

Health and Safety Pre Construction Information Pack for CDM 2015

PROJECT:

**Proposed Dental Fit Out
Unit SU18
The Glass Works
Barnsley**

EMPLOYER:

Vitruvian Cosmetic Dentistry Ltd

JOB REFERENCE:

23052

November 2023

v1.0



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Pre Construction Information Pack

Client: Vitruvian Cosmetic Dentistry Ltd
Project: Proposed Dental Fit Out
Location: Unit SU18, The Glass Works, Barnsley
Job Ref: **23052-PCI**
Date/Rev: November 2023 v 1.0

Pre-construction information

Purpose of the Pre-construction Information Package

The purpose of this Pre-construction Information Package (PcIP) is to provide information to the Principal Contractor to assist in the development of the Construction Phase Health and Safety Plan (CPHSP).

Work on site should not commence until the Principal Contractor has prepared a suitable Construction Phase Plan to advise contractors and others of construction site management arrangements and significant safety issues.

Purpose of the Construction Phase Health and Safety Plan (CPHSP)

The purpose of the CPHSP is to provide a focus for co-ordination of health and safety during the construction period. It combines the Principal Contractor's health and safety policy, details of management and risk assessments, with the PcIP and details of the management of sub-contractor health and safety issues.

Responsibilities of the Principal Designer

The responsibilities of the Principal Designer are set out in the CDM (Design and Management) Regulations 2015.

The key duties are:

- Co-ordinate design work and planning that relates to health and safety;
- Collate the Pre-Construction Information and advise the Client if surveys need to be commissioned to fill significant gaps;
- Manage the flow of health and safety information between Clients, Designers and Contractors;
- Advise the Client on the suitability of the Construction Phase Health and Safety Plan produced by the Principal Contractor and arrangements made to ensure that welfare facilities are on site from the start of the construction phase; and
- Ensure the Health and Safety File is produced at tender stage.
- Ensure all duty holders comply with their duties including PC appointed designers be that for temporary or permanent works.
- Hand over all required documentation to the PC on completion of his duties.



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Responsibilities of the Principal Contractor

The responsibilities of the Principal Contractor (PC) are set out in the Construction (Design and Management) Regulations 2015.

The key duties are:

- Prepare the CPHSP prior to any work starting on site
- Be reasonably satisfied that sub-contractors appointed are competent and have made adequate provision for health and safety;
- Obtain and check safety method statements from sub-contractors;
- Ensure co-ordination and co-operation of sub-contractors;
- Ensure training for health and safety is carried out;
- Ensure communication between contractors on site for health and safety;
- Ensure a forum exists on site for discussion of health and safety matters;
- Ensure only authorised persons enter the site;
- Monitor health and safety performance;
- Provide all relevant information to enable the Principal Designer to review, amend and add to the Health and Safety File.

Notification

The Client will issue the F10 if required, and this issue will be as early as possible prior to commencement of construction works on site. The Intelligent Design Centre would note that they will insist on the issue of documentation prior to commencement AND that the Principal Designer and Principal Contractor have been formally appointed (**in writing**) by the Client, the necessary checks have been made to show compliance with skills, knowledge, experience and organisational ability for the Principal Designer, Principal Contractor and all designers, that the Principal Contractor has produced a Construction Phase Health and Safety Plan using this document as a starting point but developing to a stage where the Principal Designer considers construction can commence with an acceptable level of certainty that health and safety risks are being adequately managed to reduce the risk of injury or accident to the lowest possible level.

Once the CP Plan is in place and authorized, the Client will be required to formally, in writing, issue an approval to commence construction. No works should commence without this document in place.

Project Health and Safety Goals

The Client and Principal Designer intend to follow the HSE 'High 5' core goals (HSE leaflet 'High 5' INDG 384): - (A copy of this is included with appendix A of this document.)

- **Tidy Site and Welfare** – good housekeeping and adequate welfare is expected;
- **Falls from height** – use of scaffold towers/podiums, not step ladders without risk assessment; refer to INDG401 working at Height. (A copy of this is included in Appendix B)
- **Manual handling** – use of trolley's, mechanical lifting, considered choice of materials;



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- **Transport (including deliveries and plant)** – defined management plans, segregation between pedestrian and traffic routes; and
- **Asbestos**

CDM 2015 General principles of prevention are to be adopted

- A, Avoid the risk where possible**
- B, Evaluate those risks that cannot be avoided**
- C, Put in place measures to control the risk at source**
- D, Adapt the work to the individual**
- E, Adapt to technical progress**
- F, Replace the dangerous with the non dangerous**



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PROJECT PARTICULARS

PROPOSED DENTAL FIT OUT, UNIT SU18, THE GLASS WORKS, BARNSELY.

A detailed document titled '**Tenant Handbook and Technical Specification**' has been produced by the management of The Glass Works and this details the development and includes key information regarding the operational parameters that tenants and contractors working within the centre must comply with. A copy of this document is included in Appendix C of this document. The Principal Contractor is to fully avail himself with the information in this document and comply with its requirements at all times.

Description of Work,

The works comprise the fit out of a newly constructed retail unit within a covered shopping centre to form a dental surgery. The retail unit is currently a 'shell' with incoming gas, water, electricity, fire alarm and sprinkler feed terminated on the walls.

The surgery is to comprise 5no surgeries, and x ray room, decontamination and associated servicing rooms.

The works include the erection of a steel mezzanine floor structure, feature spiral staircase and timber stud walls clad with plasterboard. Lead lining materials are to be installed in x ray locations.

Key Project Dates

Commence on site – Target Date - December 2023

Project Directory

Client;

Vitruvian Cosmetic Dentistry Ltd

Architect and Principal Designer

The Intelligent Design Centre (John Dickinson, Craig Buck) E; johndickinson@email-idc.co.uk

Mezzanine Floor Designer;

ING Design Ltd

Local Authority;

Barnsley Metropolitan Borough Council

Telephone +44 (0) 1226 773555

Principal Contractor;



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TBA

Intended use for buildings

It is proposed to fit out a currently empty retail unit to form a dental surgery.

Site Location

Unit SU18 is located in The Glass Works, Barnsley. It is within a covered pedestrian only area of the large recently constructed shopping centre.

The Glass Works is located on Kendray Street, in the heart of Barnsley Town centre. It is situated adjacent to the town's transport interchange.

Barnsley train station is less than quarter of a mile away and is accessible through the town's pedestrianised transport interchange.

The development is also accessible by car, being 100m from the main A61 ring road and is served by multiple city centre multi-storey car parks; the closest of which forms part of the Glass Works

The Glass Works comprises a 3.8 hectare site of retail, leisure and restaurant floor space at ground, first and second floor. The leisure (cinema, bowling and library) units and restaurant units are set on active frontages around a public square.

The retail units are located within the new Glass Works complex which wraps around the Metropolitan Centre.



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1.12 Site History

The site is a self contained unit within a recently constructed retail development.

1.13 Adjacent Land Uses;

The adjoining units are a mixture of retail and restaurant / café uses all with access for the public.

1.14 Public Activities/Occupied Areas/Client's Undertakings

No occupied areas are present within the site boundary which comprises the unit SU18.

1.15 Other Construction Works Concurrent with the Project

No other construction work is known to be running concurrent with this project



1.16 Site Access, Egress & Deliveries and Existing Traffic Systems

Site access is either on foot via the shopping centre or via the servicing area to the lower floor. This route is up a staircase or service lift and results in entry to the rear of the unit.

The Principal Contractor will need to liaise with the Glass Works management to arrange delivery times for materials and also comply with the signing in policy.

Separating the public from site operations and deliveries will be vital to ensure a safe working environment. There will be large public pedestrian traffic outside the unit for 7 days a week throughout the day.

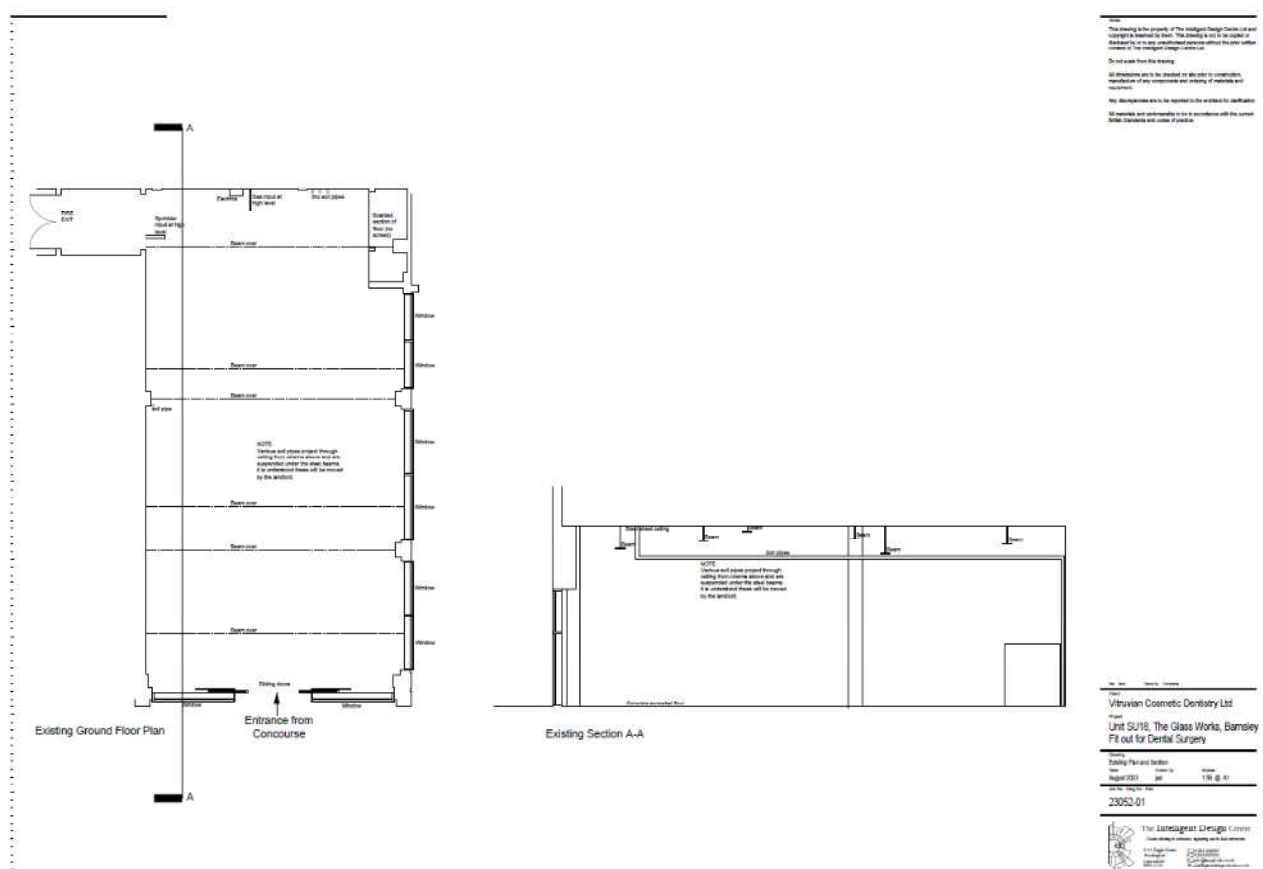
1.17 Existing Structure/Ground Conditions/Underground Obstructions/Overhead services

The unit is within a new development. As built drawings for the architecture, structure and services have all been provided by the Glass Works management and have been used by the design team to progress the designs. This information will be made available to the Principal Contractor.

1.18 Location of Existing Services

SThe unit is serviced by gas, water, electric services together with a fire alarm linked to the main building and a sprinkler water supply.

The positions of these are indicated on the following drawing;



1.19 Hazardous Materials

None Known

1.20 Asbestos

None Known

1.21 Potential Vermin / biological hazards

None Known.

3. CLIENT'S CONSIDERATIONS AND MANAGEMENT REQUIREMENTS

3.1 Arrangements for Planning and Managing the Construction Work including Communication and Liaison

Communication is a key element of any successful project. The Principal Contractor shall ensure that all those working on this project are advised of the contents of this Pre-Construction Information document, the Construction Phase Plan, Site Rules and all other health and safety procedures that apply.

The Principal Contractor will be required to submit to the Principal Designer their proposed Construction Phase Health and Safety Plan /Waste Management Plan / sequencing and logistics plan in sufficient time to allow checking, comment on and any rewriting required to ensure the Plan is approved for use before the programmed start date.

The principal contractor will be responsible for all co-ordination and communication

Designers, including those working for the Principal Contractor, have a duty to ensure the design is co-ordinated for health and safety.

Design development details, changes, instructions, etc. are to be copied to the Principal Designer for review and when necessary comment. To facilitate this, the Principal Contractor shall identify appointed designers, provide designers with all necessary Information and thereafter issue in good time design information, e.g. drawings, to the Principal Designer.

The main Contractor MUST ensure that employees and sub-contractors are adequately trained and competent to undertake the work for which they are employed.

Contractor employees or sub-contractors MUST NOT undertake any work they are not trained or competent to undertake.

Contractors MUST ensure that works are supervised at all times, and the supervisor must be a competent person of suitable experience and training.

The Contractor should ensure that a Safe System of Work is adhered to at all times whilst working on site.

Prior to **ANY WORKS COMMENCING** the Contractor should provide a written Method Statement and Risk Assessment.

The Method Statement should include information such as: how the work is to be carried out, location of work, contractor details, supervision of works, control measures to be taken, provision of Personal Protective Equipment... etc.

The Risk Assessments should be suitable and sufficient, cover ALL work operations and be carried out by a competent person.



The Risk Assessment should identify foreseeable hazards, level of risk associated with each hazard, and details of control measures/PPE to reduce or remove the risk to each hazard. The Method Statement and Risk Assessment should be regularly reviewed by a competent person, and revised as necessary to accommodate any changes in the work method, or changes in plant, equipment, materials, personnel and site development.

3.2 Arrangements for Security of Site

- The site is within a highly trafficked retail shopping centre with huge numbers of members of the public walking past constantly so the site (unit SU18) must be secure at all times.

The Principal Contractor shall be wholly responsible for the security of all areas in their possession and provide all practicable measures to prevent un-authorised access ensuring that any visitors are instructed by way of signage to report to the site office and to sign in accordingly. At the end of each working day, the site is to be left secure in such a manner that no unauthorised persons can gain entry.

Due to the location of the site it is possible that problems associated with vandalism, theft and nuisance could be encountered. Particular account shall be taken of unauthorised persons, especially children and young people, straying into work areas while construction activities are taking place.

All security fencing, hoarding, partitioning, etc. shall be secure and lock fast. Bases to fences etc shall be arranged so that they do not create a trip hazard and gaps in, or under, the fencing are to be closed. All work areas and temporary pedestrian or traffic routes shall be appropriately secured with suitable warning signs to alert the general public, children, etc to the dangers of entering a construction area. Entrances into construction areas shall be kept closed and secured at all times when unattended.

3.3 Arrangements for Welfare Provisions

Welfare facilities are to be in accordance with CDM Regulations 2015;

The Principal Contractor shall provide and maintain welfare facilities as laid down in the CDM Regulations 2015 Schedule 2. These facilities shall be provided from the start of construction and be retained at an appropriate level until all works are completed. The Principal Contractor shall provide in their Construction Phase Plan a marked up drawing showing the extent and location of these facilities.

The Principal Contractor shall include in all monthly progress reports a statement for the Client confirming the ongoing suitability of the welfare provision.

3.4 Arrangements for Fire and Emergency Procedures

Nearest hospital –

Barnsley Hospital NHS Foundation Trust,
Gawber Road,
Barnsley,
South Yorkshire,
S75 2EP

Tel: 01226 730000



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The fire plan for the works shall address the following:

Ensuring there is a responsible person in charge of fire safety who can assess fire risks, Understand fire growth and spread. They will prepare and update site evacuation plans as necessary. Include procedures to reduce the risk of fire, the spread of Fire and for dealing with fires, explosion and other major incidents. Establishing an agreed and suitable Fire Muster Point with the Client's team. Procedures for communicating with neighbors' on matters of fire safety/evacuation Maintaining adequate means of escape for all personnel, building occupants, visitors to the site. Provision of temporary fire detection and Fire extinguishers. Identification and maintaining clear access to existing fire hydrants. Advising all site staff/operatives on existing building fire alarm systems and procedures maintaining routes for emergency vehicles.

3.5 Site Transport Arrangements

The site is within a larger retail building. Site transport arrangements are to be in agreement and in line with the Glass Works Tenants handbook and agreed in advance with the landlord's representatives.

The Principal Contractor shall prepare a traffic management plan that shall address the following:

Details of any transport requirements and local traffic restrictions e.g. one way systems parking restrictions etc.

A marked up site plan showing vehicle movement routes to and from the site, including to and from any storage areas.

All delivery of materials etc. shall be planned to avoid busy periods e.g. start and finish times.

Where practicable the Principal Contractor shall segregate pedestrian and vehicular traffic, on and off site.



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ALL reversing vehicles, when on site or adjacent thereto **MUST** be attended by a Banksman.

Adequate warning signs, traffic management systems and temporary barriers etc, shall be in place prior to construction commencing.

Safe routes for distribution of materials around the site.

All highway systems to be kept clear, clean and safe to the full satisfaction of the Client, the Police, and the Highway Authority.

The Principal Contractor shall ascertain and comply with any requirements or restrictions Concerning access to the site, local road traffic, standing vehicles and any restricted times or places for loading, unloading of materials, plant, and equipment etc., imposed by the local council, highway authority, the police and other relevant bodies and liaise with neighbors'.

3.6 Other Client's Requirements. Site Rules

The Principal Contractor shall comply with all statutory health, safety and emergency procedures and this must be acknowledged and referred to in the Construction Phase Plan.

- Only trained, certified and competent personnel shall be permitted to operate mechanical plant, tools and equipment. Copies of all certificates are to be available on site.
- Portable radios and other audio equipment are NOT permitted on site.
- Disposal of waste material by burning on site is NOT permitted.
- Operatives to wear hard hats, safety boots, safety glasses, gloves and high visibility vests at all times, and other PPE, as and when required.
- All personnel (operatives and visitors) are to sign in and out daily in the site register.
- Eating and drinking shall only be permitted in designated welfare facilities.
- All operatives (including staff and visitors) shall receive appropriate safety induction from the Principal Contractor.
- Allow only authorised people onto site.
- Identify emergency procedures and contact numbers for all contractors, utilities and services and display this information clearly on site and within the Construction Phase Plan.
- Ensure that all noisy and dusty work is carried out during reasonable hours and that any inconvenience to adjacent neighbouring properties is kept to a minimum. Take all necessary measures to keep noise and dust to a minimum.
- No personnel, visitors etc shall be allowed on site under the influence of alcohol or drugs or allowed to consume these whilst on site.
- Verify the existence and status of hidden, buried and overhead services prior to commencing works. Liaise with the appropriate authority.
- The use of foul or abusive language or gestures shall not be tolerated.
- Racist or sexist behaviour or material shall not be tolerated on site.
- Fire and emergency procedures are to be set up in conjunction with the Emergency Services.
- Ensure that all necessary fire precautions are observed and that site personnel are aware of all fire drills, all escape and rally points and positions of all firefighting equipment in the event of a fire.
- A NO SMOKING policy shall be applied to the site except in specific areas designated by the Principal Contractor.



3.7 Waste Management Regulations

Control of pollution/waste management

Contractors must ensure that their work is carried out in a way that reduces environmental pollution.

Contractors must:

Leave their work area in a clean, safe and tidy condition at the end of each working day, and ensure their waste is removed from site and disposed of as per Method Statement, and Waste Disposal Regulations.

Not deposit any waste, chemical or other substance into the drains or Waste Disposal Systems

Prepare and provided a Site Waste Management Plan for all construction activities

3.8 Permits to work

The contractor will specify relevant Permits to Work, ladder permits, hot works, Permits to access etc, which will be needed throughout the project and Specify who will issue and ensure compliance.

4. SIGNIFICANT DESIGN AND CONSTRUCTION HAZARDS

4.1 Design Assumptions and Suggested Work Methods

The Principal contractor is to complete the installation of the mezzanine floor structure initially including the staircases to the new mezzanine floor and then the fit out works would continue.

4.2 Arrangements for Co-ordination of Ongoing Design Work

Designers, including those working for the Principal Contractor, have a duty to ensure the design is co-ordinated for health and safety.

Design development details, changes, instructions, etc are to be copied to the Principal Designer for review and when necessary comment. To facilitate this, the Principal Contractor shall identify appointed designers, provide designers with all necessary information and thereafter issue in good time design information, e.g. drawings, to the Principal Designer.

4.3 Significant Risks Identified During Design

The designers risk assessment is to be read in conjunction with this document

Risks include, services connections, Lifting operations, working at height, retail premises around the perimeter of site.



5. THE CONSTRUCTION PHASE PLAN

5.1 The Construction Phase Health and Safety Plan

Work on site should not commence until the Principal Contractor has prepared a suitable Construction Phase Plan to advise contractors and others of construction site management arrangements and significant safety issues.

The Principal Contractor is under a legal duty to administer, implement and update their Construction Phase Plan to reflect changes in design or circumstances throughout the construction period.

The following provides guidance to Principal Contractors when preparing the Construction Phase Health and Safety Plan.

The way in which the construction phase of a project is to be managed and key health and safety issues for the project, must be set out in writing in the Construction Phase Plan.

The Construction Phase Plan should:

- Set out the organisation and arrangements that have been put in place to manage risks
- **Not** be a repository for detailed generic assessments or method statements
- Be focused, clear and easy for other contractors to understand
- Avoid irrelevant material

It should be noted that generic plans that do not contain the information relevant to the particular risks associated with the work would not satisfy the requirements of CDM 2015.

The following text is taken from the CDM Regulations, 'Managing Health and Safety in Construction'.

When drawing up the construction phase plan, you should consider each of the following topics. Information should be included in the plan where the topic is relevant to the works proposed. The plan sets out how health and safety is to be managed during the construction phase. The level of detail should be proportionate to the risks involved in the project.

1. Description of Project

- Project description and programme details including and key dates
- Details of Client; Principal Designer, designers, principal contractor and other consultants.
- Extent and location of existing records and plans that are relevant to health and safety on site.

2. Management of the Work

- Management structure and responsibilities
- Health and safety goals for the project and arrangements for monitoring and review of health and safety performance



- Arrangements for:
 - Regular liaison between parties on site
 - Consultation with the workforce
 - The exchange of design information between the Client, Principal Designer, Designers and contractors on site
 - Handling design changes during the project
 - The selection and control of contractors
 - The exchange of health and safety information between contractors
 - Site security
 - Site induction
 - On site training
 - Welfare facilities and first aid
 - The reporting and investigation of accidents and incidents including near misses
 - The production and approval of risk assessments and written systems of work
- Site rules (including drug and alcohol policy)
- Fire and emergency procedures

3. Arrangements for Controlling Significant Site Risks

- Safety risks including:
 - Delivery and removal of materials (including waste) and work equipment taking account of any risks to the public, for example during access to or egress from the site
 - Dealing with services – water, electricity and gas, including temporary electrical installations
 - Accommodating adjacent unit uses
 - Stability of structures whilst carrying out construction work, including temporary structures
 - Preventing falls
 - Work in confined spaces



- Work with or near fragile materials
- Control of lifting operations
- The maintenance of plant and equipment
- Traffic routes and segregation of vehicles and pedestrians
- Storage of materials (particularly hazardous materials) work equipment
- Any other significant safety risks
- Health risks, including:
 - Manual handling
 - Confined spaces
 - Use of hazardous substances, particularly where there is a need for health monitoring
 - Reducing noise and vibration
 - Work with ionizing radiation
 - Any other significant health risks

6. HEALTH AND SAFETY FILE

As required by the CDM regulations 2015 the principle contractor must provide information to allow the Health and Safety file to be completed and handed back to the client on completion of the works.

6.1 Contents of the Health and Safety File

The following information should be provided (as a minimum) for inclusion in the Health and Safety file for the project.

The level of detail should be proportionate to the risks likely to be involved to those repairing, maintaining, cleaning or demolishing the works or otherwise working on the completed structure or who may be affected by such works.

1. A brief description of the work carried out.
2. Residual hazards and how they have been dealt with.
3. Key structural principles incorporated into the design of the structure (e.g. bracing, sources of substantial stored energy – including pre or post tensioned member and



safe working loads for floors and roofs, particularly where these may preclude placing scaffolding or heavy machinery there.

4. Any hazards associated with the materials used (for example hazardous substances, lead paint, special coatings which should not be burnt off).
5. Information regarding the removal or dismantling of installed plant and equipment (for example lifting arrangements).
6. Health and safety information about equipment provided for cleaning or maintaining the structure.
7. The nature, location and markings of significant services, including gas supply equipment, firefighting services etc.
8. Information and as built drawings of the structure, its plant equipment (e.g. the means of safe access to and from services voids and risers, fire doors and compartmentation).

6.2 Particular Client Requirements with Regard to Health and Safety File.

Operation and maintenance manuals/user guides/instruction manuals etc. will also be required for inclusion in the Health and Safety file, and these should be provided in separate folders. All test and commissioning certificates should be included within these documents.



APPENDIX A - HSE Leaflet 'High 5'



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HIGH 5 ASBESTOS

Many buildings in the UK contain asbestos. If you're thinking of working in a building that was built or renovated up until the 1980s, you should assume it contains asbestos until proved otherwise.

The main asbestos-containing materials (ACMs) are lagging, asbestos insulating board, sprayed insulation, decorative coatings and asbestos cement.

- ✓ Check if there is any ACM
- ✓ Find out what you need to do to work safely

 **If in any doubt, leave it to the experts!**

MORE INFORMATION

HSE free leaflets:

Working with asbestos in buildings INDG289

A short guide to managing asbestos in premises INDG223(rev3)

Asbestos dust kills - keep your mask on INDG255(rev1)



Five ways to reduce risk on site

Working Well Together (WWT) is the country's leading construction health and safety campaign, supported by the construction industry, trade unions and the Health and Safety Executive. For further information check out the WWT campaign website at wwt.uk.com

To join WWT call 0845 27 27 500



FURTHER INFORMATION

HSE Books produces a wide range of free and priced publications on construction, including the following:

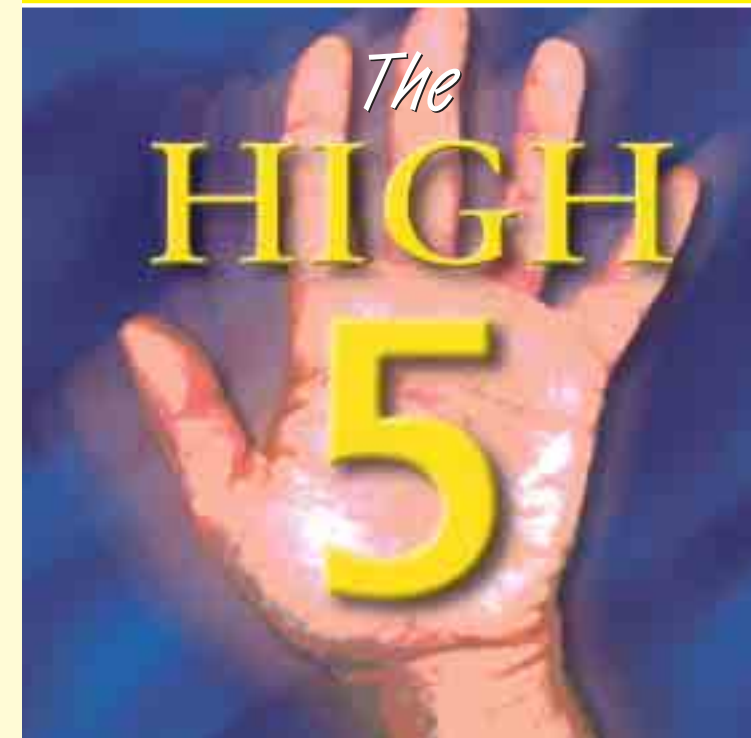
- ◆ **Construction:**
Health and safety in construction HSG150 HSE Books 2001
ISBN 0 7176 2106 5
- ◆ **Falls from height:**
Health and safety in roof work HSG33 HSE Books 1998
ISBN 0 7176 1425 5
A head for heights Video HSE Books 2003 ISBN 0 7176 2217 7
- ◆ **Manual handling:**
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The safe use of vehicles on construction sites HSG144
HSE Books 1998 ISBN 0 7176 1610 X
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Introduction to asbestos essentials HSG213 HSE Books 2001
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Asbestos essentials task manual HSG210 HSE Books 2001
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For information about health and safety ring HSE's Infoline
Tel: 08701 545500 Fax: 02920 859260
e-mail: hseinformationservices@natbrit.com or write to
HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG.

This leaflet contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.

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Five ways to reduce risk on site

For small construction sites

For small construction businesses

For workers



Construction is a high-risk industry. Here's the 'High 5' that will help you keep safe and healthy.

Remember to:

- ✓ Plan and organise what you do
- ✓ Make sure you're trained and competent and know the special risks in your trade
- ✓ Raise problems with your supervisor or safety rep

HIGH 1 THE BASICS:

Tidy sites and decent welfare

Tidy sites and decent welfare are the basics of a good site. Slips and trips are the most common cause of injuries at work.

 **An untidy site is a poorly managed site.**

All sites need decent welfare facilities. The minimum welfare requirements are:

- ✓ Clean toilets
- ✓ Running hot and cold water with soap and towels
- ✓ Basins large enough to immerse your arms up to the elbows
- ✓ Drinking water
- ✓ Somewhere warm, dry and clean to sit and eat

 **Poor welfare facilities can lead to ill health**

MORE INFORMATION

HSE free leaflet *Preventing slips, trips and falls at work* INDG225
HSE free information sheet *Provision of welfare facilities at transient construction sites* CIS46

HIGH 2 FALLS FROM HEIGHT

Falls from height are the biggest cause of fatal and serious injuries in construction. They account for 50% of all deaths. Many accidents involve falls from roofs, through fragile materials, from ladders and from leading edges.

Generally, make sure you:

- ✓ Work from a safe and secure place or platform with proper edge protection
- ✓ Use scaffolds and scaffold towers that are competently erected
- ✓ Use powered access equipment safely
- ✓ Protect holes and leading edges, eg with guardrails and toe boards

When working on roofs never:

- ✓ Work in poor weather
- ✓ Work on sloping roofs without edge protection
- ✓ Throw down waste or equipment

 Take care when working on or near fragile material - you can fall through as well as off it.

Ladders:

- ✓ Only use ladders for light work of short duration if there's no safer alternative
- ✓ Angle and secure them to prevent slipping (1 out for 4 up)
- ✓ Always make sure ladders are properly maintained

 **Never over-reach**

MORE INFORMATION

HSE free information sheet *General access scaffolds and ladders* CIS49(rev1)
HSE free leaflet *Working on roofs* INDG284

HIGH 3 MANUAL HANDLING

Manual handling injuries from working with heavy, awkward materials, often in cold and wet conditions, are one of the most common reasons why workers leave construction. Injuries are made worse by repetitive jobs, such as laying heavy blocks.

- ✓ Use mechanical means, eg hoists, teleports and chutes rather than hods
- ✓ Choose equipment suitable for the job and keep it maintained
- ✓ Change to lighter materials, bags etc
- ✓ Avoid repetitive handling
- ✓ Avoid awkward movements

 **Protect yourself and reduce the strain**

MORE INFORMATION

HSE free leaflet *Getting to grips with manual handling* INDG143(rev1)

HIGH 4 TRANSPORT

Workplace transport incidents are the second most common cause of fatalities after falls from height.

- ✓ Use barriers and warning signs to separate vehicles and people
- ✓ Create clearance around slewing vehicles
- ✓ Avoid reversing - where you can't, use trained banksmen
- ✓ Make sure loads are secure
- ✓ Don't use plant and vehicles on dangerous slopes
- ✓ Only take passengers on vehicles designed to take them
- ✓ Make sure vehicles are maintained and operators are trained

 **When people and vehicles collide, people come off worse - so keep them apart!**

MORE INFORMATION

HSE free information sheet *Construction site transport safety: Safe use of compact dumpers* CIS52

APPENDIX B - HSE Leaflet 'Working at Height'

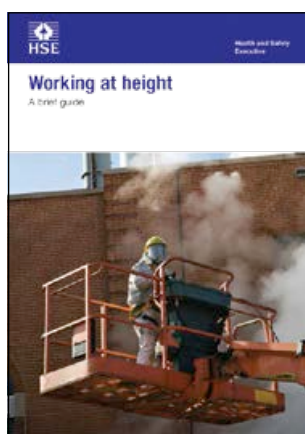


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Working at height

A brief guide



This is a web-friendly version of leaflet INDG401(rev2), published 01/14

Introduction

This brief guide describes what you, as an employer, need to do to protect your employees from falls from height. It will also be useful to employees and their representatives.

Following this guidance is normally enough to comply with the Work at Height Regulations 2005 (WAHR). You are free to take other action, except where the guidance says you must do something specific.

Falls from height are one of the biggest causes of workplace fatalities and major injuries. Common causes are falls from ladders and through fragile roofs. The purpose of WAHR is to prevent death and injury from a fall from height.

Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. For example you are working at height if you:

- are working on a ladder or a flat roof;
- could fall through a fragile surface;
- could fall into an opening in a floor or a hole in the ground.

Take a sensible approach when considering precautions for work at height. There may be some low-risk situations where common sense tells you no particular precautions are necessary and the law recognises this.

There is a common misconception that ladders and stepladders are banned, but this is not the case. There are many situations where a ladder is the most suitable equipment for working at height.

Before working at height you must work through these simple steps:

- avoid work at height where it is reasonably practicable to do so;
- where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment;
- minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.

Figure 1 gives further guidance and examples for each of the above steps to help you comply with the law.

You should:

- do as much work as possible from the ground;
- ensure workers can get safely to and from where they work at height;
- ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly;

- make sure you don't overload or overreach when working at height;
- take precautions when working on or near fragile surfaces;
- provide protection from falling objects;
- consider your emergency evacuation and rescue procedures.

Who do the Regulations apply to?

If you are an employer or you control work at height (for example if you are a contractor or a factory owner), the Regulations apply to you.

How do you comply with these Regulations?

Employers and those in control of any work at height activity must make sure work is properly planned, supervised and carried out by competent people. This includes using the right type of equipment for working at height.

Low-risk, relatively straightforward tasks will require less effort when it comes to planning. Employers and those in control must first assess the risks. See the risk assessment website for more advice at www.hse.gov.uk/risk/risk-assessment.htm.

Take a sensible, pragmatic approach when considering precautions for work at height. Factors to weigh up include the height of the task; the duration and frequency; and the condition of the surface being worked on. There will also be certain low-risk situations where common sense tells you no particular precautions are necessary.

How do you decide if someone is 'competent' to work at height?

You should make sure that people with sufficient skills, knowledge and experience are employed to perform the task, or, if they are being trained, that they work under the supervision of somebody competent to do it.

In the case of low-risk, short duration tasks (short duration means tasks that take less than 30 minutes) involving ladders, competence requirements may be no more than making sure employees receive instruction on how to use the equipment safely (eg how to tie a ladder properly) and appropriate training. Training often takes place on the job, it does not always take place in a classroom.

When a more technical level of competence is required, for example drawing up a plan for assembling a complex scaffold, existing training and certification schemes drawn up by trade associations and industry is one way to help demonstrate competence.

What measures should you take to help protect people?

Always consider measures that protect everyone who is at risk (collective protection) before measures that protect only the individual (personal protection).

Collective protection is equipment that does not require the person working at height to act to be effective, for example a permanent or temporary guard rail.

Personal protection is equipment that requires the individual to act to be effective. An example is putting on a safety harness correctly and connecting it, via an energy-absorbing lanyard, to a suitable anchor point.

The step-by-step diagram in Figure 1 should be used alongside all other advice in this leaflet. You do not always need to implement every measure in Figure 1. For example when working on a fully boarded and guarded scaffold that is already up, not being altered or taken down, workers would not need to wear personal fall-arrest equipment as well.

What are the most common causes of accidents when working at height?

Roof work is high risk and falls from roofs, through fragile roofs and fragile roof lights are one of the most common causes of workplace death and serious injury. As well as in construction, these accidents can also occur on roofs of factories, warehouses and farm buildings when roof repair work or cleaning is being carried out.

The following are likely to be fragile:

- roof lights;
- liner panels on built-up sheeted roofs;
- non-reinforced fibre cement sheets;
- corroded metal sheets;
- glass (including wired glass);
- rotted chipboard;
- slates and tiles.

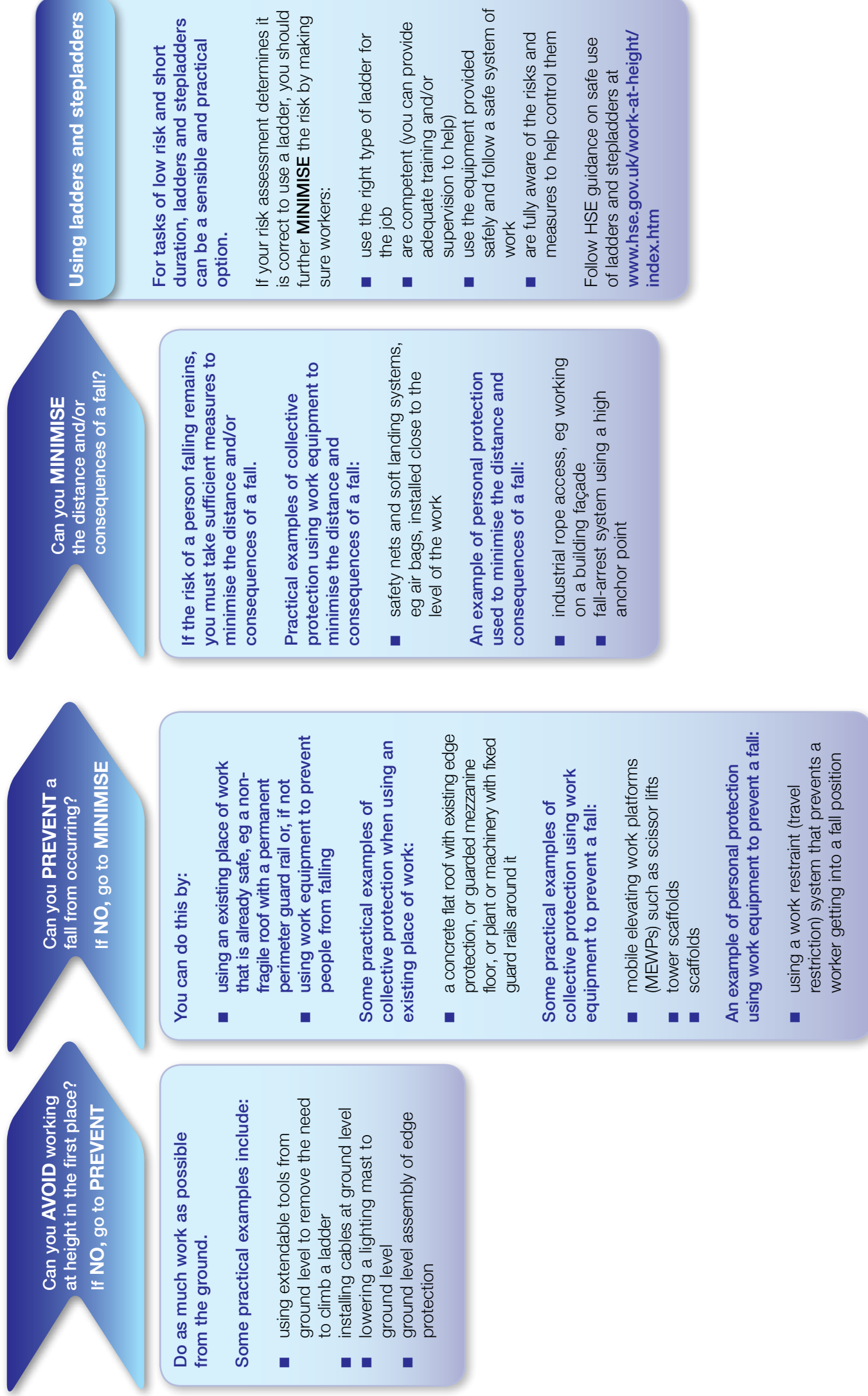
Fragile roof accidents are preventable and information on safe working practices can be found in the HSE information sheet *Fragile roofs: Safe working practices* (see 'Further reading').

What do you need to consider when planning work at height?

The following are all requirements in law that you need to consider when planning and undertaking work at height. You must:

- take account of weather conditions that could compromise worker safety;
- check that the place (eg a roof) where work at height is to be undertaken is safe. Each place where people will work at height needs to be checked every time, before use;
- stop materials or objects from falling or, if it is not reasonably practicable to prevent objects falling, take suitable and sufficient measures to make sure no one can be injured, eg use exclusion zones to keep people away or mesh on scaffold to stop materials such as bricks falling off;
- store materials and objects safely so they won't cause injury if they are disturbed or collapse;
- plan for emergencies and rescue, eg agree a set procedure for evacuation. Think about foreseeable situations and make sure employees know the emergency procedures. Don't just rely entirely on the emergency services for rescue in your plan.

Figure 1 Step-by-step diagram



For each step, consider what is reasonably practicable and use ‘collective protection’ before ‘personal protection’

How do you select the right equipment to use for a job?

When selecting equipment for work at height, employers must:

- provide the most suitable equipment appropriate for the work (use Figure 1 to help you decide);
- take account of factors such as:
 - the working conditions (eg weather);
 - the nature, frequency and duration of the work;
 - the risks to the safety of everyone where the work equipment will be used.

If you are still unsure which type of equipment to use, once you have considered the risks, the **Work at height Access equipment Information Toolkit** (or **WAIT**) is a free online resource that offers possible solutions. It provides details of common types of equipment used for work at height. HSE has also produced a guide on the safe use of ladders and stepladders (see 'Further reading').

How do you make sure the equipment itself is in good condition?

Work equipment, for example scaffolding, needs to be assembled or installed according to the manufacturer's instructions and in keeping with industry guidelines.

Where the safety of the work equipment depends on how it has been installed or assembled, an employer should ensure it is not used until it has been inspected in that position by a competent person.

A competent person is someone who has the necessary skills, experience and knowledge to manage health and safety. Guidance on appointing a competent person can be found at www.hse.gov.uk/competence.

Any equipment exposed to conditions that may cause it to deteriorate, and result in a dangerous situation, should be inspected at suitable intervals appropriate to the environment and use. Do an inspection every time something happens that may affect the safety or stability of the equipment, eg adverse weather, accidental damage.

You are required to keep a record of any inspection for types of work equipment including: guard rails, toe-boards, barriers or similar collective means of protection; working platforms (any platform used as a place of work or as a means of getting to and from work, eg a gangway) that are fixed (eg a scaffold around a building) or mobile (eg a mobile elevated working platform (MEWP) or scaffold tower); or a ladder.

Any working platform used for construction work and from which a person could fall more than 2 metres must be inspected:

- after assembly in any position;
- after any event liable to have affected its stability;
- at intervals not exceeding seven days.

Where it is a mobile platform, a new inspection and report is not required every time it is moved to a new location on the same site.

You must also ensure that before you use any equipment, such as a MEWP, which has come from another business or rental company, it is accompanied by an indication (clear to everyone involved) when the last thorough examination has been carried out.

What must employees do?

Employees have general legal duties to take reasonable care of themselves and others who may be affected by their actions, and to co-operate with their employer to enable their health and safety duties and requirements to be complied with.

For an employee, or those working under someone else's control, the law says they must:

- report any safety hazard they identify to their employer;
- use the equipment and safety devices supplied or given to them properly, in accordance with any training and instructions (unless they think that would be unsafe, in which case they should seek further instructions before continuing).

You must consult your employees (either directly or via safety representatives), in good time, on health and safety matters. Issues you must consult employees on include:

- risks arising from their work;
- proposals to manage and/or control these risks;
- the best ways of providing information and training.

Employers can ask employees and their representatives what they think the hazards are, as they may notice things that are not obvious and may have some good, practical ideas on how to control the risks. See the worker involvement website for more information on consulting employees (www.hse.gov.uk/involvement).

What must architects and building designers do?

When planning new-build or refurbishment projects, architects and designers have duties under The Construction (Design and Management) Regulations, to consider the need for work to be carried out at height over the lifespan of a building, eg to clean, maintain and repair it. They should design out the need to work at height if possible.

Further reading

HSE's website provides more advice, guidance and answers to frequently asked questions. Industries and trade associations have produced guidance about working at height for specific jobs or for using certain types of access equipment.

Find out more at www.hse.gov.uk/work-at-height/index.htm

You can access the Work at height Access equipment Information Toolkit (WAIT) at www.hse.gov.uk/work-at-height/wait/index.htm

Using ladders and stepladders safely: A brief guide Leaflet INDG455 HSE Books 2014 www.hse.gov.uk/pubns/indg455.htm

Health and safety in roof work HSG33 (Fourth edition) HSE Books 2012 ISBN 978 0 7176 6527 3 www.hse.gov.uk/pubns/books/hsg33.htm

Further guidance on risk assessment can be found at www.hse.gov.uk/risk

Further information about CDM and design requirements can be found at www.hse.gov.uk/construction/cdm.htm

The Work at Height Regulations 2005 SI 2005/735 The Stationery Office 2005 www.legislation.gov.uk

Fragile roofs: Safe working practices General Information Sheet GEIS5 HSE Books 2012 www.hse.gov.uk/pubns/geis5.htm

Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit www.hse.gov.uk. You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This leaflet is available at www.hse.gov.uk/pubns/indg401.htm.

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APPENDIX C – Tenant Handbook and Technical Specification



The Intelligent Design Centre
Creative thinking in architecture, engineering and the built environment

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Tenant Handbook and Technical Specification

Better Barnsley – Glassworks Barnsley Metropolitan Borough Council

making the **difference**



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3	Tenant Design Approval Process	12
4	Technical Criteria	38
5	Operational Constraints	53

Rev	Originator	Approved	Date
1	Beth Longden	Martin Greenhalf	1 November 2017
2	Peter Hadjidakis	Martin Greenhalf	23 August 2018
3	Joe Sawyer	Martin Greenhalf	31 October 2018
4	Dan Mckie	Martin Greenhalf	30 July 2019
5	Dan Mckie	Nick Jones	11 November 2019
6	Dan Mckie	Nick Jones	02 March 2020

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1. INTRODUCTION

1 Introduction

Retail Delivery is the process by which a Tenant's individual design intent is developed to align with the Landlord's technical, legal and design / branding requirements.

The Tenant Handbook sets out a step by step guide for the Tenant on how to obtain Landlord approval for the design of their unit, fit-out works and for the operation of the unit.

The Tenant Handbook is a live document, and will be updated by the Retail Delivery Manager (RDM) to reflect any relevant developments and/or constraints. Each update will be issued to all incoming Tenants.

The Tenant should contact the Retail Delivery Manager if they require clarification regarding any of the guidance within this document.



View towards Cheapside Mall entrance

1.0 Lease takes Precedent

Where any inconsistencies exist between this document and the Tenant's Agreement for Lease/Lease or any other such legal agreement, these shall take precedence over this Tenant Handbook. The Tenant is obliged at all times to ensure that the design of their unit and the works are carried out in accordance with any statutory obligations in force at the time.

1.1 Tenant Obligated to Liaise with the Landlord

The quality of this development depends on all elements being handled in a consistent and coordinated manner. The purpose of the Tenant Handbook is to control aspects of the Tenant's design and works to achieve this aim. The Tenant is obliged to carry out the works in accordance with this document and to follow the step-by-step approval process set out within it, liaising closely with the RDM and Landlord's team through all stages.

1.2 Communication with the Landlord's Team

Turner & Townsend is the Landlord's appointed Retail Delivery Manager (RDM). All queries should be directed to their point of contact in the first instance who can redirect queries as necessary.

Role	Company	Address	Contact
<u>Main Contact</u> Capital Schemes Project Manager	BMBC – Property Services	Westgate Plaza One Westgate Barnsley MBC S70 2DR	Martin Allen T: 07919914240 E: MartinAllen@barnsley.gov.uk
Landlord	Barnsley Metropolitan Borough Council		
Service Manager Construction	BMBC – Property Services	Westgate Plaza One Westgate Barnsley MBC S70 2DR	Becky Peel T: 07919916809 E: beckypeel@barnsley.gov.uk
Building Services Manager - Design	BMBC – Property Services	Westgate Plaza One Westgate Barnsley MBC S70 2DR	Paul Durkin T: 01226 772209 E: PaulDurkin@barnsley.gov.uk
Asset Manager	BMBC – Property Services	Westgate Plaza One Westgate Barnsley MBC S70 2DR	Stephen Rouse T: 07919916869 E: StephenRouse@barnsley.gov.uk
Operation/Facilities Management	BMBC – Property Services	The Glassworks	Stuart Robinson/Nicola Grierson T: 07471973241 E: StuartRobinso@barnsley.gov.uk

2. DESIGN APPROACH

2 Design Approach

2.0 The Development

The development is on a key site located in Barnsley Town Centre and comprises a 3.8 hectare of retail, leisure and restaurant floor space at ground, first and second floor.

The leisure (cinema, bowling and library) units and restaurant units are set on active frontages around a new public square.

The retail units are located within the new Glassworks complex which wraps around the existing Metropolitan Centre, creating an entirely new zone which includes redesigned and rebranded markets.



Cheapside View looking towards Alhambra

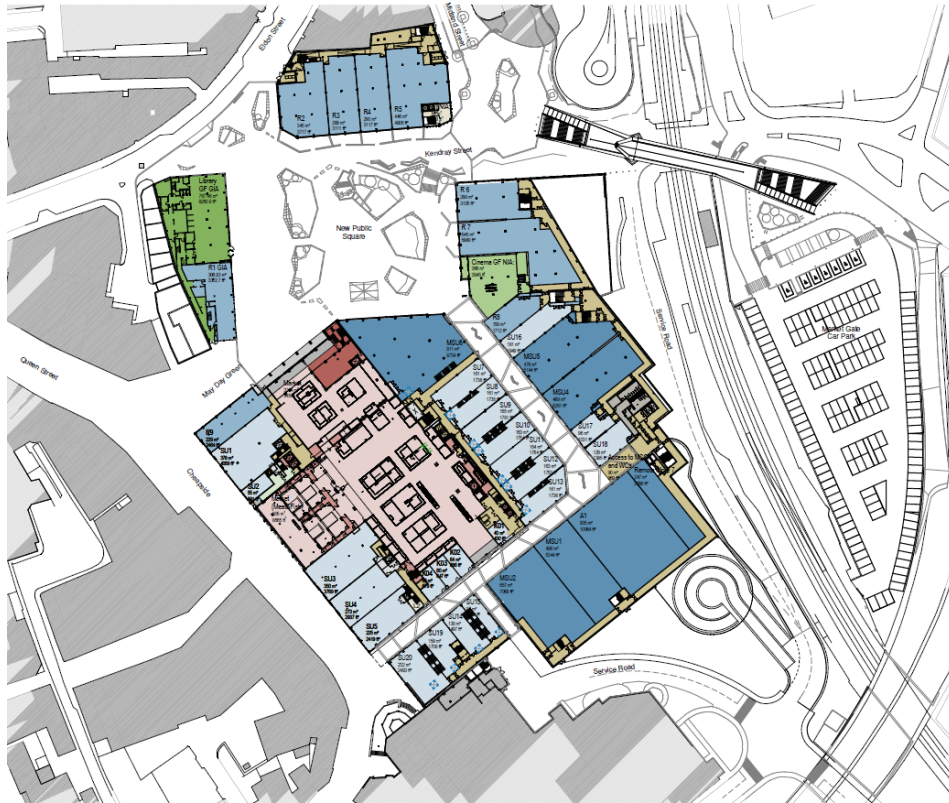
2.1 Location of the Development

The development is located on Kendray Street, in the heart of Barnsley Town centre.

It is well served by buses, situated adjacent to the town's transport interchange.

Barnsley train station is less than quarter of a mile away and is accessible through the town's pedestrianised transport interchange.

The development is also accessible by car, being 100m from the main A61 ring road and will be well served by multiple city centre multi-storey car parks; the closest of which will form part of the new development.



Location of the Development

2.2 Relationship with the Town Centre

This development is located at the heart of the following town centre districts:

- Cheapside, Queen and Market Streets; the existing and developing retail pitch.
- Transport Interchange; existing hub of transport networks.
- Alhambra Shopping Centre; the existing retail pitch.
- Civic Centre: existing Town Hall and Barnsley College sixth form centre.

2.3 The Overall Vision for the Glass Works

The vision for The Glass Works and Barnsley is built on real insights into what local people, businesses and market traders want from their town.

£130 million has already been invested into new homes, town centre offices, a digital media centre, transport interchange, sixth form college and public realm.

The 21st century town centre will be future-proofed and digitally-enabled to ensure people and businesses continue to be attracted to Barnsley.

The development is a part of the ongoing regeneration of Barnsley to create a vibrant, new, exciting and sustainable mixed-use quarter in the heart of the town to work, shop, and relax. The proposals will extend the town's offer, stitching together and complementing existing districts and acting as a strong catalyst for the wider town to grow and flourish.

The development is a key to creating the retail and leisure hub that is at the heart of the existing offers of Cheapside, Market and Eldon Streets as well as related cultural, educational and employment offers.

This first and second phases of the development set the benchmark for mixed-use regeneration that is required to create a truly sustainable new quarter in the heart of Barnsley.



Public Square looking towards Cineworld

2.4 Tenant Design Criteria

This development should be seen as a chance for Tenants and their design teams to create strong visual statement for their brand. It presents an opportunity to improve on the brand's typical retail offer, creating something that is unique. This document sets out the process and design criteria to achieve this enhanced delivery.

Aligning the individual unit design with the design aspirations for the development is key to the success of the development. The Design Criteria, Technical Specifications and Design Approval Process should therefore be strictly followed.

2.5 Shopfront Design Guide

The shopfront design guide (see appendix A) formed part of the Reserved Matters planning application for this development and must therefore be adhered to by all Tenants. The full document should be read in conjunction with the below summary.

2.5.1 Principles

The Shopfront Design Guide sets out the criteria that must be followed by the Tenant in designing and installing their shopfront in order to ensure that they are designed in line with Barnsley Council's policy and the design aspirations of the development.

Whilst it is recognised that many retailers have their own colours and styles, Tenants are encouraged to adapt their corporate image to become a strong design element within the environment of the new town centre.

A key principle of the project is to break down the traditional boundaries between arcade / street and retail unit thorough the blurring of thresholds between inside and out.

The wider town centre project (with its cinema and restaurants) will create a new evening destination and careful consideration should be given to how shopfronts will look during hours of darkness and outside of trading hours.

The overall objective is to achieve a high quality and diverse environment. It is expected that Tenants create shopfronts that will enhance the look and feel of the town centre and that will excite and inspire customers and visitors.

2.5.2 Signage

- Signage should be included within the glazing / shopfront design.
- Signage should sit either behind the glass in the designate zone, or as individual letters mounted in front of (but not on or through) the glass.
- All signs are to comply with Building Regulations with respect to the surface spread of flame.
- Individual 3D formed letters are encouraged. Where these are used they are to sit in front of a signage board, behind the glass or float on a thin, simple, metal frame. Any supporting structure should not detract from the lettering and backlighting is encouraged.
- High quality, low maintenance materials are to be used throughout all signage.
- Conventional shopfronts with flat fascias over framed glass or open shopfronts will not be permitted.
- Solid fascia signage is not permitted.
- Repeated use of logos or retailers name will not be permitted.
- Core drilling, breaking out of the Landlord pilasters or mechanical fixing to the Landlord cladding materials will not be permitted.
- Tenants must not erect signage on the external façade of the shopfront or on the public realm.

2.5.3 Materials

- Tenants must employ a materials palette that fit within the design principles of the wider scheme.
- Where a steel angle will be provided to the shopfront, this must not be modified.
- Careful consideration should be given to the shopfront with the provision of suitable compression movement joints and airtight detailing as required.
- Shopfronts should be fixed to the structure.
- All shop front fixings are to be concealed.
- Excluding designated signage positions, no fixtures, fittings or signs to the shopfront are to be fixed to the Landlord finishes or pilasters.

2.5.4 Glazing and Frames

- There is a preference for frameless glazing.

- Where frames are to be provided they should be metal with only natural, achromatic or metallic finishes to be used, with colours subject to approval.
- Mirrored glass, untreated boards and sheet materials, painted plasterboard and/or exposed unfinished edges are not permitted.
- Filming out of windows to present a blank façade is not permitted.
- Shopfront glazing will be required to comply with the thermal performance criteria set out in the Landlord's Specification.
- The application of posters directly onto the shopfront glazing is not permitted.
- Sale posters are not permitted to cover more than 50% of the glazed area.

2.5.5 Security

- All shutters or grilles must be installed internally and finished to a high quality.
- Grilles must be fully retractable, aluminium or steel with a powder coated finish.
- Shutters must be wholly perforated – solid shutters will not be accepted.

2.5.6 External Seating and Furniture

- Furniture specifications are subject to approval. Tables, chairs, stand-to benches and stools are encouraged.
- Fabric parasols and external heaters may be permitted in certain locations subject to approval.
- Good quality planters and sustainable planting are encouraged within tenant seating design.

2.5.7 Interiors

- All fixtures should avoid blocking views into the shop.
- Fixtures should reflect the offer and not be off-the-shelf solutions.
- Slat walls are not permitted.
- Carpet is strongly discouraged due to the inability to remove chewing gum and staining.
- Low level mobile unitary should be provided to entry margins to encourage browsers and blue demise arrangements.
- Lay in mineral fibre tile ceilings will not be permitted.
- Low grade sheet vinyl flooring will not be permitted.
- All internal light switches, alarm panels, waste bins, extinguishers etc. must not be visible from outside the shop.

2.5.8 Flooring

- The quality of materials at the retail unit entrance threshold should complement the external finishes.
- The incorporation of logos, inset lights or fibre optics will be encouraged to promote the retail unit at low level.
- High quality finishes must be installed externally to provide a quality and durable environment to the centre.

2.5.9 Ceilings

- Tenants are welcomed to design ceiling features within proximity of the demise of their shopfront.
- The use of sold ceiling finishes and features within the immediate vicinity of the demise line is encouraged.
- Lay-in grid ceilings are prohibited within 3m of the shopfront.

2.5.10 Attention to Detail

- Meticulous detailing in design is expected of all tenants.
- Only factory finished materials with precise engineering are permitted.
- Plain unpainted plasterboard, polycarbonate sheeting, exposed and unfinished edges are not permitted.
- Hand painted finishes should be avoided where possible.
- All internal wiring, conduits, tubing, crossovers and raceways must be hidden from view both inside and outside the unit.
- Abutments of all finishes are to be flush finished.
- Where the landlord and tenant floor finishes meet a recessed metal edge strip should be provided. Screw fixed edge plates are not acceptable.

2.5.11 Hoarding

- Hoarding to the shopfront must be provided during fit-out.
- Hoardings should have a fire rating of 2 hours, be painted white and include provision for emergency escape only.
- Access during fit out will be through the rear of the unit.
- Temporary hoarding graphics are by prior Landlord approval only.

2.5.12 Inclusive Environments

- Tenants must be mindful of accessibility regulations when producing design proposals.
- All proposals should include an Access Statement and tenants are encouraged to make provisions beyond statutory minimum requirements.
- Level access must be provided, avoiding stepped access to mezzanines and clutter in doorways and circulation areas.

2.5.13 Security, Alarm Boxes and CCTV Cameras

- Alarm boxes and CCTV cameras should be of an appropriate colour, size and number.
- Positioning should be carefully considered and must be approved prior to installation.
- Alarm boxes should not be visible from the front elevation.
- All window and door locks must comply with BS 3621 and intruder alarms must comply with BS 4737.

2.5.14 Protection to Landlord Areas

- The tenant is required to provide suitable protection to the elevation and Landlord's area during fit-out works.

3. TENANT DESIGN APPROVAL PROCESS

3 Tenant Design Approval Process

3.0 Introduction

This section of the Tenant Handbook sets out the process that must be followed by the Tenant in obtaining the Landlord's approval for the design of their unit.

3.1 Tenant Responsible for Principal Designer role

It should be noted that through the approval process, Barnsley Metropolitan Borough Council, Queensbury and Turner & Townsend take on no design responsibility or liability and will not carry out the role of Principal Designer, which remains the responsibility of the Tenant or their team members.

3.2 Approval of Tenant Design

The Landlord will issue base plans of the unit to the Tenant, but it remains the responsibility of the Tenant to carry out their own surveys in order to establish exact dimensions and service locations and satisfy themselves of the base build. The Tenant should coordinate surveys via the RDM in order to ensure that they do not cause disruption to the operation of the centre.

The Tenant is solely responsible for ensuring that their works will meet all statutory requirements including, but not limited to, Building Regulations, Fire Regulations, Planning Regulations, Environmental, Health and Safety and CDM regulations. The Tenant must also ensure that they do not put the Landlord in breach of any such regulations or approvals.

The relevant procedural forms referred to below can be found in section 3.11.

Details of any payments to be made to the Landlord by the Tenant in relation to the review and approval of Designs should be specified within the Tenant's Agreement for Lease.

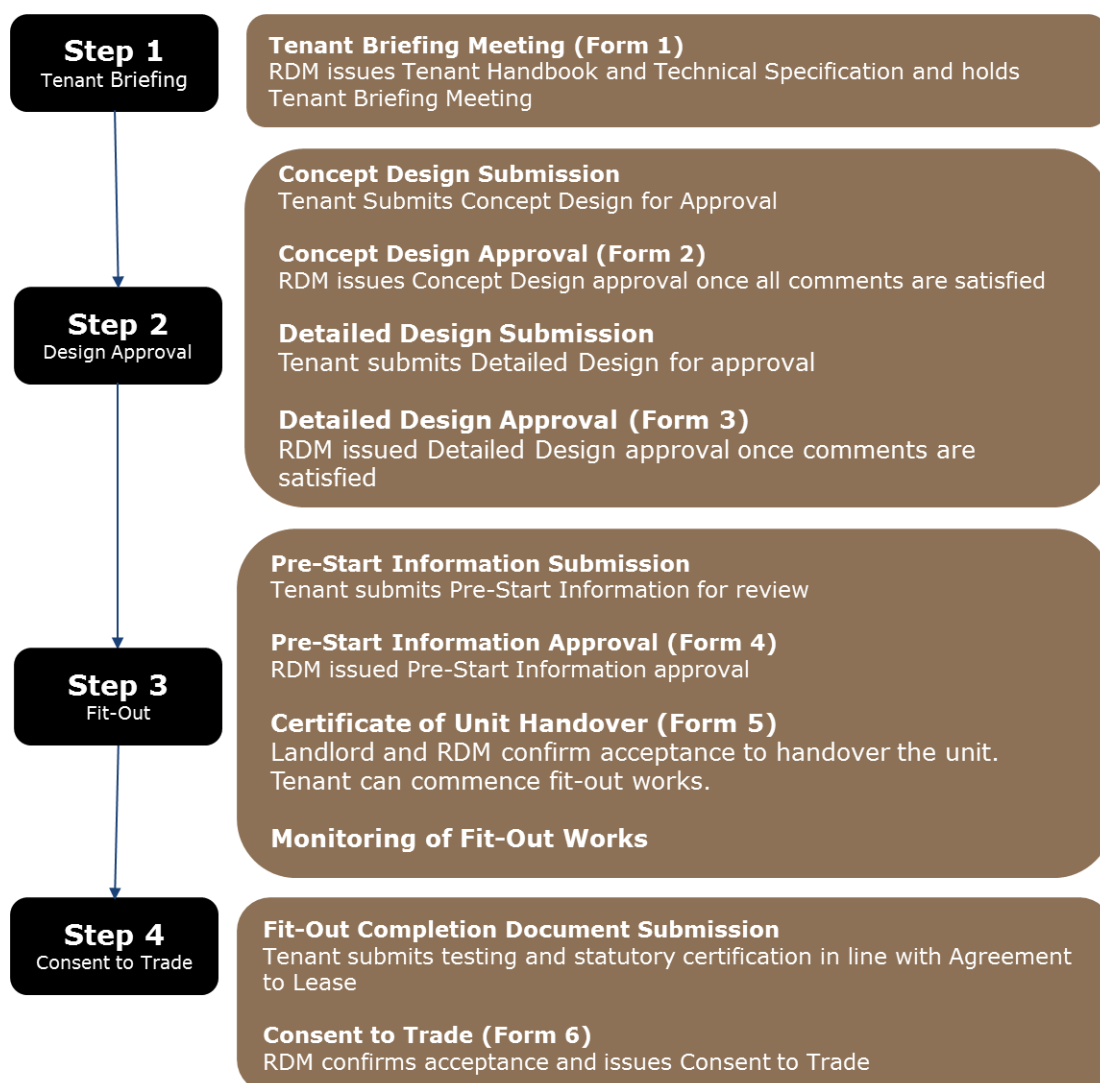


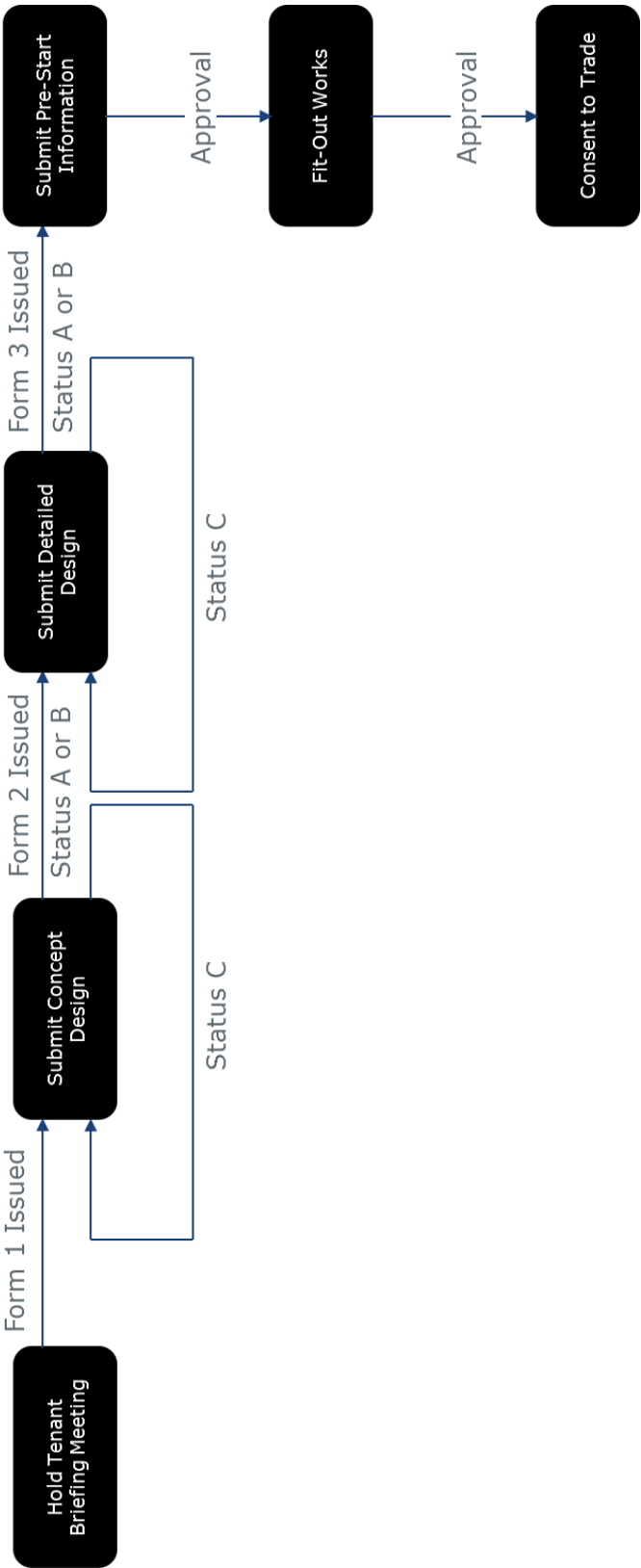
1 - Public Square looking towards library

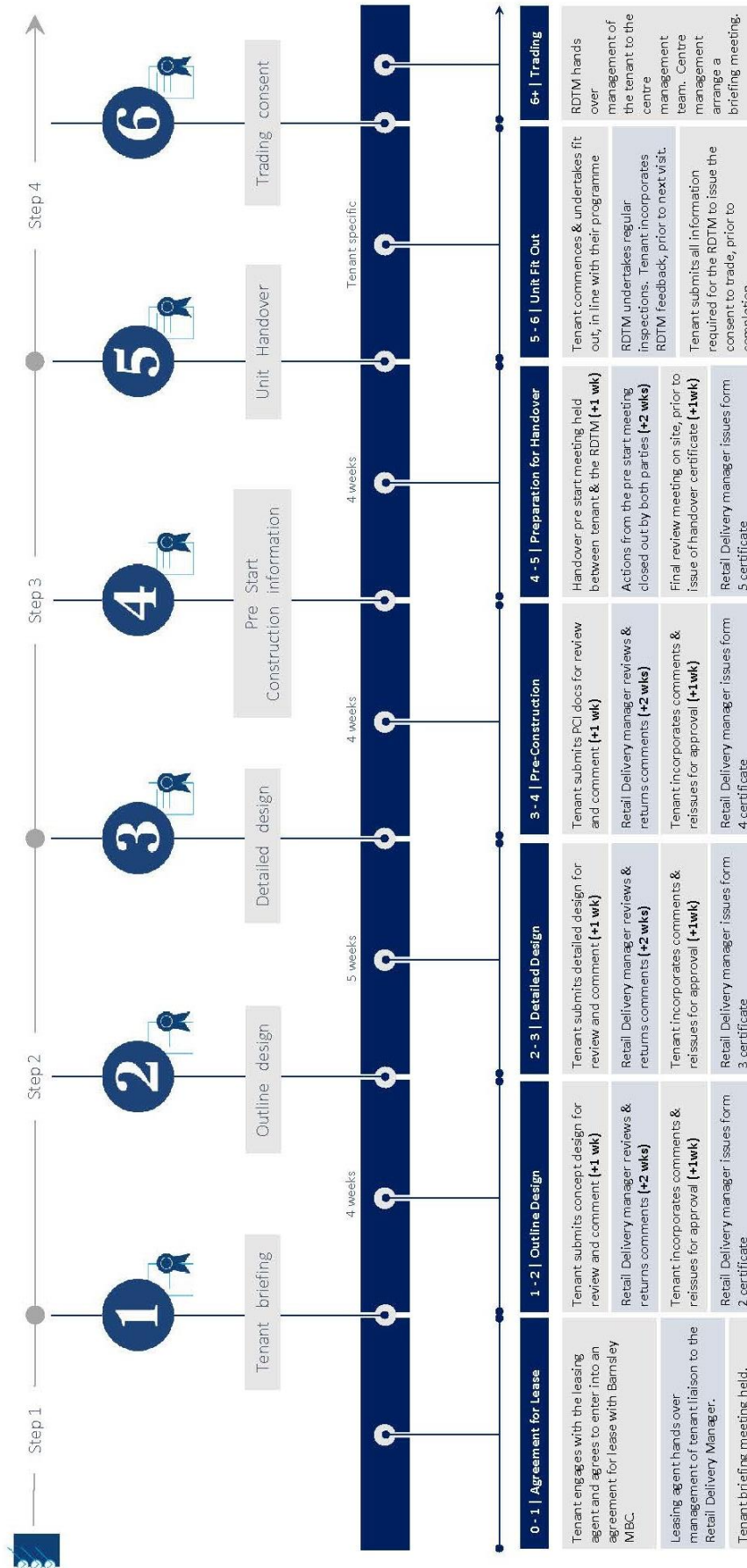
3.3 Steps for Successful Design and Fit-Out

The below four steps have been designed to assist the Tenant by providing a detailed description what's required to progress through each stage of the fit-out process.

At the successful completion of a milestone within each step, a completed and signed form will be issued to the Tenant by the RDM and the Tenant may progress to the next milestone. Templates of the procedural forms can be found in section 3.11.







Step 1

Tenant Briefing

RDM Issues Tenant Handbook and Technical Specification and holds Tenant Briefing Meeting. Form 1 Issued.

3.4 Tenant's Brief

3.4.1 Objective

The Retail Delivery Manager will issue the Tenant Handbook and Technical Specification to the Tenant to review. A Tenant Briefing Meeting will be arranged and held as soon as possible, but not less than three months prior to the fit-out works commencing.

The agenda will allow for Barnsley Metropolitan Borough Council's vision for the scheme to be explained, the Tenant Design Approval Process to be outlined and will provide the Tenant an opportunity to present their initial proposals and obtain responses to any queries that they may have at this stage.

3.4.2 Primary Tasks:

Item	Tenant	Retail Delivery Manager
1	Attend Tenant's briefing meeting with the Project Lead and appropriate design representatives. Identify team members and identify an individual to act as single point of contact for all correspondence with the RDM. They will issue and receive all relevant submissions and queries, meeting invitations, documentation and the approval forms.	The agenda for the Tenant's Briefing Meeting will be to explain and review the following; ▪ Introductions of the teams and provide key contact details ▪ Explain the Vision of the scheme ▪ Tenant Handbook and Technical Specifications ▪ The Tenant approval process ▪ Procedural Forms ▪ Agree Programme milestones
2	To highlight any uncertainty within the Tenant Handbook and Technical Specifications	To provide clarity to any matters of uncertainty the Tenant may have
3		Retail Delivery Manager to issue Form 1 Tenant Briefing Form , to document issue of the Tenant Handbook and Technical Specifications as well as key contact details and the Tenants programme milestones

Step 2

Design Approval

Concept Design Submission

Tenant Submits Concept Design for Approval

Concept Design Approval (Form 2)

RDM issues Concept Design approval once all comments are satisfied

Detailed Design Submission

Tenant submits Detailed Design for approval

Detailed Design Approval (Form 3)

RDM issued Detailed Design approval once comments are satisfied

3.5 Concept Design Submission and Approval Status (Form 2)

3.5.1 Objective

Approval of the Concept Design for incorporating ongoing comments made by the Retail Delivery Manager and progress to Step 3 (Detailed Design Approval). This will provide confidence to both parties that the Concept Design aligns with the Landlord's overarching vision and aspirations for the centre. The Tenant should endeavour to submit their Concept Design for approval one week after the Tenant briefing meeting, or as soon as reasonably possible.

All Primary Tasks below are to be completed prior to progressing to Detailed Design Approval, which can commence once Form 2 has been issued by the RDM with either Status A or Status B.

3.5.2 Primary Tasks

Item	Tenant	Retail Delivery Manager
1	Submit Concept Design to the Retail Delivery Manager Ensure that the submission is compatible with the requirements of the Building Control and Fire Officers and all other relevant statutory requirements. Note: Specifically identify any alterations that the Tenant requires of the shell for Landlord review	Review and make comments on the Tenant's Concept Design Note: If required, agree a programme for Concept Design Development meeting, to go through comments with the Tenant's appropriate design representatives
2	Amend and re-submit Concept Design in line with comments received as necessary	Once satisfied, return any final comments attached to the approval notice, Form 2 Concept Design Approval Status

3.5.3 Submission Requirements

The Tenant shall submit their Concept Design electronically. The submission must include all information necessary to describe their fit-out proposals including, but not limited to:

- Schematic merchandise plan.
- Schematic floor plan.
- Schematic ceiling/ lighting plan.
- Schematic sections.
- Interior vision.
- Material samples/ mood board.
- Should there be circumstances that alterations are required to the Landlord's shell, provide evidence of what they are.

All drawings should be issued in both CAD (.dwg) and PDF format and must be to scale, with the scale used clearly identified on each drawing. Standards scales (i.e. 1:100 / 1:50 / 1:20) must be used unless there is an appropriate reason to use an alternative scale.

In submitting the Concept Design, the Tenant must satisfy themselves that their concept will be compatible with the requirements of Building Control and Fire Officers. It is the Tenant's responsibility to consult as necessary.

3.5.4 Approval Process

The Concept Design, will be returned to the Tenant's Project Lead attached to the approval notice, **Form 2 Concept Design Approval**.

The Concept Design will be issued with either an **A**, **B** or **C** status.

A **Approved:** Tenant may proceed to Step 3 (Detailed Design Approval).

B **Approved with Comments:** Tenant may proceed to Step 3 (Detailed Design Approval), subject to including the Retail Delivery Manager's comments into their designs.

C **Not Approved:** Tenant must resubmit the Concept Design in line with the Retail Delivery Manager's comments. You may not proceed to Detail Design stage

3.6 Detailed Design Submission and Approval Status (Form 3)

3.6.1 Objective

Approval of the Tenant's Detailed Design. The Detailed Design must comply with all legal, statutory and Technical Criteria and must accord with the Concept Design Approval, incorporating any comments where approved with Status B.

Detailed Design to be submitted for approval no later than two weeks prior to works commencing on site.

All Primary Tasks below are to be completed prior to progressing to the next milestone, which can commence once Form 3 has been issued by the RDM with either Status A or Status B.

3.6.2 Primary Tasks:

Item	Tenant	Retail Delivery Manager
1	Submit Detailed Design to the Retail Delivery Manager Note: Ensure that the submission is compatible with the requirements of the Building Control and Fire Officers	Review and make comment on the Tenant's Detailed Design. Distribute to the wider design and engineering team to provide a technical review Note: If required, agree a programme for Detailed Design Development meeting, to go through comments with the Tenant's appropriate design representatives
2	If required, amend and submit Developed Detailed Design in line with comments received to the agreed programme	Once satisfied, return any final comments attached to the approval notice, Form 3 Detailed Design Approval Status

3.6.3 Submission Requirements

The Tenant shall submit their Detailed Design electronically. The submission must include all information necessary to describe their fit-out proposals including, but not limited to:

3.6.3.1 Fit-Out Contractor

- Identity of the proposed fit-out contractor and any specialists e.g. specialist glazing trade contractor.

3.6.3.2 Fire Strategy and Means of Escape

- A statement to demonstrate how the Tenant's proposals comply with the Landlord's Fire Safety Strategy, including the control of smoke and appropriate treatment to the unit, where applicable.
- Calculations to be submitted to demonstrate anticipated occupancy of the premises for the Retail and staff areas. Where Tenant's propose to reduce the width of the fire escape route, this shall be substantiated by reference to the appropriate tables in the Building Regulations/ British Standard.
- Additional fire lobbies where indicated on the letting plans or required by Building Control are to be incorporated in the fitting out.

3.6.3.3 Architectural

- Interior Design/ Graphics/ Architectural 1:50 plan of layout levels/ make up to floor.
- Signage details.
- 1:20 Sections and Elevations.
- Merchandising layouts.
- Description of all finishes.
- Material samples clearly labelled.
- Lighting scheme and ceiling plan.
- 1:1 and 1:5 details of junctions with Landlord's walls and floor finishes and adjacent premises.
- Access to Landlord's services and locations identified.
- The drawing should clearly indicate the construction of partitions, staircases, ceiling, and doors with appropriate fire ratings, where appropriate.
- Details of trims and weather proofing of penetrations through roof or external envelope.

3.6.3.4 Accessibility for Disabled Customers and Staff

- Means of compliance with Part M of the Building Regulations regarding access and facilities such as toilets and, if trading on the first floor, an ambulant disabled staircase if the provision of a lift is omitted or not provided.

3.6.3.5 Structural

- Plans, sections, calculation and details of opening to be formed and of any infilling to existing openings.
- Any alterations required of the Landlord's shell.
- Details of any fixings into the structure.
- Plant loading.
- Floor loadings.
- Details and locations of safes.

3.6.3.6 Signage

- Interior Design/ Graphics of proposed signage.
- Description of all finishes.
- Material samples clearly labelled.
- Detailed construction drawings of signage with photographs of examples.

3.6.3.7 Water and Drainage

- Toilets and staff catering areas.
- Sections including water supply and drainage pipe work.
- Layout of pipe runs.
- Connection to Landlord's system.

3.6.3.8 Heating, Ventilation and Air Conditioning

- Plan of equipment within unit including sections dimensions, weights proposed support details and clear space around equipment required.
- Service duct layout, including sections.
- Air conditioning/ ventilation layout, including pipe work, ductwork, including sections.
- Toilet and kitchen ventilation layout.
- Technical specification, including full vibration and noise figures.
- Shut down procedure for fire alarm link.
- Details of smoke curtains and smoke vents.

3.6.3.9 Electrical Power, Lighting and Lighting Protection

- Power distribution, layout, loading per phase and method of staggered start reflected ceiling plan.
- Reflected ceiling plan.
- Type of fitting and levels of illumination.
- Manufacture's specification, details and sales literature.
- Emergency lighting and levels of illumination, switches to signs (IEE required red for high voltage).

3.6.3.10 Fire Alarms and Smoke Detection

- Location and specification of fire alarm system.
- Schematic showing interface with the Landlord's system.

3.6.3.11 Refuse

- Location within unit for collection of refuse prior to transport to service yard, to be indicated on the plans.

3.6.3.12 Landlord services

- Access to be provided to any Landlord services within the unit.

3.6.3.13 Specifications

- Detailed specification for all plant, equipment installations, finishes and performances.
- Detailed specifications of any plant or systems which may be subject to the pressure systems and transportable gas container Regulation. Include details of the maintenance, inspection and testing which are specified for the system.

3.6.4 Approval Process

The Tenant should allow two weeks for comments to be returned. A meeting will be arranged by the Retail Delivery Manager to review comments, if required.

The Approval process will be issued with either an **A**, **B** or **C** status.

- A** **Approved:** Tenant may proceed with Step 4 (Pre-Start Information Approval).
- B** **Approved with Comments:** Tenant may proceed with Step 4 (Pre-Start Information Approval), subject to including the Retail Delivery Manager's comments into the designs.
- C** **Not Approved:** Tenant must resubmit the Detailed Design in line with the Retail Delivery Manager's comments. You may not proceed to Pre-Start Information Submission.

The Detailed Design, with any final comments, will be returned to the Tenant's Project Lead attached to the approval notice, **Form 3 Detailed Design Approval Status**.

Step 3

Fit-Out

Pre-Start Information Submission

Tenant submits Pre-Start Information for review

Pre-Start Information Approval (Form 4)

RDM issued Pre-Start Information approval

Certificate of Unit Handover (Form 5)

Landlord and RDM confirm acceptance to handover the unit. Tenant can commence fit-out works.

Monitoring of Fit-Out Works

3.7 Pre-Start Information Submission and Approval Status (Form 4)

3.7.1 Objective

To ensure the Tenant has satisfied the requirements for all approvals and the Pre-Start information to be in place prior to commencing the fit-out (subject to unit handover) and that the Tenant's fit-out Contractor has been briefed by the Retail Delivery Manager.

The Tenant shall submit the Pre-Start Information no later than two weeks before fit-out commences.

All primary tasks below are to be completed and Form 4 issued with either Status A or B before progressing to the next milestone:

3.7.2 Primary Tasks:

Item	Tenant	Retail Delivery Manager
1	Submit Pre-Start Information to the Retail Delivery Manager	Review and make comment on the Pre-Start Information received within two working weeks of receipt
2	Amend Pre-Start Information in line with the Retail Delivery Manager's comments	Agree a programme for Pre-Start Meeting, agenda stated below
3	Tenant to attend Pre-Start meeting with their fit-out Contractor. Fit-out Contractor to provide key contact details	Induct and brief the Tenant and their fit-out Contractor
4		Confirm acceptance of the Pre-Start information attached to the approval notice, Form 4 Pre-Start Information Approval Status

3.7.3 Pre-Start Meeting Agenda

The Agenda for the Pre-Start meeting will be:

Design Approvals	Waste Management Strategy
Programme	Site Address for Deliveries
Method Statements	Permits to Work
Inductions	Metering Supplies
Deliveries (including special deliveries)	Hoarding
Insurance Details	Fire Plan/ Risk Assessment
All Landlord Payments	Building Control Application and Status
PPE	Contact Information
Welfare	

3.7.4 Submission Requirements

This step may be concluded simultaneously with the Detailed Design approval if the programme allows.

The Tenant shall submit the following Pre-Start information electronically to the RDM.

This information must also be sent to the fit-out Contractor Lead along with any Contractor design elements required as a consequence of comments made by the Retail Delivery Manager during the development of the Detailed Design.

- Programme of works showing full extent and timings of work.
- Narrative to detail the proposed method of construction of major work elements making reference to and noting the requirements of site control. It shall include, but not be limited to:
 - How Building Safety will be maintained during the course of the fit-out.
 - Major component delivery and installation.
 - Cutting, delivery, removal and/or installation of all structural components.
 - Proposal for material handling and timing of the works.
 - Narrative and drawings to show unloading and trucking routes to the demise.
 - Commissioning and connection to Landlord's services, making reference to and noting requirement of site controls.
- 24 hour contact list.
- Insurance details.
- Confirmation that the CDM Regulation have been complied with including copy of his Health and Safety Plan
- Build Regulation approval.

- Waste Management Strategy
- Management of Deliveries.

3.7.5 Approval Process

The Approval process will be issued with either an **A**, **B** or **C** status.

- A** **Approved:** Tenant may request a date for Unit Inspection with the Retail Delivery Manager.
- B** **Approved with Comments:** Tenant may request a date for Unit Inspection with the Retail Delivery Manager, subject to picking up the Retail Delivery Manager's comments.
- C** **Not Approved:** Tenant must resubmit the Pre-Start Information in line with the Retail Delivery Manager's comments. You may not yet request a date for Unit Inspection.

Once the Pre-Start Information has been approved, the approval notice, **Form 4 Pre-Start Information Approval Status**, will be submitted to the Tenant's Project Lead.

3.8 Certificate of Unit Handover (Form 5)

3.8.1 Objective

To formally handover the management and operation of the unit to the Tenant to allow the fit-out works to commence, ensuring compliance in accordance with the Lease.

All primary tasks below are to be completed and approved prior to commencing to Step 4 (*Consent to Trade*).

3.8.2 Primary Tasks

Item	Tenant	Retail Delivery Manager
1		Confirm the handover meeting date to inspect the unit three weeks prior to the provisional access date.
2	Attend the handover meeting with their fit-out contractor	Inspect the unit to ensure that the responsibility of the unit is ready to be transferred over to the Tenant. Note the outstanding items that were identified at the inspection, for rectification by the Landlord Handover technical information in accordance to the Lease
3	Review the handover of the technical information. Raise any questions about details within the technical information Note: Once the Tenant accepts the unit, the Landlord will not be held responsible for any costs arising from deviation from the unit details within the technical information provided	Confirm acceptance to Handover the unit. Issue the handover approval notice, Form 5 Certificate of Unit Handover
4	Accept the unit, if satisfied	Formally handover responsibility of the unit to the Tenant, issuing the keys to the unit

3.8.3 Document Handover to the Tenant

The Retail Delivery Manager shall electronically submit the handover documentation to the Tenant. The Tenant will then confirm acceptance of the handover documentation submitted by signing the handover approval notice, **Form 5 Certificate of Unit Handover**, which has been issued and signed by the Retail Delivery Manager.

The handover documentation that is required to be submitted will be confirmed by the Retail delivery Manager and the Unit Inspection meeting.

3.8.4 Start on Site

Please note access under the lease will be notified in accordance with the Agreement for lease/legal documentation. Likewise, notification of access does not constitute a right to start works in the unit. Works can only commence once the Retail Delivery Manager has issued **Form 4**

Pre-Start Information Approval Status and Form 5 Certificate of Unit Handover to the Tenant.

The Retail Delivery Manager will provide details of the initial site induction and the personnel required to attend.

The Tenant is to provide the Retail Delivery Manager with a weekly progress report against the agreed programme via email on Thursday of each week.

3.9 Monitoring of Works

3.9.1 Objective

RDM to monitor the progress of works at regular intervals during the fit-out.

3.9.2 Primary Tasks

Item	Tenant	Retail Delivery Manager
1	Attend progress meetings with the fit-out Contractor and Retail Delivery Manager, if required	Call progress meeting, if required
2		Inspect the work at regular intervals

The Tenant should note the following:

The Landlord and Retail Delivery Manager reserve the right of full, unimpeded access to the demise at any time. The Retail Delivery Manager will regularly visit site to review the progress of the works. Should it be found that works are not in keeping with the previous agreed criteria, site rules and codes of practise, the Landlord reserves the right to suspend all works within the unit's demise.

The Tenant shall not recommence, until the Landlord has been satisfied, that compliance is, or will be, forthcoming.

Completion and opening for trade requires careful planning and the booking of relevant Contractors to attend in good time and only when systems are completed. The Tenant will agree with the Retail Delivery Manager, a mutually suitable date to witness any testing, at least ten working days prior to the event.

Ten working days prior to the final commissioning and witnessing of life safety systems, the Retail Delivery Manager will notify the Tenant, via email, the commissioning and witnessing date, planned operational date, and date of interface to the Landlord's systems. This date must also be booked with the relevant Landlord's Contractor who will undertake the connection and commissioning works. The cost of this work by the Landlord's Contractor is payable by the Tenant, should further attendance on site be required, a further charge will be made.

A copy of each testing certificate is to be forwarded by the Tenant to the RDM prior to commencement of trading.

Step 4

Consent to Trade

Fit-Out Completion Document Submission

Tenant submits testing and statutory certification in line with Agreement for Lease

Consent to Trade (Form 6)

RDM confirms acceptance and issues Consent to Trade

3.10 Fit-Out Completion Documents and Consent to Trade (Forms 6)

3.10.1 Objective

Tenant to issue all handover documents for approval, confirming completion of the fit-out works in accordance the previous approval steps, in order to allow the RDM to issue Form 6 (Consent to Trade), on behalf of the Landlord and trading to commence to the unit.

3.10.2 Primary Tasks

Item	Tenant	Retail Delivery Manager
1	Confirm compliance of the fit-out works with all previous approval steps	
	Arrange for inspection from the Building Control and Fire Officer as well as any other relevant statutory authorities	
2	Invite the Retail Delivery Manager to inspect the fit-out	Inspect the fit-out works for compliance with the approved Concept Design and Detailed Design. Review the Landlord's property for any damages/ defects. Identify, advise and issue a list of any damages/ defects found within the unit for the Tenant to rectify
3	Rectify listed defects within 21 days	
4	Submit handover documents (including but not limited to Health and Safety File, As-Built Drawings, all relevant statutory and other approvals, commissioning and testing certificates) to the RDM, at least one week prior to anticipated Consent to Trade approval	Review the Tenant's handover documents for general and technical compliance
7		Retail Delivery Manager to issue approval notice, Form 6 (Consent to Trade)

3.10.3 Document Handover to the Retail Delivery Manager

Upon completion, the Tenant shall request the Retail Delivery Manager to inspect the fit-out works for compliance with the previously approval steps. Following the inspection, the Tenant will be issued with a list of any defects, which must be addressed within 21 days along with a Fire Risk Assessment and all Tenants will be bound to conform to it.

To ensure compliance, the Tenant shall submit the following documentation to the Landlord as a single pack of information, for the Retail Delivery Manager to review before issuing Consent to Trade.

- Forms 1 – 5
- Certificates provided for conformity to the technical standards required and copies of the statutory consents obtained such as;
 - Building Regulations Completion Certificate.
 - Fire Officer Approval.
 - Fire alarm Completion Certificate.
 - Fire risk assessments
 - A completed confirmation of fire alarm operation Certificate (Tenant's system).
 - Emergency lighting completion and inspection Certificate.
 - Certification conforming water supply byelaws are satisfied.
 - Certification of chlorination for the Tenant's domestic water system.
 - Foul drainage Building Regulations compliance Certificate.
 - Copy of statutory requirements of licensing acts.
 - Any other statutory Certification as may be required.
 - Health & Safety File.
 - As-Built drawings
 - O&M manual

Upon receipt of the above documents, the Landlord will confirm acceptance of compliance and issue approval notice, **Form 6 Consent to Trade**.

The Tenant can open their store upon receipt of Consent to Trade. At this stage, the Retail Delivery Manager will hand over the responsibility of the unit to the Building Management Team who will be responsible for the operation of the unit.

Once the Tenant has gained consent to trade, the Store Manager is required to attend an induction with the Centre Management Team.

3.10.4 Rectification of Defects

The Landlord reserves the right to make good any damages/ defects to the Landlord's unit caused by the Tenant's fit out works and charge all reasonable costs to the Tenant unless agreed otherwise in writing.

Upon receipt of the above documentation, and having undertaken an inspection of the completed fit out works identifying any outstanding items that require rectification by the Tenant, the Retail Delivery Manager will issue **Form 6 Consent to Trade** to the Tenant.

3.11 Procedural Forms

- Form 1: Tenant Briefing Meeting
- Form 2: Concept Design Approval Status
- Form 3: Detailed Design Approval Status
- Form 4: Pre-Start Information Approval Status
- Form 5: Certificate of Unit Handover
- Form 6: Consent to Trade

F1 F2 F3 F4 F5 F6

Form 1: Tenant Briefing Meeting

Dear (Tenant Representative),

(Trading Name),

(Unit No),

Welcome to the Glassworks.

Thank you for attending the Tenant Briefing Meeting, (dated), and discussing both the Landlord and Tenant requirements with us in relation to the fit-out of your unit. We confirm that we have issued and explained the Tenant Handbook, agreed the programme milestones as set out below and would be pleased to answer any questions you may have.

Programme Milestones	
Planned date for Concept Design submission	
Planned date for Detailed Design submission	
Planned handover of shell date	
Fit-out Period	
Trade Date	

Key Contacts	
Tenant Representative:	Mobile: Email:
Principal Designer:	Mobile: Email:

Retail Delivery Manager:

Mobile:

Email:

Signature:

Date:

F1 **F2** F3 F4 F5 F6

Form 2: Concept Design Approval Status

Dear (Tenant Representative),

(Trading Name),

(Unit No),

Thank you for your Concept Design Submission received, (date). We have reviewed your submission documentation and our comments are as follows.

Reference	Comment

We confirm that the submission has been;

- ☐ **Approved:** Tenant may proceed with their Detailed Design Submission.
- ☐ **Approved with Comments:** Tenant may proceed with their Detailed Design Submission, subject to including the Retail Delivery Manager's comments into the designs.
- ☐ **Not Approved:** Tenant must resubmit the Concept Design in line with the Retail Delivery Manager's comments. You may not proceed to Detailed Design stage.

Retail Delivery Manager:

Signature:

Date:

F1 F2 **F3** F4 F5 F6

Form 3: Detailed Design Approval Status

Dear (Tenant Representative),

(Trading Name),

(Unit No),

Thank you for your Detailed Design submission received (date). We have reviewed your submission documentation and our comments are as follows.

Reference	Comment
Layout plans	
General arrangements/sections	
Shopfront elevation(s)	
Reflected ceilings plans 1:50	
Material samples	
Floor finishes plans	
Internal elevations 1:50	
Large scale details	
Finishes specification	
Service plans	
Services specifications	

We confirm that the submission has been;

- **Approved:** Tenant may proceed with their Pre-Start Information Submission.
- **Approved with Comments:** Tenant may proceed with their Pre-Start Information Submission, subject to including the Retail Delivery Manager's comments into their designs.
- **Not Approved:** Tenant must resubmit their Detailed Design in line with the Retail Delivery Manager's comments. You may not proceed to Pre-Start Information Submission.

Retail Delivery Manager:

Signature:

Date:

F1 F2 F3 **F4** F5 F6

Form 4: Pre-Start Information Approval Status

Dear (Tenant Representative),

(Trading Name),

(Unit No),

Thank you for attending the Pre-Start Meeting (dated). We acknowledge receipt of the following documentation (dated), required prior to handover of the unit. We have reviewed your submission documentation and our comments are as follows.

Reference	Comment
Programme	
Method Statements	
Schedule of Large Plant + Abnormal Deliveries	
24hr Emergency Contact Information	
Insurance Details	
All Landlord Payments	
Copy of F10	
Waste Management Strategy	
Delivery Management	
Building Control Application and Status	
Fire plan/ Fire Risk Assessment	

We confirm that the submission has been;

- **Approved:** Tenant may request a date for Unit Inspection with the Retail Delivery Manager.
- **Approved with Comments:** Tenant may request a date for Unit Inspection with the Retail Delivery Manager, subject to picking up the Retail Delivery Manager's comments.
- **Not Approved:** Tenant must resubmit the Pre-Start Information in line with the Retail Delivery Manager's comments. You may not yet request a date for Unit Inspection.

Retail Delivery Manager:

Signature:

Date:

F1 F2 F3 F4 **F5** F6

Form 5: Certificate of Unit Handover

Dear (Tenant Representative),

(Trading Name),

(Unit No),

We are pleased to confirm that you have accepted handover of (unit No.) on (date) to undertake the fit-out works in line with the approved Detailed Design.

The handover meeting to inspect the above unit was attended by the following people:

Attendee Role	Attendee Name

The following outstanding items have been identified for rectification by the Landlord:

Item	Action

The Retail Delivery Manager has electronically issued the following documents to the Brand Partner:

- ☐ Doc A - TBC
- ☐ Doc B - TBC
- ☐ Doc C – TBC

Retail Delivery Manager:

Signature:

Date:

Brand Partner:

Signature:

Date:

F1 F2 F3 F4 F5 **F6**

Form 6: Consent to Trade

Dear (Tenant Representative),

(Trading Name),

(Unit No),

We confirm that we have received your Health and Safety file, O&M manual and technical compliance documentation as evidence of conformity to the required technical standards as set out in the Tenant Handbook.

We are pleased to provide you with the Landlord's Consent to Trade, to open for trade from (date).

Retail Delivery Manager:

Signature:

Date:

4. TECHNICAL CRITERIA

4 Technical Criteria

4.0 Introduction

The Technical Criteria outlines the scope of works undertaken by the Landlord as well as the setting out the scope of works and obligations to be met by the Tenant. All works undertaken are to be carried out in accordance with the current editions of the British Standards and Codes of Practice. The Tenant's demise will be handed over as a shell, ready to receive the Tenant's services, finishes, fixtures and fittings.

4.1 Landlord / Tenant Works

The Tenant's works must be carried out in a good and workmanlike manner and in accordance with good building practice, using quality materials which comply with current British Standards. The Landlord requires creative design that strengthens brand identity and conveys high quality.

The below Technical Criteria descriptions should be read in conjunction with unit specific drawings included within the Leasing Packs and the Shopfront Design Guide, where not included.

4.1.1 Landlord Works

The Landlord's works will generally comprise.

- Where applicable, demolition of the existing surrounding buildings and structures on site as required and site clearance.
- Disconnection and/or diversions of existing story utility services to/from the site as required.
- Construction of new car park, retail and leisure units and cinema.
- Formation of new service yards.
- Provision of new statutory service connections: water, electricity, drainage and telecommunications conduit. Gas connections will only be permitted to A3 units and the cinema, where agreed with the Landlord, other gas connections to retail units are not permitted.
- Where applicable, provision of a route to defined tenant plant areas.
- Provide fire lobbies to rear of units where required according to the fire strategy by the Landlord's Architect.

4.1.2 Tenant Works

The Tenant Works will generally comprise:

- Shop fit to demise.
- Provide customer staircases, lifts and escalators as required within the demised unit.
- Provide finishes, enclosures and handrails to fire escape and accommodation stairs as required.
- Provide all dimensions for builders work openings in slabs, subject to Landlord approval, in advance to a timetable to be agreed with the Landlord.

- Fit-out of all mechanical, electrical, fire and public health services as necessary for individual shop unit demise. Ducting of Tenant's services and extract to be by Tenant to the Landlord's risers; no ducting by the Landlord. The Tenants fit out must provide/maintain access for the Landlord elements.
- Tenants to provide unit signage within designated zones and in accordance with the Landlord's Shopfront Design Guide, found within the units lease pack.
- Where applicable, install Tenant mezzanines, subject to Landlord approval, and provide all necessary noise and vibration control to plant to achieve Landlord's criteria. The primary structure does not allow for any additional secondary storage mezzanines.
- Enhancement to shell sound insulation where necessary to provide betterment to item S66.
- Issue the landlord with certified copies of all Test certificates for the installed works.
- Provide the Landlord with a copy of the Health and Safety File in an indexed and searchable PDF document format created in high resolution to allow for full size printing of the original.
- Fit out works must still achieve the performance requirements for the fire strategy, including limits on travel distances, escape widths, number of escape routes, and rating of internal linings. Any Tenant services passing through shell fabric (demise walls or floors) are to be agreed with the Landlord and fire-stopped by the Tenant. Riser enclosure walls within the unit is by Landlord. Ductwork openings within riser enclosure into units are formed and fire stopped by the Tenants.

4.2 **Modifications to the Base Build**

Should the Tenant wish to undertake modifications to the base build, all such work must be requested in writing to the Retail Delivery Manager (RDM). The RDM will then submit a Tenant's request for change to the Landlord for review. If approved, the RDM will then obtain a proposal for the works. A proposal for the modification will then be submitted to the Landlord for review. Once approved by the Landlord, the modifications will be carried out by the Landlord and paid for by the Tenant, unless otherwise agreed.

4.3 Generic Development Specification

Below is the base build generic development specification for the development;

By Landlord		By Tenant
	Structure	
S01	Foundations to support structural frame	Obtain approval for any alterations to the structure including any holes/openings to be cut into the structure. No chases are to be formed in the structure.
S02	Structural frame to form units (Steel frame). All columns are as shown on the demise drawings Steelwork will be EITHER boxed-in or fire protected by some other means – refer to unit-specific drawings. Where the structure is fire rated by the Landlord through the application of intumescent paint, the Tenant must not apply any further finishes atop, as this will undermine the system and void manufacturer's warranties.	Provide secondary steelwork where required, subject to Landlord's Structural Engineer approval. Where applicable, provide any mezzanine floor structures within units, subject to Landlord's Structural Engineer approval. Structural alterations taken back to the primary structure to be agreed with the Landlord's Structural Engineer. Fire protection to comply with Landlord's fire strategy.
S03	Structural Slabs - ZA: 200mm ground bearing slab to ground floor level and 150mm composite metal deck to first floor level ZB: 150mm composite metal deck at all floor levels. Void former on metal deck at first floor level. ZC: Combination of 350mm reinforced concrete ground bearing slab and 150mm composite metal deck to ground floor level. 150mm composite metal deck to upper floor levels. Insulation below second floor slab. ZD: 150mm composite metal deck at all floor levels. Slabs allow maximum 100mm diameter cores for Tenant services without need for trimming steels, located to avoid reinforcement. Slabs to be laid in line with constructional tolerances described in BS 8204 and BS 5606.	Positions, numbers, setting out, etc. of any tenant holes to be agreed with the Landlord's Structural Engineer. No holes are allowed adjacent to columns.

By Landlord		By Tenant
	Structure (Cont'd)	
S04	The shop units are designed to accommodate loadings as described below:- A1 Retail Unit Shop Floor 4kN/m² + 1kN/m² for partitions Plant Areas 7.5kN/m² Ceiling/services 0.6kN/m² Roof With no access: 0.6kN/m² With access: 1.5kN/m² Roof plant: 7.5kN/m² Loading assumptions when designing structure to receive Tenant's Lifts, Stairs Escalators In order to complete design, the Landlord has made assumptions on loadings imposed by Landlord and tenant provided lifts, stairs and escalators where tenant information is not available to incorporate.	Screeds and floor finishes to be maximum of 1.8kN/m² in addition to the floor loading listed in the Landlord column (left) The Tenant is to issue lift, staircase and escalator specifications where applicable, as soon as reasonably practicable in order for the Landlord to review impact on base build loadings. Changes to the design to remedy imposed loads in excess of that which has been allowed will be at the Tenants cost.
S05	Trimming steel for Tenant's lifts, stairs and escalators within units are by Landlord in locations shown in Architectural General Arrangement plans. Fire protection for trimming steel by Landlord.	Openings for Tenant's lifts, stairs and escalators are created in the structure by the Tenants to the satisfaction of the Landlord's Structural Engineer. Lease pack drawings indicate where these openings have been allowed for by design. The Tenant shall supply and install their own stairs, lifts, escalators etc. Lift / escalators pit (suspended and subterranean) is by the Tenant. Lease pack drawings indicate where these openings have been allowed for by design. Where lifts, stairs and escalators are installed by Landlord, upon agreement, the Tenant is to provide required information in accordance with Landlord Information Release Schedule.

By Landlord		By Tenant
	Floors	
S06	Concrete floor slabs at ground and first floor levels are to be set down 75mm to allow for Tenant's screed and finishes, with the exception of L1 ground and first floor slabs.	Provide screed and all floor finishes within finishes zone ensuring level threshold access
S07	Landlord to provide waterproofing and finishes details at the junction of Tenants shop front.	Where applicable, Tenants to maintain movement joint to base of their shop front. Tenants to maintain continuity of waterproofing and thermal performance to their shopfront interface with the shell fabric. Floor finishes to recessed shopfront doors to match, in all aspects, the Arcade finish by the Landlord. Arcade flooring is generally made up of Cambrian sandstone flags and flush granite trim, the details of which can be found within the developments Master Landscaping Specification, available upon request.
S08	No floor recesses are created by the Landlord within the Tenants demise with the exception of L1 bowling lanes slab drop.	
S09	All penetrations within fire compartment floors within Landlord demise to be fire stopped appropriately by the Landlord.	All penetrations within fire compartment floors within Tenants demise to be fire stopped appropriately by the Tenants
	External Walls and Shopfronts	
S10	Provide all enclosing walls and pilasters to the demise except the shopfront. Internal leaf generally of SFS/ dry wall construction. Refer to Architectural Specifications for detailed specification.	Tenant to obtain Landlord consent and Planning Approval for any openings made within external walls.
S11	Provide temporary timber shopfront hoarding to the units demise.	Provide shopfront to ground floor level and, where applicable, to first floor level, in accordance with the approved planning drawings and the Landlord's Shopfront Design Guide.

By Landlord		By Tenant
	Internal Walls	
S12	Internal walls between units and service corridors will be blockwork. Internal party walls between units will be 'jumbo' studwork construction. Any Landlord internal partitions, if required, will be shown on unit-specific drawings	Provide internal walls and partitions within their demise. Provide all finishing/ decoration works to the inner leaf of demise walls.
S13	All walls will provide the required fire compartmentation between units. All heads will be sealed with intumescent mastic.	Tenant to provide lobbies, stair enclosures and lobby doors in compliance with Landlord fire strategy and the Building Regulations.
S14	'Jumbo' stud partitions will not be designed to support Tenant's racking or fittings loading unless otherwise agreed with the Landlord in advance.	Tenant must not fix directly to Landlord demise walls including 'party walls' between units.
S15	All penetrations within fire compartment walls with Landlord demise to be fire stopped appropriately by the Landlord.	All penetrations within fire compartment walls within Tenants demise to be fire stopped appropriately by the Tenant
	Ceilings	
S16	Landlord does not provide ceilings to units. Underside of metal deck is left exposed, with the exception of the underside of the second floor in ZC MSCP where thermal insulation is provided by the Landlord. Landlord to provide structural soffit (underside of metal deck) for tenant to fix ceilings to (if required), with the exception of the second floor in ZC MSCP where insulation will be fixed to the underside of the metal deck.	Tenant to provide all ceilings. Tenant ceilings (where required) to be fixed to underside of metal deck / soffit via proprietary fasteners, with the exception of the second floor in ZC MSCP where tenant's ceiling fixed through insulation to underside of the metal deck via proprietary fasteners.
	Roof	
S17	Where not below other units or uses, all roof and external finishes to proposed units will be provided by the Landlord, including insulation to Building Regulations requirements.	
S18	Provide gutters, copings and flashings to top of parapets as required.	

By Landlord		By Tenant
Roof (Cont'd)		
S19	Where applicable, provide inverted roof on concrete deck to designated Tenant plant areas. Tenant plant location is subject to Landlord's approval.	Tenant to provide plant information in accordance with Landlord's agreed Information Release Schedule Tenant to provide all secondary plant supports, and bases for their plant (where required). Tenant is responsible for obtaining Planning Approval for their plant.
S20	Provide riser to roof with weatherproofed housing.	Form permanent weatherproofed openings within riser housing.
S21	Provide paving slabs to dedicated walkways to plant areas	
Doors, Shutters and Windows		
S22	Provide rear external doors including ironmongery to exit or service corridors. Painted solid core timber fire doors to BS 8214:2008 to service corridors	Provide required locks, latches or other security fittings to such doors, within Tenant's demise.
S23	Provide all internal doors, frames and ironmongery within Landlords' areas, including corridors and stairwells. Painted solid core timber fire doors to BS 8214:2008, BS 4787-1:1980 for non-fire doors	Provide all internal doors, frames and ironmongery, including escape ironmongery, within Tenant demise. Fire rated doors to be provided as required by Building Control.
Decoration		
S24	No decoration within the demise.	All internal decoration.
Signage		
S25	All estate and communal signage will be erected in positions to be agreed with the Local Authority.	A Tenant signage zone will be defined by the Landlord on the shopfront of each unit (refer to Shopfront Design Guide).
S26	All required statutory signage external to the unit to be provided by Landlord.	Tenant to obtain Landlord consent, Planning Approval and Advertisement Consent for shopfront signage and any other proposed retail signage.
S27	Emergency exit signage from the roof plant areas	Tenant to provide all required statutory signage within units
S28	Emergency exit signage to any shared escape stair(s)	
S29	Provide signage within service yard as required	Tenant to obtain Landlord consent for signage within service yard.

By Landlord		By Tenant
	Service Yard	
S30	Provide new Service Yard. (Excluding ZA building's Units R1, R2, R3, R4, R5, L1)	
S31	Provide white lining to road and bays where required	
S32	Provide space for refuse/recycling bins. Tenant access shown on unit-specific drawings	

4.4 Mechanical and Electrical Installations

By Landlord		By Tenant
	Storm Water Drainage	
S33	RWOs to be connected via internal downpipes to underground surface water drainage system Some internal downpipes and SVPs may occur within shop units.	Wherever drainage pipes pass through unit demise the Tenant must ensure Landlord access to all access points and must not support any services from the drainage pipes or their hangers.
	Lighting	
S34	The lighting concept and lighting levels within retail streets vary in response to the architecture. It is not the intention to provide an even level of illumination to the mall floor areas– rather to create a visually pleasing and variable experience during different seasons as well as trading after dusk.	Tenant's front of house lighting to shop units will be subject to the existing reserved matters planning application and the guidelines contained within the Shopfront Design Guide. Tenant is to liaise with the RDM regarding any Shopfront design proposals.
S35	External lighting and lighting to Landlord service and escape corridor(s), and external service area. Lighting control will be provided to reduce energy consumption.	Tenant's external signage and associated lighting as required to suit their own retail branding requirements, subject to Landlord and Planning Approval including the Shopfront Design Guide.
S36	Emergency lighting will be provided to meet the requirements of Building Control to all Landlord areas.	Tenant will provide general and emergency lighting within their demise to suit their fit-out design.
S37	Emergency lighting as necessary to shared escape and service stairs, the roof, roof escape stair(s) and external service area(s).	Additional emergency lighting where plant is installed by tenants.
S38	Provide lighting and emergency lighting to any substation(s), plant room(s), services intake room(s) and pump room(s) and roof plant areas where plant is installed by landlord.	

By Landlord		By Tenant
	CCTV	
S39	A complete and integrated closed circuit television (CCTV) system, to monitor internal/external areas (excluding within the Tenant's unit), all BOH corridors used as escape routes and specific area(s) of risk for security purposes shall be provided.	CCTV coverage within each unit by Tenant if required.
	Security	
S40	Security alarm system to Landlord's stair(s), roof access and service/escape corridors by Landlord.	Security systems to each unit by Tenant to prevent unauthorised access, or in the event that this is not possible, record events taking place for future use by the authorities and alert the Tenant and Landlords' responsible person in a timely manner.
S41	The Landlord will install a manual access control system to facilitate entry via all doors to the following areas: Staff entry access to the complex (where required) All external and back of house doors (where required)	
S42	All doors on escape routes will be unlockable on fire alarm <u>without</u> the use of key, fob, or other similar access control device.	
S43	Provide building lightning protection system with roof network, down conductors, earth pits and connections.	Where applicable, Tenant to connect their roof mounted plant onto Landlord's building lightning protection system. Subject to Landlord consent / approval.
	Electrical Supply	
S44	An electrical supply to a switched fuse will be provided to the unit.	The meter is to be procured, supplied and installed by the Tenant (and the Tenant is responsible for all connection and consumption charges) as well as setting up accounts with providers.
S45	Incoming electrical size: The cable will be sized to accommodate a maximum electrical capacity of; • 130W/m2 for A1 retail units • 400W/m2 for A3 F&B units An MPAN number will be provided to the Tenant on a date to suit the Access Conditions noted in their lease agreement.	Should the Tenant, through a leasing agreement, require a greater capacity, the costs of installing the larger cable feed shall be met by the Tenant, if the capacity is available. The Tenant will provide distribution equipment and all other internal electrical installations, utilising 3% volt drop for lighting and 5% volt drop for power from the meter position. Provide electrical installations to a power factor of 0.95 lag or better. Provide distribution panels and all necessary lighting and power circuits, including emergency lighting

	By Landlord	By Tenant
	Water Supply	
S46	The Landlord will be responsible for extending the mains cold water supplies located within the Landlord's demise to the shop unit. A mains cold water feed pipe with isolation valve, double check valve, and drain valve shall be provided within the unit.	Tenant's own distribution within their demise. All works will be accordance with the requirements of any Local Water Byelaw and BS 8558:2015. The Tenant is responsible for arranging their new supply into the unit.
S47	Incoming size: Each unit shall be provided with a water supply sized according to the area of the unit served and fed from the Town's Mains. Further information can be found in the appended services design load tables.	
S48	The Landlord cannot guarantee a specific water pressure. If the Tenant requires a pressure which is different than that provided by the utility companies, then the costs to achieve this (i.e. booster sets or similar provision) will be recoverable from the Tenant.	
S49	Some units are deemed as requiring a life safety sprinkler system in order to comply with the proposed scheme's fire strategy. Sprinklers to be provided to units opening into the covered mall i.e. ZB, ZC (Retail and MSCP), ZD, the cinema and the service yard. A sprinkler service from a common sprinkler tank and Landlord's flow switch will be provided, terminating with a (loose wired) monitored isolation valve at the rear of the unit. The system will be an Ordinary Hazard Group III (OH3) installation complying with the LPC Rules incorporating BS EN 12845 and the additional measures to satisfy Life Safety requirements. Whilst retail units will be provided with an Ordinary Hazard 3 (OH3) system to BS EN 12845, the sprinkler tank will be sized to the most onerous Hazard Group. This is (OH4), which is required within the cinema.	The Tenant is to provide the sprinkler installation and pipe work within their demise beyond the isolation valve, including a separate tenant's flow switch. Where required, the Tenant shall install sprinklers to cover the entire area of their unit. The Tenant's installation shall not exceed Ordinary Hazard Group III (OH3) classification and shall be designed to comply with the LPC rules incorporating BS EN 12845 including the additional measures for life safety including the installation of Quick Response sprinkler heads (RTI<50). Both the tenants flow switch & the monitored isolation valve are to be connected to the tenants' fire alarm, by the tenant. The tenant is also required to cover the costs of a return visit by the Landlords MEP Contractor to witness testing and commissioning of the system, once fit out has been completed and prior to opening for trade. Tenant to advise Landlord of their preferred contractor for the installation.

By Landlord		By Tenant
Gas		
S50	An incoming gas supply with isolation valve shall be installed to A3 units and Cinema only. Further information can be found in the appended services design load tables. The Landlord shall arrange for gas meter located within the Landlord's demise and extending pipework as required to the unit.	Tenant's own distribution within their demise.
S51	The Landlord cannot guarantee a specific gas pressure. If Tenant requires a pressure which is different than that provided by the utility companies, then the costs to achieve this (i.e. booster sets or similar provision) will be recoverable from the Tenant.	
Heating		
S52	No dedicated heating is provided by the Landlord to the units.	Provide heating as required to the demise
Fire Alarms		
S53	The Landlord will provide an analogue addressable fire alarm and detection system integrated with a voice alarm system. The system will be capable of being used for recorded voice evacuation, live voice evacuation and public address announcements within all public areas, Landlord areas, the car park, the cinema and the covered arcade as required by the agreed Fire Strategy Document.	The Tenant will provide their own 'standalone' fire alarm system in accordance with BS5839 providing an L2/M to BS5839-1 level of detection, and to the specific requirements of the Fire Officer and Building Control. The system shall be designed, installed and commissioned by an LPC 1014 accredited specialist contractor. The Tenant's system must be compatible with the Landlord's system and preferably be the same manufacturer or one of the manufacturers agreed with the Landlord's Services Engineer. On completion of the Tenant's fit out works, the Tenant shall apply to the Landlord to carry out the connection to the Landlord's system. Tenant's application shall include copies of the completed and compliant installer's certification in accordance with BS 5839, Part 1.
S54		The Tenant is to clarify where in addition to the fire life safety requirements where PA/VA should be provided.

By Landlord		By Tenant
Fire Alarms (Cont'd)		
S55	A Fire alarm interface panel will be provided to each shop to allow an interface with Tenant systems. These interface units will be located internally, at the rear of the unit. The only persons permitted to work on it will be the Landlord's Contractor. Final connection to the interface units will be carried out by the Landlord's specialist contractor at Tenant's cost.	The Tenant shall allow for all costs associated with the installation and connection of their fire alarm installation to the Landlord's system. The unit will be prevented from trading until the connection to the Landlord's system has been completed to the Landlord's satisfaction.
Telephones		
S56	The Landlord will provide each unit with a single 10 pair telecoms cable, distribution point and fibre cable (fibre connection to be arranged by tenant), fed from the developments main communications cabinet in the Landlord area. The Landlord will also provide a unit specific address and post code for the unit.	The Tenant is responsible for negotiation of service, installation and payment of all charges for incoming telephone lines and for the telecommunications system to suit their requirements.
Foul Drainage		
S57	One capped-off 110mm soil stack will be provided into the rear of each unit. The Landlord will provide a soil stack, complete with capped branch and boss connections for connection by the Tenant. Generally, A1 retail unit will be provided with one stack only and this will be shared with the adjacent retail unit. Refer to unit-specific drawings for locations	It is the Tenant's responsibility to design, supply, install and connect sanitary ware and appliances to the stacks provided by the Landlord. All connected soil, waste and ventilation pipework installed by the Tenant must be in accordance with BS 5572.
S58	All manhole covers within the 'shell' are to be double sealed screw down insert type with fire-stopping, finishing level with surrounding structural floor.	Manhole covers to take Tenant floor finishes, set within the finishes zone, are to be provided by the Tenant.
S59	The Landlord shall require access to drainage installation for maintenance and other general purposes, where it passes through the demise as shown on unit-specific drawings	The Tenant shall be responsible for submitting drainage drawings to Building Control for approval. All drainage within the unit and connection back to the drainage point at the rear of the unit is the responsibility of the Tenant. It is the Tenant's responsibility to verify the locations of all such pipework/connections within their demise on site. A3 Tenant's will be required to provide any grease interceptors required on their drainage system. Grease interceptors to be BBA approved and be of the enzyme converter type. Grease interceptors are to be located within the Tenant's demise

		prior to discharging into the Landlord's system.																																
By Landlord		By Tenant																																
Tenant Plant																																		
S60	ZA: located on the roof ZB: located within the basement plant-room areas (except Cinema has both roof plant and basement plant). ZC: located on car park rotunda roof. ZD: located on the roof.	Provide all necessary bracketry and support for any plant. Provide all necessary lighting, power and access equipment to safely install and maintain plant within the designated unit plant zone.																																
S61	Provide riser to roof with weatherproof housing	Permanent weathering of openings to be carried out by the Tenant. All exhaust air from Tenant's installations is to be treated to satisfy the Local Environmental Health officer. Noise control and odour emissions to satisfy the Planning and Landlord's requirements as part of the Tenant's fitting out works. If required, mechanical smoke extraction to the unit will be the responsibility of the Tenant including the provision of a separate power supply (via a separate Tenant generator).																																
Noise and Vibration																																		
S62	Each unit shall be provided with a shell that achieves Rw 55dB sound insulation to adjoining units The shell construction should allow the tenants to generate the following maximum noise levels (Lmax) in their demise whilst achieving noise intrusion limits in adjacent units including the cinema. <table><tr><td></td><td colspan="7">Allowable octave band Lmax in dB at Hz</td></tr><tr><td>Lmax</td><td>63</td><td>125</td><td>250</td><td>500</td><td>1000</td><td>2000</td><td>4000</td></tr><tr><td>Unit</td><td>97</td><td>92</td><td>90</td><td>92</td><td>91</td><td>91</td><td>91</td></tr><tr><td>Demise</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> Walls between the demises will be a metal stud plasterboard partition of at least Rw 55 dB which should reduce the operational noise levels above to NR 45 in the adjacent unit. Similarly noise intrusion from the cinema to adjacent units should not exceed NR 45. All noise intrusion levels as standardised to a reverberation time of one second in the receiving space.		Allowable octave band Lmax in dB at Hz							Lmax	63	125	250	500	1000	2000	4000	Unit	97	92	90	92	91	91	91	Demise								The Tenant shall provide details of the expected operational noise levels and any proposed noise control to the satisfaction of the Landlord prior to fit out Should the Tenant wish to operate at higher noise levels or want lower levels of noise intrusion they shall provide additional sound insulation as part of their fit out. Units adjacent to the cinema - Should the Tenant wish to operate in excess of these noise levels their fit out must take account of the excesses to ensure that the cumulative noise transmitted to the cinema does not exceed NR 27 in the auditoria and NR 37 in other parts of the cinema.
	Allowable octave band Lmax in dB at Hz																																	
Lmax	63	125	250	500	1000	2000	4000																											
Unit	97	92	90	92	91	91	91																											
Demise																																		

S63	Noise and Vibration Control to external LL condenser loop plant.	Noise and Vibration Control to all plant except plant provided by the Landlord.
By Landlord		By Tenant
Part L and Planning		
S64	BREEAM 'Very Good'	Tenants Comply Part L building regulations on their works
BREEAM		
S65	BREEAM Rating as per revised planning condition to be achieved by LL is "Very Good", this relates to shell and core works. LL does not require input from Tenants or place obligations on tenants.	Landlord will not request that tenants undertake a separate BREEAM fit out assessment. The Local Planning Authority does not request a separate BREEAM fit out assessment from Tenants.

5. OPERATIONAL CONSTRAINTS

5 Operational Constraints

5.0 Key Contacts

The Tenant's main point of contact during the delivery of the fit-out will be **Dan Mckie** of **Turner & Townsend** e: **Dan.Mckie@turntown.co.uk** t: **07484 910963**.

5.1 Working Hours

Working hours are generally to 07:30 to 17:00. If extended working hours are required, the Tenants is to notify the RDM who will negotiate an extension of working hours with Barnsley Metropolitan Borough Council (if required) and the Landlord's team.

5.2 Site Inductions and Site Security

5.2.1 General

No access will be granted until the lease / agreement for lease is signed, or if you have received special dispensation, arranged through the Retail Delivery Manager.

All operatives will require a site induction which will be arranged by the RDM. Notice of no less than 48 hours will be required.

All contractors will be expected to visibly wear their security identification passes to access the unit's demise.

All staff working on or attending site require an up to date CSCS card in order to enter.

The Tenant will be responsible for the security within their own unit. The Landlord reserves the right to search either persons or vehicles leaving the site.

5.2.2 Unit

The fit-out Contractor will be entirely responsible for the internal security arrangements of his own fitting-out operations.

The fit-out contractor's security procedures must be to the satisfaction of the RDM and must be agreed prior to the commencement of the fit-out works. Any additional temporary doors and locks at the Landlord interfaces that had not been anticipated, but are required, they are to be provided by the Tenant.

The fit-out contractor will be responsible for all deliveries on to site. The Landlord will not be responsible for any loss or damage to the Tenants property or injury to personnel on site.

5.3 Contractor's Conduct

5.3.1 Welfare

The Landlord will not provide any welfare facilities for the Tenant's fit-out Contractors. The Tenant's fit-out contractors are responsible for the provision of all necessary welfare facilities within the Unit demise.

5.3.2 PPE

The fit-out Contractor will be responsible for all Health and Safety within their unit.

Tenant's Contractors, designers and representatives will be required to comply with the site wide 5 point PPE at all times whilst on the site as a minimum they require:

- Hard hats.
- Safety Eyewear.
- Safety Footwear/boots.
- High visibility vest or jacket (these must be branded with the name of the relevant contractor to aid identification).
- Gloves.

5.3.3 Health and Safety Strategy

The building has been designed to provide individual, self-contained units. The Tenants contractor will therefore be responsible for all health and safety matters and duties relating to the fit-out works.

The Landlord's managing agent will maintain safe routes to the units via public square and access corridors. The Landlord's managing agent will not be responsible for any hazards created by other fit-out contractors.

The tenant is responsible to immediately report all Health and Safety incidents to the RDM during the fit-out works.

5.4 CDM 2015 (Health and Safety)

Each Tenant is responsible for complying with the requirements of the Construction and Design Management Regulations 2015 (CDM 2015) in respect of their fit-out works.

Under exceptional circumstances, fit-out works may commence prior to handover of the shell units under early access arrangements. This will need to be agreed with the RDM. All contractors working onsite during this period must hold a valid CSCS card – any individual attending to carry out works without a valid CSCS card will strictly be forbidden access.

The Tenant must ensure they have made appointments in accordance with the CDM 2015 regulations.

- Tenants must provide risk assessments for fit-out works and the complete unit (Regulatory Reform Fire Safety Order 2005).

5.5 Compliance

The Tenant is responsible to provide evidence that their designs have been reviewed by a Building Control Officer are in compliance with the latest building regulations.

5.6 General Site Constraints

The Tenant must be certain that protection is in place to their surrounding area, and must identify areas that may require additional protections as a result of their proposed works.

The Tenant will be held liable for any subsequent damage caused to the Landlord's structure, finishes and plant outside the demise area by them, their Sub-Contractors or suppliers.

The shop fitting works shall be carried out in all respects to the satisfaction of the RDM.

All shop fitting works shall be strictly confined to the specific unit and the Tenant shall comply with all reasonable requirements as to the mode of carrying out shop fitting works that are made by the RDM.

The fit-out contractor shall be responsible for all shop fitting personnel including all independent sub-contractors working within the unit's demise.

All building works to be contained within the unit demise.

The site is a non-smoking area.

5.6.1 Threatening Behaviours

Non-adherence to rules will not be tolerated and in extreme cases, the Police may be called to assist. The Landlord reserves the right to remove any personnel from their land if deemed necessary.

5.7 Noise, Dust and Vibrations

Noisy works may include:

- Shot firing.
- Floor chasing.
- Pneumatic drilling etc.

The intention to undertake noisy works should be notified to the Retail Delivery Manager to enable liaison with the neighbouring Tenants. Noisy works must be undertaken within working hours due to neighbouring residential properties. Where out of hours works are deemed essential the Tenant will need to obtain advance consent from Sheffield City Council Environmental Protection.

Dusty works should be managed by the Tenant and appropriate suppression measures taken.

5.8 Permits to Work

Permits to work are required for the following works and locations:

- Hot Works.
- Landlord areas beyond the unit's demise.
- Confined spaces with restriction to movement, ease of escape, ventilation or danger of gas.

Applications including risk assessments and method statements are to be issued to the RDM at least 48 hours before the commencement of works. Any contractor failing to comply with the work requirements will not be permitted to return to the site.

5.8.1 Hot Works

All Hot Works will require a Permit to Work and written method statement.

Prior to any work-taking place with a naked flame or source of ignition, a Hot Works Permit must be obtained from the Landlord with a relevant method statement and risk assessment for review.

Permits will only be issued for a designated area and for a specified period of time, provided that:

- Cutting/welding equipment is in good order, properly maintained and secure.
- Cutting/welding equipment is to be operated by a person who is trained and competent in its use.
- An additional competent person must be in attendance during the whole period that the Hot Work Permit is in force. This person should be supplied with sufficient portable extinguishers to deal with any incident that may result from cutting/welding work. They should be trained in the use of the extinguishers and in sounding the alarm.
- Due precautions must be taken in the area where cutting/welding is to take place to ensure that any sparks or heat will not ignite combustible materials. Where necessary these materials should be either removed or shielded.

A fire watch should be kept for at least one hour after cutting/welding work has been completed.

The Permit is to be completed and returned to the Landlord's Principal Contractor (prior to PC and Handover) or BPSMS post PC and Handover for cancellation. Cutting/welding equipment with cylinders containing LPG/Acetylene or other flammable gases must not be kept or stored within the unit.

5.9 Access

Tenant/ fit-out contractor access to the site prior to starting fit-out works is strictly by appointment. Contact the RDM for site access approval before commencing site works.

Prior to unit access, the fit-out contractor's site foreman must sign in the names of all tradesmen working on site on that day with the Landlords managing agent's office, this will be managed by the RDM. The site foreman must sign in any visitors to site on the morning of the visit.

Rear doors are to be unlocked throughout the duration of a working day. No access is permitted through the shop front.

The RDM must always be approved access to the unit, upon request, in order to inspect progress of the fit-out works.

There is no personnel parking provided by the Landlord on site. Contractors will be responsible for making their own parking arrangements. There are a large number of public car parks in close proximity to the development.

5.10 Waste Management Plan

The Tenant shall make provisions for storage within their units and the disposal of the construction waste produced during the fit-out works. Waste should be disposed of through the service zone, not directly from the main (on street) entrance to the unit.

The Tenant should attempt to limit the amount of waste for landfill, so that as much waste can be effectively recycled after use. The Tenant may wish to remove waste from site via their contractor's vehicles. This should be notified to the RDM prior to works commencing, and the general loading/ unloading restrictions must be adhered to at all times. Under no circumstances should waste be left outside of the unit's demise.

Skips may be permissible subject to availability of space within the basement service area at the time of the works. The location and duration must be agreed in advance with the RDM.

The Landlord will not be responsible for misuse of skips by other Tenants.

Note: Skips may be provided if multiple fit-outs occur at once. For now, it is proposed that this responsibility is left to the Tenant.

5.11 Storage

Any materials required for fit-out should be stored securely within the unit's demise. Storage of material within the unit will be the Tenants responsibility.

5.12 Temporary Services

The Landlord will not provide any temporary services to retail units.

The Tenant must make applications for his permanent services as soon as is practicable and to facilitate his works. The fit-out contractor will not be allowed to make use of the Landlord's services.

5.13 Emergency Procedures

Full up to date emergency procedures including escape routes and muster points will be confirmed at site inductions.

5.14 Protection of Landlord Finishes

The Tenants must take condition survey photographs of the shop units prior to commencement of works. The survey should include the unit, access corridors and public realm 2m beyond the unit threshold. These photos should be shared and agreed with the RDM.

Any damage caused by the Tenants contractor shall be rectified and their own cost.

5.15 Statutory Approvals

The Tenant is required to apply for all necessary Statutory Approvals including Building Regulations, Environmental Health and Fire Officer Approval in relation to their works.

5.15.1 Statutory Regulations

The Tenant fit-out works must comply with the fit-out standards set out within this document and all applicable UK and EU legislation and regulations.

The Tenant is responsible for providing written conformation and/or certification where requested or required. Particular attention must be paid to the following:

- Building Regulations Approval
- Management of Health and Safety at Work Act 1999
- Workplace (Health and Safety and Welfare) Regulations 1992
- Electricity at Work regulations
- BS7671 Electrical installations
- BS8290 Suspended ceiling installations
- BS5266 Emergency lighting
- BS6700 Chlorination certificate

- BS6206 Glazing

5.16 **Tenant Insurances**

The Tenant is to provide evidence of public liability insurance not less than £10m.

