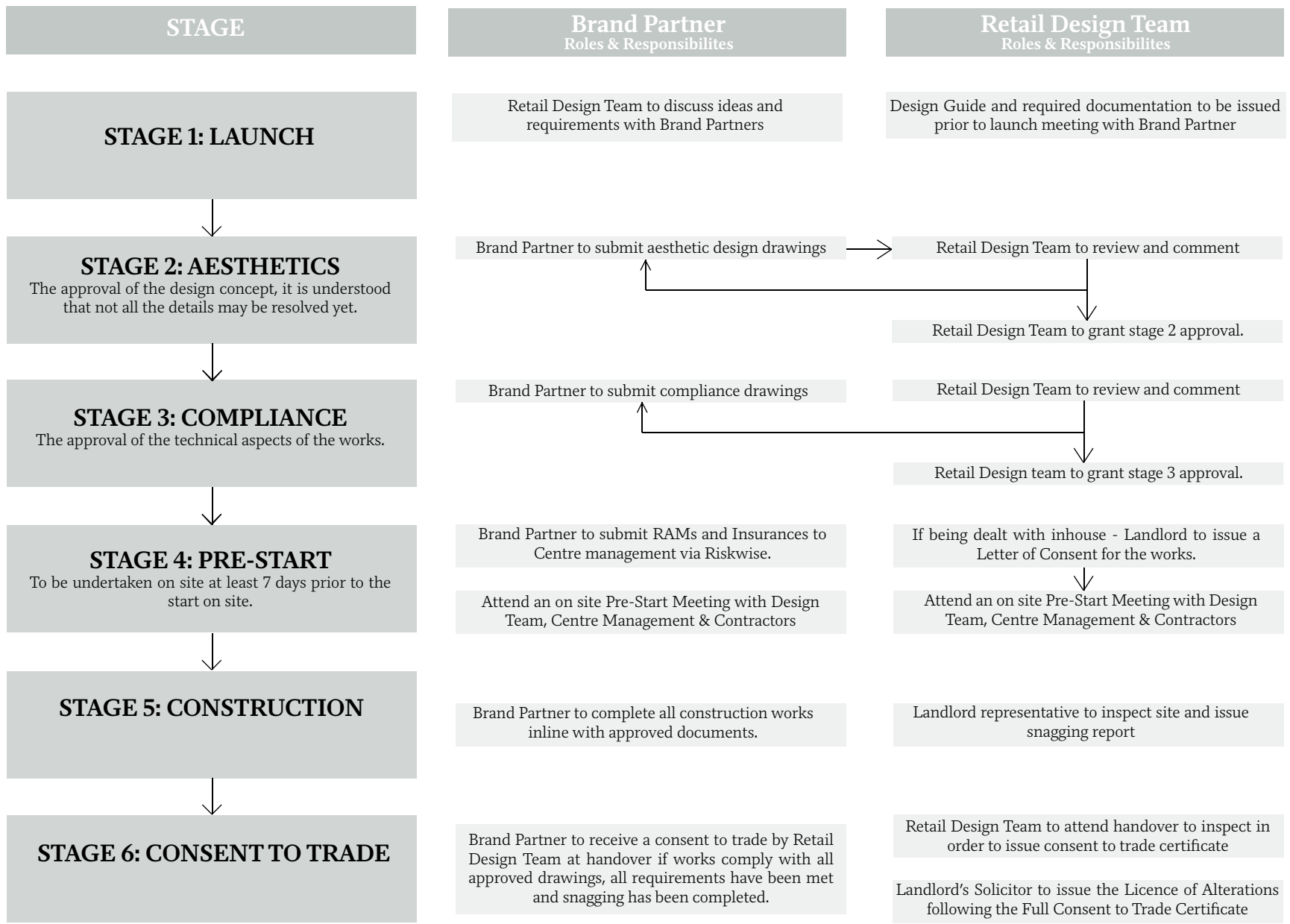


11.1 APPENDIX

Approval Process





BRAND PARTNERS DETAILS:

Brand Partner:
Unit Number:
Contact:
Email:
Telephone:

RETAIL DESIGN TEAM DETAILS:

Representative:
Contact:
Email:
Mobile:
Telephone:

GENERAL NOTES:

Stage 2 Aesthetics is to approve the design concept of the fitout works. Information must demonstrate an understanding of the overall design and branding, the resolved technical details are not expected at this stage.

All shopfitting proposals require the written approval from the Landlord/Retail Design team.

All drawings should be provided in PDF & DWG format.

Applications for consent shall be dealt with in accordance with the agreement for lease, licence for works and the procedures set out in the design guide.

The Brand Partner may be required to attend a site meeting to discuss the outline proposals.

Where possible, approval to proposals will be given within 21 days of submission by the Brand Partner.

RECOMMENDED CHECKLIST – (Brand Partner to tick provided drawings)

- | | |
|---|--------------------------|
| Existing plan & shopfront elevation | <input type="checkbox"/> |
| Photographs of existing | <input type="checkbox"/> |
| Proposed merchandising plan & specification | <input type="checkbox"/> |
| Proposed flooring plan & specification | <input type="checkbox"/> |
| Proposed ceiling/lighting plan & specification | <input type="checkbox"/> |
| Proposed section | <input type="checkbox"/> |
| Interior and exterior elevations | <input type="checkbox"/> |
| Shopfront Plan, Section and elevation (Minimum Scale 1:20) | <input type="checkbox"/> |
| Materials Board & Specification | <input type="checkbox"/> |
| Variations or structural alterations required of Landlord's shell | <input type="checkbox"/> |
| Proposed Signage & photographs of example signage | <input type="checkbox"/> |
| Outline Electrical, Heating, mechanical and Ventilation proposals | <input type="checkbox"/> |
| Photographs of similar installation | <input type="checkbox"/> |
| Sustainability Statement | <input type="checkbox"/> |
| Lux Level Report | <input type="checkbox"/> |
| Samples of Floor and Special Materials | <input type="checkbox"/> |
| Asbestos R&D Report | <input type="checkbox"/> |
| Other | <input type="checkbox"/> |

STAGE 2: AESTHETIC SUBMISSION

Name:

Date:

Brand Partner Details:

Brand Partner:
Unit Number:
Contact:
Email:
Telephone:

Retail Design Team Details:

Representative:
Contact:
Email:
Telephone:
Mobile:

General Notes:

Stage 3 Compliance is the approval of the technical aspects of the fitout work.
All shopfitting proposals require the written approval from the Landlord/Retail Design Team.
Applications for consent shall be dealt with in accordance with the agreement for lease and the procedures set out in the design guide.
The Brand Partner may be required to attend a site meeting to discuss the outline proposals.
All drawings should be provided in PDF and DWG Format where possible Brand Partners to receive feedback within 21 days

Recommended Checklist – (Brand Partner to tick provided drawings)

Manufacturing:

Scope of Works & Finishes Schedule
1:50 Plan, Section & RPC to include levels and make up to floor and compartmentation.
1:50 & 1:20 Shopfront drawings including sections and profiles
Samples and/or photographs of similar existing signs and shopfront
Detail construction drawings of Shopfront & Signage
1:1 & 1:5 details of junctions with Landlord's wall and floor finishes, and adjacent premises

Structural:

Plans, sections, calculations for any proposed variations and/or finishes to the landlord shell structure
Information on new loadings proposals from plant, new floor make up and security safe installations

Fire Strategy and Means of Escape:

A statement to demonstrate how the Retailer's proposals comply with the Fire Strategy
Fire Plan (Showing locations of fire safety equipment, construction and fire escapes)

Sprinklers:

Sprinkler design drawings and calculations by LPCB certificated company.

Mechanical:

Plans and sections of equipment within unit or plant including sections dimensions, weights, proposed support details and clear space around equipment required.
Details of trims and weatherproofing of any penetrations through roof or external envelopes
Hot & Cold-water installation
Drainage layout, connections and rodding points
Technical Specifications including full vibrations and noise figures.
FOG Management Systems
Kitchen Ventilations

Electrical:

Power, telecoms, security systems, lighting and emergency lighting drawings with containment details, cable types fittings and legend of symbols.

Other:

Fit Out Programme
Planning Permission/ Advertising Consent (If applicable)
Building Control pre- site report
Asbestos R&D Report

Note to Brand Partner: All relevant documentation must be attached to this form and distributed to the Retail Design Guide.

Stage 3: Compliance

Name:

Date:

BRAND PARTNER DETAILS:

Brand Partner:
 Unit Number:
 Contact:
 Email:
 Telephone:

RETAIL DESIGN TEAM DETAILS:

Representative:
 Unit Number:
 Contact:
 Email:
 Telephone:

GENERAL NOTES:

Stage 4 consists of a Pre-start meeting on site between the centre management, Contractors and Brand Partners. This meeting will be run by the Retail Design Team.

Please note all shopfitting proposals must have received written approval from the Landsec/Retail Design Team before the pre-start meeting.

Applications for consent shall be dealt with in accordance with the agreement for lease and the procedures set out in the design guide.

The Brand Partner will be required to attend a site meeting to discuss the proposals and construction works.

All information should be provided in PDF and DWG Format as well as on the Riskwise prior to the commencement of works on site.

RAMS & insurance policy **MUST** be uploaded onto the Riskwise, at least 7 days prior to starting on site.

RECOMMENDED CHECKLIST - *(Tick as Appropriate)*

| | |
|---|--------------------------|
| Contractor Design Elements | <input type="checkbox"/> |
| Project Team | <input type="checkbox"/> |
| Programme of Works | <input type="checkbox"/> |
| Method Statements | <input type="checkbox"/> |
| Risk Assessments | <input type="checkbox"/> |
| Insurance Details | <input type="checkbox"/> |
| Construction Phase Plan | <input type="checkbox"/> |
| Pre -Construction Information | <input type="checkbox"/> |
| H&S Plan | <input type="checkbox"/> |
| Site waste management plan | <input type="checkbox"/> |
| Asbestos R&D report | <input type="checkbox"/> |
| Copy of F10 notification to the HSE | <input type="checkbox"/> |
| Building Control Approval | <input type="checkbox"/> |
| 24 Hour contact list and project directory | <input type="checkbox"/> |
| Details of the Form of Contract, value of works and project durations | <input type="checkbox"/> |
| Confirmation of Planning Submission | <input type="checkbox"/> |
| Confirmation of Advertising Consent submission | <input type="checkbox"/> |
| Confirmation centre fire alarm contractor has been appointed for connection | <input type="checkbox"/> |
| Confirmation approved contractor has been appointed for Fire Stopping | <input type="checkbox"/> |

STAGE 3: PRE-START INFORMATION SUBMISSION

Name:

Date:

PRE-START MEETING:

Date:

Location:

BRAND PARTNER DETAILS:

Brand Partner:
Unit Number:
Contact:
Email:
Telephone:
Mobile:

LANDLORD REPRESENTATIVE:

Representative:
Company:
Contact:
Email:
Telephone:
Mobile:

RETAIL DESIGN TEAM:

Launch
Aesthetics:
Compliance:
Pre-Start:
Snagging:
Completion

DATE OF SUBMISSION:

DATE OF COMMENTS:

SNAGGING ITEMS:

| Image: | Comments: | Completed |
|--------|-----------|--------------------------|
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |

ADDITIONAL COMMENTS *(Including Example images):*

CONFIRMATION:

Signed by Landlord Representative: _____

Signed by Brand Partner: _____

Location: _____ Unit Number: _____
 Brand Partner: _____ Proposed Trading Date: _____

APPLICANTS DETAILS:

Name and email address: _____
 Company Address: _____
 Telephone Number: _____

- 1 We are presenting the above unit as complete and seek permission to trade.
- 2 We confirm that all the works have been carried out as detailed on the design drawings and in accordance with the conditions set out in the Landlords Consent and to all current British standards and legislation.

| | | |
|------------------------|------------|-----------|
| SIGNED ----- by tenant | NAME ----- | DATE----- |
|------------------------|------------|-----------|

| | | Place Tick | Documentation Required |
|--|-----|--------------------------|--|
| Certification <i>Refer to Certification Page</i> | C1 | <input type="checkbox"/> | Electrical |
| | C2 | <input type="checkbox"/> | Life Safety |
| | C3 | <input type="checkbox"/> | Mechanical |
| | C4 | <input type="checkbox"/> | Property |
| | C5 | <input type="checkbox"/> | Miscellaneous |
| Electrical | E1 | <input type="checkbox"/> | All Electrical equipment has been PAT tested |
| | E2 | <input type="checkbox"/> | Completion of Staff Training |
| Fire | F1 | <input type="checkbox"/> | Store Fire Risk Assessment |
| | | <input type="checkbox"/> | Store Fire Log Book |
| HVAC | H1 | <input type="checkbox"/> | Staff Training completions |
| | H2 | <input type="checkbox"/> | Copy of Maintance contract |
| Water | WA1 | <input type="checkbox"/> | Confirmation that water supply by laws have been statisfied |
| Security | S1 | <input type="checkbox"/> | All Staff briefed on security arrangements, and what to do in case of emergency |
| Waste | W1 | <input type="checkbox"/> | Briefed on and understand the Recycling/Waste Programme |
| | W2 | <input type="checkbox"/> | FOG Audit |
| Others | O1 | <input type="checkbox"/> | Building Control Completion Certificate |
| | O2 | <input type="checkbox"/> | Safety Signs/ info in place |
| | O3 | <input type="checkbox"/> | Confirmation all planning conditions have been discharged |
| | O4 | <input type="checkbox"/> | USB x 2 With copies of all documentation including O & M Manuals and As Built Drawings |
| | O5 | <input type="checkbox"/> | Asbestos Clean Air Certificates (if applicable) |
| | O6 | <input type="checkbox"/> | Copy of Shopfitters Snagging list |
| | O7 | <input type="checkbox"/> | Copy of Plant Maintenance Agreement |
| | O8 | <input type="checkbox"/> | Door Openers Installed |

| | | Meter Reading | Serial No | Location |
|---|----|----------------------|----------------------|----------------------|
| Utilities Gas Water - Mains Electricity | U1 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | U2 | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | U3 | <input type="text"/> | <input type="text"/> | <input type="text"/> |

| Comments/Action at Handover | 1 | 2 | 3 | 4 | 5 |
|-----------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

Permission Granted to Trade: Y/N Date

Signature

IDL

Signature

Centre Manager

OUTLET

STAGE 6: Consent To Trade



| Document/ Deliverable: | Document Number/s | Issued By? | Date |
|--|------------------------------|----------------------|------|
| ELECTRICAL (Must be provided by an NICEIC approved Contractor and All must be signed under the appropriate heading) | Certificate number | Issuing company name | |
| Electrical Installation Certificate BS 7671 | | | |
| Emergency Lighting Completion Certificate BS 5266 | | | |
| Emergency Lighting Design - Declaration of Conformity BS 5266 | | | |
| Emergency Lighting Installation - Declaration of Conformity BS 5266 | | | |
| Emergency Lighting Verification - Declaration of Conformity | | | |
| Emergency Lighting Photometric Design Data BS 5266 | | | |
| Portable Appliance Testing certificate | | | |
| PAT testing of all electrical equipment | | | |
| Completion of Staff Training Completion | - | - | |
| LIFE SAFETY SYSTEMS | Certificate number | Issuing company name | |
| Fire Alarm Certificate (Design) BS 5839 pt1 | | | |
| Fire Alarm Certificate (Installation) BS 5839 pt1 | | | |
| Fire Alarm Certificate (Testing & Commissioning) BS 5839 pt1 | | | |
| Fire Alarm Certificate (Acceptance) BS 5839 pt1 | | | |
| PAVA Certificate (Design) BS 5839 pt8 | | | |
| PAVA Certificate (Installation) BS 5839 pt8 | | | |
| PAVA Certificate (Testing & Commissioning) BS 5839 pt8 | | | |
| PAVA Certificate (Acceptance) BS 5839 pt8 | | | |
| Sprinkler Design Certificate BS 5306 / BS EN 12845 | | | |
| Sprinkler Pressure Test Certificate BS 5306 / BS EN 12845 | | | |
| Sprinkler Commissioning Certificate BS 5306 / BS EN 12845 | | | |
| Fire Stopping Log | | | |
| Fire Stopping Certificates | | | |
| Fire Extinguishers Location Schedule | | | |
| Smoke Extraction Commissioning Certificate | | | |
| MECHANICAL | Certificate number | Issuing company name | |
| Mechanical system install | | | |
| Mechanical system commissioning and testing | | | |
| Mechanical system completion | | | |
| Mechanical system maintenance agreements in place? | | | |
| RETAIL / PROPERTY SPECIFIC | Certificate number | Issuing company name | |
| Fire Rating BS 476 30 FR / 60 FR | | | |
| Surface Spread of Flames BS 476 Class '0' / B-s3, d2 | | | |
| Glazing Conformity BS 6206 / BS EN 12600 | | | |
| Floor Slip Resistance +25 wet TRRL Pendulum Test | | | |
| Ceiling Installation BS 8290 | | | |
| MISCELLANEOUS | Insert comment as applicable | | |
| Any Statutory certifications (e.g. Utilities services or Licensing Act) | | | |
| Emergency Exit Signage in place to BS 5499 | | | |
| | | | |

BRAND PARTNER DETAILS:

Brand Partner:
Unit Number:
Contact:
Email:
Telephone:

RETAIL DESIGN TEAM DETAILS:

Representative:
Contact:
Email:
Mobile:
Telephone:

BEFORE HOARDING CAN BE REMOVED – (Tick as Appropriate)

| Sprinkler Installation | YES | NO | N/A |
|---|--------------------------|--------------------------|--------------------------|
| Pressure Test | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Isolating Valve open and shows normal at Control Room | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there a snag list | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Management team to review snag list | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| Fire Alarm | YES | NO | N/A |
|---|--------------------------|--------------------------|--------------------------|
| Test one detector for alert conditions ensure beacons are operative – control room indication – beacon. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Test call point check beacons | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does alarm cut out in-store music? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does alarm cut out air conditioning? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fault test (when power is cut off) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is labelling correct? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Test Certificate provided by ADT? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have Xenon beacons been provided outside front and rear of unit? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Before the Unit is permitted to open:

| Certificates | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| Is there a valid emergency lighting certificate? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there a valid NICEIC electrical test certificate? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is there a valid gas safe certificate? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Certificate of chlorination for retailers domestic water | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Compliance with BD EN 378:2000 (refrigerant escape) for AC system received | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

BEFORE THE UNIT MAY BEGIN TRADING:

| Visual Inspection (By Landlord/Representative) | YES | NO | N/A |
|--|--------------------------|--------------------------|--------------------------|
| Escape signage – Satisfactory | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Security measures – Satisfactory | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Retail Signage - Satisfactory | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

OUTLET

STAGE 6: COMMISSIONING



| | | | |
|---|--------------------------|--------------------------|--------------------------|
| Does 'as built' match proposed drawings? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are finishes to an acceptable standard? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has all waste/skips/site compounds ect outside the unit been removed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is roof plant secure, tidy, water-tight? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are structural works acceptable/checked by Structural Engineer? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Has the tenant received the 'Tenant Operating Guide' | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Have all skips been removed? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is water meter fitting correctly? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Can the unit commence trading? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Statutory consent received (planning, building regulations) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

COMMENTS:

STAGE 6: COMMISSIONING

Name:

Date: