

**MARKET CITY**  
CANNING VALE

# **MARKET CITY FITOUT GUIDE 2025**



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# Introduction

Perth Markets Group Limited (PMGL) is an industry based facility owner, manager and developer. The site is a diverse cluster of businesses involved in wholesale trading, food retailing, business service providers and weekend consumer markets. The site, as a whole, plays a critical role in fresh produce supply and makes a significant contribution to the State's economy.

## Purpose of this Guide

This guide is to ensure that a consistent standard of fitout is maintained across the site.

## Lease Requirements

It is a requirement under the lease that the tenant must not make any alteration or addition to the Premises or the Tenant's Property (Tenant's Works) without the prior written consent of the Landlord. The Landlord may require, as a condition of its consent to the Tenant's Works, that the Tenant must:

- Before commencing any works, at its cost:
  - Prepare detailed plans and specifications of the Tenant's Works and have them approved by the Landlord.
  - Produce to the Landlord all consents and approvals required from any Authority necessary to lawfully carry them out.
  - Produce to the Landlord evidence that the person engaged by the Tenant to carry out the Tenant's Works holds the relevant licence or qualifications required by law to undertake the Tenant's Works.
  - Allow the Tenant's Works to be supervised by the Landlord or a person approved by the Landlord.
  - Carry out the Tenant's Works at its cost promptly in a good and workmanlike way by a registered builder having insurance policies approved by the Landlord.
  - Only use materials that are approved by the Landlord.
  - Provide the Landlord with details of all actions and precautions taken by the Tenant and the Tenant's builder to fulfil the duties imposed on them under the Occupational Safety and Health Act 1984 (WA).
  - Within 14 days after completing the Tenant's Works, and in any case before occupying them, deliver to the Landlord all consents and approvals required from any Government Authority certifying lawful completion and use of the Tenant's Works and two sets of "as built" drawings.
  - Pay the Landlord's reasonable costs

concerning the Tenant's Works, (whether approved or not), including any approval process, supervision of works, consequential works to the Market and security for costs (if reasonably required by the Landlord).

- Comply with any other reasonable requirements of the Landlord concerning the Tenant's Works including any relevant policies, including the prompt rectification of any defect in them.

## Tenant's Fitout

If the Premises are not fully fitted out, the Tenant must fitout the Premises in accordance with the Landlord's reasonable tenancy fitout and signage requirements.

Should a Tenant not understand the requirements and obligations noted in this guide, it is expected that they contact the Perth Markets Property and Facilities teams for clarification and direction:

*Perth Markets Property Team:  
property@perthmarket.com.au*

*Perth Markets Facilities Team:  
facilities@perthmarket.com.au*

This guide is to be provided to all Consultants and Contractors who will be responsible for design and construction delivery.

## Post Construction Tenancy Amendments

Any amendments to your existing tenancy design post construction and occupation must be submitted to PMGL for consideration and approval.

## Disclaimer

PMGL and its agent's issue no invitation to any Tenant, prospective Tenant or other person to act or rely upon the information contained herein. PMGL intend by this statement to prohibit and exclude liability for any such information. This document should be read in conjunction with the Agreement for Lease or Lease.



# Statutory Regulations and Requirements

It is the Tenant's responsibility to ensure all relevant requirements relating to the National Construction Code, Australian Standards, Disability Discrimination Act 1992 (and referenced Disability Access Standards within), Work Health & Safety (WHS) regulations and any Industrial Relations items are addressed where applicable, in the design and construction of the tenancy works.

The Tenant is responsible for arranging all necessary approvals and certificates which may be applicable in order to commence any works within the tenancy. To assist with this process, PMGL have a nominated a Building Surveyor who will be responsible for compliance reviews of documentation submitted for fitout design works.

Should the submitted design and construction documentation not be adequate or meet the relevant building compliance requirements, the Tenant will be required to re-submit their documentation at their own cost until deemed approved.

It is the responsibility of the Tenant and their fitout contractors to ensure that all site specific requirements, including Site Rules, are met when undertaking works within new and existing buildings. These requirements will be outlined within the site induction and it is the responsibility of the Tenant contractor to adhere to them.



# Glossary of Terms

AFFL	Above Finished Floor Level - a term which is typically referring to the tenancy finished floor level.
AFL	Above Floor Level - a term which is typically referring to the main floor level (concrete or other) when the tenancy is handed over by the Landlord.
AS	Australian Standard (AS) which is usually used in conjunction with a numbering system which refers to within the Building Code of Australia (BCA).
BA	Building Application. This is a process when applying for a Building License or Permit (BL, BP) to local council authorities.
Base Building Services	A selection of works typically relating to services such as air conditioning, water supply, waste points, fire sprinklers, electrical boards and telecommunication supply points.
BP	Building Permits are issued to builders prior to any works taking place and are obtained from local government authorities in WA. The builders name is required as part of the permit application who is responsible for complying to all applicable.
Building/Maintenance Contractor	These are the companies engaged by PMGL to construct new buildings or undertake Landlords Works to existing buildings.
Bulkhead	A boxed out section above head height that can either conceal services or create a feature within the ceiling design.
CDC	Certificate of Design Compliance.
Commencement Certificate	The certificate issued by the Landlord to the Tenant prior to approval to operate.
Commencement Date	The day after the end of the fitout period subject to receiving the Commencement Certificate.
Contractor/Shop-Fitter	The Principal Contractor (builder) who is engaged by the Tenant to complete the construction works in the Tenancy.
DA	Development Application may be required if the tenancy is considered a change of permitted use or change in external signage. It is recommended prospective tenants speak to the City of Canning planning department prior to signing lease documentation.
DDA	Disability Discrimination Act.
Defects Inspection	The Landlord (or Landlord representative) site inspection of completed Tenancy prior to commencement of trade. Issues that require action and or rectification will be noted.
De-Fit	The make good works required upon completion of the Lease to restore the tenancy to the standard condition as agreed in the lease agreement.
EDB	Electrical Distribution Board.
EWIS	Emergency Warning & Intercommunication System.
FFL	Finished Floor Level.
FHR	Fire Hose Reel.
Fitout	The fitout is the complete process of designing, obtaining approvals, constructing and completing the tenancy to the satisfaction of PMGL the works necessary to allow the Tenant to operate/trade from the Tenancy.
Fitout Designer	This is the person or firm employed by the Tenant to undertake the design of the Tenants fitout.
Fitout Guide	This guide.



# Glossary of Terms

Fitout Period	The time given to the Tenant to complete all work before commencement of trade and the rent-paying period.
Handover Date	The date the Tenancy is given to the Tenant to begin their fitout.
Hoarding	A temporary wall installed around at the front of the tenancy to block the visibility of construction works, protect the public and limit access by non-authorised persons. All hoarding must be aesthetic, neat and structurally sound.
Inter-Tenancy Wall (I/T)	Commonly known as I/T wall, these are referred to walls in-between two tenancies or the centre structure.
Landlord's Works	Works completed by the Landlord (PMGL) at the Landlord's cost.
NCC	The National Construction Code (NCC) provides the minimum necessary requirements for safety, health, amenity and sustainability in the design and construction of new buildings (and new building work in existing buildings).
Occupancy Permit	The certificate issued by the Compliance Consultant (Private Certifier/Building Surveyor) that confirms they consider the building works completed and fit for occupation as per the legal requirements and Building Permit.
PMGL	Perth Markets Group Limited.
Public Liability Insurance	Public liability insurance covers the cost of legal action and compensation claims if a third person is injured or property suffers damage whilst at the Tenants place of business.
RCP	Reflected Ceiling Plan.
SWMS	Safe Work Method Statement.
Tenancy Lease Plan(s)	Plan or Plans fully dimensioned to indicated lease lines. These drawings are provided by the Landlord and should be checked on site as the Landlord cannot always verify the accuracy of these drawings.
WHS	Work Health and Safety.





# Fitout Process

## Fitout Design

The overall tenancy layout should address the operational requirements of the facility. This will ensure each tenancy is appropriately planned with a focus on safety in the workplace for both the tenancy operator and their intended consumer base. Each tenancy design is subject to submission and approval by Perth Markets Property and Facility Management teams. During the design stages it is recommended to contact the Facilities and Property teams regarding any aspect of the process or queries regarding the Design Guideline.

## Renewals and Existing Tenant Fitouts

### Vacating Tenants

On the expiry or earlier termination of the lease, the Tenant may be required to make the Premises good. The work required prior to vacating will be outlined in the list of Make Good items or letter within each Tenants lease documents or letter provided by PMGL. The items listed must be completed unless agreed otherwise between the Tenant and the Landlord. The Tenancy Make Good procedures will be made available from the property team prior to vacating.

### Existing Tenancy - Lease Renewals

Where Tenants are expected to complete a refurbishment of the tenancy at the time of lease renewal, the Tenant must provide full design documentation and obtain consent from the Landlord prior to commencing.

Submissions must be an electronic form of the Concept Design sent to the Property and Facilities Teams for approval (refer to Fitout Guide Summary Flowchart). The design package should consist of one of the following:

- **Minor Works:** Minor works are typically under \$20k and non-structural. All works to be in line with the Fitout Guide and will require Landlord's approval prior to commencement (refer to Fitout Guide Summary Flowchart).
- **Major Works:** Submissions must be as per the Fitout Guidelines stated within each Stage. Submissions must show existing versus new including scope of works and schedules submitted with accompanying drawings.

### Existing Tenancy - Incoming Tenant

In the event an incoming Tenant takes on a new lease from PMGL where items are retained from a previous

Tenant (for example a ceiling, flooring, shopfront, fixtures and fittings, etc).

## Tenancy Types within the Market Precinct

The Market Precinct accommodates a diverse range of tenancy types, including but not limited to:

- Fresh food tenancy-housing vendors providing freshly made meals, baked goods, produce, meats, seafood, dairy products, and other perishable goods.
- Retail/Specialty Offering - Tenants offering unique or niche products, including fashion, gifts, artisanal items, and specialty services (including retail shops and kiosks).
- Office Premises - Commercial office spaces suitable for professional services, administrative functions, and business operations.



# Fitout Guide Summary Flowchart - Minor Works

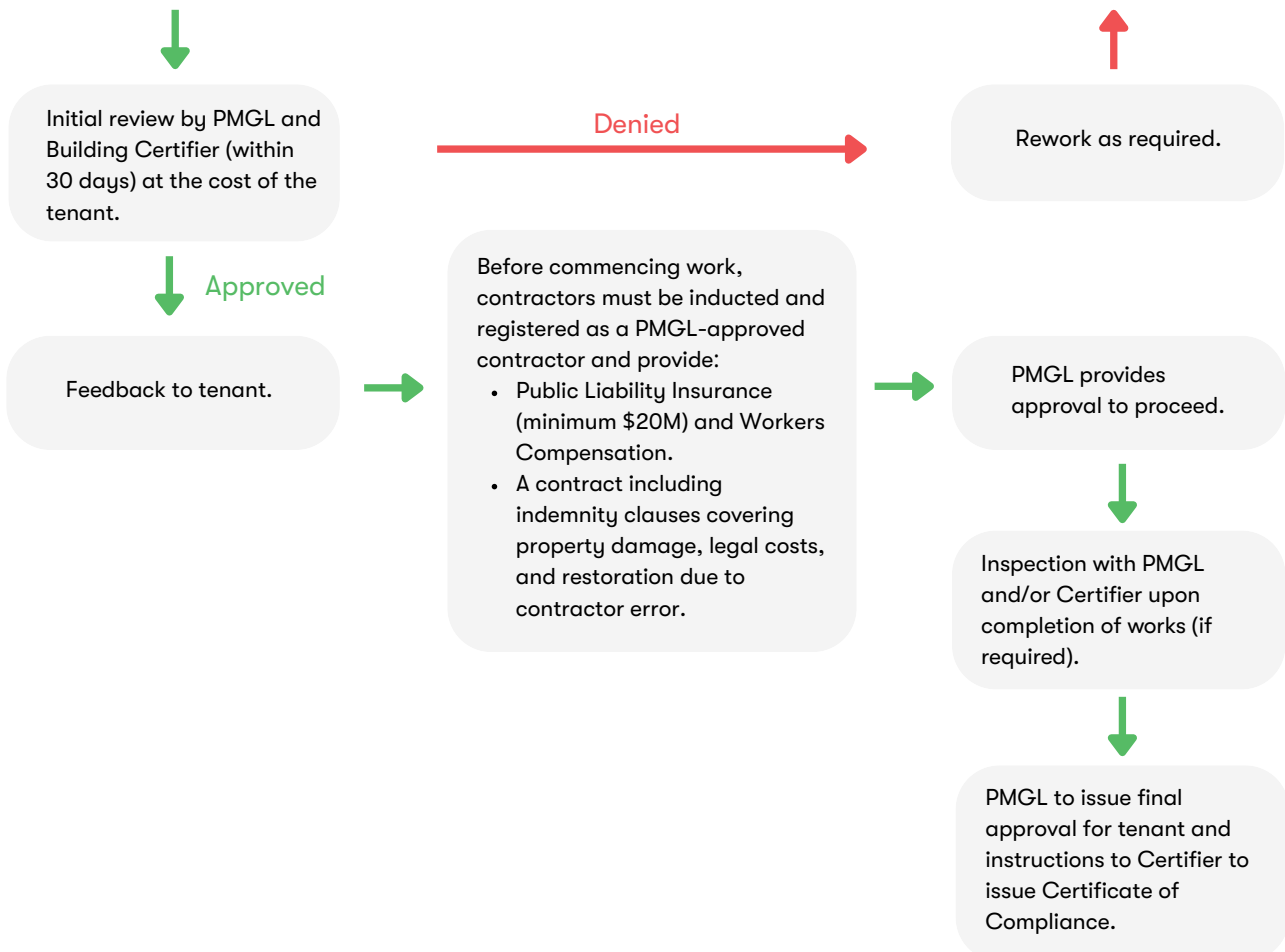
## PHASE 1: Concept/Design Preliminary Review (Minor Works)

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.



# Fitout Guide Summary Flowchart - 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.

Denied

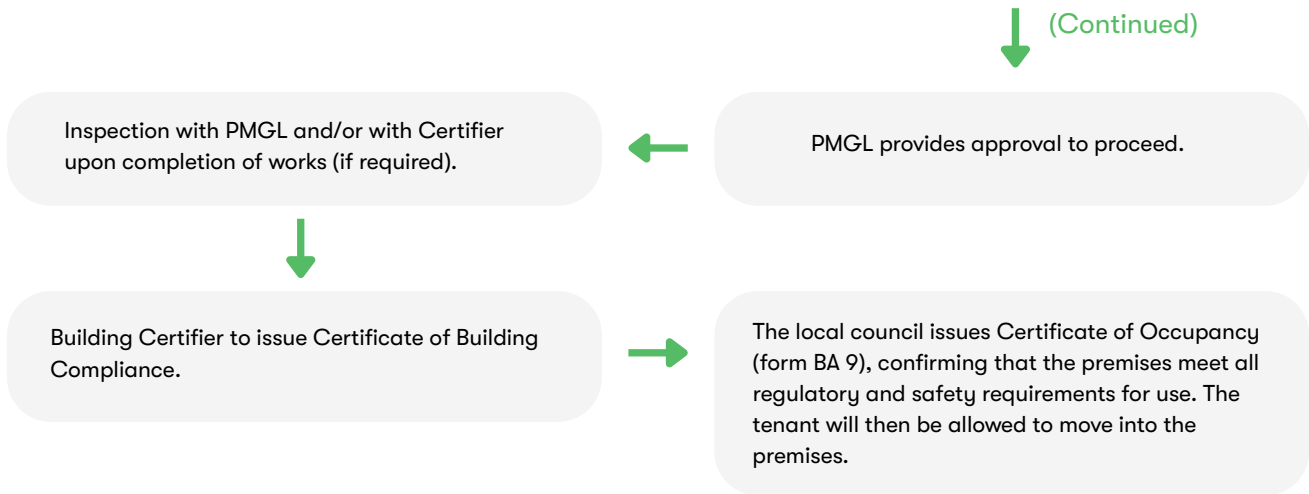
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# Fitout Guide Summary Flowchart - Major Works



# Building Services within Market City

## 1. Mechanical Services within Market City

### Air Conditioning - Commercial Centre

The commercial center air conditioning is serviced by chilled water system and predominantly managed and monitored via the Building Management System. The Landlord will provide air-conditioning to open plan (no ceiling or internal walls). Any modifications to the system in accordance with the tenant's approved Design Plans will be at the Tenant's cost unless otherwise agreed in the Lease. Each Tenancies will have a temperature sensor located within the premises for the mechanical system. If internal partitions are undertaken, then tenants may require air balancing within the premises.

### Air Conditioning - Wholesale/Retail Centre

The Wholesale/Retail Centre is serviced by evaporative cooling vents that serve the common area only and not individual tenancies.

The system is cooling only with no heating and no temperature control. The installation of additional air conditioning will need to be approved by PMGL Facilities Management.

Tenants are instructed to ensure that shop fittings or merchandise do not obscure these sensors, and that light fittings or equipment within the proximity of the sensor do not adversely affect its operation.

### Exhaust System

Food and Restaurant Tenancies should generally be provided with a vertical duct and roof penetration through to fresh air. The Tenant must supply and install complete air exhaust system inclusive of hoods, fans, vents, dampers, cowls, filter etc.

It is the Tenant's responsibility to ensure that any exhaust system complies with the relevant codes and their specific requirements. Any part of the system that is exposed must be stainless steel or clad to suit the required look as part of the decor/design (if seen by the general public).

The Tenant must supply and install any makeup air provision. Certification of any structural modifications to the ceiling to allow for an exhaust system must be certified by the PMGL's Structural Engineer at the Tenant's cost. The Tenant is required to ensure that adequate access is provided to the hoods for balancing and maintenance.

Regular cleaning and maintenance of ductwork and exhaust hood must be organised by the Tenant to a minimum in accordance with AS1851-2012. All roof mounted exhaust hardware and equipment must be low profile and not to be visible to the public.

A Mechanical Engineer must be engaged by the Tenant to provide design drawings for review by the Landlord Consultants.

## 2. Hydraulic Services within Market City

### Water Supply

- Cold water supply is available to most tenancies via capped outlets located within the tenancy or nearby service risers.
- Tenants requiring hot water must install their own hot water systems, subject to approval and compliance with relevant standards.
- All plumbing works must be carried out by licensed contractors and comply with the Plumbing Code of Australia and local authority requirements.

### Waste and Trade Waste

- Standard waste connections are provided for general retail use.
- Food and beverage tenancies are required to install trade waste systems, including grease traps, in compliance with Water Corporation and relevant health authority regulations.
- Tenants are responsible for the installation, ongoing maintenance, and regular servicing of grease traps and associated pipework.
- Alternatively, PMGL can manage waste and trade waste services on behalf of the tenant at a nominated cost, subject to agreement.

### Sanitary Fixtures

- Tenants must provide their own sanitary fixtures (e.g. sinks, basins in their tenancy) as required by their fit-out and operational needs.
- All installations must be approved by the Landlord and comply with accessibility and health regulations.

### Backflow Prevention

- Backflow prevention devices must be installed where required to protect the integrity of the base building water supply.
- Certification and ongoing maintenance of these devices are the responsibility of the Tenant.



# Building Services within Market City

## Fire Services

- Fire hose reels and hydrants are provided by PMGL in accordance with building code requirements.
- Tenants must ensure that access to fire services always remains unobstructed and that any fit-out works do not compromise the integrity or functionality of fire safety systems.
- Internal tenant fit-outs may require additional fire protection measures—such as fire extinguishers and sprinkler modifications—based on fire safety regulations. These requirements are in addition to the base building fire services and will be at the Tenant's cost.

## 3. Electrical Services within Market City

Electrical infrastructure within Market City is designed to support a wide range of tenancy types, from retail and food outlets to office and specialty uses. The base building provides essential electrical services to designated connection points, with capacity tailored to standard tenancy requirements.

### Power Supply

- Each tenancy is provided with a dedicated power supply via sub-boards located within or adjacent to the premises.
- Tenants requiring additional capacity must submit load assessments and obtain approval from PMGL Facilities Management.
- All electrical installations must comply with the Australian Wiring Rules (AS/NZS 3000) and relevant local authority regulations.

### Metering

- Electrical consumption is monitored via individual tenancy meters or sub-metering systems.
- Tenants are responsible for all electricity usage within their premises.
- PMGL may provide consolidated billing or facilitate direct arrangements with energy providers, subject to lease terms.

### Lighting

- Base building lighting is provided in common areas, including corridors, amenities, and external zones.
- Tenants must install internal lighting systems as part of their fit-out, ensuring compliance with energy efficiency standards and lux level requirements.
- Emergency and exit lighting must be incorporated

into the tenancy design and maintained in accordance with AS2293.

### Emergency Power

- Essential services such as fire systems, emergency lighting, and lift operations are supported by backup power systems.
- Tenants requiring UPS (Uninterruptible Power Supply) or backup generators for critical operations must obtain prior approval and ensure integration with base building systems.

### Switchboards and Distribution

- Any modifications to switchboards or distribution systems must be carried out by licensed electricians and approved by PMGL.

## 4. Communication and Data Services within Market City

### Telecommunications, Data Internet Services

The building is NBN-ready, with fibre access points available in designated locations. Tenants may install additional cabling or networking equipment to suit operational needs, subject to approval by PMGL Property and Facilities Management. Server rooms or data cabinets must be adequately ventilated and comply with electrical and fire safety standards. Connectivity to major carriers (e.g. NBN, Telstra, Optus) is available, subject to tenant arrangements with service providers. Tenants are responsible for engaging their preferred provider and coordinating installation within their premises.

## 5. Waste Management within Market City

### Standard Waste Services

- General waste and recycling bins are provided in designated waste enclosures throughout the precinct.
- Tenants are responsible for the proper segregation and disposal of waste into the appropriate bins.
- Waste collection is scheduled regularly by PMGL's appointed contractor to minimise disruption and maintain cleanliness.

### Recycling and Sustainability

- Recycling services are available for cardboard, paper, plastics, and other approved materials.
- Tenants are encouraged to participate in recycling initiatives and minimise landfill waste.
- PMGL may provide signage and training to



# Building Services within Market City

support tenant compliance with recycling protocols.

## Waste Enclosures and Access

- Waste enclosures are strategically located for ease of access while maintaining visual and operational separation from public areas.
- Tenants must ensure that waste is securely bagged and placed in the correct bins.
- Dumping of waste outside designated areas is strictly prohibited and may result in penalties.
- Tenants generating hazardous, medical, or bulky waste must arrange for specialised disposal services at their own cost.
- PMGL must be notified of any non-standard waste requirements to ensure safe and compliant handling.

## 6. Security Services within Market City

### CCTV Surveillance

- Closed-circuit television (CCTV) cameras are installed throughout common areas, including entrances, corridors, loading docks, and car parks.
- Footage is recorded for 30 days to assist with incident response, loss prevention, and public safety.
- Tenants may install additional internal CCTV systems within their premises, subject to PMGL approval and compliance with privacy regulations.

### Tenant Responsibilities

- Tenants are responsible for securing their premises outside trading hours.
- All security installations must be approved by Property and Facilities Management and comply with relevant codes and standards.
- Tenants must report any suspicious activity or security breaches to PMGL immediately.



# Design Criteria

## Fresh Food Tenancy - Design Criteria

### Definition

Fresh Food tenancies include Fruit & Vegetable Grocers, Asian Grocers, Delicatessens, Inline Meat & Poultry Vendors, Fishmongers, and Bakeries.

### 1. Shopfront Design

- **Open & Inviting Presentation:** Encourage architectural elements that promote visibility and accessibility, such as wide-open frontages, frameless glazing, or retractable doors.
- **Material Selection:** Use commercially suitable finishes that are durable, hygienic, and easy to maintain. Examples include stainless steel, sealed timber, ceramic tiles, and powder-coated metal.
- **Visual Appeal:** Finishes may be textural, layered, or colour-integrated to reflect the vibrancy of fresh food retailing. Consider warm tones, natural textures, or culturally relevant design motifs.
- **Natural Display Elements:** Incorporate rustic or organic display materials such as wicker baskets, timber crates, stone benchtops, or hanging produce racks to enhance the market-style ambiance.

### 2. Interior Fit Out

- **Flooring:** Non-slip, sealed surfaces suitable for wet areas and heavy foot traffic. Epoxy resin or vitrified tiles are preferred.
- **Ceiling:** Open ceiling proposals may include custom elements such as dropdown panels and feature lighting zones. All exposed services must be suitably finished or sprayed to match the ceiling colour, including ductwork, pipework, cabling, speakers, and security cameras.
- **Lighting:** Bright, natural-toned lighting to highlight produce freshness and ensure visibility. Accent lighting may be used for feature displays.
- **Material & Finishes:** Materials should be of commercial quality, with consideration for sourcing and lifecycle sustainability. This is a key opportunity to incorporate environmentally responsible choices. Recommended finishes include brickwork, solid timber, natural stone, handcrafted ceramics, recycled elements, sealed polished plaster, and sturdy metals. All finishes in food preparation and display zones must comply with Food Health and Safety regulations.
- **Ventilation & Odour Control:** Adequate mechanical ventilation is required, especially for fish, meat, and bakery tenancies. Odour mitigation systems must be integrated where applicable.

- **Waste Management:** Provide for refrigerated waste storage, grease traps (where applicable), and easy access to service corridors for waste removal.

### 3. Branding and Signage

- **Tenant Branding:** Signage must be professionally designed and installed, with consideration for centre-wide branding guidelines. Secondary signage may be incorporated where appropriate.
- **Cultural Sensitivity:** Where relevant, allow for culturally specific design elements that enhance authenticity and customer engagement.

## Retail/Specialty Kiosk - Design Criteria

- **Integrated Design:** All technology, sales equipment, displays, storage, and waste bins must be seamlessly integrated. Cabinetry must be fully enclosed and finished to a high standard, including rear panels.
- **Counter Space:** A minimum of 50% of the counter must be dedicated to customer interaction, with provision for both sit and stand access.
- **Audio-Visual Restrictions:** Music systems and generic televisions are not permitted.
- **Electrical Concealment:** All tenant electrical components—including panels, wiring, junction boxes, and connections—must be concealed from public view within the kiosk structure.
- **Canopy Framing:** Where canopy framing is proposed, consult PMGL to confirm allowable frame height relative to mall context. Designs are subject to site-specific approval.
- **Stock Delivery Management:** Allocate a discreet area for staff to receive stock during trading hours. Delivery locations and operational flow must be reflected in the workflow plan, including permitted delivery times.
- **Lighting & Wiring:** Ensure suitable lighting is provided to all counter displays and workstations. All wiring must be fully concealed.
- **Glass Cabinetry:** Glass cabinets must be integrated into counter surfaces with square-profile detailing. Channels must be recessed and UV-bonded. Where hot food is prepared or served, appropriate glass screen protection is required.
- **Refrigeration Ventilation:** Ventilation for refrigeration units must be internal. External-facing vents are not permitted. Customer-accessed drinks fridges must be fully integrated into surrounding millwork, with no supplier branding visible.
- **Sink Placement & Back of House Screening:** Sinks must not be located on counter edges. Views to back-of-house areas should be concealed.



# Design Criteria

wherever possible.

- **Waste Management:** Rubbish bins must be integrated into the design, with sufficient storage units clad in appropriate finishes. Cooking oil bins must be fully always covered and stored within the tenancy.

## Specialty Retail - Design Criteria

- **Shopfront Activation:** Use creative stepped elements, double framing, and shadow lines to create depth and visual interest. Alternatively, doors can be used as a key design feature. Custom designs and authentic finishes are encouraged.
- **Inter-Tenancy Junctions:** Coordinate with PMGL to confirm wall junction details between tenancies.
- **Primary Signage:** One primary sign is permitted per shopfront face, featuring only the registered trade name and/or logo. Signage must have dimension and detail. Flat vinyl, plain painted, or lightbox signage can be considered. Backlit or halo-illuminated styles are strongly encouraged. Logos or secondary signs may be approved subject to design merit and tenancy parameters. As suitable Graphic designer can develop a cohesive branding package, including shopfront signage, internal graphics, and wayfinding elements.
- **Material & Finishes:** Durable natural materials such as solid timber, stone, handcrafted ceramics, and warm metals are strongly encouraged. Colour selections should complement surrounding materials. Consider professionally applied render, painted or laminated timber panelling with edge protection, clear-coated cement sheeting, commercial-grade vinyl, or powder-coated sheet metal with refined detailing. Engaging a professional Stylist or Visual Merchandiser is encouraged to elevate presentation quality.
- **Service Finishes:** All exposed services (ductwork, cabling, speakers, cameras) must be finished or sprayed to match the ceiling colour.
- **Exit Signage:** Exit signs must be clear, edge-lit blade type.

## Office Space - Design Criteria

### 1. Layout & Planning

- **Open Plan Base Provision:** Landlord provides air-conditioning to open-plan areas only.
- Internal walls, ceilings, and enclosed rooms are

tenant scope.

### 2. Air Conditioning

- **System Integration:**
  - Modifications to suit the tenant's layout must be completed by certified HVAC Contractor.
  - A balancing report is required before trade approval, even if no changes are made.
- **Temperature Sensors:**
  - Located within the tenancy.
  - Must remain unobstructed by partitions, equipment, or lighting.

### 3. Electrical & Data Services

- All electrical panels, cabling, and junction boxes must be concealed within walls or cabinetry.
- Data cabling must be routed cleanly and terminated in designated comms areas.
- No exposed conduits or surface-mounted wiring is permitted.

### 4. Lighting

- Lighting must be suitable for office use, with adequate lux levels for workstations.
- Emergency and exit lighting must comply with Australian Standards and be integrated into the ceiling grid or wall structure.

### 5. Acoustic Considerations

- Meeting rooms and enclosed offices must incorporate acoustic insulation to prevent sound transfer.
- Ceiling tiles and wall partitions should meet minimum NRC ratings as specified by the Landlord.

### 6. Kitchenettes & Wet Areas

- Sinks must be located away from public-facing areas.
- Plumbing works must be certified and approved by PMGL's Property and Facilities Management.
- Waste bins must be integrated into cabinetry with appropriate finishes.

### 7. Waste & Cleaning

- Tenants must provide adequate waste storage within the tenancy.
- Cleaning and maintenance of mechanical systems (e.g. ductwork, filters) must be scheduled in accordance with AS Standards.

### 8. Signage & Branding

- Internal signage must be professionally fabricated and integrated into the design.
- External signage is subject to Landlord approval and must comply with centre branding guidelines.





# Appendix 1 - Fitout Application Form

## Part B - Personnel Details

Lessee Authorisation	
Name:	
Contact #:	
Email:	
Signature:	
Date:	
Builder's Details	
Name:	
Registration #:	
Contact #:	
Email:	
Address:	
Suburb and State:	
Postcode:	
Signature:	

### Note

- A registered builder is required for any value of works over \$20,000 (inc GST).
- Lodgement with DFES may be required, depending on the project scope.



## Appendix 2 - Services Summary

Services Summary as per Proposed Plan (to be Completed by the Tenant)			
Tenancy Name:		Tenancy #:	
Contact Name:		Email:	
Contact #:		Mobile #:	

Electrical Services			
Lighting	#	Type	Wattage
Incandescent Lights			
Fluorescent Lights			
Electrical Requirement of Illuminated Signs			
Additional Comments:			

Electrical Services (e.g. Cash Registers, Computers, Dishwashers)			
List of Qipment	Load (in AMPS)	#	Single of 3 Phase
Additional Comments:			



## Appendix 2 - Services Summary

Mechanical Requirements	Yes (tick)	No (tick)	What Type?	
Do you wish to install mechanical equipment?				
List the equipment below:				
Type of Fitting	Yes (tick)	No (tick)	How Many?	What Type?
Hand Basin				
Sink				
Bucket Traps				
Floor Wastes				
Extra Drainage Points				

Structural	Yes (tick)	No (tick)	How Much Does it Weigh?
Do you have any equipment or units, which are excessively heavy (e.g. a safe or compactus unit)?			
Are you intending to drill core holes into the concrete slab?			
Do you understand that the location of core holes is determined by the limitations of the slab structure? This includes the proximity to structural beams, proximity to walls and sub-slab access etc.			
Do you have any features within your Tenancy that may require the certification of a structural engineer (e.g. signs, bulkhead overhead features, etc.)?			



## Appendix 2 - Services Summary

Question	Yes (tick)	No (tick)	Action
Does your equipment or nature of business produce dust or fumes?			
Do you understand that additional servicing will be required to make up air where heat loads are excessive, and you may have to bare the costs associated with Centre upgrades?			

Fire Services	Yes (tick)	No (tick)	Action
Will you store flammable materials?			
Will your Tenancy have any high piled storage, either free standing, within a racking system or on shelving? If 'YES', please give details of: - Type of storage. - Type of goods stored. - Proposed height and width of storage. - Will your goods be plastic encapsulated (plastic wrapped)?			
Will your Tenancy have any items below, or in part of the ceiling that will have a baffling effect on the sprinklers?			
Will your Tenancy have any rooms or equipment with extreme temperatures (e.g. freezers, ovens, etc.)?			
Do you understand that significant changes to the open ceiling plan require additional servicing, and you will have to bare the costs associated with Centre upgrades?			

**The information in this form is accurate (to be filled in by the Tenant)**

Date:

Signed:

**Office Use Only - PMGL Comments:**

