

Britomart Transport Centre

Pre-start Manual for Tenancy Fit-out

December 2019



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Abbreviations and Definitions

Acronym	Definition
AFFL	Above finished floor level
AT	Auckland Transport
BTC	Britomart Transport Centre
CPO	(Former) Chief Post Office Building
CRL	City Rail Link
DSBJV	Downer NZ and Soletanche Bachy
CSMP	Construction Safety Management Plan
EMS	Electrical Management System
FER	Fire Engineering Report
FF&E	Furniture, fixtures and equipment
HSMP	Health and Safety Management Plan
HNZPT	Heritage New Zealand Pouhere Taonga
LSZH	Low Smoke Zero Halogen
MCP	Main Control Panel
MEP	Mechanical, Electrical and Plumbing
NZBC	New Zealand Building Code
ONT	Optical Network Terminal
RCD	Residual Current Device
ATW	Authorisation to Work (AT ATW Permit)

Definitions

The use of the terms "must", "should", "will", "may" within this document are defined as follows:

The word "**must**" in the text expresses a mandatory requirement of the specification. Departure from such a requirement is not permissible without formal agreement.

The word "**should**" in the text expresses a recommendation or advice on implementing such a requirement of the specification. It is expected that such recommendations or advice be followed unless good reasons are stated for not doing so.

The word "**will**" in the text expresses an assumption of an event or service to be provided by an entity outside of the system. It therefore describes a future event.

The word "**may**" in the text expresses a permissible practice or action. It does not express a system capability.

1 Purpose of this Standard

1.1 Introduction

- 1.1.1. This retail fit out standard describes the requirements that tenants, and their contractors must comply with when designing and constructing retail fit outs within the Britomart Transport Centre (BTC).
- 1.1.2. It is to be read in conjunction with all other Lease or Licence and Health and Safety documentation.
- 1.1.3. It is essential that the requirements of these documents are strictly observed. Failure to comply will result in entry to site being denied and may result in extra costs being incurred by the tenant and/or the fit-out contractor and their personnel being banned from the site.
- 1.1.4. At all times during the completion of the fit out works the tenant and their fit-out contractor must observe the instructions of the CRL contractor in control of the site and directions of AT representatives.
- 1.1.5. The purpose of this manual is to ensure a consistently high quality for AT retail premises. This manual is designed to ensure all tenants, designers and contractors complete fit out works to a high standard with due consideration to both AT and CRL operational facility and Health & Safety factors.

1.2 References

- 1.2.1 This standard refers to the following documents:

Reference	Document
CRL-BTM-FIR-000-RPT-0011 (See Appendix 10)	Britomart Transport Centre Fire Engineering Report
CRL-BTM-RME-AT-CTD-013013 (See Appendix 2)	Agreement between Auckland Transport and Heritage New Zealand Pouhere Taonga

CRL-BTM-ARC-AT-PLN-013136	Chief Post Office QEII Square Auckland, A revised Conservation Plan
CRL-BTM-PTY-AT-POL-026210	Deed of Heritage Covenant
	New Zealand Building Code
Reference	Document
CRL-SYW-HSE-AT-PLN-002502 (See Appendix 16)	City Rail Link Ltd Construction Safety Management Plan
AT/DSBJV-CRL C1-PRO- HSMP001-MP-0716	DSBJV Health & Safety Management Plan
	Auckland Council Trading and Events in Public Places Bylaw 2015

2 Scope

2.1 This standard relates to the Chief Post Office (CPO) building and surrounding urban realm precinct of Lower Queen Street, Tyler Street, and Galway Street, all of which form the BTC.

This standard covers:

- 2.2 All design, materials specification, construction fit out and appliance installation that a tenant may wish to undertake. This includes the introduction of and new materials such as replacement bar counters and electrical equipment such as refrigeration units.
- 2.3 Change of use of premises (e.g. from goods store to coffee shop).
- 2.4 Design and material specifications within the CPO building are governed by Auckland Transport (AT) requirements, the New Zealand Building Code (NZBC), and the BTC fire engineering report. The CPO building is also subject to heritage requirements.

3 Heritage

3.1 Historic Context

- 3.1.1 The CPO building is a well-preserved example of urban commercial architecture in the Edwardian Baroque style.
- 3.1.2 The CPO building is part of the Britomart precinct that was redeveloped between 1995 and 2003 as the Britomart Transport Centre.
- 3.1.3 The CPO building is an important historic building in Auckland. It is registered Category 1 under the Historic Places Act 1993. Category 1 is described under



the Act as “places of special or outstanding historical or cultural heritage significance or value”. Under the Act it is an offence to intentionally destroy, damage or modify elements of the building without the appropriate authority to do so.

3.2 Heritage Protection

3.2.1 The CPO building is protected under various Local Government and national protection orders. These are summarised in Table 1 below:

Description	Listing
Proposed Auckland Unitary Plan.	The CPO building is in the 'Britomart sub-precinct B' Sub-precinct and identified as Historic Heritage Place ID 2021 (Category A item). The key Heritage Values associated with the item are: A: Historical, B: Social, F: Physical attributes, G: Aesthetic and H: Context.
Heritage New Zealand.	The following are listed on the Heritage New Zealand List: The Chief Post Office, its fittings and fixtures are identified as a Category I place (ID 101). This listing includes recent modifications (21 August 2001); The Britomart precinct; Customs Street Historic Area (ID 7160); Quay Street Historic Area (7159); Harbour Historic Area (ID 7158).
Cultural Heritage Index (Auckland Council).	ID 2511.
Heritage Covenant.	The CPO building is subject to a Heritage Covenant registered on the Certificate of Title.
Chief Post Office Conservation Plan.	The CPO building is subject to a Conservation Plan entitled " <i>Chief Post Office QEII Square Auckland, A revised Conservation Plan</i> " dated April 2003 and prepared by Salmond Reed Architects ¹ .

Table 1: CPO Building Heritage Protection

3.3 Heritage Covenant

3.3.1 The CPO building is subject to a Deed of Heritage Covenant, dated 18 July 1995, and registered against the title of the CPO building, being Computer Freehold Register 93982, memorial C891516.1.

3.3.2 Pursuant to the Deed of Heritage Covenant works may not be undertaken affecting the primary or secondary features identified in the Deed of Heritage Covenant without obtaining

¹ At the completion of CRL works inside the CPO building the Chief Post Office Conservation Plan (2003) will be revised to reflect the current condition of the CPO building.

the prior written consent of HNZPT, who may impose reasonable conditions on such consent.

- 3.3.3 An Agreement dated 24th May 2016 was signed between Auckland Transport and Heritage New Zealand to record the consent for the purposes of the Deed of Heritage Covenant, to complete the proposed works, and to record the conditions on which such consent has been given. A copy of this agreement is provided in Appendix 2. All works associated with retail fit outs must not breach the requirements of the agreement.

3.4 Chief Post Office Conservation Plan

- 3.4.1 The CPO building is subject to a Conservation Plan entitled “Chief Post Office QEII Square Auckland, a revised Conservation Plan” dated April 2003 and prepared by Salmond Reed Architects. The full Conservation Plan will need to be reviewed by tenants prior to the commencement of fit out.

3.5 Heritage Consultation

- 3.5.1 Tenants and their fit-out designers must consult HNZPT and the Auckland Council Heritage advisors throughout the design phase of retail spaces. HNZPT consultation shall be arranged by AT and co-ordinated with AT’s staged design approval process (Appendix 3)

- 3.5.2 Consultation with HNZPT and the Auckland Council Heritage advisors shall follow the requirements set out in Table 2 below.

Design Stage	Consultation	Comment
Pre-design	An initial meeting with HNZPT, Auckland Council Heritage advisors, tenant and their fit-out contractor. Tenants must provide 2 weeks notification.	<ul style="list-style-type: none"> Address any clarifications with respect to this document and CPO Heritage requirements; This meeting provides tenants with an opportunity to present their branding ‘look and feel’. Tenants expected to take on board feedback for submission of preliminary designs
Preliminary Design	Design review and feedback. Tenants must allow 2 weeks for HNZPT review.	<ul style="list-style-type: none"> Submission deliverables in accordance with AT requirements; HNZPT will provide AT with feedback outlining any further information required, questions or amendments that may be required. Further dialogue may be required prior to submission of final/ detailed design.

Final/detailed design	Design review and feedback. Tenants must allow 2 weeks for HNZPT review.	<ul style="list-style-type: none"> • Submission deliverables in accordance with AT requirements; • Retailers must provide written response to feedback provided at preliminary design stage review. • HNZPT will provide AT with feedback outlining any further information required, questions or amendments that may be required. • Further dialogue may be required
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Table 2: Heritage Consultation

4 Architectural Design Intent

4.1 Retail Units

- 4.1.1 The configuration of the new CPO building retail units is a major departure from the previous retail set out. Rather than place retail in low level closed pods the design seeks to provide open retail spaces that reinforce the grandeur of a large distinguishable volume from all vantage points within the ground floor.
- 4.1.2 Inter-tenancy walls have been aligned to follow the existing structural grid and are carefully placed next to the heritage columns and ceiling beams, and are supported by steel structural frames. The walls consist of a lower level Tasmanian Oak T&G on plywood dado (2350mm high) that wraps around the retail space, providing zones to place fitout elements (shelving, leaners, prep areas, counters). They set a datum that tenancy fitout items must keep below to ensure that the heritage windows on the external walls are not obscured.
- 4.1.3 Sitting above the timber lined walls are glazed partitions extending up to the ceiling (3350mm high). These continue to divide the retail units but allow for light and visibility between spaces up towards the heritage features.
- 4.1.4 To the front of each unit are large sliding glass doors. The doors are bi-parting, sliding over fixed panels to each side. The doors consist of fully glazed leaves fixed to structural RHS support frames rolling on an embedded base track with assistance at the head by a guide rail. Operationally these doors are designed to be opened manually at the beginning and end of the day; they are not automatic.
- 4.1.5 The retail units will be left in a shell only fit out state, with base build floor, plastered walls and ceilings complete. To allow tenants to complete their first fix MEP services the Tasmanian Oak T&G on plywood panels will not be fixed to walls. The CRL contractor will complete installation of the Tasmanian Oak Dado following the installation of the tenants MEP first fix.
- 4.1.6 All remaining fitout items are by the tenant.
- 4.1.7 HNZPT and Auckland Council Heritage advisors must be consulted during the fit-out design development of retail units.



Figure 1: Artist impression of retail unit concept

4.2 Retail Kiosks

- 4.2.1 Positioned either side of the stairs leading from the CPO building ground floor “banking floor” to the historic vestibule lobby are two retail kiosk areas. These are envisaged as small “grab and go” retail offerings, allowing for quick service.
- 4.2.2 These zones are demarcated via low level walls (1325mm high) that border the kiosk area and extend out from the wing walls bordering the vestibule stairs. This level represents the historical floor level of the CPO and is identified with a jarrah timber dado rail and different paint colour on the dado strip to the wall above.
- 4.2.3 To achieve a level of consistency with the overall building interior some common details and strategies should be referenced in the kiosk design. These include:
- 4.2.4 Visibility of the jarrah timber dado rail at 1325mm AFFL. This can be achieved by incorporation of new jarrah detail or expressing the existing jarrah cap to the bordering wing walls.
- 4.2.5 Minimal elements (solid walls, lighting, signage) sitting above the 1325mm dado rail in order to maintain visibility towards the vestibule lobby and surrounding walls behind.
- 4.2.6 Sitting behind the north kiosk is the accessible path to the vestibule lift. Line of sight towards this ramp and door must be maintained.

4.2.7 HNZPT and Auckland Council Heritage advisors must be consulted during the fit-out design development of retail kiosks.



Figure 2: Artist impression of retail kiosk concept

4.3 Architectural Base-Build Finishes Schedule

4.3.1 Retail Units

Element	Material/ Finish	Comment
Floor.	Terrazzo finished with a clear concrete sealant.	Slip resistance complies with NZBC D1/AS1.
Walls.	<ul style="list-style-type: none"> To CPO building external walls: Tasmanian oak T&G on plywood up to 2350mm. Above 2350mm existing CPO building external walls. Intertenancy walls: Tasmanian oak T&G on plywood up to 2350mm with glazed partitions above extending up towards ceilings. 	Above the glazed intertenancy partitions is a gap of 100mm to the existing ceiling.

Ceiling (all as part of the existing CPO building ground floor ceiling).	<ul style="list-style-type: none"> Suspended grid with white powder coated tiles, below an; Existing fire rated plaster ceiling painted white, and; Existing fire rated down-stand beam enclosure/ cornice positioned on structural grid lines. 	<p>5850mm AFFL (approximately).</p> <p>6250mm AFFL (approximately).</p>
Doors (External).	<p>Bi-parting frameless safety glass sliding doors on automatic sliding hardware.</p> <p>Locking of automatic Locking of doors is via an is via an isolation switch isolation.</p>	Includes surface applied manifestation to comply with NZBC.
Doors (Internal).	Bi-parting frameless safety glass sliding doors manually operated, complete with handles and lock.	Includes surface applied manifestation to comply with NZBC.
Shop-front glazing.	Full height safety glass on a bespoke structural steel frame system.	Includes surface applied manifestation to comply with NZBC.

4.3.2 Retail Kiosks

Element	Material/ Finish	Comment
Floor.	<ul style="list-style-type: none"> Jarrah timber inlay; Polished marble and terrazzo. <p>All finished with a clear sealant.</p>	Slip resistance complies with NZBC D1/AS1.
Walls.	<ul style="list-style-type: none"> Painted plasterboard on timber framing up to a jarrah timber dado at 1325mm AFFL. Above this heritage wall tiles on the vestibule lobby walls (partial coverage), and; Existing plastered vestibule lobby, paint finished. 	<p>New building finishes.</p> <p>Heritage wall finish.</p> <p>Heritage wall finish.</p>

Ceiling (all as part of the existing CPO building ground floor ceiling).	<ul style="list-style-type: none"> • Suspended grid with white powder coated tiles, below an; • Existing fire rated plaster ceiling painted white, and; • Existing fire rated down-stand beam enclosure/ cornice positioned on structural grid lines, painted white. 	<p>5850mm AFFL (approximately).</p> <p>6250mm AFFL (approximately).</p>
Doors (External).	n/a.	
Doors (Internal).	n/a.	
Shop-front glazing.	n/a.	

4.4 Building Services Base-Build Provision

4.4.1 Retail Kiosks and Units

Element	Material/ Finish	Comment
Lighting.	Recessed luminaires integrated as part of the existing CPO building ground floor ceiling.	Provides an approximate lux level of 200 lux at floor level.
Emergency lighting	Emergency lighting luminaires integrated with the existing CPO ground floor ceiling.	Minimum required to comply with NZBC and CRL requirements.
Exit signage	Illuminated exit signage as required by the Britomart FER.	Minimum required to comply with NZBC and CRL requirements.
Power	<i>(Amps and phase to each tenancy TBC).</i> Tenancies to include metered electrical distribution boards.	Distribution boards are recessed into inter-tenancy partition wall.
Telecoms/ data.	<ul style="list-style-type: none"> • Category 6 voice / data cables. • Single mode voice/ data fiber connection cable. 	Provided on AT structured cable network to 3 rd party communications room.

Drainage.	<p>Retail kiosks and units:</p> <ul style="list-style-type: none"> • 80mm Copper foul drainage connection. • Floor waste gully (FWG) trap. <p>Kiosks</p> <ul style="list-style-type: none"> • Trap priming valve including connection to FWG <p>Units</p> <ul style="list-style-type: none"> • Stub connection from FWG to 'future' wash hand basin for trap priming 	To comply with NZBC
Water Supply.	25mm ø copper cold water supply, metered.	Within each unit/ kiosk
Fire Protection.	Sprinklers and vesda smoke detection forming part of the existing CPO building ground floor ceiling.	Minimum required to comply with NZBC.
Chilled water for cooling.	Not provided for retail.	Chilled water for station services located within CPO service risers.
Gas.	Not provided.	Gas is prohibited in Britomart Station.

4.5 Building Services Exclusions

4.5.1 The following building services are not provided within the base build, and are the responsibility of the retailer:

- Kitchen facilities²;
- Toilet facilities³, including ventilation;
- HVAC systems (heating, ventilation and air conditioning);
- Hot water supply, including hot water generation plant;
- Tenant specific lighting, (including low voltage lighting reticulation systems);
- Tenant specific signage
- Tenant specific power, switches, switchgear, distribution board circuit breakers, equipment and accessories;
- Modifications to exit signage and emergency lighting.

4.6 Prohibited Building Services

4.6.1 The following building services are prohibited:

- Surface mounted containment systems;
- Catenary wire cable support systems;
- Gas (bottled or reticulated);
- Commercial kitchens;
- Commercial kitchen extract/ventilation systems.

5 Architecture

5.1 Flooring

The use of local floor mats may be permitted in retail units and kiosks, subject to AT approval.

Post-applied self-adhesive membranes and finishes are not permitted.

5.1.1 Retail Units

Retail units are provided with a 100mm thick terrazzo finish. This is finished with a clear sealant that meets NZBC slip resistance requirements.

The flooring must be protected from damage during the fitout works with plywood or other similar robust protection to prevent impact damage to the terrazzo flooring.

² Commercial kitchens are prohibited.

³ Public toilet facilities are provided on the paid side of the gate-line at B1 level. Retail staff have access to secure toilets on the CPO ground floor level. By agreement with AT, retailers may at their discretion allow patrons to use the staff toilets.

The tenant must not modify or remove the flooring.

Drilled fixings are permitted for fixing of joinery and furniture to flooring in retail units.

5.1.2 Retail Kiosks

Retail kiosks are provided with a combination of jarrah inlay, marble and terrazzo finish. These are finished with a clear sealant that meets NZBC slip resistance requirements. These finishes are a key element of the Heritage Agreement between HNZPT and AT.

The flooring must be protected from damage during the fitout works with plywood or other similar robust protection to prevent impact damage to the terrazzo flooring.

The tenant must not modify or remove the floor finishes to retail kiosks.

Drilled permanent fixings are strictly not permitted to the flooring in retail kiosks.

5.2 Walls

5.2.1 Retail Units

Retail units are provided with timber walls finished with Tasmanian oak T&G on plywood up to 2350mm to inter-tenancy walls and exterior walls of the CPO building.

The T&G is finished with an intumescent coating as required by the Surface Finish Requirements in Table 3. This coating provides a clear natural looking finish.

To preserve the overall architectural theme of the CPO building and to maintain fire integrity tenants must not redecorate T&G lining with alternative paint systems.

The dado provides a zone for tenants to place fit out elements (shelving, leaners, prep areas, counters). They set a datum that tenancy fitout items must keep below to ensure that the heritage windows on the external walls are not obscured.

Tenants must not surface mount conduits and services to walls in retail units.

Subject to AT approval tenants may be permitted to create openings through timber walls.

Openings must be detailed to match the existing architectural base build detailing.

Openings must not conflict with passenger circulation, run-off and queuing zones.

Sitting above the inter-tenancy timber walls are glazed partitions extending up to the ceiling (3350mm high). These continue to divide the retail units but allow for light and visibility between spaces up towards the heritage features.

The tenant must not modify the glazed inter-tenancy walls.

5.2.2 Retail Kiosks

Retail kiosks are situated in an area surrounded in part by:

- paint finished plaster on concrete up to a jarrah timber dado at 1325mm AFFL; •
Above this heritage wall tiles on the vestibule lobby walls (partial coverage); and
- Existing plastered vestibule lobby, paint finished.

Tenants must not modify, drill through, or fix to the jarrah timber dado.

Tenants must not modify, drill through, or fix to the heritage wall tiles.

Tenants must not surface mount conduits and services to walls in retail units.

Subject to AT, HNZPT and Auckland Council Heritage approval tenants may be permitted to fix joinery and fittings to painted plaster walls abutting the retail kiosks.

5.3 Ceilings

The existing CPO building ground floor ceiling forms the retail units and kiosks ceiling. These are made up of fire rated plaster board/ down-stand beam and cornice detail and a suspended grid system.

Tenants must not modify the existing CPO building ceiling.

Tenants must not install secondary ceilings, fixtures or other features below the existing CPO building ceiling.

The CRL base-build design provides for high level luminaires within the existing CPO building suspended ceiling that meets NZBC requirements.

Additional lighting may be provided by tenants, located on the Tasmanian oak wall panels.

5.4 Columns

The internal columns of the CPO building ground floor are outside the curtilage of retail units and kiosks. Tenants must not alter these in any way, nor are tenants permitted to apply branding, signage etc to the internal columns.

5.5 Glass Shop front

Retail units are provided with a bespoke shop front glazing system fixed to a painted structural steel frame.

Tenants must not modify the glass shop front.

Tenants must not modify or redecorate the structural steel frame.

Subject to AT approval tenants may fix signage to the structural steel frame above the interior doors.

Retail units are provided with manually operated sliding glass doors opening into the CPO building. These doors are provided with handles and keyed locks.

Retail units three and four are provided with automatic sliding glass doors opening on to Lower Queen Street.

Tenants must not remove or modify door hardware.

5.6 Glass Manifestation

Active frontages from retail units in the CPO building have been designed to assist in passive security monitoring in addition to CCTV coverage provided within the station.

Shop front glass and sliding glass doors are provided with manifestation that forms part of the overall CPO building interior décor.

The manifestation provided⁴ meets NZBC requirements and has been agreed with HNZPT and the Blind Foundation of New Zealand.

The tenant must not modify or cover the manifestation provided.

The tenant must not apply additional manifestation to any glass within retail units.

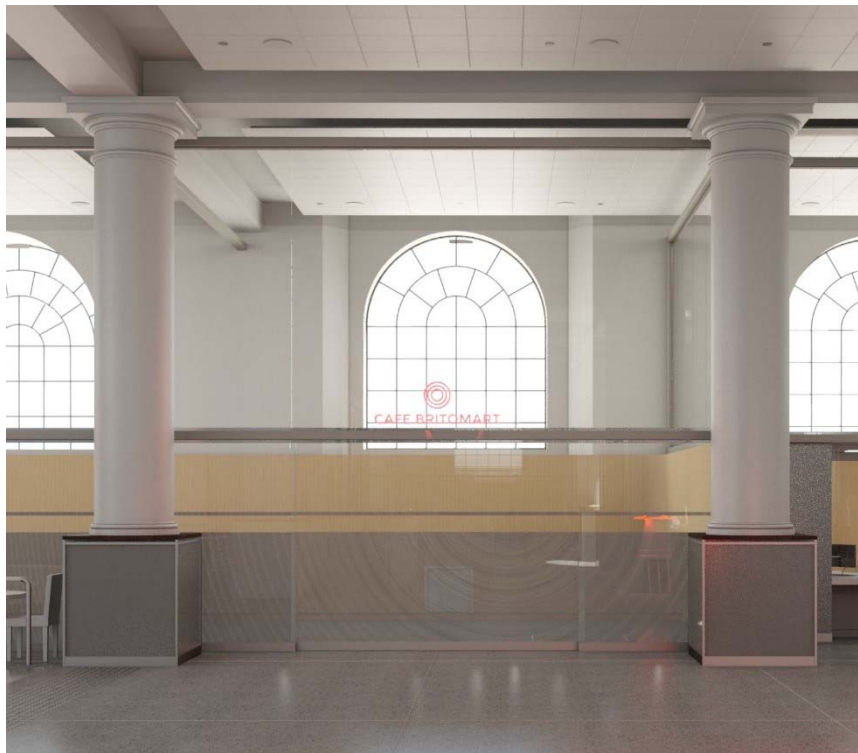


Figure 3: Artist impression of glass manifestation to retail units

⁴ Manifestation is subject to final design and may include an integrated motif that is part of the station design. The artist impression shown in figure 3 is not a true representation of the manifestation.

5.7 Signage

Tenants must not place portable signage, e.g. sandwich boards, flags, and banners outside the curtilage of CPO building retail tenancies.



5.7.1 Retail Signage within the CPO Building

Signage to retail kiosks must be integrated into the kiosk joinery.

Tenants must not fix signage to the CPO building interior walls or suspend signage from the existing CPO building ceiling.

Tenants may install signage above the internal sliding glass door frame to retail units. Indicative details are provided below in figure 4 and 5. The zone that signage must fit within is 1800mm wide X 300mm high X 75mm deep. The signage must be individual illuminated letters and branding.

Retailers must provide a power supply for signage from their retail distribution board.

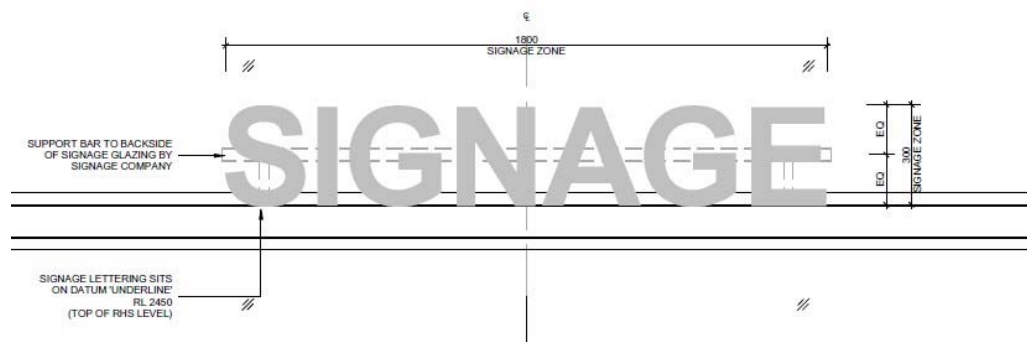


Figure 4: Example of retail unit signage (CPO building interior)

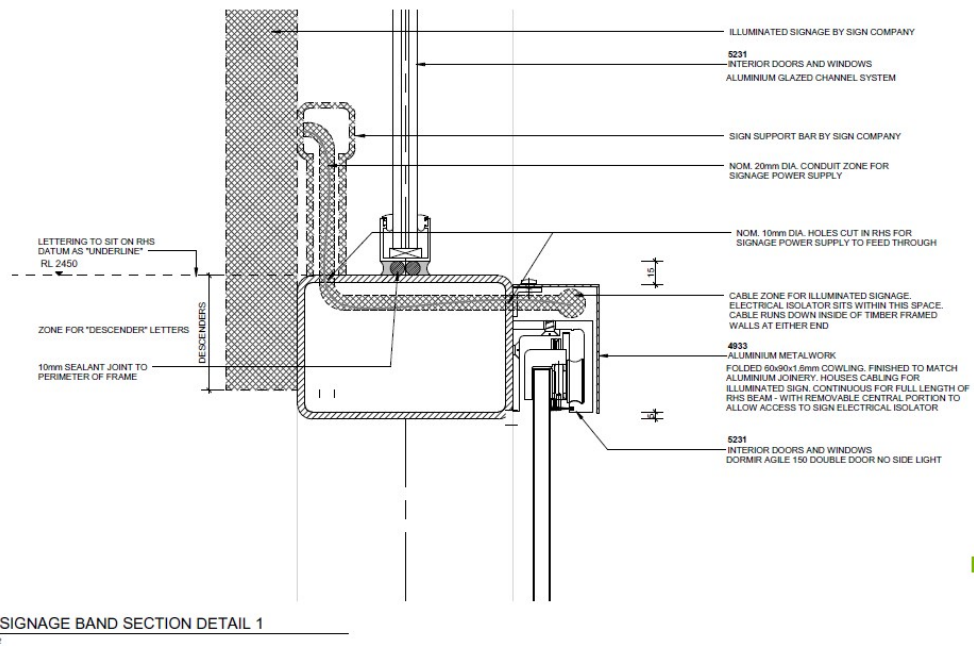


Figure 5: Indicative signage fixing detail

5.7.2 External Signage to the CPO Building

Subject to AT, HNZPT and Auckland Council approval tenants may fix signage to the underside of the Lower Queen Street canopies outside retail units three and four, as indicated in figure 6 below.

Signage must be no larger than 1000mm long X 250mm high X 150mm deep and must be coordinated with the soffit railing.

The tenants are responsible for providing cabling and conduits to the canopy from their distribution board.

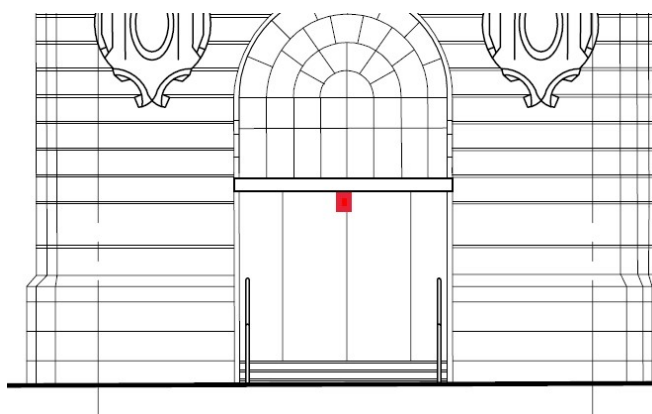


Figure 6: Indicative signage to Lower Queen Street canopies

5.8 Street Furniture

Street furniture associated with retail will be subject to Auckland Councils *Trading and Events in Public Places Bylaw 2015*.

Where provided, street furniture must:

- Be constructed of high-quality materials;
- Be robust and appropriate for the setting;
- Be easy to set out and removed; and,
- Be stored within the curtilage of the tenancy, or by other storage arrangements made with AT.
- Not be stored on the street.

5.9 Floor Access Hatches

Floor access hatches are provided in retail units three and four. Hatches are provided for access to the sub-floor void should these tenants require access to service sub-floor plumbing and drainage.

Tenants must not modify floor access hatches.



5.10 Entrance Mat Wells

Mat wells are provided where retail entrances open onto adjoining Streets. These mat exit wells are drained and connected into the station foul water drainage system.

Subject to AT approval tenants may replace the entrance matting material with branded mats of the same material specification.

5.11 Tenant Branding

Tenants may provide information relating to retail opening hours etc by way of glass manifestation.

Subject to AT approval tenants may fix branding to Tasmanian oak T&G panelled walls.

Tenant branding fixed to any wall finish must comply with the surface finish requirements in Section 10.

Tenants must include their branding look and feel for consultation with HNZPT.

5.12 Branding and Advertising Materials

Branding and advertising materials must comply with NZBC Material Group Number 1, or 2.

Wall fixed non-compliant materials used for branding and advertising must be provided within a non-combustible housing, i.e. metal/glass frame.

5.13 Furniture, Fixtures and Equipment

NZBC requirements are not applicable to station furniture, fixtures and equipment (FF&E) as they relate to building surface finishes. However, the BTC/CPO fire safety strategy is to minimise the permanent fuel load within the platform, CPO and concourse areas. Fixed furniture in stations must be constructed of materials classified as non-combustible when

tested to AS 1530 Part 1 or, where combustible content is unavoidable, a fire hazard analysis must be conducted by a registered fire engineer to determine that the risk to occupant fire safety is not adversely affected.

Where compatible with the function of the relevant item, non-combustible materials should be used. For example, on refrigerators - glass or metal doors should be used instead of transparent plastic.

Electrical equipment should have steel, rather than plastic cases.

Counters and tables should be metal or glass, rather than timber or plastic, unless agreed with AT otherwise.

Shelving and racking should be metal with an approved coating.

6 Structure

6.1 Floor

The structural floor to retail units is a suspended concrete slab on metal tray flooring system varying from 250mm to 300mm thick. This is covered by a 100mm thick architectural terrazzo finish.

The CPO building ground floor is designed for a maximum imposed load of 5KPa universally distributed load (UDL), or 4.5kN point load.

6.2 Partition Walls

Timber walls clad with Tasmanian oak are non-loadbearing. These are constructed using timber framing at maximum 600mm centres and are lined with Tasmanian Oak T&G on 12mm plywood backings. This wall framing is supported within a structural steel sub frame.

Partition walls come in two thicknesses:

90mm (x 45 timber framing)	partition walls adjoining the existing CPO building exterior walls.
190mm (x45 timber framing)	Inter-tenancy partition walls.

6.3 Steel Sub-Frames

Shop front glazing and wall framing is supported by a steel sub-frame system.

The tenant must not alter the steel sub-frame.

7 Fire Engineering

7.1 General Requirements

Retail fit outs must comply with the Britomart Transport Centre Fire Engineering Report (document ref: CRL-BTM-FIR-000-RPT-0011).

Smoke detection and suppression systems are provided in retail units that meet the minimum requirements of the NZBC. These systems are based on the retail unit base-build excluding any fit out.

All retail fit out designs must be supported by (as a minimum) a supporting letter from an approved⁵ fire engineer, confirming compliance with the BTC Fire Engineering Report (FER) and the requirements of the NZBC.

Retail fit outs requiring a building consent must, in addition to the requirements of the consent be supported by Producer Statements as required by the conditions of the Building Consent.



Detection and suppression systems requiring modification by tenants to comply with NZBC will require Testing and Commissioning by AT's nominated fire contractor to confirm integration into the existing station systems.

All isolations required to existing station fire systems must be carried out in accordance with BTC and AT procedures.

All costs associated with modifications shall be payable by the tenant.

7.2 Fire Protection Systems

The CPO building has a sprinkler system located in the existing ceiling. The tenant must not compromise the performance of this system.

Indicative base build fire suppression and smoke detection drawings are provided in Appendix 9.

7.2.1 Modifications to Existing Fire Protection Systems

Modifications to the existing sprinkler system arising from retail fit outs must be in accordance with the requirements of the relevant authorities and the latest addition of NZS 4541:2013 Automatic Fire Sprinkler Systems, with the determination of Fire Hazard classifications to be agreed with Auckland Transport.

Modifications to the existing sprinkler system must consider the visual appearance of any new components and conceal all pipework and supports where possible.

Additional sprinkler heads to suit retail fit outs must match existing (where appropriate), and be in positions such that they will not interfere with existing ductwork, luminaires etc. The sprinkler heads shall have operating temperature ratings and orifice sizes suitable to the environment and hazard respectively, to which they are being installed.

⁵ Registered Fire Engineer on Auckland Councils producer statement authors register.

All piping and equipment shall be placed so that they do not interfere or inhibit the functioning or placement of other building services and components.

Tenants must only use AT's nominated fire contractor to make modifications to the sprinkler systems.

The tenant must pay all costs associated with modifications to the existing suppression system.

Work that requires a change to the base build building consent, if works go over and above and a new consent or amendment to the base build consent is required, will be approved by AT's fire contractors and consultants as required at tenants' cost. Service variation and design review is to be paid by the tenant including an administration fee of 10% of the variation cost (see **section 20.2**).

7.3 Smoke Detection

The CPO building ground floor has a VESDA smoke detection system, located in the existing ceiling. This system does not extend into retail units 1 – 4.

Base-build retail units are provided with smoke detectors. Indicative base build fire suppression and smoke detection drawings are provided in Appendix 9.

As per NZS 4512 Clause 405.1.3 and 405.2.2, to reduce unwanted alarm activations, smoke detectors may be replaced by heat detectors or sprinklers, subject to AT approval.

Manual call points must not be located within retail areas as these can result in malicious use of fire alarms.

7.3.1 Modifications to Existing Smoke Detection

Any additional smoke detection systems installed by the tenant must comply with the requirements of NZBC section F7/AS1, and NZS 4512.

Modifications to the existing smoke detection system must consider the visual appearance of any new components and conceal all pipework and supports where possible.

Additional systems must be linked with the existing station Main Control Panel (MCP) located at the East end of the station.

7.4 Smoke Control

Note: This section is provided for information only.

The CPO building has no active smoke exhaust system. The station air handling systems have a Type 9 smoke control as required per C/AS4 and C/AS5.

The relevant air handling systems will shut down on local alarm, and all air handling systems will shut down on General Fire Alarm except:

- Minor systems (openings not exceeding 0.1 m²), or
- Air handling systems servicing UPS rooms to shut down on local alarm only.

7.5 Fire Compartmentation

The existing CPO building ground floor plaster ceiling is rated FRR 120.

Tenants must not modify or compromise the fire rating of the existing ceiling.

For compartmentation purposes the concrete floor of the CPO building is not fire rated.

Shop front doors/glazing and inter-tenancy glazing are not fire rated.

Timber partition walls are not fire rated. This includes rear walls adjoining the CPO building exterior walls, inter-tenancy walls, and walls adjoining the ticketing suite and retail unit 4.

7.6 Fire Extinguishers

The tenant must provide and maintain fire extinguishers to comply with NZS 4541 Clause 209.1. Locations are to be in accordance with NZS 4503-2005.

7.7 Materials Control

Materials used in the base-build construct comply with NZBC C3.4 as reproduced below in Table 3 with dispensations for minor use materials as noted in NZBC C/AS4 and C/AS5 Clause 4.17.

Materials used in the fit out of retail spaces must comply with NZBC C3.4 as reproduced below in Table 3 with dispensations for minor use materials as noted in NZBC C/AS4 and C/AS5 Clause 4.17.

Where the performance is not specified, as per Table A1 of Appendix A of C/VM2, the manufacturer will provide documentation on the product's Group Number.

The surface finish requirements do not apply to:

- Small areas of non-conforming product within a fire cell with a total aggregate surface area of not more than 5.0m²;
- Electrical switches, outlets, cover plates and similar small discontinuous areas;
- Pipes and cables used to distribute power or services (except as modified in Table 3 below);
- Handrails and general decorative trim of any material such as architraves, skirtings and window components, including reveals, provided these do not exceed 5% of the surface area of the wall or ceiling they are part of;
- Damp-proof courses, seals, caulking, flashings, thermal breaks and ground moisture barriers;
- Timber joinery and structural timber building elements constructed from solid wood, glulam or laminated veneer lumber. This includes heavy timber columns, beams, portals and shear walls not more than 3.0 m wide, but does not include exposed timber panels or permanent formwork on the underside of floor/ceiling systems;
- Individual door-sets;
- Continuous areas of permanently installed openable wall partitions having a surface area of not more than 25% of the divided room floor area or 5.0 m², whichever is less; and
- Uniformly distributed roof lights where:
 - the total area does not exceed 15% of the ceiling area (in plan); ▪
 - the minimum floor to ceiling height is not less than 6.0 m; and
 - the roof lights achieve a Group Number not greater than 3.

Internal Surface	Area of Building	Surface Finish Requirements	
		Not protected by an automatic sprinkler system	Protected by an automatic sprinkler system
Walls and ceilings.	Within Crowd Areas: All FOH areas including: <ul style="list-style-type: none"> • CPO building ground floor⁵, • Concourse/ platforms. 	Material Group Number ¹ 1-S or 2-S.	Material Group Number 1 or 2.
	Within fire or smoke separated exit ways.	Material Group Number 1-S.	Material Group Number 1 or 2.

	Within all other occupied spaces: <ul style="list-style-type: none"> Back-of-house areas that are not exit ways. 	Material Group Number 1, 2 or 3.	
Internal surfaces of ducts for HVAC systems.	All Areas.	Material Group Number 1-5.	Material Group Number 1 or 2.
External surfaces of ducts for HVAC systems ²	All Areas.	All Areas Material Group Number 1, 2 or 3.	
Floor surface materials ^{3,4}	Within fire or smoke separated exit ways.	to have a minimum critical radiant flux 2.2 kW/m ² .	
	Fire-cells accommodating more than 50 persons: <ul style="list-style-type: none"> All areas except Back-of-House areas 	to have a minimum critical radiant flux 2.2 kW/m ² .	minimum critical radiant flux 1.2 kW/m ² .
	Within all other occupied spaces: <ul style="list-style-type: none"> Back-of-house areas 	minimum critical radiant flux 1.2 kW/m ² .	
Suspending flexible fabrics and membrane structures.	Within all occupied spaces including exit ways.	Flammability index of ≤ 12 , and Flammability index of ≤ 5 when used as underlay to roofing or exterior cladding that is exposed to view.	
Wiring and cabling.	All Areas.	All Areas AS/NZS 3000 (low-smoke zero halogen must only be used; PVC cabling is not permitted).	

Table 3: Surface Finish Requirements

- 1) Group Number in accordance with Appendix A of C/VM2 and tested to either: ISO 5660 Part 1 and 2 or ISO 9705, or in lieu of testing refer to Table A1 of Appendix A in C/VM2,
- 2) Exterior requirement not applicable if duct contained within protected shaft,
- 3) When tested to ISO 9239-1: 2010 or in lieu of testing refer to Table B1 of Appendix B in C/VM2,
- 4) Flooring requirements apply to flexible finishes such as carpets, vinyl sheets or tiles and to finished or unfinished floor surfaces,
- 5) Any existing finishes within the CPO building which are proposed to be retained are likely to comply with the current C/AS requirements as noted in the 2013 Section 112.

8 Exit Routes

Doors exiting to street from retail units are designated emergency exits. These doors are automatically controlled via passive infrared (PIR) motion detectors.

Exit route doors, PIR detectors and locks are provided by AT in the base-build.

Tenants must not modify exit route doors, except for minor adjustments of the PIR detector to suit the retail layout.

The following requirements apply to final exit doors. Locking devices (when the building is legally occupied) must:

- be clearly visible, located where such a device would be normally expected, designed to easily operate without a key or other security device, and allow the door to open in the normal manner;
- if of an electromagnetic type, in the event of a power failure or door malfunction, either:
 - automatically switch to the unlocked (failsafe) condition, or
 - be readily opened by an alternative method satisfying the requirements of the above.

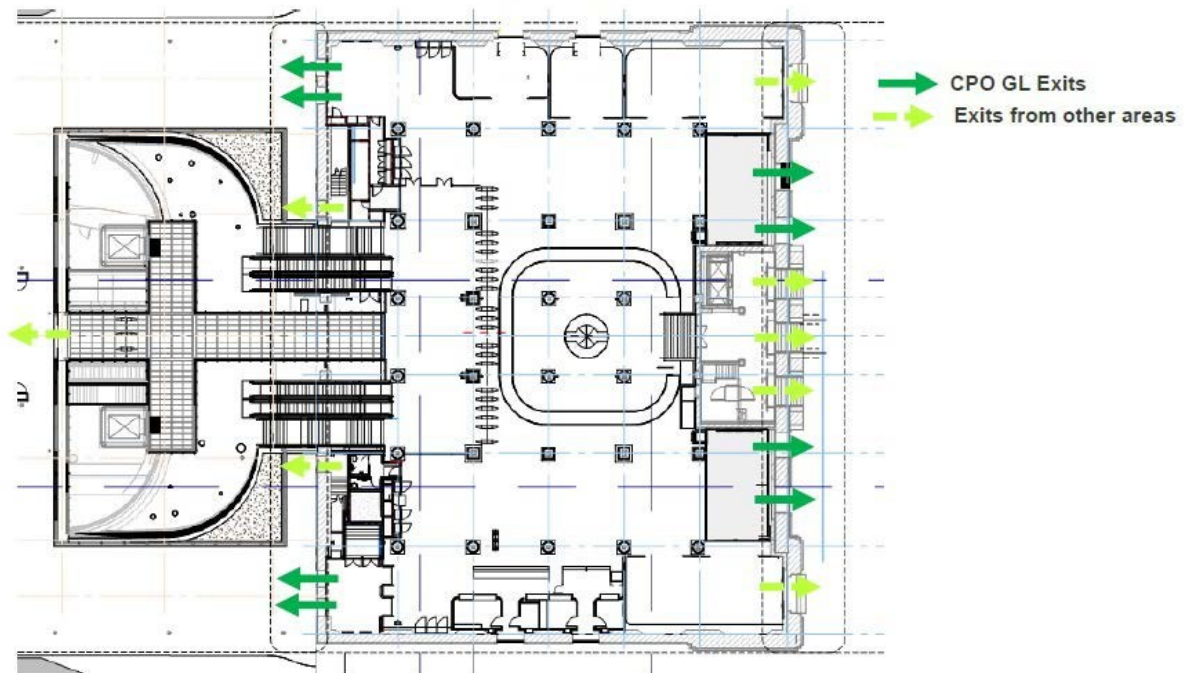


Figure 7: Street Level Emergency exit routes

8.1 Exit Signs and Emergency Lighting

Exit signs and emergency lighting are provided within the CPO building in accordance with NZBC F6 and F8, and NZS 2293.1:2005 and NZS 2293.3:2005. The tenant must ensure that retail fit outs do not compromise compliance with the NZBC and these standards.

Alterations to existing exit signs and/or emergency lighting arising from retail fit outs must be designed and undertaken by suitably qualified persons.

Subject to AT and HNZPT approval the two exits to Galway Street from retail units 1 and 2 may be removed. The tenant must pay all costs associated with modifications to the Britomart FER.

Indicative exit sign locations are provided in Appendix 5.

9 Building Services

9.1 General

Tenants shall comply with all relevant New Zealand Standards and Authority requirements.

All materials and equipment shall be the best of their respective kinds, complying with the relevant Standards and Local Codes of Practice.

All materials and equipment shall be new and shall be delivered to the site with the maker's label intact.

No PVC based products shall be used for building services including cabling, cable supports, cable ties, pipe work or conduits.

All cabling for LV and ELV systems shall be Low Smoke Zero Halogen (LSZH) type.

All building services must be provided with seismic restraints as required by the relevant standards (i.e. NZS4219).

Producer statements for the design (PS1) and construction review (PS4) of seismic restraints must be provided by the tenant.

Subject to AT approval tenants may chase and drill services into the timber partition walls provided within retail units.

The tenant must not chase or drill services within the following CPO building areas:

- Ceilings;
- Floors;
- Original external walls;
- Existing shear walls;
- Shop front steel frames.

Wall, ceiling and floor finishes and architectural components must accommodate and conceal all retail components including but not limited to:

- Ductwork;
- Pipework;
- Cable management systems, conduit and cabling;
- Structural support brackets, fixings, "Unistrut" and the like.

The location and appearance of exposed retail services components must be co-ordinated with the architectural, building works and finishes so as to provide an integrated solution and in keeping with the architectural design intent. Such components include but are not limited to:

- Electrical outlets, switches, panels, lights, sensors, illuminated signs; • Communications;
- Security systems; • HVAC vents, grilles;
- Fire systems.

Where retail services and components must be exposed the appearance and location of these components must be coordinated with the architectural, building works and finishes. Brackets and other fixtures for these components must be designed in keeping with the architectural design intent.

The Contractor shall submit evidence that:

- Requirements of authorities relating to the work under the contract have been ascertained prior to the commencement of the installation.
- Fees to authorities, if any, have been paid and all types of approvals obtained.
- Certificates of compliance regarding the extent of the installation. Such certificates must be obtained on completion of the installation.
- All fittings, pipes, accessories and the like used in the works shall bear approval marks where and as required by the regulatory authorities.
- Test certificates for all essential service fittings are provided prior to completion.

9.2 Electrical Work

This section relates to the supply, installation and testing of electrical works associated with retail fit outs.

All electrical works must comply with AS/NZS 3000 and the New Zealand Electricity (Safety) Regulations 2010.

The following standards are applicable to all electrical work:

- New Zealand Building Code F6
- New Zealand Building Code F8
- AS/NZS 2293
- AS/NZS 3000
- AS/NZS 61439
- AS/NZS 3100. • AS/NZS 3013.

- AS/NZS 3008.1.2.
- AS/NZS 3017.

9.2.1 Electrical Supply to Retail Units

Retail units are provided with a wall recessed electrical sub-main supply (*amps and phase to each tenancy TBC*) and 24-way minimum distribution board. Distribution boards are 3phase, 20kA minimum, IP42 minimum, Form 1, lockable, top and bottom entry, minimum 100A rated chassis.

Retail kiosks are provided with a surface mounted electrical sub-main supply (*amps and phase to each tenancy TBC*) and 24-way minimum distribution board. Distribution boards are 3-phase, 20kA minimum, IP42 minimum, Form 1, lockable, top and bottom entry, minimum 100A rated chassis.

Tenants are responsible for the population of retail distribution boards, including supply and installation of all circuit protective devices for new circuits required in retail spaces.

Remote metering is provided by Auckland Transport via the stations Electrical Management System (EMS).

Indicative base build electrical services drawings are provided in Appendix 11.

9.2.2 Cabling and Wiring Systems

All cabling and wiring systems reticulated within retail spaces must be concealed within the base-build timber partition walls and tenant supplied joinery.

Surface mounted containment systems are prohibited.

9.2.3 RCD

All power outlets and lighting within retail spaces must be RCD protected.

9.3 Hydraulics

This section relates to the supply, installation and testing of hydraulic works associated with retail fit outs.

All new work shall be carried out by, or under the supervision of a fully licensed contractor to the satisfaction of AT, and to the Standards and Regulations of any authority having jurisdiction over the works, and those listed below:

- New Zealand Building Code G10/AS1 Piped Services;
- New Zealand Building Code G12/AS1 Water Supplies;
- New Zealand Building Code G13/AS1 Sanitary Water;
- AS/NZS 3500.1 Plumbing and Drainage – Water Services;

- AS/NZS 3500.2 Plumbing and Drainage – Sanitary Plumbing Drainage;
- AS/NZS 3500.3 Plumbing and Drainage – Storm water Drainage;
- AS/NZS 3500.4 Plumbing and Drainage – Heated Water Services;
- NZS 4219:2009 Seismic Performance of Engineering systems in buildings; • Building Consent Authority (BCA) requirements;
- Local Water & Sewer Authorities.

9.3.1 Cold Water Supply

Retail units / kiosks are provided with a separate and dedicated branch off the Station CWM supply. No other services are connected to this branch.

Cold water supply is 25mm \varnothing copper pipework, with a non-return valve, meter and local isolation valve exposed in each retail unit / kiosk.

Indicative base build water supply drawings are provided in Appendix 13.

9.3.2 Hot Water Supply

Hot water is not provided to CPO building ground floor retail. It is the tenant's responsibility to provide an electrical hot water generation and distribution system appropriate for their retail offering.

9.3.3 Drainage

Retail units and kiosks are provided with a capped drainage connection and floor gully sized at 80mm.

Retail units are provided with a floor waste gully (FWG) connected to the 80mm drainage connection. A stub connection is provided from the FWG for trap priming. Tenants are responsible for priming the FWG trap.

Retail kiosks are provided with a floor waste gully (FWG) connected to the 80mm drainage connection. A trap priming valve is provided that connects to the cold water supply to prime the FWG trap.

Drains are connected direct to the utility network, or to the station sump chamber located at the B2 level.

Indicative base build drainage drawings are provided in Appendix 14.

9.3.4 Pipework

All new pipework must be copper.

9.3.5 PVC

PVC products (pipework, conduits) must not be used in retail fit outs.

9.4 Mechanical

This section relates to the supply, installation and testing of mechanical works associated with retail fit outs.

All new work shall be carried out by, or under the supervision of a fully licensed contractor to the satisfaction of AT, and to the Standards and Regulations of any authority having jurisdiction over the works.

9.4.1 Cooling

Cooling is not provided in public areas of the CPO building including retail units. Due to the open nature of the CPO building and combined with the large extraction rate from the CPO building cooling would be ineffective.

Cooling units (indoor and outdoor) must not be installed in the retail units.

Fans must not be suspended from the existing CPO building ceiling.

9.4.2 Heating

Heating is not provided to public areas of the CPO building including retail units.

Heating must not be suspended from the existing CPO building ceiling.

9.4.3 Ventilation

Exhaust ventilation is provided via existing Britomart exhaust fans to the public areas of the CPO building.

9.5 Communication and Data

Incoming service providers will be terminated in a 3rd party communications room within the station.

A wireless 4G broadband service is provided within Britomart station. AT's preference is that tenants utilise standard broadband provider internet plans.

Category 6 voice / data cables will be provided to each retail unit and kiosk, terminated via a wall mounted RJ 45 outlet.

Single mode fibre voice / data cables will be provided to each retail unit and kiosk, terminated via a wall mounted outlet.

Voice / fibre cables will be reticulated via a structured cable network between the 3rd party communications room and each retail unit and kiosk. The structured cable network shall be owned and maintained by AT. The tenant must not alter or tamper the structured cable network.

Tenants service providers may locate their hardware (ONT etc) within a dedicated communications rack located in the 3rd party communications room, or within the retail space. Dedicated communications racks will be provided by AT for tenants to populate.

Assignment of rack space must be coordinated with other rack users and installation details approved by AT. Access to the 3rd party communications room is via secure swipe card controlled by AT station operations.

10 Design Process

AT encourage their tenants to develop unique, imaginative and dynamic design ideas.

10.1 Selection of Retail Designer

The key to achieving a successful and timely fit out design and construction is the appointment of a reputable retail designer. The designer is to be experienced with current retail design trends and local authority requirements.

The tenant's nominated fit out designer is to be approved by AT prior to commencing designs. Once approved the designer is to familiarise themselves and comply with all directions and conditions in this fit out manual.

The tenant designer should oversee the entire fit out process, including construction monitoring and gaining final certification and compliance. Upon completion of fit out works and successfully gaining all relevant compliance certification, the designer is to submit final 'as-built' plans to AT.

The tenant will ensure a sufficiently experienced and qualified Project Manager leads the fit out works programme as approved by AT.

AT may, at its discretion, ask to review the nominated designer's portfolio and experience prior to granting approval.

10.2 Retail Designer requirements:

- Professional qualifications in Architecture or Interior Design.
- Recent relevant experience in designing and fitting out retail premises.
- Sufficient knowledge of the New Zealand Building Code and the ability to make submissions to relevant local authorities for all approvals and permits.
- Sufficient knowledge and experience to ensure quality assurance and compliance with the approved fit out design documentation and all Local Authority requirements.
- The ability to project manage the fit-out process if necessary, including monitoring progress, reporting to AT on the fit out works and providing final works certification and evidence of compliance.

10.3 Design Approval Submissions

Submissions are typically submitted electronically in PDF format (A3 format to scale).

The approved designer is to undertake a site measure to verify dimensions and services/utility connection locations and specification to align with fit out proposal.

All drawings are to be submitted on the designer's title block. No drawings are to be submitted with the base build architect's title block or include the Auckland Transport logo.

10.4 Staged Design Approval Process

AT's Design Approval Process is broadly as follows:

- a) Initial meeting with AT, the tenant and their retail designer;

- b) Tenant submission of preliminary/concept design for AT review and approval;
- c) Tenant submission of final/detailed design for review and approval;
- d) Tenant and Project team (including designer and fit out contractor) to meet with AT and CRL for site induction prior to commencing fit out works.

Please refer to Appendix 3 for an overview diagram of the Fit-out Design Approval Process

Preliminary/Concept Design Documentation Requirements

Submission of Preliminary/Concept Designs to include the following documents:

- Colour perspective sketch of the retail elevations.
- Floor plans, outlining main layout, flooring, ceiling (if applicable) and elevations
- Materials and finishes image board • Fixtures, fittings and furniture overview.
- Signage proposal

10.5 Approval of Preliminary Concept Drawings

After the preliminary meeting and upon receipt of the Preliminary/Concept Design, AT will coordinate an internal review with key AT asset stakeholders, Heritage New Zealand and Auckland Council Heritage. Written feedback will be provided to the tenant outlining any further information, questions or amendments that may be required.

10.6 Submission of Detailed Design Documentation

After approval of Preliminary/Concept Drawings, considering all AT's written feedback, the tenant's designer is to develop the designs through to 'detailed design' for final approval by AT, HNZPT and Auckland Council Heritage.

10.7 Final 'Detailed Design' Documentation Requirements

Final Detailed Design Documentation must include the following:

- **Floor plans**
These should include gridlines, expansion joints/seismic joints, floor penetrations, floor loading considerations (outlining any heavy plant/additions), furniture and equipment plans, electrical plans (including reference to mains connection/distribution board, sub-main, power and data socket locations).
- **Elevations**
These should include shop frontages and façade details, wall/partition heights, doors, counter/sills, roller grilles and signage. Additional elevations include section views of internal layouts
- **Reflected ceiling plans**
These include ceiling heights, HVAC, fire sprinklers and detection, access hatches, lighting layout (with lux levels and fittings specification outlined), decoration detail and any other services or features.
- **Finishes and Materials**
This should include a layout plan with note and a precedent imagery/ 'inspiration board'
- **Fixtures & fittings overview**
- **Signage**
Graphics are to be provided including colours to be used and confirmation of proposed name of establishment. Elevations are to show sign locations and

sections must indicate the method of illumination and design finishes. An engineer's design certificate is required for fixing overhead signs.

- **Technical Content:**
 - Electrical load information including all power, lighting, heating, ventilation, CCTV, security and other plant and equipment. Please provide maximum power demand calculation as per AS/NZS 3000.
 - Fire report by a registered fire engineer. Fire detection and sprinkler layout to suit the fit out.
 - Air conditioning and mechanical fresh air ductwork design, grill size and flow calculations (if any).
 - Plumbing and drainage plans showing all pipe sizes to relevant codes.
 - Engineering design and specification for structural elements.
 - Security systems including alarm and CCTV specifications
- **Project programme**

NB: All plans should be to scale with dimensions where appropriate (typically to a minimum scale of 1:50 in A3 format). Gridlines allow easy working reference.

10.8 AT Review of Final Design Documentation

AT will arrange for the base build architect and the base build services consultants to review final tenant fit out designs. AT will collate all review feedback, requesting any amendments or further detail and in due course confirm formal approval of fit out designs. AT may opt to annex a copy of the approved fit out designs to the lease/licence documentation.

For Base Build modifications/variations please see: **Section 20**.

10.9 Approved final design documentation

A copy of the approved final design documentation must always be held on site during the fit-out construction works.

Any changes to the fit-out design following the issue of the Final Design Approval must be approved by AT and listed in the AT Retail change control register.

11 Local Authority Requirements, Consents and Applications

11.1 Approvals

All necessary territorial authority approvals or exemptions must have been obtained before any fitout works can be commenced on-site and are the responsibility of the Tenant and/or fit out contractor. A copy of the officially approved Building Consent or exemption shall be provided to AT.

11.2 Codes and Laws

The build must comply with the requirements of the NZ Building Code and with the requirements of the Local Authority and any other applicable laws.

11.3 Local Authority design approval

Design approval must be obtained from the relevant Local Authority before access will be granted to commence any works within the tenancy.

11.4 Mobility Access

Particular attention must be paid to the requirements of AS1428.2 Design for Access and Mobility, 1992 part 2 (and any later revision).

11.5 Applications and fees

The tenant is responsible for all applications to the Local Authorities and all relevant fees, deposits and charges in connection with the tenancy fit-out works, including, but not limited to, those for:

- Local Council consents, approvals and inspections required to carry out the Tenant's Works to ensure Building Code Compliance and Public Occupancy Certificates will be issued.
- Health Department approvals and inspections (if required).
- Liquor Licencing approvals and inspections (if required).
- Pharmacy board approvals and inspections (if required).
- Plumbing and drainage approvals and inspections, including trade waste approval.
- Supply of electricity. AT will supply a tariff meter and (in most cases) a distribution board of their choosing to the tenancy. If an alternative distribution board is required all associated costs will be borne by the tenant. AT will on-charge power through arrangements outlined in the Lease/Licence documentation (as appropriate).
- Installation and testing of electrical equipment.
- Telephone and data installation and connection.
- Fire compliance system commissioning. AT may require final connection to base build mains by a pre-approved experienced AT contractor of their choosing. The cost of this commissioning will be borne by the tenant.

12 Construction

12.1 Prior Work

By commencing construction of any part of the fit out works the tenant accepts that prior work carried out by the Landlord is suitable for the execution of the tenant fit out works.

12.2 Fit out contractor approval – AT Authorisation to Work Permit

In accordance with the health and safety requirements of AT (Appendix 18), the tenant's nominated fit out contractor must be approved by AT prior to works commencing onsite. The tenant's nominated fit out contractor must submit an AT Authorisation to Work Permit (ATW) and all required documentation requested in the ATW under Appendix 19.

The ATW must be submitted in complete form to AT. The Tenant and its contractor must allow at least 10 days for AT to process the ATW. If the ATW is submitted incomplete, AT will request the required information. This will delay the approval process. Once all ATW documentation is in order, AT will issue an approved ATW Permit to the tenant's nominated fit out contractor. Fit out contractors must be in receipt of an approved ATW permit before any works can start. Fit out contractors must keep their authorised ATW permit on site at all times during the fit out works period.

12.3 Fit out contractor approval – key personnel

The tenant and fit out contractor shall jointly complete the 'Tenant/Fit out Contractor Contact Details' form included under Appendix 20. The completion of this form and the provision of all details is a pre-requisite to fit out works commencing on site.

The tenant and fit out contractor must confirm details of:

- The nominated on-site representative who is in control of the site, and
- The nominated Safety Warden for the works (NB: this may be the same person)

All contractors are to be certified in their field. No contractor is to undertake certified work or operate specialised plant and equipment unless they hold the appropriate valid certification or licence to do so.

Tenants shall maintain their own quality assurance programme throughout the tenancy fit out process.

12.4 Construction Health and Safety

It is anticipated that the initial retail offerings provided within the CPO building will open on/around the reopening of the CPO building for rail operations. This means that despite having a contractual relationship with AT, retailers will be conducting their fit-outs in a CRL project environment and working within the physical work site of CRL's contract 1 contractor DSBJV.

As part of a committed safety culture every organisation and person working on the project is at all times expected to strive to exceed minimum safety standards. From a project perspective there is no excuse for breaching safety protocol at any time.

Retail fit outs conducted during the life of the City Rail Link (CRL) project will be subject to the City Rail Link Ltd Construction Safety Management Plan (CSMP) (Appendix 16). The CSMP includes the minimum requirements which must be followed for retail fit outs. Contractors shall submit a construction Health & Safety Management Plan for review and acceptance by CRL before fit-out works can commence on site.

Retail fit outs conducted during the life of CRL construction contract 1 at Britomart will also be subject to DSBJV's Health & Safety Management Plan (HSMP) (Appendix 17). Retail fit-out contractors and sub-contractors will be required to attend DSBJV daily site pre-start meetings (0700hrs) to coordinate their activities with DSBJV. This includes deliveries, site access/movements, hot works permits, fire isolations, general co-ordination of work activities etc.

Failure to comply with CRL and DSBJV requirements may result in the fit-out contractor being excluded from site.

12.5 Insurances

No fit-out works may commence on site until the following insurance policies are in place and written confirmation from the insurance companies to that effect have been received by AT.

Contractor Professional Indemnity Insurance:

- The limit of indemnity shall not be less than: \$5 Million Dollars

Public Liability Insurance:

- The limit of indemnity shall be not less than: \$5 Million Dollars; and
- the insurance shall include liability arising out of vibration, weakening or removal of support;
- Insurance cover shall provide indemnity arising out of the use of all mobile or mechanical plant and equipment to be used for the fit out works.

Plant and Equipment:

- The fit-out contractor shall provide insurance on all plant and equipment for their current market value while on site.

Contract Works Insurance:

For a sum insured of not less than the full value of the works including allowances for demolition and removal of debris costs and professional fees.

Motor Vehicle Insurance:

- Any motor vehicle used in connection with the fit-out works should be fully insured under a standard motor vehicle policy including third party liability of \$2 Million Dollars.

The policies shall remain in place from the handover date until the completion of the fit out including any maintenance defects liability period.

The tenant will be liable for any insurance deductible/excess that may become payable.

In the event of a claim the insurances arranged by the tenant and/the tenant's fit out contractor shall be primary and shall take priority to any insurances that are arranged by Auckland Transport.

12.6 Programme

A programme for the delivery of the fit-out works shall be provided to, reviewed, and approved by AT prior to works commencing on site.

It is essential this programme identifies:

- Proposed start dates and durations of key deliverables
- Noisy or disruptive works
- Fit out completion date
- Local authority inspections and certification
- Clear milestones and critical path.

12.7 Site Induction

The fit-out contractor must undergo a site induction with Auckland Transport representatives at least 48 hours prior to commencing any onsite works. The fit-out contractors are required to undergo a DSB JV site induction if working during the CRL works.

Contact AT to book an induction (see: Contact List - Appendix 1).

13 Hoardings

13.1 Security on site

All fit out works must be undertaken within a fully secured hoarded area (except by express permission of AT considering minor works).

For retail units, if working outside of the shop area hoardings are required at tenants cost and approval is required from AT for their installation.

For retail kiosks, hoardings are required at tenants cost and approval is required from AT for their installation.

No work is allowed in the facility outside the above prescribed hours without AT appointed security staff being present.

Security staff can be arranged by AT for work outside of normal facility hours, however the costs for this will be on-charged to the tenant. An **After-Hours Works Access Form** is available from a member of AT and must be completed and returned prior to 10am on the day that additional security arrangements are required.

Tenants and their fit-out contractors are responsible for the protection and security of all their works, equipment and any materials delivered to the facility.

13.2 Dust screens

Where the fit out works involve the removal of a shopfront, a hoarding and dust screens are required.

13.3 Timeframe for installation and removal

72 hours' notice is required for the erection of hoardings; 48 hours' notice is required for their removal.

13.4 Instruction to remove

Instruction to remove the hoardings will not be issued until AT have inspected the fit out and given approval to do so.

13.5 Responsibilities

The fit-out contractor is responsible for ensuring the following:

- Hoardings are to remain securely closed to the public at all times;
- All hoarding bracing must remain in place at all times;
- The fit-out contractor cannot alter, move or otherwise affect the hoarding and dust screens in any way without prior approval from AT;
- If the hoarding or dust screens are damaged, the cost of repair will be borne by the tenant unless demonstrably caused by AT.

13.6 Hoarding finishes

Hoardings that are to be erected in highly visible busy locations will likely need to include relevant AT and Tenant (if applicable) messaging, which may include Public Notices (e.g. if normal thoroughfare is partially obstructed or altered, suggest including "We apologise for the inconvenience" – etc), 'Coming Soon' text or imagery, Tenant logo – depending on what has been agreed by AT.

13.7 Hoarding specification

Basic requirement is 2.4m (height) hoarding with bracing at a 45-degree angle, and 2.4m (height) hoarding with 1m (height) plastic above at least 3 metres in length for hoarding adjacent to autodoors.

13.8 Fire evacuation plan

Hoarding plan must consider fire evacuation plan implications, and temporary site layout must be approved by AT Facilities Management and fire plan adjusted for duration of works programme (including any relocated fire muster points, evacuation routes or secondary means of escape etc).

14 Entry/exit to the facility and tenancies

14.1 Security requirements

All contractors working in the facility or any tenancy must sign in and out at the facility as instructed by AT/CRLN nominated Contractor as part of works approval confirmation.

14.2 Working Hours

Any work to be undertaken during normal operating hours of the public transport facility must be approved by AT as part of works programme approval process.

14.3 Site specific requirements

The tenant and their appointed shopfitter are to meet with AT on site prior to commencing any fit out works to be briefed on the following:

- The terms and details of any site conditions imposed by AT that regulate the manner and conditions in which work may be carried out in the facility.
- The permitted access route to the work area that must be followed by the tenant's contractors.
- The location of any areas that may be designated for the safe storage of materials and equipment.
- The hours during which contractors may or may not carry out any construction work.
- Rubbish removal and cleaning, including any skips.
- Toilet facilities.
- Fire egress.

15 Hours of work/access/security

15.1 Hours of work

The hours that the facility is open to the public are generally:

Monday – Thursday: 5:00am until last trains (approximately 11:00pm)

Friday: 5:00am until last trains (approximately 2:00am)

Saturday: 5:00am until last trains (approximately 1:00am)

Sunday: 5:00am until last trains (approximately 11:00pm)

Unless specifically advised otherwise, contractors will generally have access to the facility between the above hours.

Please consider impacts/disruption linked to works on any and all neighbouring businesses, residents and/or public thoroughfares (as applicable), including safety, noise, vibration, dust, loading/unloading/vehicle movement and site perimeter cleanliness.

Appendix 5 details the areas of the facility with restricted hours of work. The tenant and their contractors are required to be fully acquainted with these as a failure to comply with requirements will result in an instruction to stop work (see **Section 24** – Instruction to stop work).

15.2 After Hours Access

Access outside the above hours will require special arrangements with AT – see below. The fit out contractor must nominate a site representative and make contact two working days before works advising:

- Details of the extended hours to be worked
- Details of the type of work being completed
- The nominated supervisor who is to be onsite during this time and contact details

16 Parking

There is no on-site parking available.

17 Deliveries and material storage

17.1 Deliveries

Designated loading zones must be used (see Appendix 5). These loading zones are to be used by all tenants, their contractors and the facility contractors.

There is no provision for shipping containers to be brought to and unloaded within the facility parking and delivery zones.

Deliveries of materials, fixtures, stock and other bulky items shall be undertaken only after providing a minimum of 24 hours' notice (and must be agreed in advance with AT)

Extraordinary care is to be taken when handling materials through the facility common spaces en route to the tenancy. Floors and other surfaces within the facility must be protected by the tenant during material deliveries. Any damage will be made good at the tenant's cost.

17.2 Materials storage

Storage of all materials must be within the shop or hoardings. No dangerous goods or hazardous substances are permitted to be stored within the shop or hoardings.

Materials must not be stored in fire access ways or next to Fire Exit doors.

18 Rubbish management

18.1 Tenant responsibility

Tenants and their contractors are responsible for cleaning up and removing all rubbish or mess they may create from the facility.

All rubbish is to be stored within the tenancy space and/or behind hoarding lines and disposed of independently outside facility operating hours (unless otherwise arranged with AT).

In certain circumstances, skips may be able to be deposited onsite (in specified locations to be confirmed by AT).

18.2 Dust/Debris Management

The fit-out contractor must provide a damp mat at the entry to the tenancy/hoarding to minimise dust or debris being walked into the public spaces. Any dust or debris that does spread to the public spaces by the tenant or their contractors is to be cleaned up immediately. Failure to clean up upon being given notice by AT will result in Auckland Transport undertaking the work and the expenses being charged to the tenant's account.

18.3 Disposal restrictions

Tenants and their contractors **must not** use the facility's waste bins or disposal system for the removal of rubbish associated with fit out works.

18.4 Dangerous/hazardous substances

Dangerous goods and hazardous substances must be disposed of safely off the facility's premises and in line with the manufacturer, legislative and environmental guidelines.

19 Fire and emergency

All visitors and contractors are to familiarise themselves with the nearest fire exits (see Appendix 5). The contractor's nominated person in charge is to assume responsibility for the evacuation of all personnel on their work's site at the sound of a fire alarm.

In the event of a fire alarm, all work shall cease immediately, plant and machinery must be switched off, and tools are to be left within the tenancy space or hoarding line.

Emergency evacuation egresses and access to fire extinguishers, hose reels and fire doors must not be restricted as a result of works being carried out.

A fire system isolation or 'water-off' permit is required for all works that could result in fire alarm activation. This can be requested from AT (see Appendix 6).

Unwanted fire activations are at a cost to the tenant of \$1,000 for each activation.

20 Base building works/variatioins

20.1 Base build and services restrictions

Under no circumstances shall the fit-out contractor undertake any works that may impact upon the 'base building' envelope without the specific written approval from AT.

Tenancy fit out works must not be supported from base building installations such as cable trays, catenary wires, ductwork, pipe-work and the electrical bus bar, all complete with their support hangers.

Fixing to these elements in particular the electrical bus bar could potentially lead to serious harm or death.

Failure to comply with these requirements will result in the fit-out contractor being removed from the facility and additional costs for remedying the issues created being charged to the tenant.

Emergency systems installed by the tenant must be confined within their tenancy premises. If the tenancy fire alarm system is connected to Auckland Transport's building fire alarm system (preferred), wiring must be installed along common areas with identification tags at relevant intervals. Any installation cannot run through/across another tenant premises. This is to avoid any accidental termination or tampering of services.

20.2 Base build and services variations

Unless previously agreed and documented in the lease or licence documentation, all tenant works to the base building required by the tenant fit out design are to be carried out by Auckland Transport's nominated base build contractors at the tenant's cost.

Landlord service works may include:

- Air Conditioning, including relocation of temperature sensors;

- Sub-slab drainage;
- Fire services system, including sprinkler, sounders, relocation of equipment and sensors; • Electrical distribution (and the power supply to this)
- Emergency lights and exit signs
- Any utility services (electricity, water, fibre) differing to those documented in the lease or licence documentation.
- Security systems (linked to AT facility)
- NB: Check meters are to be installed as part of the base build works, allowing utility usage to be monitored for water, and electricity.

If applicable, AT may insist the tenant installs a grease trap (at the expense of the tenant) for protection of AT's drainage infrastructure.

Tenants must consult with AT to request any base build and service variations in advance of any works being carried out to the base build or services (see Appendix 1– Contact List).

Failure to comply with these requirements will result in the fit-out contractor being removed from the facility and additional costs for remedying the issues created being charged to the tenant's account.

20.3 Working with live fire protection systems

During the course of the fit out works the base building fire protection systems will be fully operational (unless an isolation has been applied for, approved and is in place).

The fit-out contractor shall ensure all base building services installation with particular reference to fire protection installations are treated as being live at all times. The damage caused by indiscriminate damage or tampering with sprinkler systems could have serious impact on the opening of the facility.

The cost of fire service callouts arising from the indiscriminate actions of the fit-out contractor or operatives under their control will be charged to the tenant.

21 Temporary services

21.1 Water

Tenants and their contractors shall obtain all necessary water from within their tenancy. Contractors requiring water outside a tenancy may use a source which is to be agreed with AT.

21.2 Electricity

The facility cannot supply temporary power.

Tenants and their contractors must use power from within the distribution board in the tenancy space.

For contractors requiring a power supply outside a tenancy, a source is to be agreed with AT.

22 “Hot Work” permits

All “Hot Work” (grinding, cutting, brazing, and welding) where naked flame is used or sparks that may support combustion are produced is to be strictly controlled and must be formally authorised via the completion of a Hot Work Permit – available from AT. Completed permits must be returned to AT prior to midday of the planned works and prior to commencement of the works.

No works are to commence until an approved Hot Work Permit is received by the contractor carrying out the work.

On completion of the works, AT must be notified, and the works made available for inspection.

AT can direct that works are to cease if any of the following conditions are not adhered to:

- Gas cylinders must be upright and prevented from falling;
- Correct personal protective equipment and/or clothing (which is in good condition) must be supplied and used when performing any hot works;
- An appropriate fire extinguisher must be handy and available; • The area must be kept clear of combustible material;
- Appropriate signage and barricading must be used.

23 Noisy, dusty, odorous works

Under no circumstances can noisy, dusty or odorous works be undertaken during facility opening hours without written agreement from AT.

When programming noisy works please note that other tenants may operate afterhours and the facility can be open to the public until 12am. The tenant will be notified by AT if tenancy works are likely to impact on other tenancies.

Dust, debris or odours from the works must not pass into the public spaces of the facility or into other tenancy spaces.

Return air ductwork must be appropriately masked off to prevent filter contamination from dust produced via sanding and grinding including plasterboard stopping and finishing.

Slurry produced via concrete grinding, plastering and tiling operations must be controlled to avoid potential leakage into adjacent tenancies and run off into the facility or common areas.

Failure to comply with these requirements will result in the offending operation being shut immediately with costs for remedying the issues to the tenant's account.

24 Instruction to stop work

An instruction may be given at any time by authorised AT personal or authorised CRL contractors to any contractor to cease work of an offensive nature (i.e. noisy, smelly or dusty work or work causing vibration).

Any instruction to cease work will not give rise to a claim for an extension of the agreed fit out period stated in the tenant's licence/lease agreement if such instructions were issued due to the fault of the tenant.

Work may not recommence until authorised by AT and may be limited to after-hours only.

The fit-out contractor must immediately notify the tenant of any such instruction and will be held responsible for any delay in the completion of the fit out due to the stoppage.

25 Inspections

The Landlord, authorised CRL and DSB JV personnel, may at any time inspect the fit out works to monitor compliance with the fit-out requirements.

25.1 Inspection by AT

Once the Tenant considers the fit-out works are near completion, the tenant must arrange a final inspection with AT. The tenant is required to provide 5 days' notice of this inspection.

Any significant defect or incomplete work will need to be rectified prior to any trade commencement as approved by AT.

Approval to Trade is based on compliance with the Approved Final Design Documentation and local authority/code approvals receipts and is at the discretion of AT. After the Tenant has commenced trading AT will undertake a further inspection of any minor items on the Defects Notice.

25.2 Final Defects Process

If AT deem the fit out works incomplete or unsatisfactory a final Defects Notice will be issued specifying what fit out works are incomplete or defective.

If the tenant receives a Defects Notice they must complete any work listed promptly and must notify AT when the work has been completed so a re-inspection of fit out works can be arranged.

Once all works items listed in Defects Notice(s) have been satisfactorily completed AT will issue a Statement of Completion in accordance with **Section 26** of this manual.

26 Completion of the Fit Out and Approval to Trade

Approval to trade will be granted in writing once the following has been completed to AT's satisfaction:

- All Certificates producer statements and documents relating to the completions of the fitout works having been provided to AT including "As Built drawings (in electronic format).
- Provision of a copy of the Electrical Certificate of Compliance to AT.
- Provision of a copy of the FPIS inspection and approval certification of any fire alarm and fire protection modifications.
- Provision of a copy of the Code Compliance Certificate or Certificate of Public Use from the Local Authority to AT.
- Completion of Tenant's fit out works in accordance with the approved fit out design and to a satisfactory standard.
- Completion of a fit-out inspection to the satisfaction of AT.
- Payment by the Tenant of any outstanding costs incurred on the Tenant's behalf and previously documented.
- Any health certificates food licencing requirements and trade waste approvals.
- Liquor licence (if applicable).

27 General behaviour on site

Access to the site is subject at all times to AT approval.

Visitors and contractors must be dressed appropriately for the task or work they are performing. Personal protective equipment and clothing as required for the task is to be supplied by the visitor or contractor and worn as necessary. This includes items such as safety shoes, goggles or safety glasses, gloves and hearing protection, etc.

The use of abusive or inappropriate language against the public or Auckland Transport employees will not be tolerated.

Auckland Transport facilities are 'no smoking' areas.

Alcohol and non-prescribed drugs are not to be brought onto or consumed on the premises. Any visitor or contractor on the premises performing works under the influence of alcohol or nonprescribed drugs will be asked to leave the facility.

Auckland Transport reserves the right to remove any contractor from site for non-compliance with facility rules and/or the instructions and directions of AT.

Visitors and contractors are expected to conduct themselves in a professional manner at all times.

28 Appendices

- Appendix 1:** Contact List
- Appendix 2:** Agreement between AT and HNZPT
- Appendix 3:** Fit out Design Approval Process
- Appendix 4:** Retail Sites (CPO Floorplan)
- Appendix 5:** Map of Facility and Restricted Hours of Work, Loading Zones and Fire Exits (Indicative Exit Sign Locations)
- Appendix 6:** Water off form
- Appendix 7:** Indicative Architectural Drawings
- Appendix 8:** Permanent Works Specification for Construction (Architectural Specs)
- Appendix 9:** Indicative Fire Suppression and Smoke Detection Drawings
- Appendix 10:** Fire Engineering Report
- Appendix 11:** Indicative Electrical Services
- Appendix 12:** Electrical, Communications, Security & CCTV Specification
- Appendix 13:** Mechanical, Electrical, Plumbing (general) (Indicative Water Supply Drawing)
- Appendix 14:** Plumbing and Drainage Services (Indicative Foul Water Drawings)
- Appendix 15:** Mechanical, Fire and Hydraulics Specification
- Appendix 16:** CRL Construction Safety Management Plan
- Appendix 17:** DSBV Health and Safety Management Plan (HSMP)
- Appendix 18:** AT Health and Safety Management Policy Statement
- Appendix 19:** AT Authorisation to Work
- Appendix 20:** Tenant and Fit Out Contractor Contact Details
- Appendix 21:** Pre-start Check

