (including trusts) that any of them manage or control. This brochure identifies various features (current and proposed) of the Centre as at the date of this guide including architectural perspectives, design and concept, amenity, accessibility, layout, use of spaces and tenancy mix. Federation Centres reserves the right not to proceed or to change any of those features at any time. All numbers and amounts specified are approximates and may change from time to time without notice. Intending occupiers or lessees should make sure that they have the most up to date information about the features of the Centre and undertake their own due diligence. Some information in this brochure has been sourced from third parties identified in connection with the relevant information. No entity forming part of Federation Centres warrants the truth, accuracy, adequacy, currency or completeness of any of the information sourced from third parties and does not guarantee or warrant that any form of forward looking statements, predictions, future expectations or forecasts expressed or implied in this brochure will actually occur. Whilst Federation Centres has taken reasonable care in regards to the preparation of this brochure, no entity forming part of Federation Centres will be liable for any loss, damage or claim of whatever nature suffered or incurred by any person or entity arising out of the use or reliance of the information contained in this brochure.