PERTH MARKETS



PERTH MARKETS FITOUT GUIDE

2026

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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.

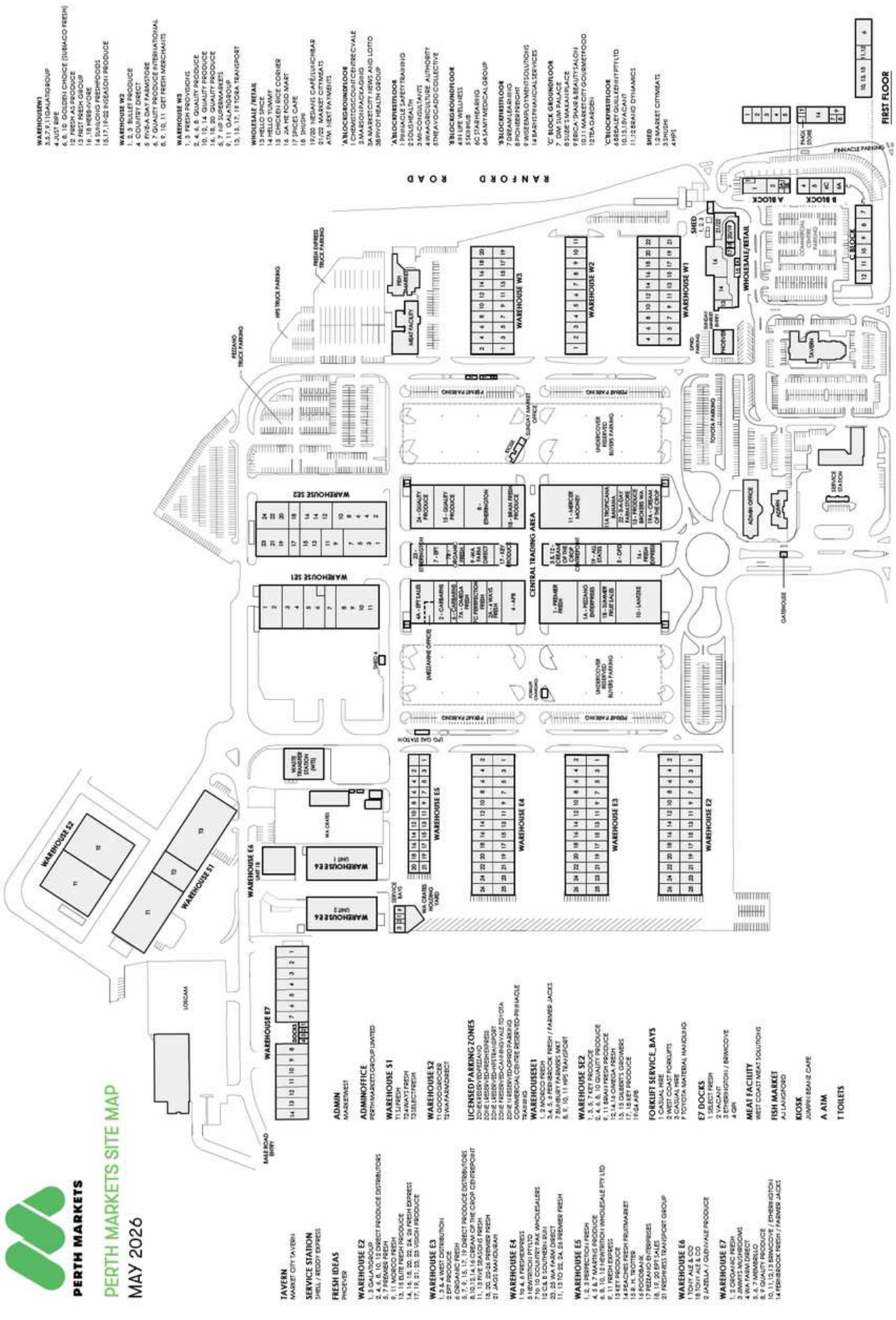
Glossary of Terms

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.

Precinct Map



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).

It is the Tenant's responsibility to complete their due diligence in ensuring all items are in working order and meet current building code requirements and Australian Standards, and will be of a quality that is approved by PMGL.

Tenants who fall into this category will still be required to refer to the design guidelines within this document and comply with all items noted within.

Tenancy Types

There are two (2) main tenancy types within the Perth Markets precinct. These are:

- Central Trading Area.
- Warehouse Storage - Bulk Dry Storage or Cold Chain.

Central Trading Area stores will typically have an allocated product display area, staging and sorting zone and mezzanine office area.

Warehouse storage areas may have a mezzanine office zone depending on the Tenant's final proposed design.

Tenancy Fitout Guidelines
This document outlines the minimum design, construction, and compliance requirements for all tenants fitout works. All works must be approved by PMGL prior to commencement and must comply with the National Construction Code (NCC), relevant Australian Standards, and applicable local authority regulations.

Ground Floor
The warehouse floor is constructed of concrete. Tenants may apply a clear sealant to the surface, subject to PMGL approval as part of minor works. The installation of bollards bolted or welded to steel plates cast into the concrete slab is also considered minor works.

Anchor fixings used to support pallet racking systems that impact the structure may be classified as either major or minor works and must be approved by PMGL as part of the design review process.

Mezzanine Floor
Mezzanine floors must be designed, constructed, and maintained in accordance with the NCC and relevant Australian Standards. The following requirements apply subject to PMGL approval:

- Structural Integrity must be engineered to support the intended loads. Structural certification is required.
- Mezzanine used for office or frequent access must be fire rated. Fire protection measures may include:
  - Sprinkler system extensions.
  - Smoke detection and ventilation.
  - Fire resistant materials (e.g. column casings, suspended ceiling panels).
  - Emergency egress routes.
- Access and Safety must include compliant staircases, handrails, guardrails, and anti-slip surfaces. All access points must comply with WHS and AS1657 requirement.
- A building permit is required.

Insulated Paneling
All insulated paneling installed within a tenancy must be either Polyisocyanurate (PIR) or ASKIN XFLAM panels. These must be constructed with rigid foam insulation that provides:
- High thermal resistance.
- Self-extinguishing properties.

All paneling must:
- Comply with the NCC.
- Adhere to the Insulated Panel Council Australasia (IPCA) Code of Practice.
- Be non-load bearing.

Fixtures and Fittings
The Tenant is responsible for supplying and installing all finishes, fixtures, and furniture in accordance with the approved plans with commercial standards. All interior finishes must be robust and suitable for the intended operating conditions.

Fire Protection
If the tenancy interior is modified, the Tenant must install fire protection equipment at their own cost. This includes:
- Portable fire extinguishers.
- Fire blankets. These must comply with:
  - Fire authority requirements.
  - The Building Code of Australia BCA.

All fire protection equipment and emergency lighting installed by the Tenant must be maintained by the Tenant. The Landlord must be granted access for regular inspections.

Plumbing
If the Tenant wishes to install a Kitchenette, the kitchen sink must be connected to the sewer waste point located in the floor of the product storage area.
The Tenant is responsible for:
- All connections to the Landlord's plumbing, drainage, and refrigeration supplies.
- Ensuring all condensate drainage from refrigeration equipment is reticulated and drained to the nominated drainage point at the rear of the tenancy or as nominated by PMGL.

Pallet/Storage Racking
All pallet racking systems must comply with AS Standards – Steel Storage Racking. The racking must be:
- Designed for the specific size, shape, and weight of stored products.
- Installed and certified by a qualified professional.

It is best practice drive-in racking must be certified in accordance with AS Standard coupled with FEM 10.2.01 Drive In and Drive Through Racking.

Additional requirements:
- Secondhand racking must be structurally certified to AS Standard.
- Annual racking inspections and certification reports are mandatory.
- All racking must display Safe Working Load and Maintenance signage in accordance with AS Standard.

Refrigeration
Tenants may install refrigeration systems under the following conditions:
- Only brand-new refrigeration units are permitted.
- If secondhand units are to be installed, prior written consent from the Landlord must be obtained. Additionally, any coolant used must be environmentally friendly.

Roof Penetration
Any penetration to the existing roof structure must be approved by PMGL. Minor penetrations may be permitted but must be carried out by a suitably qualified contractor approved by PMGL.

Signage
Tenants may install company signage directly above the front doors of their tenancy, subject to prior approval by PMGL. Signage designs must be submitted together with the tenancy design layout for approval.

Mobile Plant Battery Charging
Tenants may install mobile plant battery charging infrastructure subject to the following requirements:
- Installation and operation of battery charging infrastructure must comply with the General Guide for Industrial Lift Trucks published by Safe Work Australia, relevant electrical standards,

Fitout Guide Summary Flow Chat - Minor Works

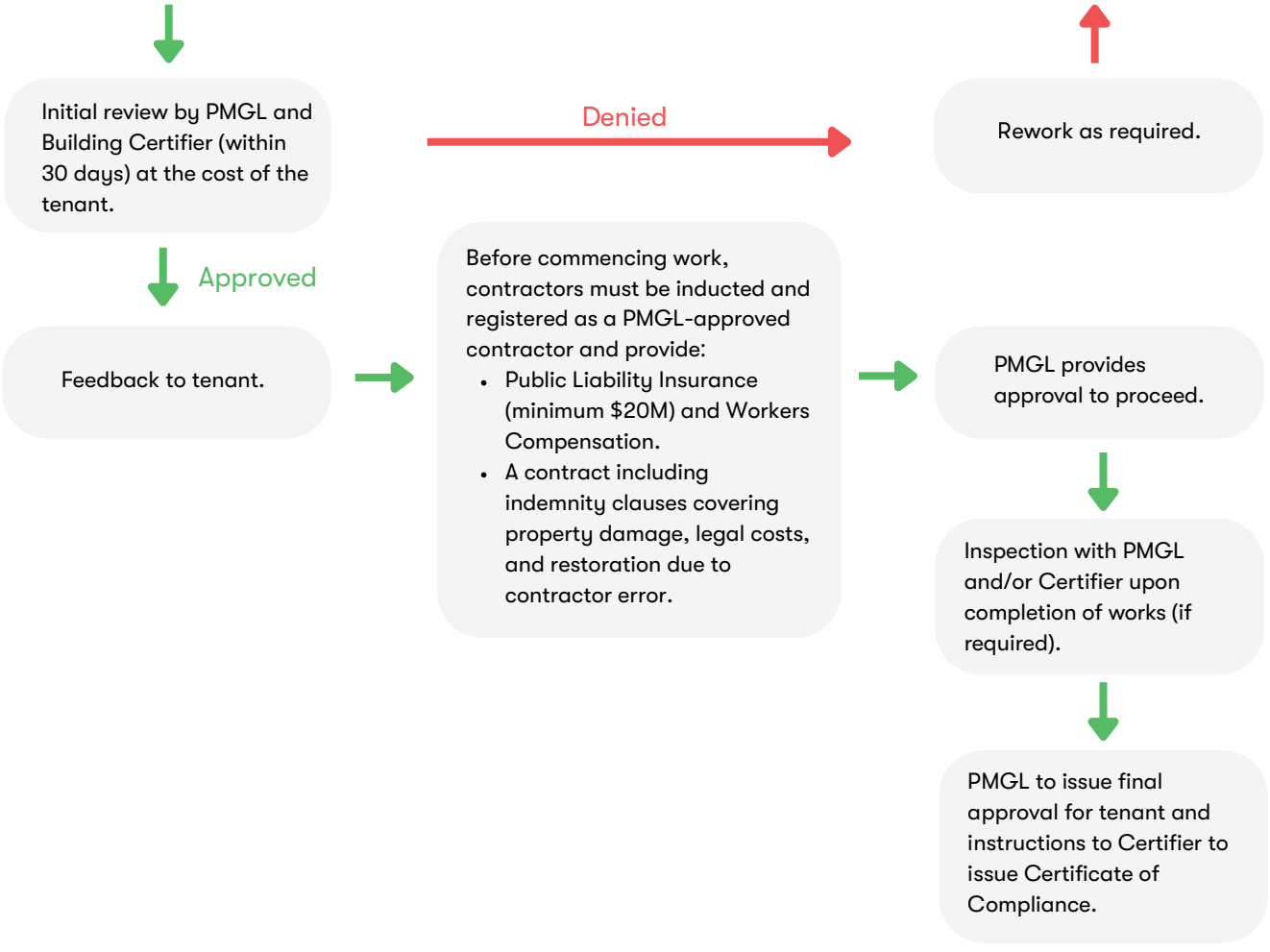
PHASE 1: Concept/Design Preliminary Review (Minor Works)

Email the preliminary concept plan and design submission in PDF format to PMGL Facilities and Property teams at facilities@perthmarket.com.au and 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 Flow Chat - 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 and 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.
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- **Provide Details of:**
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  - Access modification.
  - Elevation or sections of the new proposal (if required).
  - Proposed consultants and contractors.
- **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).
  - 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 .

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).

Denied → Rework as required.

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

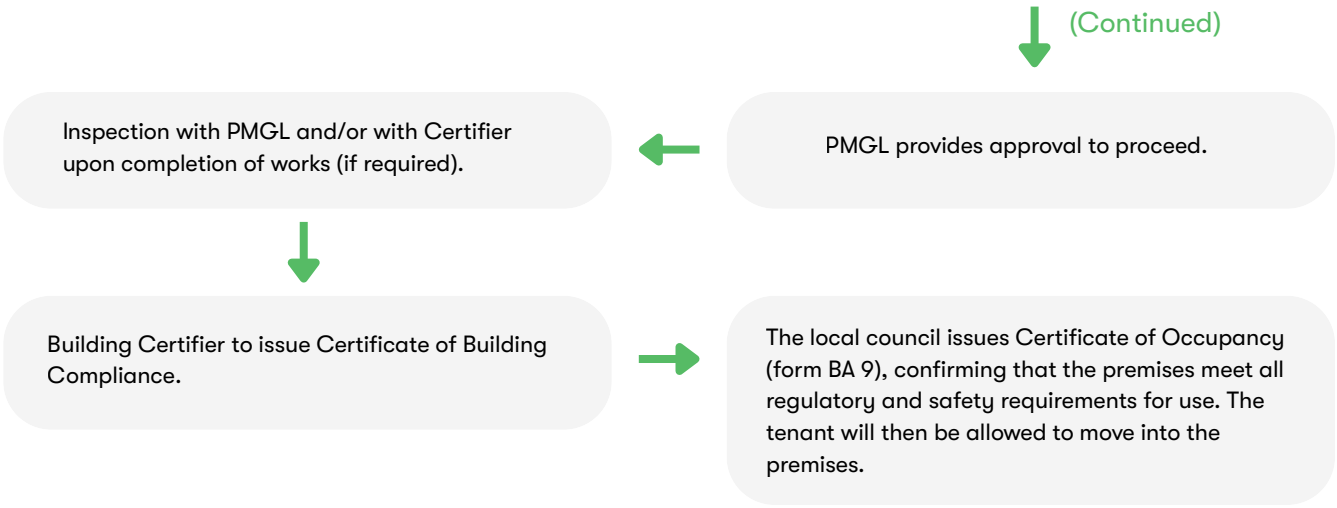
→ Feedback to PMGL once building permit is issued.

→ 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)

Fitout Guide Summary Flow Chat - Major Works



Appendix 1 - Fitout Application

Part A - Project Details

Location			
Warehouse/Unit #:		Tenant Name:	
Project			
Reference:			
Works Description			
Floor Area of Works:			
Est. Value of Works (inc. GST):			

Appendix 1 - Fitout Application

Part B - Personal Details

Lessee Authorisation	
Name:	
Contact #:	
Email:	
Signature:	
Date:	
Builder's Details:	
Name:	
Registration #:	
Contact #:	
Email:	
Address:	
Suburb and State:	
Post Code:	
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 Equipment	**Load (in AMS)**	**#**	**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 Point				
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)**	**How Many? What Type?**
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:			

Index of References

Australian Standards
https://www.standards.org.au/

National Construction Code of Australia
https://ncc.abcb.gov.au/

Disability Discrimination Act
https://www.legislation.gov.au/Details/C2018C00125

Worksafe WA
https://www.commerce.wa.gov.au/worksafe

Pallet Racking and Storage Requirements
https://www.safework.nsw.gov.au/resource-library/pallet-racking-guide