

# SUMMARY OF TENANT FITOUT APPROVAL GUIDE

PERTH MARKETS & MARKET CITY

## GENERAL INFORMATION AND REQUIREMENTS

All modifications, fit outs, or alterations to your tenancy require **written approval from Perth Markets Group Limited (PMGL)** before any work begins.

This applies to both **Minor and Major Works**, regardless of cost.

### Examples of Minor Works:

The following works are considered minor internal modifications and do not involve structural changes, such as alterations to load-bearing walls, roofing systems, or fire-rated assemblies. They also do not include plumbing or drainage relocation, nor do they trigger variations to council planning requirements.

### Scope of Minor Works:

- Installation of shelving or racking (non-fixed structures).
- Signage installation or replacement.
- Installation of additional power points or data outlets.
- Painting or interior surface treatments.
- Carpet replacement or floor sealing.
- Installing swipe card readers or intercom systems.
- CCTV camera installation (surface-mounted).
- Installing fans or portable air conditioning units.
- Replacing ceiling tiles (non-fire-rated areas).
- Adding safety decals or floor markings.

These works are intended to enhance operational functionality and presentation within the warehouse, without impacting the building's structure, essential services, or regulatory compliance.

### Examples of Major Works:

The proposed works are classified as **major modifications** and may require council approval and a certified building permit, as they involve structural, fire safety, or regulated service changes. These works are likely to impact the building's integrity, essential systems, or compliance with planning and building regulations.

### Scope of Major Works:

- Structural alterations to load-bearing walls, columns, or roof framing.
- Installation or modification of fire-rated partitions or fire suppression systems.
- Relocation or installation of plumbing and drainage infrastructure.
- Changes to mechanical services, including HVAC ducting and exhaust systems.
- Construction of mezzanine floors or elevated platforms.

# SUMMARY OF TENANT FITOUT APPROVAL GUIDE

PERTH MARKETS & MARKET CITY

- Installation of fixed racking systems anchored to structural elements.
- Modifications affecting emergency egress paths or accessibility compliance.
- External facade changes, including new openings or cladding.
- Works that change the building's use or classification under the Building Code of Australia (BCA).
- Any works requiring Development Approval (DA) under local planning schemes.

These works must be assessed by a registered building surveyor and submitted to the relevant permit authority (local council) for approval, along with supporting documentation such as certified plans, engineering reports, and landowner consent.

Commencing works without prior approval may lead to:

- A formal default notice for **breach of lease**,
- Costs incurred by PMGL for rectifications, inspection or legal cost,
- Requirement for **retrospective approval at the tenant's cost, and/or**
- Possible **lease termination** for significant or repeated breaches.

Please ensure you follow the process outlined below for any planned work on your tenancy.

---

## NOTICE ON BCA CERTIFIER REQUIREMENTS

For all tenancy works at Perth Markets, compliance with the **Building Code of Australia (BCA)** is mandatory.

- **Minor Works:** PMGL may appoint a private certifier to review compliance and issue relevant certifications at tenant's cost.
  - **Major Works:** Tenants are responsible for **Certificate of Design Compliance**, which is required to apply for Approvals through the local council.
-

# SUMMARY OF TENANT FITOUT APPROVAL GUIDE

PERTH MARKETS & MARKET CITY

## FITOUT GUIDE SUMMARY – MINOR WORKS

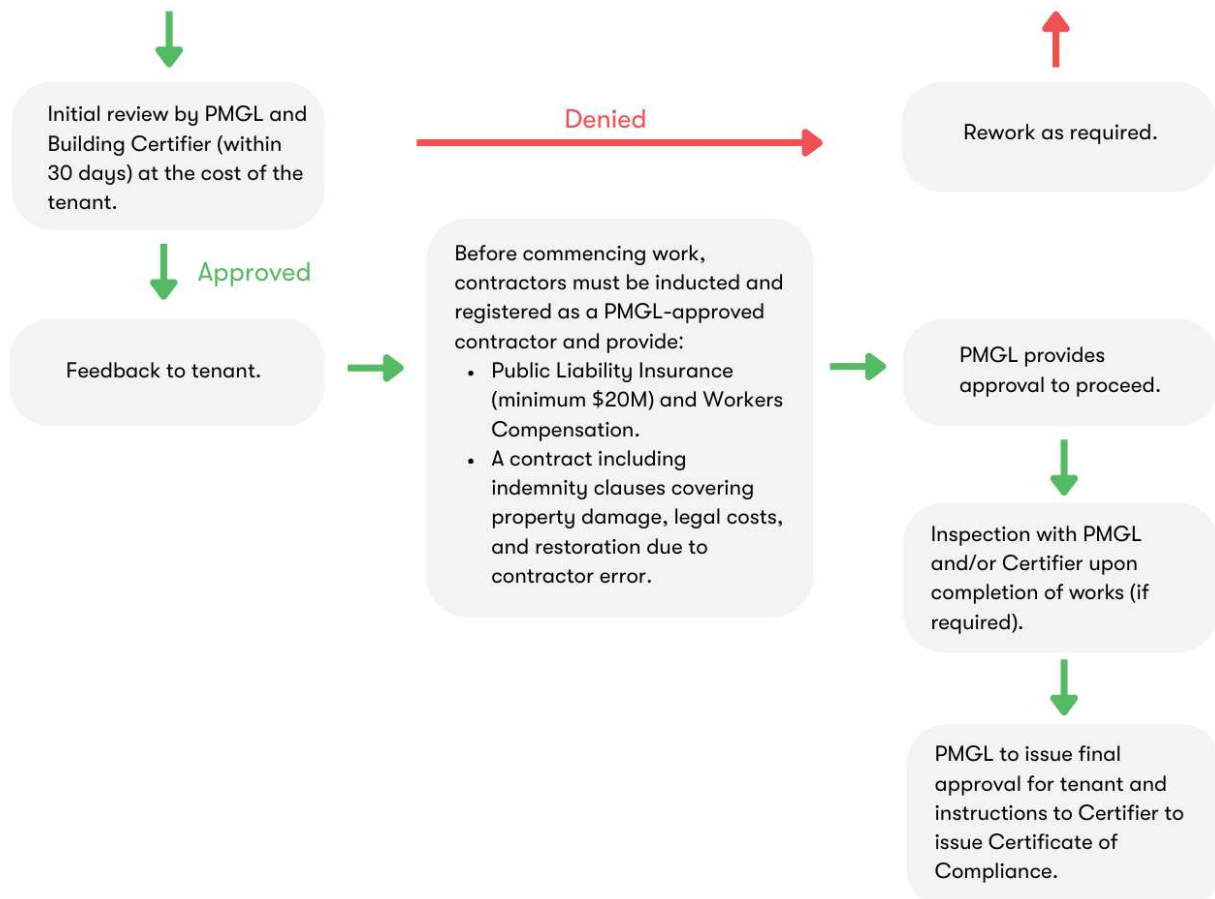
### PHASE 1: Concept/Design Preliminary Review (Minor Works)

Email the preliminary concept plan and design submission in PDF format to PMGL Facilities and Property teams at [facilities@perthmarket.com.au](mailto:facilities@perthmarket.com.au) and [property@perthmarket.com.au](mailto:property@perthmarket.com.au).

PMGL reserves the right to engage a qualified building surveyor for minor works to ensure compliance with all applicable building laws, codes, and regulations. Any costs incurred in relation to such engagement, including professional fees and associated expenses, will be recoverable from the tenant.

#### Preliminary Application to Include:

- **Purpose of Modification:** Brief description of the reason for the modification (e.g. Fitout, expansion, reconfiguration, compliance, branding, operational changes).
- **Scope of Works:** These plans should consider compliance with relevant legislation including the Building Code of Australia (BCA), Disability Discrimination Act (DDA), relevant council planning requirements, and fire safety regulations.
- **Fitout Application Form and Services Summary:** Refer Appendix 1 and 2.
- **Provide Copies of:**
  - Existing and new proposed layout and configuration.
  - Access modification.
  - Elevation or sections of the new proposal (if required).
  - Proposed consultants and contractors.
  - Compliance Documents – Fire safety risk assessments, and Safe Work Method Statements (SWMS).
  - Services Impact information.
  - Work Schedule.
  - Waste Management plan.
- **Project Timeline of:**
  - Approval stages (landlord, council, certifier).
  - Construction commencement.
  - Estimated completion and handover.



# SUMMARY OF TENANT FITOUT APPROVAL GUIDE

PERTH MARKETS & MARKET CITY

## FITOUT GUIDE SUMMARY – MAJOR WORKS

### PHASE 1: Concept/Design Preliminary Review (Major Works)

Email the preliminary concept plan and design submission in PDF format to PMGL Facilities and Property teams at [facilities@perthmarket.com.au](mailto:facilities@perthmarket.com.au) and [property@perthmarket.com.au](mailto:property@perthmarket.com.au).

For complex works, PMGL reserves the right to engage a qualified building surveyor for minor works to ensure compliance with all applicable building laws, codes, and regulations. Any costs incurred in relation to such engagement, including professional fees and associated expenses, will be recoverable from the tenant.

#### Preliminary Application to Include:

- **Purpose of Modification:** Brief description of the reason for the modification (e.g. Fitout, expansion, reconfiguration, compliance, branding, operational changes).
- **Scope of Works:** These plans should consider compliance with relevant legislation including the Building Code of Australia (BCA), Disability Discrimination Act (DDA), relevant council planning requirements, and fire safety regulations.
- **Fitout Application Form and Services Summary:** Refer Appendix 1 and 2.
- **Provide Details of:**
  - Existing and new proposed layout and configuration.
  - Access modification.
  - Elevation or sections of the new proposal (if required).
  - Proposed consultants and contractors.
  - Services Impact information.
  - Work Schedule.
  - Waste Management plan.
  - Structural modifications impacting existing building assets, including the roof (such as solar panel installations or mechanical plant), concrete slab, tenancy walls, or facade.
  - Services modification to any existing services such as HVAC, fire, electrical, plumbing/hydraulics, gas.
  - Estimated cost of work .
- **Project Timeline of:**
  - Approval stages (landlord, council, certifier).
  - Construction commencement.
  - Estimated completion and handover.
  - Compliance Documents – Fire safety risk assessments, and Safe Work Method Statements (SWMS).



### PHASE 2: Formal Application for Submission to PMGL and Council (Major Works Above \$20k)

#### Formal Application to Include:

- **Fitout** application form BA1 - Certified Building Application, Certificate of Design Compliance (BA3) issued by a registered building surveyor.
- Landowner consent form.
- Fitout service form.
- Soft copies of all drawings (inc. e-submission):
  - New proposed and elevation plan.
  - Structural detailed plan.
  - Floor and ceiling plans.
  - Services plan including third party consultant certifications (i.e. Structural, electrical, mechanical, plumbing).



Tenant Building Certifier to assess application and advise Building Permit Process and if other documentation is required (within 60 days).



PMGL Tenant Building Certifier to assess final application and issue form BA 3 - Certificate of Design Compliance for council approval.



Feedback to PMGL once building permit is issued.



Before commencing work, tenants must be inducted and registered as a PMGL-approved contractor and provide:

- Public Liability Insurance (minimum \$20M) and Workers Compensation.
- A contract including indemnity clauses covering property damage, legal costs, and restoration due to contractor error.



(See next page)

Denied

Rework as required.



# SUMMARY OF TENANT FITOUT APPROVAL GUIDE

PERTH MARKETS & MARKET CITY

