



TENANCY FIT-OUT & MAKE GOOD GUIDELINE

Domestic Terminal Building

Version 13

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Section 1: Introduction

1.0 Retail Vision

Welcome and congratulations in becoming a valued tenant of Brisbane Airport Corporation.

Our new partnership aims to deliver Brisbane Airport Corporation's retail vision of creating: "A liveable airport environment that provides retail, commercial and recreational experience that is uniquely Brisbane".

Principals of good retail Design must coexist with BAC's operational requirements to create an environment that is both hospitable and efficient; a complex combination catering to a wide user group.

The unique environment of an airport offers experience not available in typical retail environments. BAC seeks to take advantage of the dynamism inherent in air travel and overlay it with fundamental principles of high street and shopping centre environments. In doing so, Brisbane Airport will surpass pure economic expectations and create an intelligent and vibrant space for South East Queensland.

This guide outlines the tenancy coordination process from the Design and approvals steps through to the fit out of tenancies within the Domestic Terminal Building. In addition, this guideline outlines the process when tenants are required to undertake make good.

It is intended that this guide be read in conjunction and supplementary to:

- The lease
- Domestic Terminal Food and Beverage Design Guideline
- Domestic Terminal Specialty Retail Design Guideline
- The BAC Master Plan

1.1 Introducing our Retail Delivery Team

1.1.1 BAC Leasing Manager

The leasing manager is the person who has led you through the leasing process, including negotiating up to the execution of the Lease.

1.1.2 BAC Retail Design Manager (RDM)

Contributes to the reimagining of our asset by working with BAC retail partners to elevate their presentation to align with the Design vision, while maintaining the essence of the retailer individual brand. The Retail Design Manager is engaged by BAC to review your aesthetic Design drawings to align with the Tenancy Design Guidelines.

1.1.3 BAC Tenancy Coordinator (TC)

Your primary point of contact is the BAC Tenancy Coordinator. The TC is there to help you start trading as smoothly and efficiently as possible, in accordance with relevant planning, Design, approvals, construction guidelines and standards relevant to the Lease.

1.2 Your Team

1.2.1 Reputable Retail Designer

You will need to appoint a competent professional and experienced Retail Designer that will create an engaging and functioning environment that reflects your brand personality and creates the retail experience that connects with your customers. They should assist you with the Design and delivery process. BAC may, at its discretion, ask to review the



proposed Designer's portfolio and their retail Design experience. The Tenant's retail Designer or architect must meet the following minimum criteria:

- Have sufficient recent experience in retail Design in comparable airports/shopping centres.
- Have appropriate qualifications in Interior Design or Architecture
- Ability to provide complete Design documentation to the standard required for BAC
- Have a thorough knowledge of the current Building Regulations and Codes including Part H National Construction Code requirements

1.2.2 Graphic Designer

Signage and brand graphics are very important in the retail environment. You will need to have a professional graphic Designer on the team for signage, promotional, packaging, menus and in-store graphics. The graphic Designer should have relevant retail project experience.

1.2.3 Independent Certifier

Your works must obtain the approval of the Airport Building Controller under the requirements of the Airports Act 1996, Airport Building Control Regulations 2016, Building Code of Australia and relevant Australian Standards. It is encouraged that you engage the services of an independent Certifier who can provide assistance on Airport Building Control procedures, procuring the relevant approvals to be issued by the Airport Building Control Office, and acceptances by BAC and Design related advice.

1.2.4 Building Services Qualified Engineers, QBCC licensed – RPEQ registered

You will need to appoint a qualified Building Services Engineer for all the applicable trades required for the fit-out of the tenancy (Hydraulic, Fire, Mechanical, Electrical, etcetera). The appointed Building Services Engineers need to have a current licence with QBCC (Queensland Building and Construction Commission) and/or have a RPEQ (Board of Professional Engineers Queensland) registration.

1.2.5 Shopfitter

You will need to appoint a qualified and professional shopfitter to undertake the fit-out works. It is important that they both understand and adhere to any relevant BAC systems and standards, in addition to all certification that is required. All tenant's personnel, appointed shopfitter, specialists and subcontractors need to be familiar to the BAC "Tenancy Fit-out & Make Good Guideline *Domestic Terminal Building* and must follow and comply to this Guideline. Tenants are responsible to making sure that their tenancy appointed shopfitters and other subcontractors (shopfitter subcontractors) have obtained this Tenancy Guideline and all other tenancy-related personnel adheres and comply to the requirements of working at Brisbane Airport described in this Tenancy Guideline.

If you do not have any shopfitters in mind, the TC would be happy to give you a list of qualified shopfitters.

Obtaining ASIC Card

BAC recommends appointing a shopfitter with previous experience in airport fit-out projects and a holder of an ASIC (Aviation Security Identification Card).

Obtaining ASIC Card through BAC ID and Access Service: Liaise directly at Brisbane Airport Corporation Pty Ltd 11 The Circuit, Brisbane Airport QLD 4008 - T +61 (0) 7 34063060.

If obtaining ASIC Card through Veritas: The business name must be printed on the ASIC Card (either in the front or the back of the card in addition to the cardholder's name). ASIC applicants to request to Veritas for this requirement.

1.2.6 Project Manager

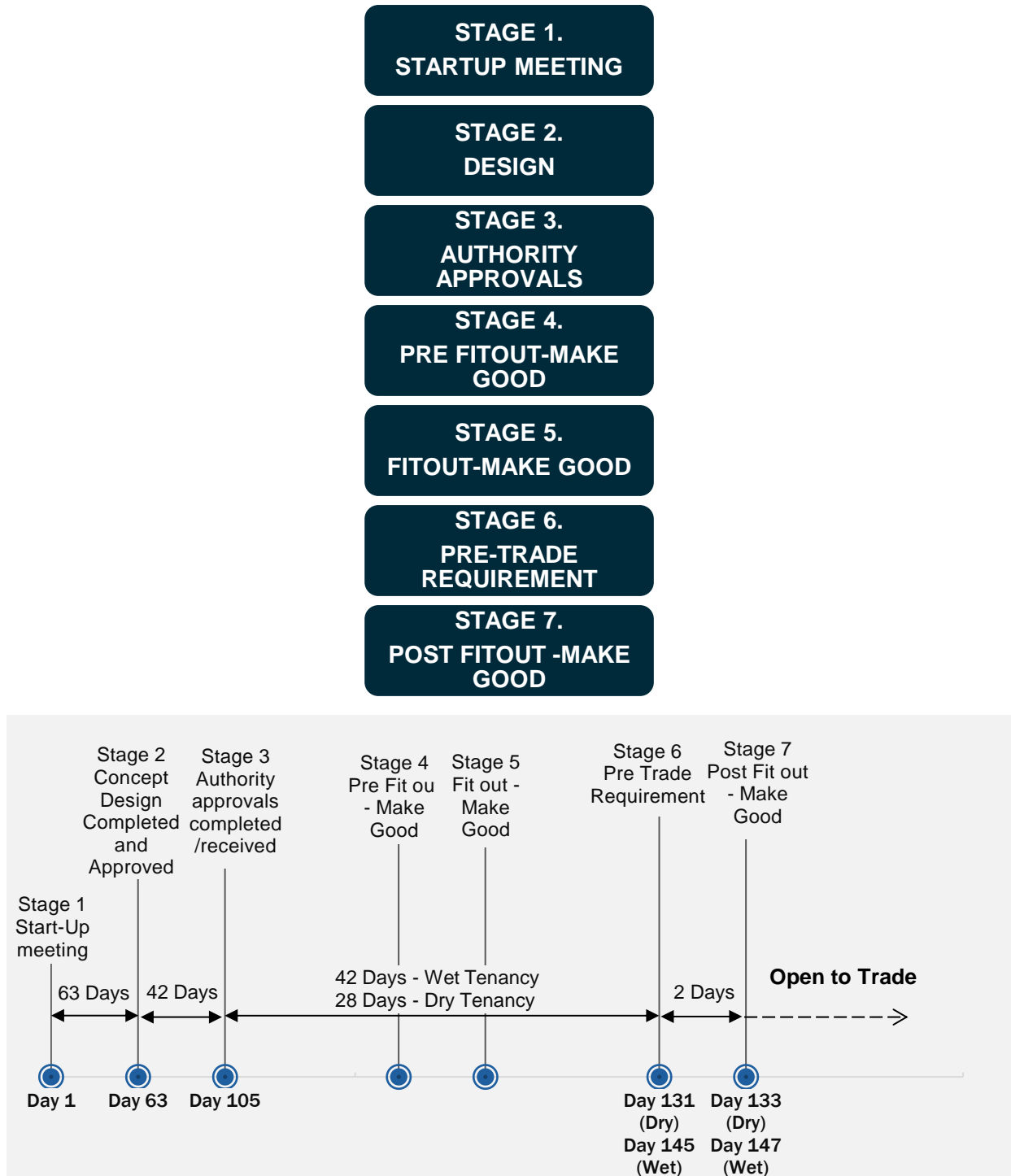
BAC strongly recommends engaging a Project Manager (or Projects Coordinator) to manage the design delivery and fit out of the tenancy. Time is crucial to achieve targets on cost and quality of commercial fit-out projects. The delivery of the tenancy fit-out is fast paced and any delay in either critical activities or airport required approvals will significantly impact the smooth delivery of the entire fit-out project. Engaging a Project Coordinator or Project Manager might assist with tracking and monitoring milestones closely and achieving a timely completion of the fit-out project.

Section 2: The Seven Stages to Design and Fit-out

2.0 Introduction

The Seven Stages have been developed to assist you and your team through the key steps for your tenancy works. Figure 2-1 shows the Seven Stages to Design and fit-out and high-level timeline.

Figure 1 The seven stages to Design and fit-out / High-level timeline





2.0.1 Aconex

BAC uses Aconex as a platform to provide online collaboration between project stakeholders. Aconex must be used for ALL Stage submissions. To that end all tenant stakeholders associated with the fit out must register on Aconex using the how to guide below.

Getting Started with Aconex

In order to access the project on Aconex, you will need an internet connection and browser, along with an Aconex user account.

System Requirements

Aconex does not require you to install any licensed software to use the system.

Internet Access and Browser

Aconex recommends using the latest version of Internet Explorer or Mozilla Firefox as your browser. The latest browsers are available to download for free from <http://www.microsoft.com/ie> or www.mozilla.com.

Accessing Aconex

There are a few basic steps to access the project on Aconex depending on whether you are new to Aconex or if you or your organisation has previously used Aconex.

New Organisations and Users

If you and your organisation are new to Aconex, you will need to:

- Register your Organisation with Aconex (<https://help.aconex.com/aconex/our-main-application/aconex-admin-kit/admin-kit-org-admins/registering-organization-aconex>)
- Create user accounts for the relevant people (<https://help.aconex.com/aconex/our-main-application/aconex-admin-kit/admin-kit-org-admins/manage-user-accounts/creating-new-users-organization>)
- Notify BAC to get invited to the project

Accessing Aconex

There are a few basic steps to access the project on Aconex depending on whether you are new to Aconex or if you or your organisation has previously used Aconex.

Lessons learned with respect of Aconex usage

BAC recommends becoming familiar with the use of Aconex **as early as possible**. For quick support tips, refer to [Appendix 2](#), titled "Aconex new users' tutorial", (please note this "Aconex new users' tutorial" is intended to assist the tenant and doesn't replace further training the tenant may require for the use of Aconex).

2.0.2 BAC Technical Guidelines and Document Register

Brisbane Airport Corporation's (BAC) suite of Airport Design Guidelines and Technical Specifications (Technical Guidelines) have been prepared by BAC to assist Designers, contractors and other specialists involved in preparing Design documentation for works on Brisbane Airport.

The airport environment necessitates special attention to particular Design and construction issues that are unique to airports. In all instances Statutory Design and construction standards must be complied with. The intent of this design guidelines is to better frame the specific requirements to airports. Should clarification be required for any project specifics or items that are not covered by these documents tenants to liaise with TC.

Access to the suite of documents will be made available via a tempo link to BAC's knowledge management system "Cumulus". The tenant must provide to the BAC Tenancy Coordinator an email address of a member of the tenant's Design team so that access can be provided.

Tables 2-1 and 2-2 show a selection of guidelines that are relevant to tenancy Design, general and building services guidelines respectively.

Table 2-1 Selection of general guidelines relevant to Tenancy Design

DG	TS etc.	Category	Description	Description 2	Selection
DG-0000		General	Introduction and Overview		<input checked="" type="checkbox"/>
DG-0001		General	Index of Documents		<input checked="" type="checkbox"/>
DG-0010		General	Working at Brisbane Airport		<input checked="" type="checkbox"/>
DG-0020		General	Design Management		<input checked="" type="checkbox"/>
DG-0030		General	Accessibility - DDA Compliance		<input checked="" type="checkbox"/>
DG-0050		General	Temporary Fences and Hoardings		<input checked="" type="checkbox"/>
DG-0060		General	Fixing of Suspended Elements	Supplementary Requirements	<input checked="" type="checkbox"/>

Table 2-2 Selection of building services guidelines relevant to Tenancy Design

DG	TS etc.	Category	Description	Description 2	Selection
	PR-8310	Services Inspection	Witness and Hold Points		<input checked="" type="checkbox"/>
DG-1045		Services	Waterproofing (Refer to Section 2.5.5 within this document)		<input checked="" type="checkbox"/>
DG-5000		Services	Introduction and Overview		<input checked="" type="checkbox"/>
DG-5100		Services	Electrical		<input checked="" type="checkbox"/>
	TS-5100	Services	Electrical	General Electrical	<input checked="" type="checkbox"/>
	TS-5101	Services	Electrical	Electrical Labelling	<input checked="" type="checkbox"/>
	TS-5102	Services	Electrical	Earthing	<input checked="" type="checkbox"/>
	TS-5106	Services	Electrical	Cable Selection	<input checked="" type="checkbox"/>
	TS-5107	Services	Electrical	Cable Support and Cable Management	<input checked="" type="checkbox"/>
DG-5300		Services	Lighting		<input checked="" type="checkbox"/>
	TS-5300	Services	Lighting	Design	<input checked="" type="checkbox"/>
	TS-5308	Services	Lighting	Emergency Lighting	<input checked="" type="checkbox"/>
DG-5500		Services	Fire Services	Fire & Safety Systems	<input checked="" type="checkbox"/>
	PR-5505	Services	Fire	Procedures	<input checked="" type="checkbox"/>
	TS-5504	Services	Fire	Sprinkler	<input checked="" type="checkbox"/>
	TS-5510	Services	Fire	Fire System Documentation	<input checked="" type="checkbox"/>
DG-5510		Services	Fire	Fire DTB	<input checked="" type="checkbox"/>
DG-5800		Services	Hydraulics		<input checked="" type="checkbox"/>
	TS-5801	Services	Hydraulics	Drinking Water	<input checked="" type="checkbox"/>
	TS-5811	Services	Hydraulics	Trade Waste	<input checked="" type="checkbox"/>
	TS-5820	Services	Hydraulics	Gas	<input checked="" type="checkbox"/>

2.0.3 Pop-Up tenancies Fit-Out Process

Pop-Up tenancies applicable steps to fit-out are described in Sections 2.2.3, 2.4, 2.5, 2.6 and 2.7 within this document (Sections titled: Detailed Design, Pre-Fit out – Make Good, Fit-out Make Good, Pre Trade Requirement and Post Fit out – Make Good respectively). Tenants need to apply to ABC and ALCC for approvals exemption.

Please note:

- Only some deliverables listed in Section 2.2.3 2.4, 2.5, 2.6 and 2.7 do apply across all Pop-Up tenancies. Tenants to liaise with relevant TC to review which deliverables are applicable to the unique design of each specific Pop-Up tenancy.



2.1 Stage 1. Start-up Meeting

A start up meeting will be scheduled prior to the commencement of any Design or construction work.

This meeting will be a general overview meeting with the BAC Tenancy Coordination team to discuss the process moving forward and what deliverables are required at each step. Representatives from tenant project management and Design teams that are responsible for the tenancy Design and delivery are required to attend.

The items that will be provided in this meeting if not before are as per the below list:

- Start-up Letter
- Tenancy Fit-out & Make Good Guideline, *Domestic Terminal Building*
- Standard Tenancy Details Pack
- Tenancy Plan/Pack
- BAC ICT information
- Project Stages Deliverable Checklists
- Security In Design Sign Off
- Tenancy Design Guidelines

Table 2-3 shows the deliverables tenants are required to complete for “Stage 1 – Start-up Meeting”.

Table 2-3 Stage 1- Start-up Meeting Deliverables Matrix

DELIVERABLES	Status Update Complete <input checked="" type="checkbox"/>
1. Start-up Meeting Date: xx- xx-xx Representatives from tenant project management and Design teams (responsible for Design and delivery) are required to attend.	

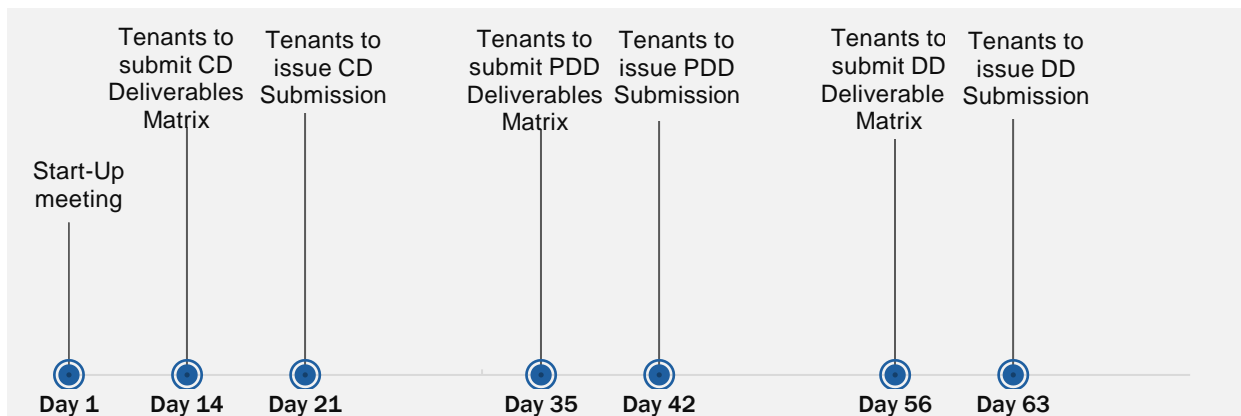
2.2 Stage 2. Design

(Note this stage is not required when works are associated with make goods). There are three sub-stages within Stage 2 Design. These three stages are:

- Stage 2A: Concept Design or CD
- Stage 2B: Preliminary Detailed Design or PDD
- Stage 2C: Detailed Design or DD

Figure 2-2 shows a high-level timeline for the Design Stage. The following Sections 2.2.1 to 2.2.4 within this document explain in detail the deliverables required to each of these three sub-stages (CD, PDD and DD).

Figure 2-2 Typical high-level timeline of the Design Stage



Note: The timeline of the Design Stage for the tenancy's fit out is defined with specific dates at the Start-up meeting.

2.2.1 Stage 2A - Concept Design (CD)

This step is critical to the timely progression of the tenancy Design development programme. It is the stage at which the Concept Design Submission documentation and program of fit out works have been reviewed and approved by BAC.

Prior to BAC acceptance being given, the Concept Design Submission documentation must have progressed through review and acceptance by BAC's reviewing group determined by the project or the BAC Retail and Commercial team. These reviews will assess the aesthetic Design for compliance with the Retail Tenancy Design Guidelines applicable to the tenancy.

It is vital that all information required in the Concept Design Checklist is submitted. Failure to do this will potentially cause delay and as such, the completion and progress to the subsequent phases. In addition to this a formal presentation to the BAC team may be required. Samples are to be sent to 11 The Circuit Brisbane Airport Qld, addressed to the tenant's TC and the name of the RDM (BAC Retail Design Manager).

Deliverables required

Tenants need to complete six deliverables required for this Stage 2A - Concept Design, as follows:

1. **Architectural fit-out plans**
2. **Specifications**
3. **Signed completed "BAC stage 2A - Concept Design, Design Deliverables Checklist"**
4. **Concept Design presentation to the BAC (if required)**
5. **Meeting with GHD (Fire Engineering Compliance to the tenancy's fit-out)**
6. **Signed "BAC stage 2A - Concept Design, Acceptance Notice"**



1. *Architectural fit-out plans*

This deliverable includes the development of required fit-out Design drawings. These fit-out Design drawings are prepared by the tenant's appointed Reputable Retail Designer (for full definition/requirements of Reputable Retail Designer refer to Section 1.3.1 within this document). These fit-out Design drawings need to be submitted to BAC for review and acceptance.

2. *Specifications*

This deliverable includes all "the specifications" related to the finishing products/ construction materials which will be used in the fit-out works. The specifications need to be submitted to BAC for review and acceptance.

3. *Signed completed "BAC stage 2A - Concept Design, Design Deliverables Checklist"*

Tenants need to liaise with BAC tenancy coordinators to obtain the **BAC Design Deliverables Checklist accepted** for this stage. In Appendix 4 tenants can find the template (*BAC stage 2A - Concept Design, Design Deliverables Checklist*).

4. *Concept Design presentation to BAC*

BAC may require the tenant to present on the Concept Design for their tenancy.

5. *Engagement with GHD (Fire Engineering Compliance to the tenancy)*

When developing the fit-out Design, a tenancy's specific wet and/or dry fire design will be produced by the fire engineering consultant appointed by the tenant (Section 1.3.4 within this document explains the requirements to be met by the fire engineering consultant).

The Domestic Terminal Building at Brisbane Airport has a Fire Engineering Solution for the terminal and therefore the review of the tenancy's specific wet and/or dry fire design is required to assess compliance to the DTB Fire Engineering Performance Solution.

In addition, GHD will also assess the tenancy's specific wet and/or dry fire design compliance against the applicable NCC (National Construction Code).

There is a process in place for the tenancy's specific wet and/or dry fire design (prepared by the fire engineering consultant appointed by the tenant) to meet compliance. The process towards fire compliance is formed by the following two steps:

- 1- Development of a Final Fire Engineering Report to determine compliance of the tenancy's specific wet and/or dry fire Design prepared by the fire engineering consultant appointed by the tenant. Initial/ draft comments will be supplied to the tenants to assist them to have a compliant design.
- 2- Issuing this Final Fire Engineering Report to Airport Lessee Company Consent (ALCC) and Airport Building Controller (ABC).

Development of a Final Fire Engineering Report to determine compliance of the tenancy's specific wet and/or dry Design prepared by the fire engineering consultant appointed by the tenant.

GHD is the fire engineering consultancy assigned by BAC to develop the Final Fire Engineering Report of the tenancy's specific wet and/or dry design.

GHD must be engaged by the tenant to assess the impact of the tenancy's specific wet and/or dry Design, in order to determine compliance against the relevant BAC Airport fire compliance and Airports industry fire statutory regulations.

There are two types of Final Fire Engineering Report GHD can develop for the tenancy. These are: 1) Fire Engineering Review, and 2) Fire Engineering Review and Report.

The type of report for a tenancy will be determined by GHD according to the compliance level of the tenancy's specific wet and/or dry design.



Tenants will be receiving either a Final Fire Engineering Review or a Final Fire Engineering Review and Report from GHD in the following cases:

- 1) Fire Engineering Review: the tenancy’s specific wet and/or dry fire design is 100% compliant to the DTB Fire Engineering Performance Solution, or
- 2) Fire Engineering Review and Report: the tenancy’s specific wet and/or dry fire design isn’t 100% compliant to the NCC and does include a Fire Engineering Performance Solution specific to the tenancy dry and/or wet fire design.

In this “Stage 2A – Concept Design”, tenants are required to start the initial engagement with GHD to commence the process of assessing the tenancy’s specific wet and/or dry fire Design produced by the tenant’s fire engineering consultant. Table 2-4 shows GHD contact details.

Table 2-4 BAC Nominated Consultant Details – Fire compliance- GHD

Description	Contact Details
<ul style="list-style-type: none"> • Fire engineering review of the tenants fit-out fire-related Design to assess compliance with the DTB Fire Engineering Reports and applicable statutory regulations 	GHD Contact: Dave Lovett P: 07 3316 3642 E: dale.lovett@ghd.com

Issuing this Final Fire Engineering Report to Airport Lessee Company Consent (ALCC) and Airport Building Controller (ABC).

This step is initiated in “Stage 3 – Airport Approvals”. Refer to page 16 within this document for details of this step.

6. Signed “BAC stage 2A – Concept Design, Acceptance Notice”

Tenants need to liaise with BAC Tenancy Coordinator to obtain the BAC Acceptance Notice for this stage. Tenants can find the *BAC stage 2A – Concept Design, Acceptance Notice* template in Appendix 5.

Full list of deliverables required for “Stage 2A - Concept Design”

Tenants need to issue the CD Deliverables Matrix to BAC Tenancy Coordinators at day 14 (one week prior to Concept Design Submission due date, refer to the timeline below). Tenants need to add the status of each deliverable listed in the table below (Status Update column) and it needs to be formally endorsed by the tenant or tenant’s representative). The tenant’s appointed Project Manager can assist at completing this CD Deliverable Matrix to track and monitor timing of their tenancy’s deliverables.

High-level timeline of the Design Stage

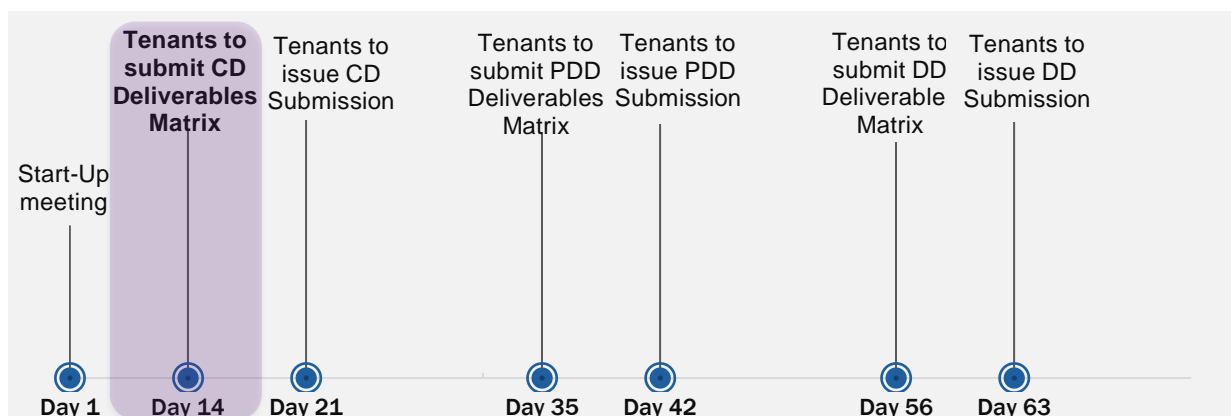




Table 2-5 shows the full list under the six deliverable's tenants are required to complete for "Stage 2A – Concept Design".

Table 2-5 Tenants CD Deliverables Matrix

Deliverables / Deadline date to issue all deliverables to BAC (date agreed at the Start-Up meeting): _____ - _____ - _____ (complete dd-mm-yy)	Status Update
	UA: Urgent Action
	C: Closed
	O: Open
1. Architectural fit-out plans Tenants to engage a Reputable Retail Designer to prepare fit out plans. Refer to Section 1.3.1 within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i> for full description /requirements of Reputable Retail Designer.	UA / C / O
* Preliminary Floor Plan 1:50	UA / C / O
* Shopfront Elevations 1:50	UA / C / O
* Internal Elevations 1:50	UA / C / O
* 3D renders	UA / C / O
* Reflected Ceiling Plan 1:50	UA / C / O
* Planogram (food & beverage only)	UA / C / O
* Architectural Concept submission bound in one PDF and transmitted to the BAC Retail Delivery Team.	UA / C / O
* Drawing packages to be sized to be e-mailable and not issued through drobox or similar. Alternatively, and preferred is direct via Aconex.	UA / C / O
2. Specifications	UA / C / O
* Finishes schedule and hard copy mood / finishes / sample boards, including alignment with BAC Vision that's Uniquely Brisbane	UA / C / O
3. Concept Design presentation to BAC (if required)	UA / C / O
4. Meeting with GHD (Fire engineering Compliance to the tenancy's fit-out)	UA / C / O
* Initiation meeting with GHD. Tenant to provide TC written confirmation of the initiation meeting with GHD (provide the date when the meeting took place). Refer to Table 2-4 within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i> for GHD contact details.	UA / C / O
5. Signed "BAC stage 2A- Concept Design, Acceptance Notice" Tenants can find the Concept Design, Acceptance Notice template in appendix 5 within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i> .	UA / C / O
6. Signed completed "BAC stage 2A – Concept Design, Design Deliverables Checklist" Tenants can find this Checklist template in appendix 4 within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i> .	UA / C / O

Date of Submission _____

Person making the submission _____

Signature _____



2.2.2 Stage 2B - Preliminary Detailed Design (PDD)

This step further includes the further development of the Design in the preferred Concept Design option.

Deliverables required

Tenants need to complete seven deliverables required for this Stage 2B - Preliminary Detailed Design, as follows:

1. **Architectural and Building Services plans**
2. **Specifications and Branding**
3. **Program of works and Procurement**
4. **Approvals**
5. **Preparation of Fire Engineering Compliance Draft Documents (GHD)**
6. **Completed BAC “Tenancy Security Design Sign Off Form” (Refer to Appendix 10)**
7. **Signed completed “BAC stage 2B – Preliminary Detailed Design, Design Deliverables Checklist”**
8. **Signed “BAC stage 2B – Preliminary Detailed Design, Acceptance Notice”**

1. Architectural and Building Services plans

This deliverable includes all the Design drawings, including location, fit-out and detail Design drawings (prepared by the tenant’s appointed Reputable Retail Designer, refer to 1.3.1 within this document). It also includes building services plans, which need to be prepared by the tenant’s appointed building services qualified engineers - QBCC licensed professional (refer to 1.3.4 within this document, for full definition/requirements of building services qualified engineers - QBCC licensed). All the drawings need to be submitted to BAC for review and acceptance.

2. Specifications and Branding

This deliverable includes all the specifications related to the finishing products/ construction materials which will be used in the fit-out works. It also includes the proposal of the tenancy’s Graphic + Branding package, which needs to be prepared by the tenant’s appointed graphic Designer (refer to 1.3.2 within this document for full definition/requirements of graphic Designer). These specifications and branding proposal need to be submitted to BAC for review and acceptance.

3. Program of works and Procurement

This deliverable includes a schedule of the fit-out works as well as the procurement methodology adopted for the delivery of the fit outs works. This schedule needs to show the milestone dates for completion of the works and procurement, generally prepared by the Project Manager appointed by the tenant. This construction “program of works and procurement” needs to be issued to BAC for review and acceptance.

4. Approvals

This deliverable includes approvals required by Council.

5. Preparation of Fire Engineering Compliance Documents

This deliverable includes the continuing engagement with GHD (engagement previously initiated by the tenant in “stage 2A – Concept Design”), leading to the development of the Final Fire Engineering Report to determine compliance of the tenancy’s specific wet and/or dry fire Design.

6. Completed BAC “Tenancy Security Design Sign Off Form: Refer to Appendix 10

7. Signed completed “BAC stage 2B- Preliminary Detailed Design, Design Deliverables Checklist”



Tenants need to liaise with BAC Tenancy Coordinators to obtain the BAC Design Deliverables Checklist **accepted** for this stage. Tenants can find the *BAC stage 2B – Preliminary Detailed Design, Design Deliverables Checklist* template in Appendix 7.

8. Signed “BAC stage 2B – Preliminary Detailed Design, Acceptance Notice”

Tenants need to liaise with BAC Tenancy Coordinator to obtain the BAC Acceptance Notice for this stage. In Appendix 8 you can find the template (*BAC stage 2B – Preliminary Detailed Design, Acceptance Notice*).

Full list of deliverables required for “Stage 2B – Preliminary Detailed Design”

Tenants need to issue this PDD Deliverables Matrix to BAC Tenancy Coordinators at day 35 (one week prior to Preliminary Detailed Design Submission due date, refer to the timeline below). Tenants need to add the status of each deliverable listed in the table below (Status Update column) and it needs to be formally endorsed by the tenant or tenant’s representative). The tenant’s appointed Project Manager can assist at completing this PDD Deliverable Matrix to track and monitor timing of their tenancy’s deliverables.

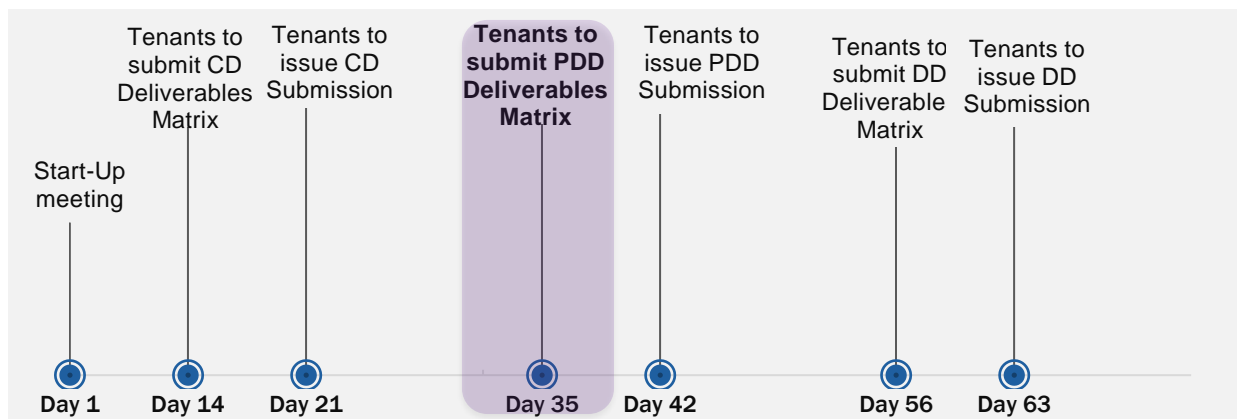


Table 2-6 shows the full list under the seven deliverable’s tenants are required to complete for “Stage 2B – Preliminary Detailed Design”.

Table 2-6 Tenants PDD Deliverables Matrix

Deliverables / Deadline date to issue all deliverables to BAC (date agreed at the Start-Up meeting): _____ - _____ - _____ (complete dd-mm-yy)	Status Update
	UA: Urgent Action
	C: Closed
	O: Open
1. Architectural and Building Services plans	UA / C / O
* Location Plan	UA / C / O
* Floor Plans (ensure relevant gridlines, floor levels and lease lines are indicated)	UA / C / O
* Elevations and Sections	UA / C / O
* Perspectives	UA / C / O
* Reflected Ceiling Plans	UA / C / O
* Site inspection	UA / C / O
* List of Category 1 works	UA / C / O
* Shopfront detailing including coloured elevations and section	UA / C / O
* Joinery detail drawings	UA / C / O
* Signage contractors’ drawings	UA / C / O
* Lighting Design drawings including; beam widths, CRI, Lux Levels, colour temperature and 3D false colour rendition diagram	UA / C / O
* Services Layouts/Designs and requirements (Hydraulic including. drainage points, Fire, Mechanical, Electrical including. Loads) Tenant to engage Building Services Qualified Engineers, QBCC licensed and/or RPEQ registered to prepare these	UA / C / O



service layouts/design drawings listed above. Refer to Section 1.3.4 within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i> for description /requirements of Building Services Qualified Engineers, QBCC licensed - RPEQ registered	
* Setout of electrical distribution board and communications cabinet, showing distances to and from grid lines	UA / C / O
* Structural Design (Core holes including. set out of core holes from grid lines/overlayed with the under-slab coordination plan, Excessive Loads, suspended elements from base building structure and shopfronts) [tenant to engage]	UA / C / O
* Tenants marketing contact for hoarding Design coordination	UA / C / O
* Note: Accessible Design – Consideration for Disability Discrimination Act and Disability Standards for Public Transport Buildings	UA / C / O
* Note: Food health Design consideration (where applicable)	UA / C / O
* Architectural submission to be bundled as one PDF document . Services drawings can be bundled as separate documents	UA / C / O
* Drawing packages to be sized to be transmitted via Aconex.	UA / C / O
2. Specifications and Branding	UA / C / O
* Finishes schedule and hard / finishes / sample boards	UA / C / O
* Furniture and equipment schedule	UA / C / O
* Graphic + Branding package (Food & Beverage tenants to include menu layouts, signage, uniforms and platinum standard requirements)	UA / C / O
* Lighting Design specifications including; beam widths, CRI, Lux Levels, colour temperature and 3D false colour rendition diagram	UA / C / O
3. Program of works and Procurement	UA / C / O
* Program for fit out works	UA / C / O
* Procurement methodology documentation	UA / C / O
* High level base building integration requirements	UA / C / O
* Impacts to BAC maintenance procedures	UA / C / O
BAC communications infrastructure requirements (Refer to the list of requirements in Section 2.5.6 BAC Comms Infrastructure within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i>)	UA / C / O
4. Approvals	UA / C / O
* Brisbane City Council plumbing application (copy of application to be supplied to TC) [tenant to submit and manage]	
* Application to discharge Trade Waste to BAC System to be issued to BAC Tenancy Coordinator, tenants can find this application in appendix 17 within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i> .	UA / C / O
5. Preparation of Fire Engineering Compliance Documents	UA / C / O
* GHD to prepare a Draft FER specific to the tenancy.	UA / C / O
6. Completed BAC “Tenancy Security Design Sign Off Form” Refer to Appendix 10 within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i> .	UA / C / O
7. Signed “BAC Stage 2B- Preliminary Detailed Design, Acceptance Notice” Tenants can find this Acceptance Notice template in appendix 8 within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i> .	UA / C / O
8. Signed completed “BAC Stage 2B – Preliminary Detailed Design, Design Deliverables Checklist” Tenants can find this checklist template in appendix 7 within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i> .	UA / C / O

Date of Submission _____

Person making the submission _____

Signature _____



Category 1 Works

Due to the sensitivity of the terminal base build infrastructure any works that are connected to or interface with the terminal base build infrastructure should be communicated to the BAC TC during Stage 2 – Detailed Design. These works will be managed on behalf of the tenant by BAC and costs will be recovered from the tenant. The Category 1 list of works that BAC can offer to the tenant are under slab electrical conduit and drainage, associated core holes, upgrade to communication racks and distribution boards and the provision of additional services not supplied under the tenants lease agreement i.e. trade waste, gas & water supply.

Note: If there is Category 1 penetration works, tenants need to provide a review of the concrete scan report. Tenants need to engage AURECON to review the concrete scan report. Table 2-7 shows AURECON contact details.

Table 2-7 BAC Nominated Consultant Details - AURECON

Description	Contact Details
STRUCTURAL ENGINEER <ul style="list-style-type: none">Core holes/penetrations, excessive loads, shop fronts, and suspending any elements from the base building structure	AURECON Contact: Aaron Toscan P: 07 3173 8339 E: aaron.toscan@arecongroup.com

Other: Fan condensers

If a tenancy requires space for fan condensers (for example for fridge/ freezer), tenants to liaise with TC and/or Facilities, to discuss BAC approved locations for installing fan condensers.



2.2.3 Stage 2C - Detailed Design (DD)

A meeting will be held to review complete fit out documentation including services coordination and base building integration and variations. An A3 hard copy bound set of the below deliverables and any samples are to be sent to 11 The Circuit Brisbane Airport Qld.

Deliverables required

Tenants need to complete seven deliverables required for this Stage 2C - Detailed Design, as follows:

1. **Architectural and Building Services plans**
2. **Specifications and Branding**
3. **Construction Program and Procurement**
4. **Approvals / Compliance**
5. **Finalisation of Fire Engineering Compliance Documents (GHD)**
6. **Completed BAC “Tenancy Security Design Sign Off Form”** (Refer to Appendix 10)
7. **Signed completed “BAC stage 2C - Detailed Design, Design Deliverables Checklist”**
8. **Signed “BAC stage 2C – Detailed Design, Acceptance Notice”**

This “Stage 2C - Detailed Design” is very similar to the previous stage and includes deliverables which are the finalised revision of the seven deliverables in the preceding Stage 2B – Preliminary Detailed Design. Refer to Section 2.2.2 within this document for description of deliverables (only deliverables that differ with respect of the preceding Stage 2B are explained below)

1. Construction Program and Procurement

This deliverable includes planned construction program by the tenant’s appointed Project Manager (refer to 1.3.6 within this document for full description of Project Manager). This planned construction program needs to be submitted to BAC for review and acceptance.

2. Approvals / Compliance

This deliverable includes required Council approvals, compliance certifications, BAC approvals including other BAC compliance requirements.

3. Preparation of Fire Engineering Compliance Documents

This deliverable includes the tenant to obtain a Final Fire Engineering Report from GHD (engagement previously initiated by the tenant in “stage 2A – Concept Design”).

Note: Deliverables 1, 2, 6 and 7 (Architectural and Building Services plans, Specifications and Branding , Signed completed “BAC stage 2C - Detailed Design, Design Deliverables Checklist”, Signed “BAC stage 2C – Detailed Design, Acceptance Notice” respectively) need to be issued to BAC for review and acceptance.

Tenants can find the Design Deliverables Checklist and Acceptance Notice templates for this stage in Appendices 11 and 12 respectively.

Full list of deliverables required for “Stage 2C –Detailed Design”

Tenants need to issue this DD Deliverables Matrix to BAC Tenancy Coordinators at day 56 (one week prior to Detailed Design Submission due date, refer to the timeline below). Tenants need to add the status of each deliverable listed in the table below (Status Update column) and it needs to be formally endorsed by the tenant or tenant’s representative). The tenant’s appointed Project Manager can assist at completing this CD Deliverable Matrix to track and monitor timing of their tenancy’s deliverables.

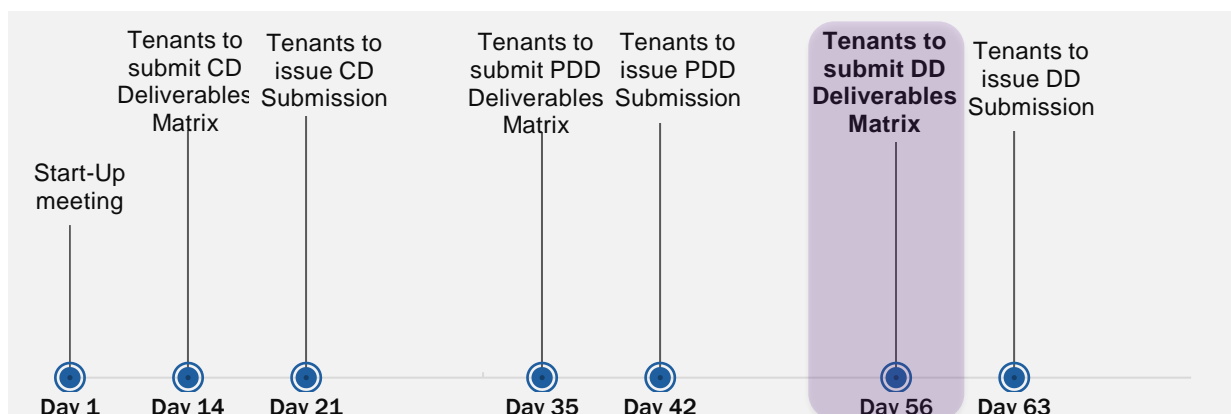


Table 2-8 shows the full list under the seven deliverable’s tenants are required to complete for “Stage 2C –Detailed Design”.

Table 2-8 Tenants DD Deliverables Matrix

Deliverables / Deadline date to issue all deliverables to BAC (date agreed at the Start-Up meeting): ____ - ____ - ____ (complete dd-mm-yy)	Status Update
	UA: Urgent Action
	C: Closed
	O: Open
1. Architectural and Building Services plans	
Tenants to engage a Reputable Retail Designer to prepare fit out plans. Refer to Section 1.3.1 within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i> for full description /requirements of Reputable Retail Designer.	UA / C / O
* Revised Location & Floor Plans (ensure relevant gridlines, floor levels and lease lines are indicated)	UA / C / O
* Revised Reflected Ceiling Plans	UA / C / O
* Revised Elevations & Sections	UA / C / O
* Revised Shopfront detailing including coloured elevations and sections	UA / C / O
* Revised Joinery detail and drawings	UA / C / O
* Revised perspectives	UA / C / O
Revised signage contractors’ drawings	UA / C / O
* Fully coordinated engineered services drawings (mechanical, electrical, hydraulic and fire services). Tenant to engage Building Services Qualified Engineers, QBCC licensed and/or RPEQ registered. Refer to Section 1.3.4 within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i> for full description/requirements of Building Services Qualified Engineers, QBCC licensed and/or RPEQ registered engineer.	UA / C / O
* Setout of electrical distribution board and communications cabinet, showing distances to and from grid lines	UA / C / O
* Revised Lighting Design drawings including; beam widths, CRI, Lux Levels, colour temperature and 3D false colour rendition diagram	UA / C / O
* Site inspection	UA / C / O
* Note: Accessible Design – Consideration for Disability Discrimination Act and Disability Standards for Public Transport Buildings	UA / C / O
* Note: Food health Design consideration (where applicable)	UA / C / O
* Any other plans or Design submission requirements under the Tenancy Guidelines or Promotional Guidelines	UA / C / O
* Nomination of proposed fit out contractor	UA / C / O
* Any revisions, changes, amendments are clearly defined (Clouded)	UA / C / O
* Architectural submissions to be bundled as one PDF document . Services drawings can be bundled as separate documents and transmitted via Aconex	UA / C / O
* Architectural Safety in Design Risk assessment	UA / C / O

2. Specifications and Branding	
* Revised finishes schedule and hard copy mood / finishes / sample boards	UA / C / O
* Revised furniture schedule	UA / C / O
* Revised Equipment schedule	UA / C / O
* Revised graphics + Branding package (Food & Beverage tenants to include menu layouts, signage, uniforms and platinum standard requirements)	UA / C / O
* Revised Lighting Design specifications including; beam widths, CRI, Lux Levels, colour temperature and 3D false colour rendition diagram	UA / C / O
* Services Max Load calculations	UA / C / O
3. Construction Program and Procurement	
* Updated fit out program (construction program)	UA / C / O
* Variation requests to alter base building provisions to allow Category 1 works to be costed and issued to the tenant, including a list of the Category 1 works required	UA / C / O
4. Approvals / Compliance	
* Aurecon Structural Assessment/Memorandum of base building slab for tenant's core holes/slab penetration [tenant to engage]	UA / C / O
* Brisbane City Council plumbing application (copy of application to be supplied, if tenancy has water supply and drainage)	UA / C / O
* Application to discharge Trade Waste to BAC System (Appendix 18 within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i>) to be issued to BAC Tenancy Coordinator.	UA / C / O
* Fully coordinated structural Design including Design certificates (Core holes including set out of core holes from grid lines/overlayed with the under-slab coordination plan, Excessive Loads, suspended elements from base building structure and shopfronts) [tenant to engage]	UA / C / O
* Fully coordinated engineered services Design Certificates (mechanical, electrical, hydraulic and fire services). Refer to Appendices 16, 17 and 20 within the BAC Tenancy Fit Out & Make Good Guidelines, Domestic Terminal Building for Design Certificate Template, Inspection/Installation Certificate and Examples of Design Certificates, respectively.	UA / C / O
5. Finalisation of Fire Engineering Compliance Documents (GHD)	
* GHD to complete a Final FER specific to the tenancy.	UA / C / O
6. Completed BAC “Tenancy Security Design Sign Off Form” Refer to Appendix 10 within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i> .	
7. Signed “BAC stage 2C- Detailed Design, Acceptance Notice”. Tenants can find this Acceptance Notice template in appendix 11 within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i> .	
8. Signed completed “BAC stage 2C –Detailed Design, Design Deliverables Checklist” Tenants can find this checklist template in appendix 11 within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i> .	

Date of Submission _____

Person making the submission _____

Signature _____

2.2.4 Summary of deliverables required Stage 2. Design

The following table 2-9 show a summary of deliverables and key aspects of Stage 2 Design.

Table 2-9 Stage 2 Design – Deliverables overview

Stage 2A - Concept Design: 6 Deliverables							
1	2	3	4	5	6	7	8
Architectural fit-out plans	Specifications	Signed completed “BAC stage 2A - Concept Design, Design Deliverables Checklist”	Concept Design presentation to the BAC (if required)	Meeting with GHD (Fire Engineering Compliance to the tenancy’s fit-out)	Signed “BAC stage 2A - Concept Design, Acceptance Notice”		
<p>Some important aspects tenants need to cover in this Stage 2A- Concept Design are:</p> <ul style="list-style-type: none"> • Tenant to appoint a <i>Reputable Retail Designer</i> (Refer to Section 1.2.1 within this document to find the definition/requirements of <i>Reputable Retail Designer</i>) • Tenant to familiarise with the use of Aconex. Refer to Section 2.0.1 within this document for information about Aconex and Appendix 2 to find the Aconex new users’ tutorial. • Tenant to contact GHD (BAC nominated consultant to prepare a Fire Compliance document specific to the tenancy’s fire Design). Refer to Table 2-4 “BAC Nominated Consultant Details” (Section 2.2.1) within this document to find GHD details. • Tenant to appoint a <i>Project Manager</i>. Refer to Section 1.2.6 within this document to find the definition/requirements of <i>Project Manager</i>) • Project Manager and tenant to track and monitor tenancy’s deliverables milestones. Refer to Appendix 3, Tenants CD Deliverables Matrix. • Tenants can find the “BAC stage 2A - Concept Design, Design Deliverables Checklist” template in Appendix 4. • Tenants can find “BAC stage 2A - Concept Design, Acceptance Notice” template in Appendix 5. 							
Stage 2B – Preliminary Detailed Design: 8 Deliverables							
1	2	3	4	5	6	7	8
Architectural and Building Services plans	Specifications and Branding	Program of works and Procurement	Approvals	Fire Engineering Compliance (Draft Report GHD)	Tenancy Security Design Sign Off Form	Signed completed “BAC stage 2B – Preliminary Detailed Design, Design Deliverables Checklist”	Signed “BAC stage 2B- Preliminary Detailed Design, Acceptance Notice”
<p>Some important aspects tenants need to cover in this Stage 2B- Preliminary Detailed Design are:</p> <ul style="list-style-type: none"> • Tenant to appoint a <i>Graphic Designer</i>. Refer to Section 1.2.2 within this document to find the definition/requirements of <i>Graphic Designer</i> • Tenant to appoint <i>Building Services Qualified Engineers, QBCC licensed</i>. Refer to Section 1.2.4 within this document to find the definition/requirements of <i>Building Services Qualified Engineers, QBCC license-holder</i> • Use of Aconex. Refer to section 2.0.1 within this document for information about Aconex and Appendix 2 to find the Aconex new users’ tutorial. • Tenant to continue engaging with GHD to obtain a Draft Fire Compliance document to the tenancy. (GHD is the BAC nominated consultant to prepare a Fire Compliance document specific to the tenancy’s fire Design). Tenants can refer to Table 2-4 “BAC Nominated Consultant Details” (Section 2.2.1) within this document to find GHD details. 							

<ul style="list-style-type: none"> Project Manager and tenant to track and monitor tenancy’s deliverables milestones. Refer to Appendix 6 Tenants PDD Deliverables Matrix. 							
<ul style="list-style-type: none"> Tenants can find the “BAC stage 2B – Preliminary Detailed Design, Design Deliverables Checklist” template in Appendix 7. 							
<ul style="list-style-type: none"> Tenants can find “BAC stage 2B - Preliminary Detailed Design, Acceptance Notice” template in Appendix 8. 							
Stage 2C – Detailed Design: 8 Deliverables							
1	2	3	4	5	6	7	8
Architectural and Building Services plans	Specifications and Branding	Construction Program and Procurement	Approvals / Compliance	Final Fire Engineering Compliance (GHD)	Tenancy Security Design Sign Off Form	Signed completed “BAC stage 2C - Detailed Design, Design Deliverables Checklist”	Signed “BAC stage 2C- Detailed Design, Acceptance Notice”
<p style="text-align: center;">Some important aspects tenants need to cover in this Stage 2C- Detailed Design are:</p>							
<ul style="list-style-type: none"> Tenant to nominate a <i>Fit-Out contractor</i>. Refer to Section 1.5.5 within this document.to find the definition/requirements of <i>Fit-out Contractor</i> 							
<ul style="list-style-type: none"> Continue engaging with GHD to obtain a Final Fire Compliance document to the tenancy. (GHD is the BAC nominated consultant to prepare a Fire Compliance document specific to the tenancy’s fire Design). Refer to Table 2-4 “BAC Nominated Consultant Details” (Section 2.2.1) within this document to find GHD details. 							
<ul style="list-style-type: none"> Track and monitor tenancy’s deliverables milestones. Refer to Appendix 9, Tenants DD Deliverables Matrix. 							
<ul style="list-style-type: none"> Tenants can find the “BAC stage 2C –Detailed Design, Design Deliverables Checklist” template in Appendix 11. 							
<ul style="list-style-type: none"> Tenants can find “BAC stage 2C - Detailed Design, Acceptance Notice” template in Appendix 12. 							
<ul style="list-style-type: none"> Lead times- procurement: One cause of delay during construction is underestimated lead times when procuring off-shore fit out parts and/or construction materials, joinery. BAC recommends tenants procuring parts or materials from overseas to add extra time-contingency to allow for delayed delivery. 							

2.3 Stage 3. Authority Approvals

This step is critical to the timely submission of your tenancy documentation and applications for Airport Lessee Company Consent (ALCC) and Airport Building Controller (ABC) statutory approvals to allow fit out and or make good works to commence. ALCC approval will be required by the ABC before it will approve any tenant submissions. You are responsible for having all relevant approvals for your works at critical steps. As a rule of thumb, you should programme at least **28 days** prior to works being undertaken to seek any approvals or exemptions.

2.3.1 Deliverables required – Stage 3 Authority Approvals

Tenants need to complete three deliverables required for this Stage 3, Authority Approvals, as follows:

1. **Approvals / Compliance – Submissions required to Airport Lessee Company Consent (ALCC) and Airport Building Controller (ABC)**
2. **Construction Program (awarded contract)**
3. **BAC signed completed Authorities Approvals Checklist**

1. Approvals / Compliance – Submissions required to Airport Lessee Company Consent (ALCC) and Airport Building Controller (ABC)



Land use planning and building control at Brisbane Airport is regulated by the Airports Act 1996 (Act). This means that State law does not apply and all building approvals for construction activity on the Brisbane Airport site are issued under Commonwealth law.

For all construction and demolition works both the ALCC and ABC Approvals are required. In some cases where construction works are deemed as minor by the ABC, a building permit exemption will be issued by the ABC. The tenant or tenant project manager is responsible for sourcing these approvals/ exemptions prior to the commencement of any works. All tenancy works in the terminals will require an ALCC approval from BAC and a building permit from the ABC.

ABC Submission is to be made via the Airport Building Controller Online web portal.

ALCC Submission is made via Aconex (ask your TC for the contact details)

Issuing documents to ALCC

For ALCC approvals, tenants need to issue an Airport Lessee Company consent application (can be found on the "Working at BNE" website under the Projects tab, Development Documentation) or follow the link

https://www.bne.com.au/sites/default/files/no-index/AA00_ALCC_Application_Tenancy_Fitout_Refurbishment.pdf

Documentation required for ABC & ALCC may include but is not limited to:

- All Architectural, Services Plans, Reports and Design Certificates required in the Detailed Design Submission as follows:

Table 2-10 Stage 3 Approvals- Architectural, Services Plans, Reports and Design Certificates required

Documentation required
Architectural and Building Services plans
<ul style="list-style-type: none">* Revised Location & Floor Plans (ensure relevant gridlines, floor levels and lease lines are indicated)* Revised Reflected Ceiling Plans* Revised Elevations & Sections* Revised Shopfront detailing including coloured elevation and section* Revised Joinery detail and drawings* Revised perspectives* Revised signage contractors' drawings* Fully coordinated engineered services drawings (mechanical, electrical, hydraulic and fire services) [tenant to engage]* Setout of electrical distribution board and communications cabinet, showing distances to and from grid lines* Revised Lighting Design drawings including; beam widths, CRI, Lux Levels, colour temperature and 3D false colour rendition diagram* Site inspection* Note: Accessible Design – Consideration for Disability Discrimination Act and Disability Standards for Public Transport Buildings* Note: Food health Design consideration (where applicable)* Any other plans or Design submission requirements under the Tenancy Guidelines or Promotional Guidelines* Nomination of proposed fit out contractor* Any revisions, changes, amendments are clearly defined (Clouded)
Specifications and Branding
<ul style="list-style-type: none">* Revised finishes schedule and hard copy mood / finishes / sample boards* Revised furniture schedule* Revised Equipment schedule



- * Revised graphics + Branding package (Food & Beverage tenants to include menu layouts, signage, uniforms and platinum standard requirements)
 - * Revised Lighting Design specifications including; beam widths, CRI, Lux Levels, colour temperature and 3D false colour rendition diagram
- Services Max Load calculations
-

Approvals / Compliance

- * Aurecon Structural Assessment/Memorandum of base building slab for tenant's core holes/slab penetration
 - * Brisbane City Council plumbing approval (If tenancy has water supply and drainage)
 - * Application to discharge Trade Waste to BAC System (Appendix 18) to be lodged to BAC Tenancy Coordinator.
 - * Fully coordinated structural Design including Design certificates (Core holes including set out of core holes from grid lines/overlayed with the under-slab coordination plan, Excessive Loads, suspended elements from base building structure and shopfronts). Refer to appendices 16 and 20, for Design Certificates template and Examples of Design Certificates, respectively.
 - * Fully coordinated engineered services Design certificates (mechanical, electrical, hydraulic and fire services) [tenant to engage]
 - * Completed BAC Tenancy Security Design Checklist (see resources issued with start-up letter)
-

Finalised Fire Engineering Compliance Documents (GHD)

- * Tenants can refer to Appendix 19 to find the Fire Compliance Process Flowchart which needs to be followed to obtain fire compliance for the tenancy.
-

- Access consultant report if relevant
 - Signed completed deliverables checklist for this stage. Refer to Appendix 21, titled BAC Stage 3 Airport Authority Approvals Checklist.
-

2. Construction Program (awarded contract)

Tenants need to issue to BAC the finalised construction program (awarded contract) to BAC for review and acceptance.

3. BAC signed completed Authorities Approval Checklist

Tenants need to liaise with BAC Tenancy Coordinator to obtain the Authorities Approval Checklist accepted and signed by BAC for this Stage 3. In Appendix 21 tenants can find the *Authorities Approval Checklist* template.

2.3.2 Summary of deliverables required Stage 3. Authority Approvals

The following table 2-11 shows a summary of deliverables and key aspects of Stage 3 Authority Approvals.

Table 2-10 Stage 3 Authority Approvals – Deliverables overview

Stage 3 Authority Approvals: 3 Deliverables		
1	2	3
Approvals / Compliance – Submissions required to Airport Lessee Company Consent (ALCC) and Airport Building Controller (ABC)	Construction Program (awarded contract)	Signed completed BAC Airport Authorities Approval Checklist

Some important aspects tenants need to cover in this Stage 3 Airport Approvals are:

2.3.3 Common causes of delays to obtaining Airport Approvals

Listed below is advice provided by the ABC Authority to the Tenancy Coordinators team about some common items that may delay the authority's approval process.

Tenants are prompted to go through the list below showing what are the key causes of delays for approvals and are encouraged to take a proactive approach by using these examples as a checklist before making submissions into ABC and/or ALCC.

These causes of delay have been provided for information and can be used to crosscheck the documentation before applying to ABC/ ALCC.

Disclaimer: BAC takes no liability on the information provided below.

This information may be incorrect and/or incomplete at the time a fit out is designed.

Cause of delay: Non-Compliance to required standards

- Airport Regulations for the approval of building activities on airports require that the application for the tenancy building approval must include the following statements (Airports Act 1996 Regulation, 2.06):

Regulation 2.06 c(i)	A statement setting out the precautions to be taken to protect persons, using the airport while the proposed building activity is going on, from injury arising from the building activity.	This statement should demonstrate how the safety of the public is achieved. For example: fencing barricades, site management etc. Statements regarding workplace health and safety of site staff are not required.
Regulation 2.06 c(ii)	A statement setting out the precautions to be taken to protect property at the airport from damage arising from the building activity.	This statement should detail how it is proposed to protect the airport buildings and infrastructure.
Regulation 2.06 d	A statement setting out the proposed arrangements for clean-up and rehabilitation of the site of the proposed building activity.	This statement should confirm clean-up of the site and area of building activity.

Tenants need to provide an updated response for each of these statements.

- If the service counter has been Designed with a sliding door, The Door handle for the sliding door to the serving counter has specific requirements that must be achieved to BCA Part D2.21 requirements for function, handle type and Design. Provide details of the door handle.

Cause of delay: Overlooked issuing of documents, drawings and specifications (not issued to ABC/ ALCC)

Documents (not issued to ABC/ ALCC):

The following documents need to be uploaded to the ABC when issuing an application:

- Airport Lessee Company (BAC) Consent letter for the works

Drawings and specifications (not issued to ABC/ ALCC)

Table 2-7 shows a list of Architectural, Services Plans, Reports and Design Certificates tenants are required to issue to ABC / ALCC.

Some of the information commonly overlooked in submissions to the ABC online portal and/or ALCC are:

- Site plan detailing the location of the tenancy in the building
- BCA Part J6 lighting calculator for the tenancy
- Documentation detailing emergency lighting and exit signage

Note: Emergency lighting and exit signage must activate upon the failure of the essential lighting circuit The ABC will carryout testing onsite

Cause of delay: Breach of required minimum dimensions for internal circulation of the tenancy

Requirements of acceptable dimensions for tenancies internal circulation derive from fire safety regulations and other regulations applicable to airports. The key regulations which can't be overlooked (deemed-to-satisfy) are:

- Fit out Design is required to meet AS 1428.1-2009 – Design for access and mobility
- Width dimensions of access to and within all areas must be provided
- Under the National Construction Code (NCC 2009) Part H2 which refers to Public Transport Buildings Section H2.2 (c) Access ways. The access ways inside a tenancy (or anywhere else within the terminal) which is located within a public transport building must be an unobstructed width of 1200mm. Alternatively a Performance Solution detailing how the proposed layout meets the performance requirements of the BCA can be submitted for review by the ABC.
- Minimum width of 1.0m for all path of egress (BCA regulation).
- If a Performance Solution is issued to ABC, a D3.4 Exemption needs to be applied at ABC.
- If a D3.4 Exemption has not been applied for, the following items need to be compliant with AS1428.1-2009 requirements **and need to be specified in the drawings**:
 - Access to the back of house (BOH) room to meet AS1428.1 requirement for the following parts:
 - End of accessway wheelchair turning space of 1540mm x 2070mm to be provided at the end of accessway.
 - Door clear opening width of 850mm;
 - Door circulation space 395mm from the door will need to be provided internally;
 - Wheelchair turning space of 1540mm x 2070mm applicable to all rooms within a tenancy.
 - Access to the serving counter to meet AS1428.1 requirement for the following parts:
 - End of accessway wheelchair turning space of 1540mm x 2070mm need to be provided at the end of the accessway.
 - Wheelchair 90 degree turning space of 1500mm x 1500mm with permitted splay needs to be provided for access to the serving counter.
- Alternatively, a BCA D3.4 exemption can be requested for the BOH areas. When submitting the D3.4 exemption request, please specify where it is being applied to, what it is applied for (ie wheelchair circulation spaces) and why it is being applied for.
- If the tenancy is being provided with changeroom/s, a minimum of one is required to be accessible. The minimum size for one of the changerooms shall be no less than 1540mm x 2070mm to allow for a wheelchair user to turn around within the space. Tenants to provide updated drawings detailing compliance with AS1428.1-2009.

Cause of delay: Common causes of delays when the tenancy fit-out includes a kitchen

- If the kitchen area has a ceiling installed and is required to have smoke detector coverage installed to AS1670.1-2015 requirements. Tenants to provide a Design certificate and drawings detailing the location and type of detectors being installed.
- The BCA Part F4.12 requires that a kitchen exhaust hood must be provided to meet AS1668.1 and AS1668.2 requirements where:
 - (a) any cooking apparatus has—
 - (i) a total maximum electrical power input exceeding 8 kW; or
 - (ii) a total gas power input exceeding 29 MJ/h; or
 - (b) the total maximum power input to more than one apparatus exceeds—

- (i) 0.5 kW electrical power; or
 - (ii) 1.8 MJ gas,
- per m² of floor area of the room or enclosure.

- Tenants to provide details of the bench top ovens in the kitchen. Should a kitchen exhaust hood be required an assessment of the discharge velocity may be required.

Cause of delay: Incorrect reference to applicable standards in Design Certificates / Incorrect filling of Design Certificates

- All Design Certificates to reference the correct plan revision numbers (most recent revision). Refer to Appendix 20 to find examples of completed Design Certificates.
- The correct property address must be detailed on the Design Inspection Certificate and the application form e.g. Tenancy Name & Number at Domestic Terminal Building 7 Bribie Way, Brisbane Airport QLD 4008

Fire Design certificates

- Certificates to reference NCC 2019 (BCA 2019) National Construction Code Series, Volume One, Building Code of Australia Class 2 to 9 Buildings, within the tenancy only (excluding base build)

All the existing fire systems in the DTB are designed and installed to older standards than those listed in BCA 2019. Thus, the following standards are the approved standards for this building and are to be referenced in design certificates.

Hydraulic and Sprinkler design certificate – (also applicable for the Inspection/Installation Certificate)

- Certificate shall reference AS2118.1 1999,
- The certificate shall reference the GHD Sotera Fire Engineering Report revision (most recent revision) under basis of certification.
- The certificate needs to reference all the fire-related drawings (wet fire) and their revision (most recent revision).

Fire Services (Dry) design certificate – (also applicable for the Inspection/Installation Certificate)

- Certificate shall reference AS1668.1 1998
- Certificate shall reference AS1670.1 2004.
- Certificate shall reference AS1670.4 2004.
- The certificate shall reference the GHD Sotera Fire Engineering Report revision (most recent revision) under basis of certification.
- The certificate needs to reference all the fire-related drawings (dry fire) and their revision (most recent revision).

Structural Design certificate –

- The wording provided for the Description of components certified needs to be clear. Wording to clearly identify all elements covered by the certificate.
- All drawings are to be listed under reference documentation.

Electrical Design certificate –

- The drawings listed on the certificate need to include all of the electrical Design drawings provided. All drawings and the latest revisions applicable to the works are to be listed under reference documentation.
- The Design of the fire detection and alarm system is governed by the existing Fire Engineered solution for the building. The existing FER requires the Design of the system to comply with AS167.1-2004 and AS1670.4-2004. A revised Design is required to the applicable standard.
- The certificate shall reference NCC / BCA Vol. 1 2016 Amendment 1.

Note: Revisions of the drawings and reports referenced in the Design Certificates need to be the most up-to-date revision. Updated Design Certificates can be issued to the ALCC and uploaded to the ABC portal at any time, as they need to be updated as required in order to reflect the latest revisions of the tenancy's relevant documents.



Note: any changes to the drawing numbers or revisions will need to be approved by the ALCC and listed on the letter to be provided.

Drawings provided to the ALCC must be identical to the drawing sets provided to the ABC.

Cause of delay: Missing Final Step of the Fire Compliance Process

- Tenants to issue Certification from the fire engineer stating that a final inspection of the building has been carried out and are satisfied that recommendations of the approved Fire Engineering Report have been addressed.
- Tenants can refer to Appendix 19 showing the Fire Compliance Process Flowchart.

Cause of delay: Miscellaneous Compliance Fit out Design-related Items

- Plans are not to include any fixings penetrating into structural columns and steel
- Structural columns must not be painted
- There must be no fixings penetrating window frames and ceiling purlins

Further information regarding building applications and process can be sourced from <https://bne.com.au/corporate/projects/building-applications>.

Further information regarding Airport Approvals and Development Documentation must be sourced from [Development Documentation | Brisbane Airport](#)



2.4 Stage 4. Pre Fit-out – Make Good

The TC and Retail Design Manager will meet with you prior to construction, assisting you with your obligation to ensure all conditions of approval have been met and that you understand the scope of works and the construction programme. The shopfitter will need to understand the airport and any specific site requirements. These are contained within Stage 5 of this guideline and also available from the TC.

2.4.1 Deliverables required – Stage 4 Pre-Fit-out – Make Good

Tenants need to complete three deliverables required for this Stage 4, Pre-Fit-out – Make Good, as follows:

1. **Pre-start Meeting**
2. **Registration to undertake work on airport (Work Health and Safety Beakon Process)**
3. **Tools for Trade Registration**
4. **BAC Handover Confirmation**

1. *Pre-start meeting*

To ensure an “on time”, stress free and well-informed passage through the Design, approvals, construction and opening phases of the new tenancy, BAC through its TC personnel and project team will be organising a number of meetings. These meetings are intended to be a two-way flow of information where the tenant will be kept up to date with the overall project progress and the tenant representative can provide BAC with information about the tenants Design, schedule, and any other requirements which may need discussing such as power, drains or other infrastructure services.

2. *Registration to undertake work on airport (Work Health and Safety Beakon Process)*

BAC requires all contractors to be registered to undertake work on airport. Contractors need to be endorsed by a BAC Works Manager in order to be granted access to Beakon - BAC's contractor management system. To gain access to Beakon, please provide the following details to BAC TC. As general rule of thumb at least **14 days** prior to works commencing.

- Name of Tenant company
- Nominated Tenant representative with authority to endorse shop fitters works details, email, name
- Once registered the tenant will receive an email from Beakon with a link to the system, your username and password.
- The tenant's contractor and all subcontractors will also need to self-register (this will allow them access to the BAC induction Process) <https://au.beakon.io/bac/index.php?entryPoint=UserRegistration>

Appendix 15 shows the flowchart process for registering tenants' contractors and their subcontractors in Beakon.

Once granted access to Beakon, contractors will be able to apply for

- Works approval - The approval granted to a contractor company when they are engaged by BAC under a contract (or other similar formal arrangement).
- Notice of Risk Activity (NORA) - The individual approval granted by BAC each time for a high risk activity to be performed.

Once access has been granted to the Beakon system all relevant BAC WHS Standards, Procedures and Work Processes can be accessed.

Further information regarding the Beakon system can be found at <https://bne.com.au/corporate/work-at-bne/safety-and-security>.



3. Tools for Trade Registration

- Getting tools into the terminal for fit out works (Tenants need to request to be added onto the Tools of Trade Register). The steps are Detailed below:
 - Contractors and sub-contractors will be required to follow the security requirements for contractors working in a sterile area (See Appendix 13), following you will be required to populate and submit the statement of acceptance of conditions for working in a sterile zone as an approved contractor at Brisbane Airport (See Appendix 14). Once this form has been populated it has to be returned to your Tenancy Coordinator for endorsement and distribution internal at BAC.
 - When submitting a populated version of Appendix 13, the shop fitter will also be required to provide a photograph (showing both front and back of the card) of their Brisbane or Australian ASIC. If a photo of their ASIC is not provided a Tools For Trade request will not be approved.

4. BAC Handover Confirmation

Prior to commencement of works, the tenant will need to confirm that the relevant authority approvals have been obtained. No approval for commencement of works can be given until required documents are received and the Handover Confirmation has been issued by the BAC TC.

The deliverables required for the issuance of the BAC Handover Confirmation for fit out works to commence, include:

Tenant -

- Signed Lease
- Bank Guarantee received
- Insurances provided in accordance with Lease, including but not limited to Public Liability
- All Category 1 Works costs/invoices paid
- Electricity meter read
- Lease survey completed

Tenant Project Representative -

- Complete Design documentation package (For Construction)
- All required approvals including, ALCC, ABC and other statutory approvals
- Design certificates for all disciplines
- Fit-out contractor registration/licences, Insurances and Work Health and Safety Management Plan
- Work approval completed and approved in Beakon (BAC OHS Management System) by Tenant and BAC TC (Tenant to request access to this platform) Site inspection
- BAC Signed completed deliverables checklist for this stage (Refer to Appendix 22, titled BAC Stage 4 Pre Fit-out Make Good Deliverables Checklist).

2.4.2 Summary of deliverables required Stage 4. Pre Fit-out – Make Good

The following table 2-11 shows a summary of deliverables and key aspects of Stage 4 Fit-out – Make Good.

Table 2-11 Stage 4 Pre fit-out – Deliverables overview

Stage 4 Pre Fit-out: 3 Deliverables			
1	2	3	4
Pre-start Meeting	Registration to undertake work on airport (Work Health and Safety Beakon Process)	Tools for Trade Registration	BAC Handover Confirmation

Deliverables required prior to the commencement of any make good works include:

- Termination notice issued
- Make Good Notice issued

All required approvals including BAC (Beakon), ALCC, ABC and other statutory approvals.



2.5 Stage 5. Fit-out – Make Good

2.5.1 Airport requirements during fit-out construction period

There are specific requirements which must be followed when undertaking construction activities at Brisbane Airport. The following sections present information of some of these requirements. In particular, the safety, security and strict airport-related requirements as well as construction activities related requirements (such as delivery of materials).

These airport requirements are applicable to all tenants, contractors, subcontractors and all personnel working at Brisbane Airport.

2.5.2 Access, parking and security requirements

Site Working Hours

Standard working hours are as follows.

Daytime - Monday to Friday; 0600hrs – 1600hrs and Saturday 0600hrs – 1400hrs.

No work will be undertaken on Sunday or public holidays unless agreed and approved by BAC. All day time works are to be conducted within construction hoardings provided, and compliant with Noise and dust limitations to ensure BAC, Airline stakeholders, and the public are not affected in any way.

Night-time - Monday to Friday; 2300hrs – 0400hrs

Noise / Dust / Fumes related activities

Tenants must notify TC if planning to undertake any of the following work activities after hours:

Angle grinder	Explosive tools e.g. nail gun	Rattle gun use	Glue
Circular saw	Floor grinding – Floor beds	Removal of floor finishes	Adhesives
Concrete sawing	Hammer drilling	Scrabbling	Paint
Coring	Hammering	Screed mixing machines (Dust)	Spray paint
Demolition	Hand gyprock sawing	Tile cutter saw	Water proofing
Drop saw	Jackhammering	Tile removing machines	

All 'out of hours' works including but not limited to the listed above, and including deliveries, materials handling within public spaces, excessive noise is subject to specific hours of work and prior approval from the BAC TC. BAC reserves the right to stop any works which may be causing disruption to other building users.

Subject to approval from BAC, noisy, dusty, fumes and disruptive works will be permitted to take place during the agreed hours nominated in the approval. The Contractor is required to maintain a level of comfort for other tenants/building users at all times. Every effort must be made to suppress construction noise, vibration, dust and odours. BAC may instruct workers to cease work at any time if they prove to be disruptive. Following any such instruction, a meeting will be convened between the BAC TC and the Contractor as soon as possible to resolve the matter and keep the works progressing at suitably agreed times.

For all 'out of hours' works, Contractors must allow to cease construction work by 04:00 and allow 1 hour dedicated to cleaning the work area and affected surrounding areas prior to 05:00. All works are to be considerate of and subject to - 'Last flight' and 'First Flight' confirmations

Parking

For contractor parking please refer to the parking and transport section of the "Working at BNE website" <https://bne.com.au/corporate/work-at-bne/staff-and-contractor-parking>

Forecourt vehicle access requirements

Access times are restricted between 2200hrs to 0400hrs. The following information must be provided at least 24 hours prior to access being granted. This should be sent via the Beakon system by raising a NORA.

- Who the work is being performed for (PM, Airline etc.)



- Type and Registration of vehicle
- Drivers Name and Licence details
- Time / Date of expected arrival and departure

The BAC TC or Project Manager will ensure the below stakeholders are notified.

- ASO: ASO@bne.com.au
- DTB Coordinator: dom.ga.coordination@bne.com.au
- DTB security assist: DTB.securityassist@bne.com.au

Security requirements

The tenancy fit out contractor is responsible for programming and coordination of their security guards for construction activities in compliance with relevant zones:

- Sterile Zones
- Landside zones
- Airside Zones

Workers with tools and or building materials must be escorted by an authorised security guard or ASIC pass holder when in Sterile or Airside zones. Security guards will be booked and paid for by the shop fitter as required.

Tools and Equipment

- All tools and equipment must be scanned and recorded prior to entry and later signed off upon exit by security.
- All tools must be accounted for when being removed from terminal (Including saw blades, grinding discs and the like – even if broken)
- When tools are not in use, they are to be secured within a locked tool box within the respective secured tenancy.
- No tools of any sort are to be left unattended at any time.
- The shop fitter is expected to comply with BAC security regular on the spot inspections of hoarded areas and tool box checks.

Note: No tenancy or outlet within the sterile area is to be open to public without a Security Sweep being conducted. Refer to Pre Trade Requirement Section 2.6.4, for full details of “Security Sweep”.

Tenants can find details of “Requirements for Contractors Working in a sterile Area” and “Statement of Acceptance of conditions for working in sterile zone as an approved contractor at Brisbane Airport”, in appendices 13 and 14 respectively.

Tenants can find full details of Tools for Trade Registration in Pre Fit-out Make Good, Section 2.4.1.

2.5.3 Deliveries and Removals Requirements

Notification of Deliveries

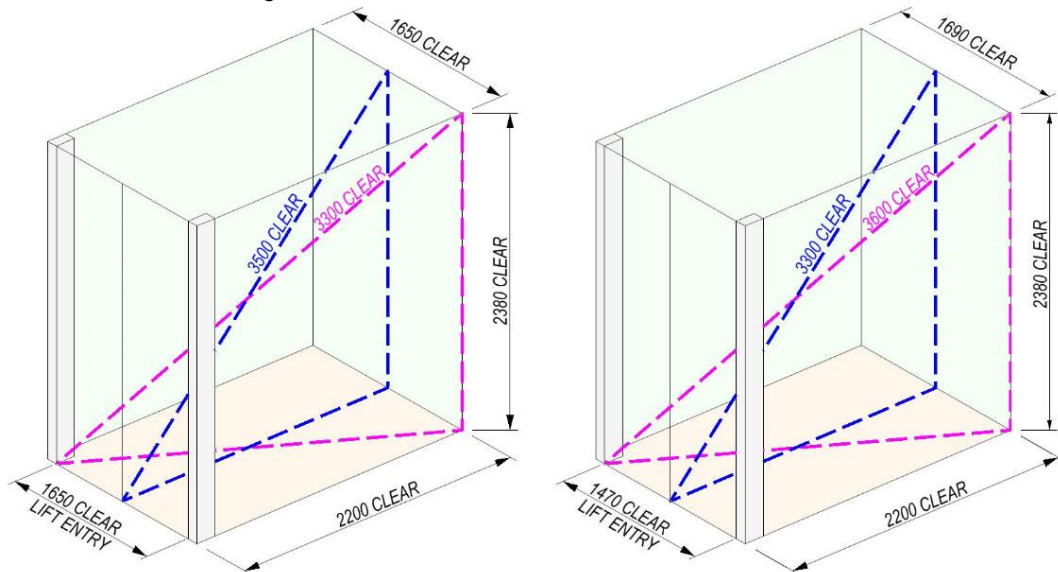
Tenants need to inform to the relevant TC of any delivery. Tenants need to provide the following details of their planned delivery:

- must notify TC at least 48 hours in advance,
- delivery time and date,
- vehicle make,
- vehicle size,
- vehicle rego,
- driver’s licence number.

Dimensions of goods lifts

There are two good lifts at the DTB. The dimensions of these good lifts (shown below) need to be considered by the tenants when planning to deliver off-site built parts and/or other structure/construction materials.

Figure 2-3 Goods Lifts Dimensions -Domestic Terminal



Goods Lift dimensions Northern Loading Dock

Goods Lifts Dimension Southern Loading Dock

Delivery of larger items

If items can't be delivered using the goods lifts, tenants can use the Southern Concourse Emergency Exit Stairwell for delivery of larger items. A safe work environment must be kept at all the times. Tenants need to contact ISS security to arrange for a guard to be present during the entire delivery time.

Craneage must be organised by tenants if required for larger items. The use of Cranes at the Airport is considered a sensitive exercise as due to the heights of Cranes, obstruction of airspace needs to be considered. Your TC must be informed of the Cranes specifications so the appropriate approvals and supervision is put in place. For landside, tenants need to arrange security supervision with ISS. For airside, tenants need to contact Airside Operations to arrange an escort or gain permission to drive airside if they hold a Red ASIC.

Deliveries and Removals during Working Hours – DTB Southern Loading Dock

Deliveries of materials are not permitted during the hours of 05:00 to 21:00. During quiet/slow periods between 09:00 to 12:00 of the day small items can be screened at the common user screening point, this is subject to vary at BAC discretion.

Deliveries and Removals after Hours - Domestic Southern Loading Dock

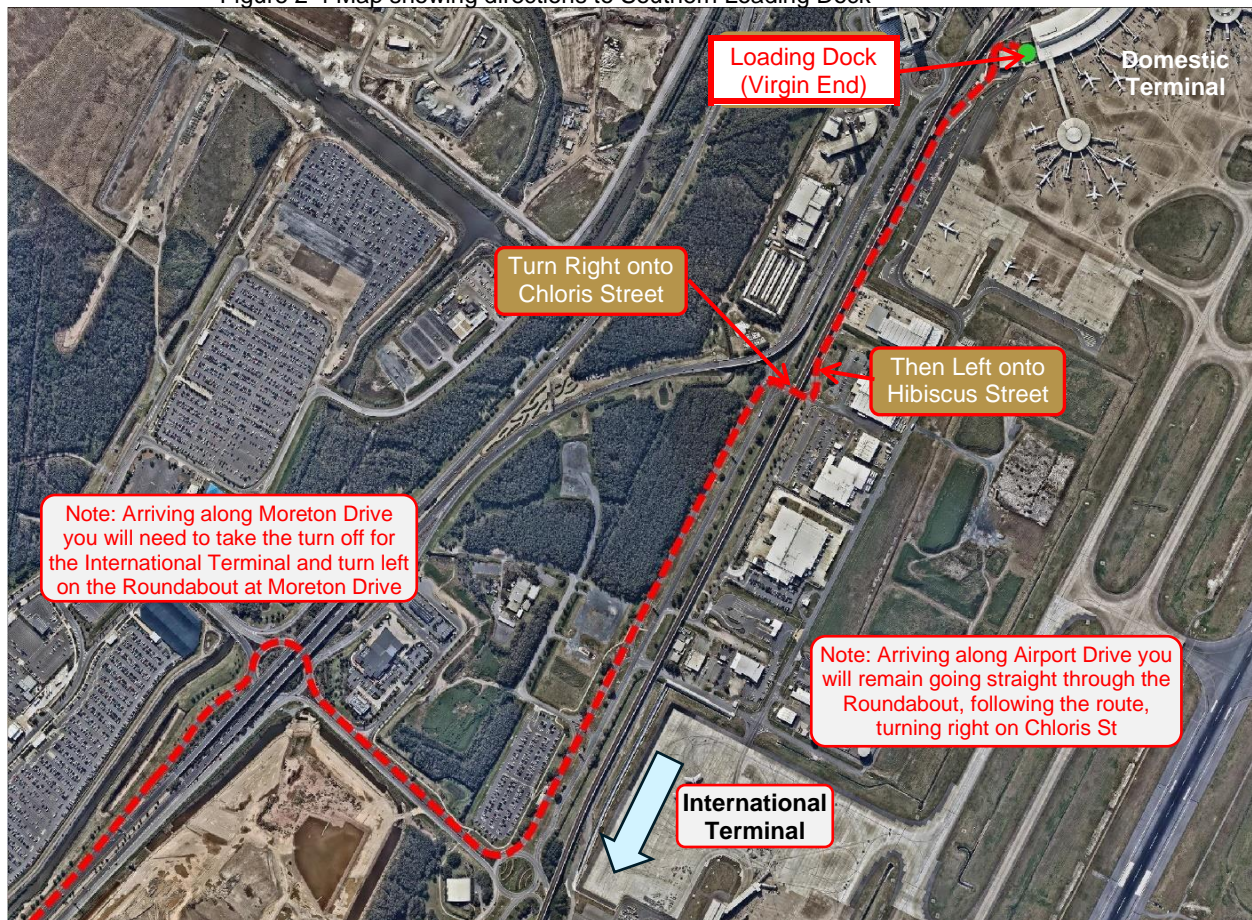
Deliveries after 21:00 and prior to 05:00 can be made via the route outlined in section 10. Material movements must follow the travel path on the attached map in Section 14. Arrangements to be made with ISS security for the screening point to be opened and for guards to service deliveries during this time.

Goods Lifts Capacity (maximum weight) - Domestic Northern and Southern Loading Docks

The maximum weight assigned for the good lifts located at the Domestic Terminal building is shown below:

- Goods Lift Southern Loading Dock: 1,564 kg maximum weight
- Goods Lift Northern Loading Dock: restricted to 0,700 kg maximum weight. Note: Lift to be replaced during year 2020 (date TBC).

Figure 2-4 Map showing directions to Southern Loading Dock



Deliveries and Removals during Working Hours - Domestic Northern Loading Dock

All Deliveries are to arrive via Hibiscus Street for Southern Virgin Loading dock and via Erica Court for the Northern Qantas Loading Dock. Deliveries of materials are not permitted during the hours of 03:00 to 20:30.

The contractor must ensure all deliveries are planned one week prior to arrival with the BAC TC.

Tenancy fit out materials are to be sized wherever practical to fit existing Southern loading dock goods lift. Contractors must also advise if crane lifts will be required to accommodate long materials unable to fit in Southern loading dock lift.

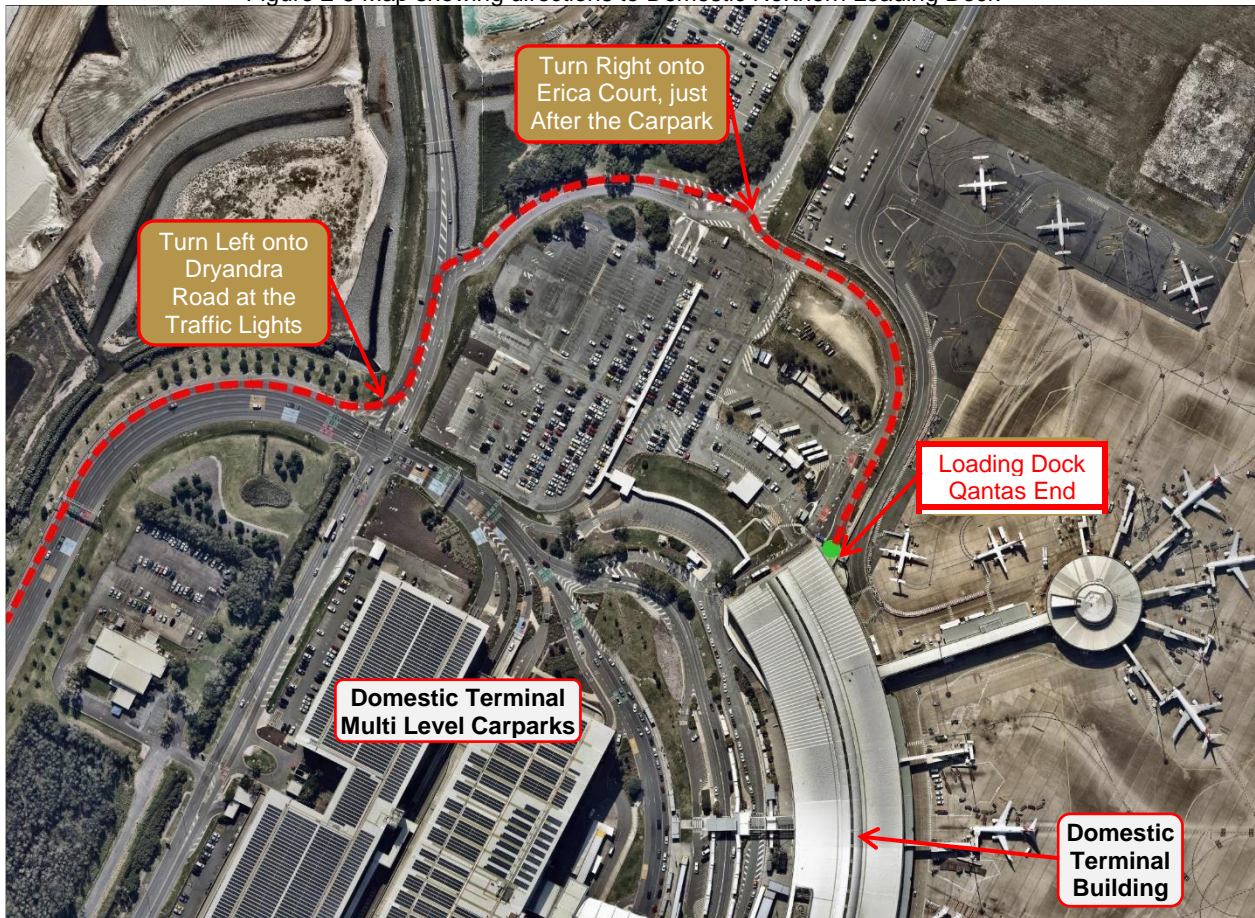
No storage of materials will be kept within the two loading dock compounds. The contractor must make prior arrangement with BAC for storage of materials outside of the available space in the tenancy. Materials or equipment will not be permitted to be moved /carried upstairs or escalators.

All arrangements of security guards for tenancy works materials handling are to be arranged by tenancy fit-out contractor.

Deliveries and Removals after Hours - Domestic Northern Loading Dock

Deliveries after 20:30 and prior to 03:00 can be made via the route outlined in section 10. Material movements must follow the travel path on the attached map in Section 14. Arrangements to be made with MSS security for the loading dock to be opened and for guards to service deliveries during this time as it is normally closed during this time.

Figure 2-5 Map showing directions to Domestic Northern Loading Dock



Movement of Materials

Vertical Movements

Material deliveries to access Level 2 of the Terminal are to be sized to suit the DTB goods lifts. Figure 2-3 shows the dimensions if the Good Lifts located at each end of the Domestic Terminal Building.

Note: All lifts are under constant security surveillance and are to be kept clean and tidy at all times. Any debris or spills are to be cleaned up immediately. Any persons/tenants found to be misusing a lift or in breach of these conditions will incur the costs related to the damages or cleaning required.

Horizontal Movements

Non-marking trolley equipment is to be used in the Terminal (timber pallets must not be used). For heavy loads measures must be put in place to protect the terminal floor finishes, any damage to terminal finishes will be on charged to the tenant.

A spotter must accompany all materials movements throughout the terminal to ensure the safety of the public. The Shopfitter must accurately quantify materials to minimise waste and unnecessary materials handling efforts to/from the required floor.

All materials are to be supplied appropriately packed for movement around the Terminal. All surplus packaging, waste and the like is to be removed by the shopfitter at the first available window. Material deliveries are to be sized to accommodate the minimum openings in the Terminal (A site inspection is recommended) Contractors must accurately quantify materials to minimise waste and unnecessary materials handling efforts to/from the tenancy. All materials are to be supplied appropriately packed for movement around the area. All surplus packaging, waste and the like is



to be removed by the Contractor at the first available opportunity. Material deliveries are to be sized to accommodate the minimum openings between the loading bay and the tenancy (a site inspection is recommended). Any debris or spills created from the movement of materials shall be cleaned up immediately. The travel path is to be checked and cleaned upon completion of the materials movement.

Waste Removal

Contractors are responsible for their own waste disposal provisions. There is no allowance for Skip bins. Any debris or spills created from the movement of waste shall be cleaned up immediately. The travel path is to be checked and cleaned upon completion of the waste movement.

2.5.4 Fire Safety and Electrical Safety

Fire Impairment Notices

No fire system isolations are permitted without prior approval by BAC. A Fire Isolation Notice must be submitted when each isolation is required. Isolation of the fire system is only permitted for the period of specific works; (maximum of one day) isolations for the duration of the fit-out are not permitted.

Application forms, guidelines and user information/ guidelines are available from within Beakon under the 'ALL > DOCUMENTS' tab. These forms should be sought well in advance of any construction activities.

Isolations and Interruptions

The tenancy fit out contractor is responsible for programming and coordination of all services isolations as required for their construction activities in accordance with BAC requirements. All Dry/ Wet fire isolations require an approved Fire Isolation Process (FIP). FIP's are required to be lodged through Beakon a minimum of three days prior to the required isolation.

Please note that dry fire and wet fire isolations cannot be undertaken at the same time. As such shopfitters are advised to book in required isolations in advance as these isolations will be on a first come first served basis and may affect program if not accounted for.

Further information can be found in Beakon Instruction Sheet - Creating a NORA with Fire Impairment. This document is available through Beakon.

Temporary Services

All electricity, water or other services shall be obtained from within the tenancy. Fire hydrants and hose reels are not permitted to be used as water supply in any circumstances.

Electrical Safety

Where the tenant is required to perform works in a ceiling space that has not been previously cleared or audited by the base build Managing Contractor, an Electrical Safety Survey is to be carried out by a qualified electrician. The following provides general guide to actions required.

Unterminated cables

Unterminated cables are to be made safe by terminating the cable in junction boxes, labelled and photographed before and after make safe; and the location marked on the drawing. Provide audit report and supporting documents to BAC.

Existing cables in work area

As a guideline, the cables are to be tidied up as best possible by type, on catenaries, appropriately labelled. Preference would be for cables to have the current slack taken out so that they are as tight as possible without drooping; that they be as direct as possible i.e. no wavering from side to side; and to be as high as possible so the cables blend into the black background as best possible.

Whilst undertaking demo (if applicable)



Have an electrician present during demolition works to undertake the role of a visual spotter for unterminated electrical cabling; and raising awareness to other subcontractors on the potential electrical risks until the area demolished can be surveyed unhampered by the built infrastructure.

Any instance of unterminated or damaged cabling is to be reported immediately by telephone to the BAC TC and Project Manager as soon as reasonably practicable as a WHS hazard.

Rough In Inspections

As a requirement of working at BAC and in addition to any additional requirements instilled by the ABC under your Building Approval, rough in inspections will be required. Instruction and frequency of these can be found in your Building approval or Exemption Certificate, generally in the latter part of your building approval. Requirements from BAC can be found in the BAC Technical Standards, the title is PR-8310 Services Inspections – Witness & Hold Points (Request access from your TC to the link).

2.5.5 Other onsite construction-related requirements

Core hole requirements

Where core hole and other penetrations are required to be made in the slab, the locations of these are to be scanned and a report documenting the dimensioned location and sizes of core holes plus the scan results is to be issued to Aurecon Engineers for its approval. Where required, core-hole locations are to be adjusted to suit any conditions imposed by Aurecon. Scanning, core holing and Aurecon approvals are to the tenant's cost.

Blade Ceiling removal and reinstatement

If ceiling blades are required to be removed the blades shall be reinstated in accordance with the BAC Domestic Terminal Building Ceiling Blade Removal/Replacement guidelines. This document is available through Beakon.

Waterproofing of wet areas (Wet Tenancies only)

Some key requirements for waterproofing of areas in wet tenancies are summarised below. However, tenants need to read this section in conjunction with BAC Design Guideline, DG-1045 Waterproofing V 1.1 for a comprehensive understanding of all the requirements related to waterproofing.

Obtaining BAC confirmation for wet tenancy's flood testing

A flood testing procedure is required for all wet tenancies to assess the effectiveness of the waterproofing system. Tenants need to arrange the flood testing with a suitable professional (tenant's shopfitters/main contractor commonly carry out flood testing procedure). Tenants need to obtain BAC confirmation once the flood test has been completed, in order to continue construction works planned after waterproofing.

Tenants to include a floor waste in their fit-out design and to liaise with TC to organize floor waste location.

Flood testing waterproofing requirements:

Tenants need to meet the following requirements in order to obtain BAC confirmation that the flood test for the tenancy has been completed and/or approved:

- Tenants to notify 24 hours in advance to their relevant TC when a flood testing will take place.
Note: It is required that the tenants notify TC as a BAC hydraulics person from Facilities needs to inspect prior to the flood test and 24 hours after the flood test in order to then provide signed approval.
- Certification from an approved applicator is required together with guarantees and warranties of the applied / installed system.
- Tenant's appointed contractor (or any other suitable professional) to perform a 24 hour flood testing of waterproof membrane to floors in food processing and toilet areas and tenancy wet areas, particularly on suspended floors.
- Prior to flood testing the areas, tenant's (and/or tenant's contractor/representative) must inspect all areas (located below, adjacent, or near) the waterproofed and wet areas to ascertain whether there are valuable assets below that can be damaged by water leaks. The areas below must also be checked for ceiling types (to prevent wet ceiling collapse), and inspection hatches etc. must be found or cut in to facilitate inspections for water leaks. Inspections must be carried out on a continuous and regular basis to detect any leaks that may occur during the flood test.
- BAC Facilities also require a post-tiling isolated flood test around every penetration that is waterproofed to occur for a minimum 4 hour period. All penetrations to have a minimum 1 meter bunting placed around

them using a non-destructive method to hold water within. BAC facilities member to witness and sign off is also required.

- BAC preference is to use a Mapae waterproofing product. Best results are achieved when a curing time of 12 to 18 hours is allowed between coats.
- Procedures to follow before a Flood testing takes place:
Tenants need to have an action plan for the tenancy responding to the following:
 - How many personnel will be involved?
 - Will there be a person stationed on both levels - Level 1 and Level 2 during the test period to watch for leaks?
 - What procedure will be in place if a leak is detected?
 - Will you have drying equipment on site?
 - What process will be used to drain the wet areas quickly if required?
 - What will be the impact / ramifications if the test were to fail?

Waterproofing requirements when tenancies have preparation of food

If food preparation is included in a tenancy, tenants need to meet the following waterproofing requirements:

- All wet area waterproofing sealants and membranes should be continuous between the wall and floors.
- Waterproofing systems to wet areas require anti-fungal properties and should be low VOC.
- All waste pipes penetrating through the floor (at puddle flange) must be waterproofed internally to 100mm below the floor waterproofing.
- All pipes penetrating the walls must be sealed (pipe to wall) with sealant to prevent any water penetrating the wall and damaging the wall studs.
- Waterproofing options are detailed below. Options are listed in order of preference with option 1 and 2 being preferred.

Option 1.

Entire floor area waterproofed including all up stands, plinths, walls and services, water proofed to a minimum of 100mm above floor level. All change in waterproofing planes (horizontal to vertical) requires strip of reinforced fabric embedded in the waterproofing layer. Followed by screed and floor finish (tiles, linoleum etc.) and counters on top of floor finish.

Option 2

Entire floor area waterproofed including all up stands, plinths, walls and services, water proofed to a minimum of 100mm above floor level. All change in waterproofing planes (horizontal to vertical) requires strip of reinforced fabric embedded in the waterproofing layer. Followed by screed Plinths on top of screed. Plinths filled with screed and counter on top. Floor finishes to follow.

Option 3.

Entire floor area waterproofed including all plinth fixing brackets or blocks, and services, all water proofed to a minimum of 100mm above floor level. All change in waterproofing planes (horizontal to vertical) requires strip of reinforced fabric embedded in the waterproofing layer. Plinths placed on top of waterproofing and fixed to plinth brackets taking care not to compromise the waterproofing around the plinth brackets. Fixing plinth to plinth brackets should be as high as possible above floor level. Plinths and floor can now receive screed. Followed by service counters on top of plinths and floor finish covering the rest of the floor.

Option 4.

Entire floor area waterproofed including all up stands, plinths walls, plinth fixing brackets or blocks, and services, all water proofed to a minimum of 100mm above floor level. All change in waterproofing planes (horizontal to vertical) requires strip of reinforced fabric embedded in the waterproofing layer. Plinths frame placed on top of waterproofing, with further waterproofing tanked inside and outside of plinth structure forming a continuous waterproofing layer with the surrounding floor. Note that where an area is tanked there must be a floor drain or a weep hole to drain the tanked area. Plinths and floor can now receive screed, with additional water proofing on top of the plinth, ensuring all services etc. are waterproofed 100mm above plinth. Followed by service counters on top of plinths and floor finish covering the rest of the floor.

Hoardings

All temporary hoardings are to be in accordance with the BAC Design Guideline DG-0050. Contact the TC for a copy of this document.

A BAC nominated contractor will be engaged to install 3.0m high solid hoardings with signage to each retail tenancy. The hoardings are audited weekly by the installer and are not to be modified in any way. External appearance must



be maintained at all times with particular consideration of signage. Any alteration or relocation of hoardings must be conducted with prior arrangement and approval from BAC. Advance notice of any changes to hoardings must be registered with the BAC TC one week prior to relocations. Costs for relocation of hoardings will be passed on to tenancy fit out contractor. No materials are to be placed or leant against hoardings at any time.

Hoardings are to be kept locked and / or secured at all times. Doors must not be wedged or held open. Hoardings will be removed by the BAC nominated contractor once confirmation of 'Start Trading' steps have been met. The shop fitter is to provide BAC approved statutory signage to each tenancy once they confirm their start date.

2.5.6 BAC Communications Infrastructure

To enable understanding of BAC Communications Infrastructure requirements for new tenancies, the following information is to be provided to BAC IT Communications Systems Manager.

- Building name / number
- Tenant name
- Site ID / Location
- Tenant's telecommunications contact or consultant (name, email, mobile, company)
- Is there a preferred Telecommunications provider that will be required to provide services? i.e Telstra, Optus or Pivit etc
- Will the business require diverse path/ dual feed telecommunications connections for high reliability services?
- Are there other tenancies on airport that the customer may need dark fibre inter-connection to i.e. data centre or other sites
- Are there any other BAC communications services required including:
 - Fire Line (if BAC building)
 - Lift Line (if BAC building)
 - Flight information
 - Access control
 - CCTV
 - Building Management System
 - Campus VLAN
 - WIFI

Note: The default BAC tenancy communications cabling pack consists of suite of cables to provide a tenant options for connections from carrier of choice and technology of choice. For information on what your tenancy will be receiving please refer to the tenants leasing documentation.

Telecommunication services provided to tenants by BAC at DTB

The telecommunications services provided to each tenancy by BAC at the Brisbane Domestic Terminal are:

- Comms cabling pack from the local comms room over which all services are delivered. The pack includes: 6 core SM fibre, 10 pair voice, 4 x cat 6 data and 1 x coax MATV cables.

These present in the tenancy comms cabinet and enable services from tenant's carrier of choice to be delivered to the tenancy via the building backbone cabling. Tenants are free to use the limited space in the cabinet for a small number of service modems, ONT's, network switches etc. However, if the amount of equipment is excessive (for example to accommodate items such as media players, local CCTV storage, etc if tenant's operation requires these items), then additional equipment accommodation will need to be provided by the tenant themselves.

Telecommunications Carriers with infrastructure in the DTB include:

- Telstra – they have copper and fibre cables back to the airport exchange over which Telstra can provide the full range of their products.
- Pivit – they have equipment in the terminal and provide telephony and data services over copper or fibre. The campus nature of their setup enables free calls between sites on airport that are connected to their system.
- Vocus – they have a fibre cross connect in the terminal and can provide their full range of services available on their website



Other carriers can sell retail services over the above infrastructure in accordance with their respective agreements. Applications for services must be made by the tenant to their preferred carrier by the usual means. Copper services (PSTN, ADSL, fax etc) are delivered to one of 3 MDFs in the building and are tested and tagged by the carrier. Tenants then need to engage a BAC approved contractor to jumper the service from the MDF to the tenancy. BAC can provide a list of contacts if required. There is no ongoing access fee to use the voice backbone cabling system.

Fibre Services are delivered to the carrier cross connect in the BAC central PA Room. From there, a BAC fibre service can be patched via the fibre network to connect the service to the tenancy. There are setup costs (for patching and testing) and ongoing fees for their use. Services are provided under a Mini IT Sales agreement with BAC ICT.

Tenancies can be interconnected via a BAC supplied VLAN for tenant's internal/ on campus network communications. Tenants to contact TC if this is of interest so more information can be provided. If Foxtel or other paid TV services are required, these need to be obtained via an on-line service provider with an agreement direct with them. Please ensure your internet data service has sufficient bandwidth to accommodate these services.

If flight information displays are required, please advise and more information can be provided. Typically, tenants supply their own screens, internal tenancy data cabling and power, with content being delivered via a BAC supplied media play with HDMI output. Depending on the number of screens, additional cables may need to be run from the local comms room. FIDS services are provided under a Mini IT Sales agreement with BAC ICT and fees apply.

Table 2-12 lists BAC Nominated contractors, which have been included within this document for tenants' reference.
Table 2-12 BAC Nominated contractors

ALL FIRE SYSTEMS	BUILDING MANAGEMENT SYSTEM	PA / EWIS SYSTEM / HEARING LOOPS
CV SERVICES GROUP Contact: Geoff Abley P: 07 3622 4333 E: Geoff.abley@cvservices.com.au	Honeywell Contact: Ivo de Oliveira P: 07 3840 6937 M: 0407 760 689 E: ivo.deoliveira@honeywell.com	CNG Contact: Marc Braganca P: 1300 264 000 M: 04 0121 2452 F: 3 9336 1299
SECURITY CONTRACTOR		
Including security guards, escorts, loading dock operations outside of standard hours		
ISS Security		
Main Contact: Jarrod Beeche P: 0434 313 482 E: Jarrod.beeche@au.issworld.com		CC Contact: Paul Sharman P: 0434 313 482 E: Paul.Sharman@au.issworld.com

2.5.7 Requirements to all personnel/ subcontractors

Subcontractors

- All accidents and injuries must be reported to BAC TC/ BAC Works Manager
- No storage of hazardous substances and dangerous goods on site, to be removed from site when not in use
- No refuelling of plant / equipment permitted in the terminal
- Inspection logs and tickets for operators to be made available on request and kept with plant
- No work is to take place without adequate lighting having been provided
- Electrical equipment and leads are to be inspected and tagged as required
- No piggy back leads or double adaptors are to be used on site
- All electrical equipment is to be plugged into a portable RCD
- Provide and maintain protective clothing and equipment for all workers
- Ensure workers are adequately trained for the work they are to perform and instructions are given on work methods and correct use of clothing, plant and equipment including certificates, licenses, etc., as required. This will include a General Industry Induction, certification for elevated work platforms etc.
- Ensure plant and equipment provided by the subcontractor is maintained in a safe and serviceable condition. All plant must be inspected in accordance with any manufacturer's instructions and/or applicable Australian Standards and be accompanied by a Plant Risk Assessment

- Provide adequate supervision of all workers to ensure compliance with the Safe Work Method Statement provided by the subcontractor in relation to project works and relevant Workplace Health & Safety legislation.

All Personnel

- All subcontractors and respective workers are required to comply in all respects with the Work Health and Safety Act and Regulation 2011 (Qld, Australian Standards and Codes of Practice)
- Correct PPE must be worn for the work activity being performed
- All tenancy fit out contractor's packaging and rubbish is to be placed in appropriate bins and removed from site
- Work areas are to be kept clean and access ways are to be free from hazards at all times. Failure to comply will incur back charges from BAC to clean and rectify any given non-conformance
- No non-transmitting radios, CD or MP3 players are allowed to be played on site
- No alcohol or illegal drugs are permitted on site
- No person affected by alcohol or illicit drugs will be tolerated on site and will be denied access to the site;
- Good hygiene is to be adhered to at all times especially when workers are utilising the food and beverage outlets
- Toilets are to be used at all times as required
- No workers are to park on site unless prior approval is given by BAC TC
- No person is to alter or remove any plant, equipment or safety device on site
- This includes scaffolds, handrails, barricades, signage, guards etc
- The tenancy fit out contractor must ensure public safety is addressed at all times during construction activities
- The shopfitter shall not in any way unduly interfere with the quiet enjoyment of the public or tenants in the surrounding area of their work activities
- Fire egress paths must be maintained at all times
- Any person found willfully damaging, stealing or misusing any piece of equipment will be dismissed from site without notice
- Smoking is not permitted within the terminal building or airside however Designated areas have been provided at the northern and southern ends of the forecourt
- Disposal of waste material, paint, etc. or cleaning of tools in sinks, toilets and drains is prohibited
- Shop fitters shall not display any company advertisements on the site



2.6 Stage 6. Pre Trade Requirement

2.6.1 Deliverables required Stage 6. Pre Trade Requirement.

Tenants need to complete two deliverables required for this Stage 6 – Pre Trade Requirement: 1) Authority Approvals and, 2) Authority to Trade. Full details of these deliverables is explained below.

2.6.2 Certificate of Compliance

Prior to commencement of trade you must make sure ALL final inspections are completed at least 2 days prior to the trade date. Inspection include the ABC and ALCC inspections as well as a BAC facilities and BAC security inspection. To arrange the BAC facilities/security inspection you must arrange this with your TC and provide at least 1 weeks' notice. Please note that the inspection 2 days prior to open for trade has to be considered in your fit out program, i.e. if your fit out program is 28 days your inspection will be required to take place on day 26 if not earlier.

Please note to be issued your Certificate of Compliance from the ABC you will have to provide and meet all the requirements and conditions of your building approval. In addition to this you will have to close out any RFI's issued by the ABC following their final inspection.

Prior to commencement of trade the tenant must also make sure that the store is fully stocked. This subsequently needs to be taken into consideration in your fit out program and it is recommended that this take place in the last two days of your fit out if not sooner, i.e. if you have a 28 day fit out period stocking should happen on day 26 if not sooner.

2.6.3 Authority to Trade Checklist

In order to be provided with an Authority to trade by BAC, the tenant must provide BAC with the following items at latest 24 hours before the intended trade date/time.

Deliverables required from the tenant for **fit-out works** include:

- Associated costs/insurances (to be paid prior to opening):
 - Tenancy Coordination and Retail Design Management Fee
 - Opening Promo fee
 - Category 1 costs
 - Hoarding costs
 - Any other associated costs
- Certificate of Compliance
- Installation certificates for all services and trades
- Food Licence and associated score card (if applicable)
- Exhaust commissioning data (if applicable)
- Defects inspection by BAC RDM
- Signed completed BAC Stage 6 Pre Trade Requirements Deliverables Checklist (Appendix 23)

Deliverables required from the tenant for **make good works** include:

- Final inspection by TC and BAC Retail and BAC Facilities representative
- Photos and certification for any make good of BAC infrastructure such as penetrations, removal or capping of hydraulic and mechanical services etc.

2.6.4 Security Sweep

At the completion of construction works, prior to hoarding coming down and outlets being re-open for business a security sweep needs to be conducted by the BAC security approved Contractor to establish that the work area has been returned to sterile area conditions. The organisation of the sweep is the responsibility of the party completing the tenancy works (either tenant/tenants representative or shopfitter). Successful completion of the sweep should be notified to the Security and Emergency Department as well as Terminal Operations.



2.7 Stage 7. Post Fit-out – Make Good

The TC and Retail Design Manager will meet with you prior to commencing trade/or completion of the tenancy Make Good and schedule final defects inspection at a time that is reasonably practicable. The TC and Retail Design Manager may identify any defective, incomplete work or works not completed in accordance with the final Design approval or Make Good Notice and amended approvals(s) where applicable. It is the tenant's responsibility to ensure that any defects are remedied by the shopfitter. Tenants are to provide a completed and signed deliverables checklist BAC Stage 7 Post Fit-out Make Good (Refer to Appendix 24).

Additionally: As-built drawings in draft (note final as-built drawings are required within 1 month of open to trade) are required in both PDF and CAD (DWG format).

3.0 Appendices

3.1 Appendix 1: List of Abbreviations, Figures and Tables.

List of Abbreviations

BAC	Brisbane Airport Corporation Pty Ltd
ABC	Airport Building Controller
ALCC	Airport Lessee Company Consent
ARFF	Aviation Rescue and Fire Fighting
ASIC	Aviation Security Identification Card
BCA	Building Code of Australia
CD	Concept Design Stage
PDD	Preliminary Detailed Design Stage
DD	Detailed Design Stage
DS	Design Stage
DTB	Domestic Terminal Building
FER	Fire Engineering Review or Fire Engineering Review and Report
FSQ	Fire Services Queensland
NCC	National Construction Code
NORA	Notice of Risk Activity
QBCC	Queensland Building Construction Commission
RDM	BAC Retail Design Manager
REPEQ	Board of Professional Engineers Queensland
TC	BAC Tenancy Coordinator
WHS	Work Health and Safety

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3.2 Appendix 2: Aconex new users' tutorial

To Log in: Type "Aconex Australia" in google engine search. Click on "Aconex Australia/New Zealand Login"
Enter your "Login name" and "Password" and then click "Log in".

There are four key functions to be used in Aconex:

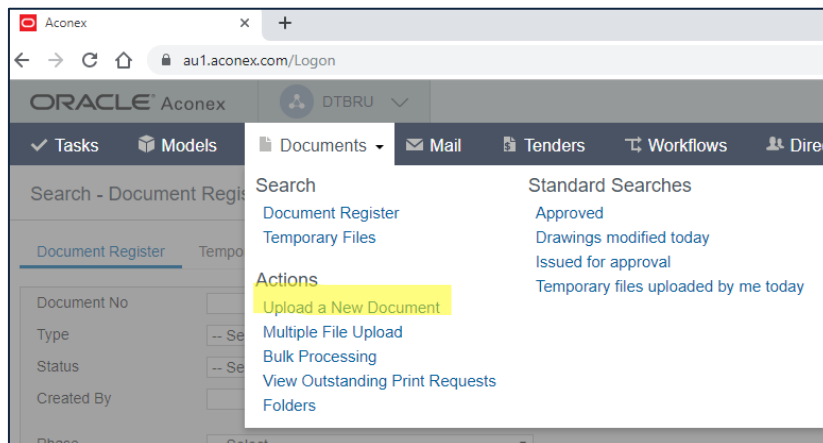
- 1- **Sending emails with attachments**
- 2- **To search for a document** (for example drawings, programs, and etcetera).
- 3- **To update revisions of drawings and/or project-related documents**
- 4- **Sending emails without attachments**

These three functions are explained below.

1- Sending emails with attachments:

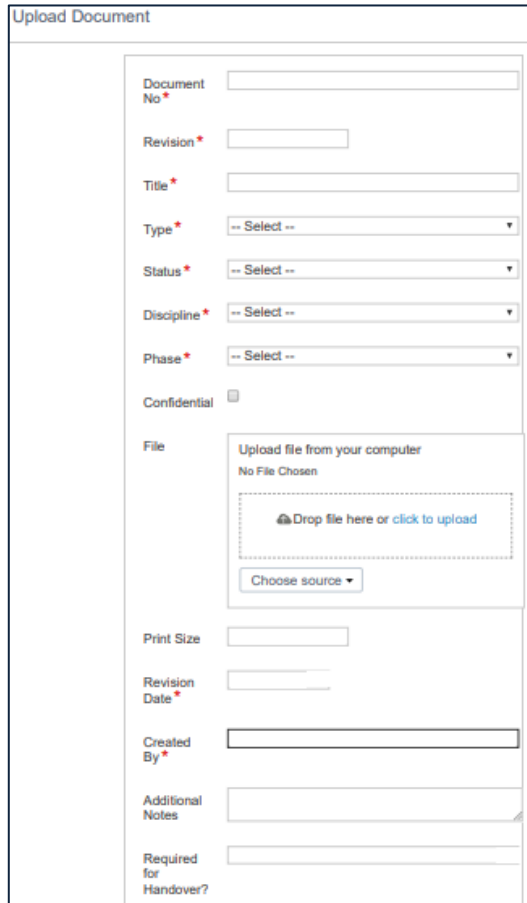
Unlike commonly used standardised electronic e-mails where the attachment is added by just clicking "attach", Aconex requires a different process. The first step to send an email with attachment is to upload the attachment into Aconex, as follows:

Step 1: 1a) Click in the "Documents" tab and select "Upload a New Document" under Actions:



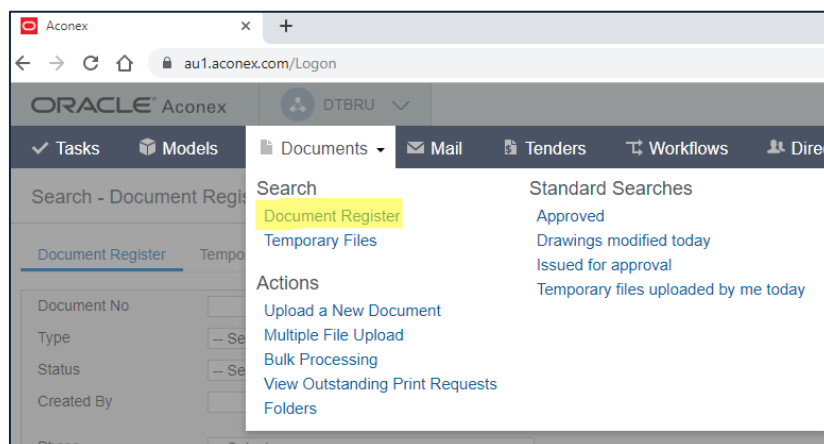
- 1b) A new window will open (see screenshot image shown below) complete all the fields with a red asterisk and upload the document/s required to be sent as attachments (the "upload" function is in the top right corner -blue box).

Note: documents need to be uploaded one at the time. Repeat this process for each document that needs to be attached in the email.



The following step consists of finding the document/s you would like to attach to the email. To do this, you need to search for the document/s, as follows:

Step 2: 2a) Click in the “Documents” tab and select “Document Register” under Search:



- 2b) Click search (see image below)

Search - Document Register Document Activity

[Document Register](#) Temporary Files

Document No Title

Type Discipline

Status Revision

Created By Required for Handover?

Phase Review Status

Date Range

[Add another date query](#)

Folder Path

Include file content

- 2c) Aconex will upload all the document/s you have registered in Step 1. Select the document/s you would like to attach by ticking the checkbox/es and
- 2d) then click Transmit > Create a transmittal (see image below, two documents will be sent as attachments).

Search - Document Register Document Activity

[Document Register](#) Temporary Files

Document No Title

Type Discipline

Status Revision

Created By Required for Handover?

Phase Review Status

Date Range

[Add another date query](#)

Folder Path

Include file content

Show document history Sort by Show per page

1 - 100 of 201 documents (2 selected)

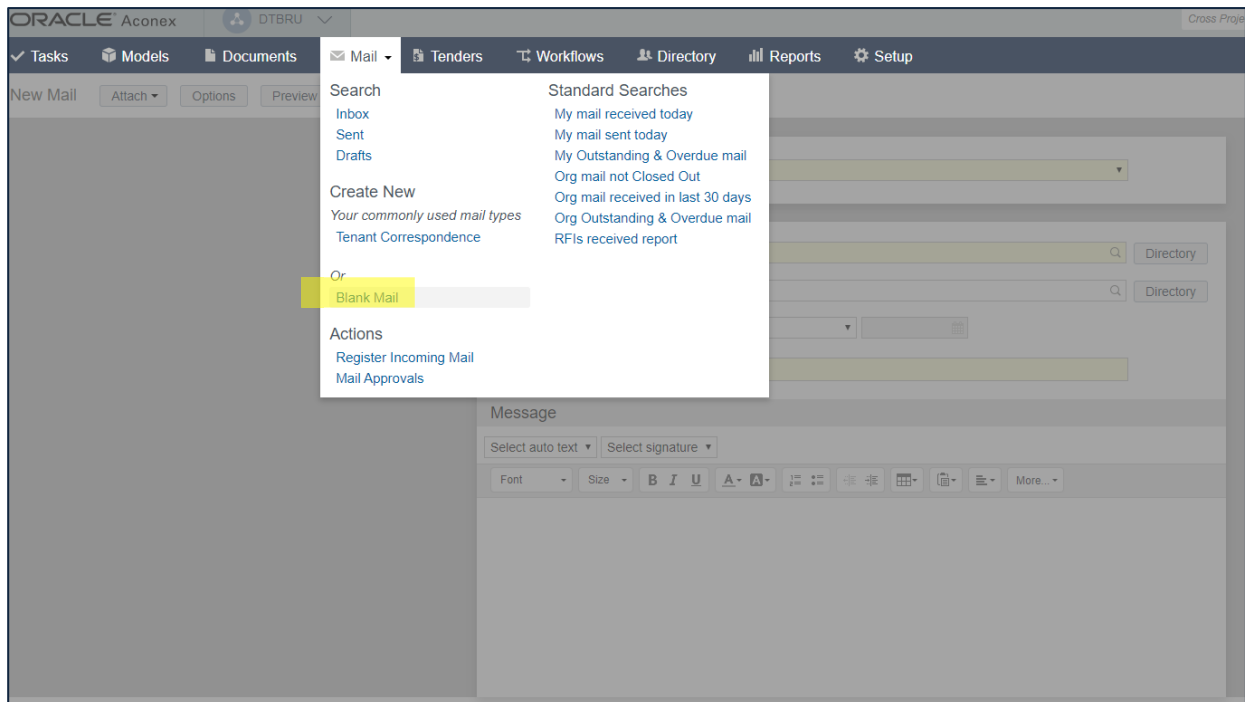
<input type="checkbox"/>	File	Document No	Title	Revision	Status	Discipline	Created
<input checked="" type="checkbox"/>		BAC-170074-PM-TEC-00001	DG-0040 Appendix A V1.0	1.0	For Use	Project Management	Brisba
<input checked="" type="checkbox"/>		BAC-170074-PM-TEC-00002	DG-0040 Register of Standard Drawings V1.1	1.0	For Use	Project Management	Brisba
<input type="checkbox"/>		BAC-170074-PM-TEC-00003	DG-0030 Accessibility - DDA Compliance V1.1	1.0	For Use	Project Management	Brisba
<input type="checkbox"/>		BAC-170074-PM-TEC-00004	DG-0020 Design Management V1.1	1.0	For Use	Project Management	Brisba
<input type="checkbox"/>		BAC-170074-PM-TEC-00005	DG-0050 Temporary Works - Hoarding - Fences V1.1	1.0	For Use	Project Management	Brisba

- Aconex will open the email page (named transmittal in Aconex as shown in the email below), with the selected attachments. Aconex requirement: In “To” select **just one** recipient from the “Directory” (limit the addressee to only one recipient), and Cc all other remaining recipients. Type your email and send (“send” function is in the top right corner -blue box).

- Select the arrow next to the checkbox you have ticked and select “Supersede” function.
- Use Step 1b outlined in “1- Sending emails with attachments” above. Update the new revision of the drawing and/or document and upload the new version, then click “Supersede Document” (the “Supersede Document” function is in the top right corner -blue box).

4- Sending emails without attachments

To send emails without attachments click “Mail” and then “Blank Mail”.



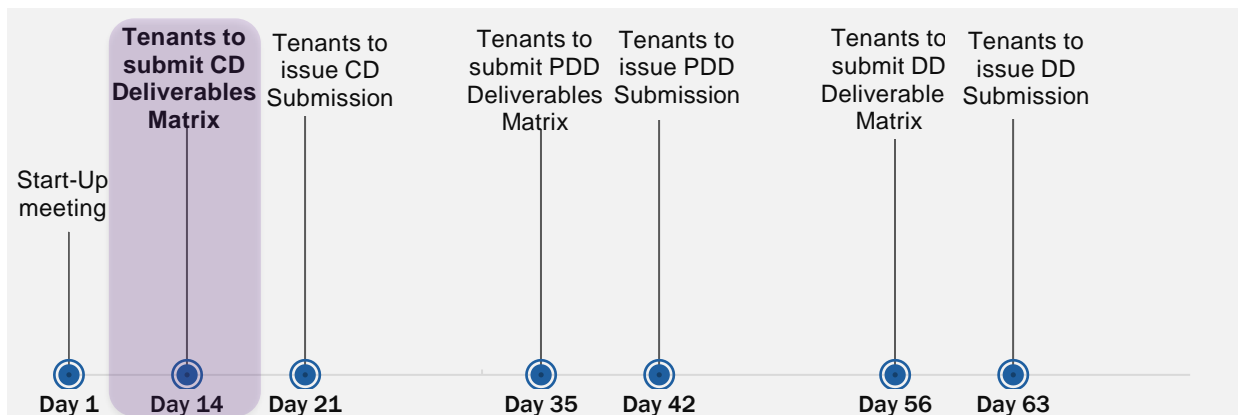
3.3 Appendix 3:

Tenants CD Deliverables Matrix.

DATE: Xx/xx/xx
SITE NUMBER: xx-xx
TENANT: xxxxxxxxxx

Tenants need to issue this CD Deliverables Matrix to BAC Tenancy Coordinators at day 14 (one week prior to Concept Design Submission due date, refer to the timeline below). Tenants need to add the status of each deliverable listed in the table below (Status Update column) and it needs to be formally endorsed by the tenant or tenant's representative). The tenant's appointed Project Manager can assist at completing this CD Deliverable Matrix to track and monitor timing of their tenancy's deliverables.

Typical high-level timeline of the Design Stage



Deliverables / Deadline date to issue all deliverables to BAC (date agreed at the Start-Up meeting): ____ - ____ - ____ (complete dd-mm-yy)	Status Update
	UA: Urgent Action
	C: Closed
	O: Open
1. Architectural fit-out plans	
Tenants to engage a Reputable Retail Designer to prepare fit out plans. Refer to Section 1.3.1 within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i> for full description /requirements of Reputable Retail Designer.	UA / C / O
* Preliminary Floor Plan 1:50	UA / C / O
* Shopfront Elevations 1:50	UA / C / O
* Internal Elevations 1:50	UA / C / O
* 3D renders	UA / C / O
* Reflected Ceiling Plan 1:50	UA / C / O
* Planogram (food & beverage only)	UA / C / O
* Architectural Concept submission bound in one PDF and transmitted to the BAC Retail Delivery Team.	UA / C / O
* Drawing packages to be sized to be e-mailable and not issued through drobox or similar. Alternatively, and preferred is direct via Aconex.	UA / C / O
2. Specifications	UA / C / O
* Finishes schedule and hard copy mood / finishes / sample boards, including alignment with BAC Vision that's Uniquely Brisbane	UA / C / O



3. Concept Design presentation to BAC (if required)	UA / C / O
4. Meeting with GHD (Fire engineering Compliance to the tenancy's fit-out)	UA / C / O
* Initiation meeting with GHD. Tenant to provide TC written confirmation of the initiation meeting with GHD (provide the date when the meeting took place). Refer to Table 2-4 within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i> for GHD contact details.	UA / C / O
5. Signed "BAC stage 2A- Concept Design, Acceptance Notice" Tenants can find the Concept Design, Acceptance Notice template in appendix 5 within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i> .	UA / C / O
7. Signed completed "BAC stage 2A – Concept Design, Design Deliverables Checklist" Tenants can find this Checklist template in appendix 4 within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i> .	UA / C / O

Date of Submission _____

Person making the submission _____

Signature _____



3.4 Appendix 4:

BAC Stage 2A - Concept Design, Design Deliverables Checklist

Deliverables	Complete <input checked="" type="checkbox"/>
1. Architectural fit-out plans	
* Preliminary Floor Plan 1:50	
* Shopfront Elevations 1:50	
* Internal Elevations 1:50	
* 3D renders	
* Reflected Ceiling Plan 1:50	
* Planogram (food & beverage only)	
* Architectural Concept submission bound in one PDF and transmitted to the BAC Retail Delivery Team.	
* Drawing packages to be sized to be e-mailable and not issued through drobox or similar. Alternatively, and preferred is direct via Aconex.	
2. Specifications	
* Finishes schedule and hard copy mood / finishes / sample boards, including alignment with BAC Vision that's Uniquely Brisbane	
3. Concept Design presentation to BAC Tenants can find the Concept Design, Acceptance Notice template in appendix 5 within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i> .	
4. Meeting with GHD (Fire engineering Compliance to the tenancy's fit-out)	
* Initiation meeting with GHD. Some topics to be discussed at the meeting are: GHD terms of engagement, fire compliance process (timing), fire services requirements specific to the DTB and/or tenancy's fit-out.	
* Tenant to provide TC written confirmation of the initiation meeting with GHD (provide the date when the meeting took place).	
5. Signed "BAC stage 2A- Concept Design, Acceptance Notice" Tenants can find the Concept Design, Acceptance Notice template in appendix 5 within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i> .	

Date of Submission _____

Person making the submission _____

Signature _____



3.5 Appendix 5:

BAC Stage 2A - Concept Design, Acceptance Notice

DATE OF NOTICE: Xx/xx/xx
 SITE NUMBER: xx-xx
 TENANT: xxxxxxxxx

Dear xxxxxx,

Brisbane Airport Corporation has received the Stage 2A Concept Design submission for tenancy xx-xx _____ dated xx/xx/xx (*insert BAC tenancy reference number, tenant trading name and date*).

The submission issued by the tenant for Stage 2A Concept Design is accepted subject to the below conditions being met in the following Stage 2B preliminary detailed design submission due xx/xx/xx.

Drawing Reference	Required amendment	Due Date

The Stage 2A concept design acceptance notice does not replace the tenant’s requirement to obtain statutory approvals by the ABC and ALCC.

The Stage 2A Concept Design acceptance notice is intended to ensure compliance with the BAC Retail Fit out Guide, Style Guides and any Brisbane Airport specific criteria only.

Note: the Stage 2A Concept Design Acceptance is given for aesthetic design intent only and does not confirm compliance with any statutory requirements, nor does it mitigate the tenants responsibility, tenant’s designer and / or tenant’s shopfitter from ensuring that the tenancy is designed and constructed in accordance with all statutory codes.

Date Signed by BAC
 TC _____

Name _____

Signature _____

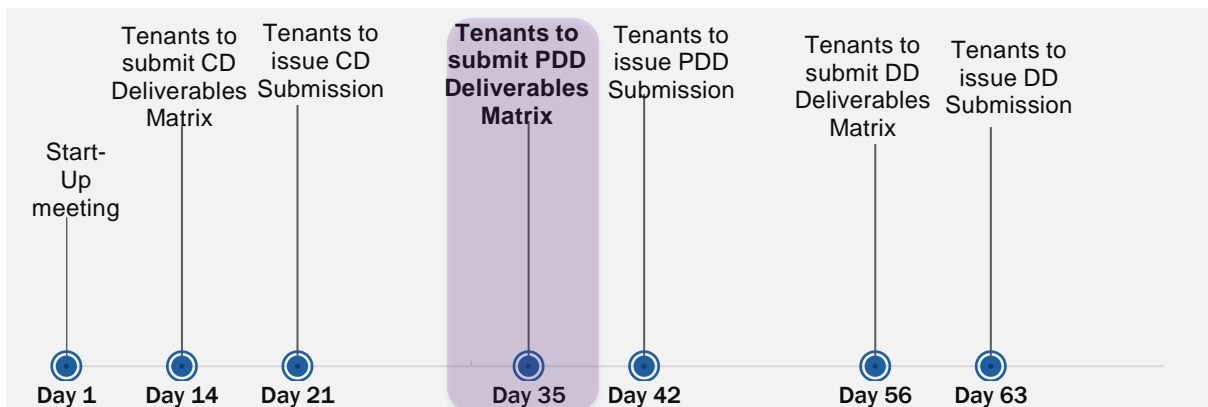
3.6 Appendix 6:

Tenants PDD Deliverables Matrix

DATE: **Xx/xx/xx**
SITE NUMBER: **xx-xx**
TENANT: **XXXXXXXXXX**

Tenants need to issue this PDD Deliverables Matrix to BAC Tenancy Coordinators at day 35 (one week prior to Preliminary Detailed Design Submission due date, refer to the timeline below). Tenants need to add the status of each deliverable listed in the table below (Status Update column) and it needs to be formally endorsed by the tenant or tenant’s representative). The tenant’s appointed Project Manager can assist at completing this PDD Deliverable Matrix to track and monitor timing of their tenancy’s deliverables.

Typical high-level timeline of the Design Stage



Deliverables / Deadline date to issue all deliverables to BAC (date agreed at the Start-Up meeting): _____ - _____ (complete dd-mm-yy)	Status Update
	UA: Urgent Action
	C: Closed
	O: Open
1. Architectural and Building Services plans	UA / C / O
* Location Plan	UA / C / O
* Floor Plans (ensure relevant gridlines, floor levels and lease lines are indicated)	UA / C / O
* Elevations and Sections	UA / C / O
* Perspectives	UA / C / O
* Reflected Ceiling Plans	UA / C / O
* Site inspection	UA / C / O
* List of Category 1 works	UA / C / O
* Shopfront detailing including coloured elevations and section	UA / C / O
* Joinery detail drawings	UA / C / O
* Signage contractors’ drawings	UA / C / O
* Lighting Design drawings including; beam widths, CRI, Lux Levels, colour temperature and 3D false colour rendition diagram	UA / C / O
* Services Layouts/Designs and requirements (Hydraulic including. drainage points, Fire, Mechanical, Electrical including. Loads) Tenant to engage Building Services Qualified Engineers, QBCC licensed and/or RPEQ registered to prepare these service layouts/design drawings listed above. Refer to Section 1.3.4 within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i> for	UA / C / O

description /requirements of Building Services Qualified Engineers, QBCC licensed - RPEQ registered	
* Setout showing electrical distribution board and communications cabinet from grid lines	UA / C / O
* Structural Design (Core holes including. set out of core holes from grid lines/overlayed with the under-slab coordination plan, Excessive Loads, suspended elements from base building structure and shopfronts) [tenant to engage]	UA / C / O
* Tenants marketing contact for hoarding Design coordination	UA / C / O
* Note: Accessible Design – Consideration for Disability Discrimination Act and Disability Standards for Public Transport Buildings	UA / C / O
* Note: Food health Design consideration (where applicable)	UA / C / O
* Architectural submission to be bundled as one PDF document . Services drawings can be bundled as separate documents	UA / C / O
* Drawing packages to be sized to be transmitted via Aconex.	UA / C / O
2. Specifications and Branding	UA / C / O
* Finishes schedule and hard / finishes / sample boards	UA / C / O
* Furniture and equipment schedule	UA / C / O
* Graphic + Branding package (Food & Beverage tenants to include menu layouts, signage, uniforms and platinum standard requirements)	UA / C / O
* Lighting Design specifications including; beam widths, CRI, Lux Levels, colour temperature and 3D false colour rendition diagram	UA / C / O
3. Program of works and Procurement	UA / C / O
* Program for fit out works	UA / C / O
* Procurement methodology documentation	UA / C / O
* High level base building integration requirements	UA / C / O
* Impacts to BAC maintenance procedures	UA / C / O
BAC communications infrastructure requirements (Refer to the list of requirements in Section 2.5.6 BAC Comms Infrastructure within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i>)	UA / C / O
4. Approvals	UA / C / O
* Brisbane City Council plumbing application (copy of application to be supplied to TC) [tenant to submit and manage]	
* Application to discharge Trade Waste to BAC System to be issued to BAC Tenancy Coordinator, tenants can find this application in appendix 17 within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i> .	UA / C / O
5. Preparation of Fire Engineering Compliance Documents	UA / C / O
* GHD to prepare a Draft FER specific to the tenancy.	UA / C / O
6. Completed BAC “Tenancy Security Design Sign Off Form” (Refer to Appendix 10 within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i>)	UA / C / O
7. Signed “BAC Stage 2B- Preliminary Detailed Design, Acceptance Notice” , Tenants can find this Acceptance Notice template in appendix 8 within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i> .	UA / C / O
8. Signed completed “BAC Stage 2B – Preliminary Detailed Design, Design Deliverables Checklist” , tenants can find this checklist template in appendix 7 within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i> .	UA / C / O

Date of Submission _____

Person making the submission _____

Signature _____

3.7 Appendix 7:

BAC Stage 2B – Preliminary Detailed Design, Design Deliverables Checklist

Deliverables	Complete <input checked="" type="checkbox"/>
1. Architectural and Building Services plans	
* Location Plan	
* Floor Plans (ensure relevant gridlines, floor levels and lease lines are indicated)	
* Elevations and Sections	
* Perspectives	
* Reflected Ceiling Plans	
* Site inspection	
* List of Category 1 works (refer to	
* Shopfront detailing including coloured elevations and section	
* Joinery detail drawings	
* Signage contractors' drawings	
* Lighting Design drawings including; beam widths, CRI, Lux Levels, colour temperature and 3D false colour rendition diagram	
* Services Layouts/Designs and requirements (Hydraulic including. drainage points, Fire, Mechanical, Electrical including. loads) by QBCC licensee professional and/ or REPO	
* Setout showing electrical distribution board and communications cabinet from grid lines	
* Structural Design (Core holes including. set out of core holes from grid lines/overlayed with the under-slab coordination plan, Excessive Loads, suspended elements from base building structure and shopfronts) [tenant to engage]	
* Tenants marketing contact for hoarding Design coordination	
* Note: Accessible Design – Consideration for Disability Discrimination Act and Disability Standards for Public Transport Buildings	
* Note: Food health Design consideration (where applicable)	
* Architectural submission to be bundled as one PDF document . Services drawings can be bundled as separate documents	
* Drawing packages to be sized to be transmitted via Aconex.	
2. Specifications and Branding	
* Finishes schedule and hard / finishes / sample boards	
* Furniture and equipment schedule	
* Graphic + Branding package (Food & Beverage tenants to include menu layouts, signage, uniforms and platinum standard requirements)	
* Lighting Design specifications including; beam widths, CRI, Lux Levels, colour temperature and 3D false colour rendition diagram	
3. Program of works and Procurement	
* Program for fit out works	
* Procurement methodology documentation	
* High level base building integration requirements	
* Impacts to BAC maintenance procedures	
BAC communications infrastructure requirements, see Section 2.5.6 BAC Comms Infrastructure within the Tenancy Fit Out & Make Good Guidelines, (Domestic Terminal Building, Version 12), for the list of items required	
More Over Page	



Deliverables	Complete <input checked="" type="checkbox"/>
4. Approvals	
* Brisbane City Council plumbing application (copy of application to be supplied) [tenant to submit and manage]	
* Application to discharge Trade Waste to BAC System to be issued to BAC Tenancy Coordinator (Refer to Appendix 18 within the BAC Tenancy Fit Out & Make Good Guidelines, Domestic Terminal Building, Version 12.)	
5. Preparation of Fire Engineering Compliance Documents (GHD)	
* GHD to prepare a Draft FER specific to the tenancy.	
6. Completed BAC “Tenancy Security Design Sign Off Form” Refer to Appendix 10 within the BAC Tenancy Fit Out & Make Good Guidelines, Domestic Terminal Building)	
7. Signed “BAC Stage 2B- Preliminary Detailed Design, Acceptance Notice” Tenants can find this Acceptance Notice template in appendix 8 within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i> .	

Date of Submission _____

Person making the submission _____

Signature _____



STAGE 2B PRELIMINARY DETAILED DESIGN DELIVERABLES CHECKLIST

Deliverables	Complete <input checked="" type="checkbox"/>
5. Preparation of Fire Engineering Compliance Documents (GHD) * GHD to prepare a Draft FER specific to the tenancy.	
6. Completed BAC "Tenancy Security Design Sign Off Form" (Refer to Appendix 10 within the BAC Tenancy Fit Out & Make Good Guidelines, Domestic Terminal Building, Version 12.)	

Date of Submission _____

Person making the submission _____

Signature _____



3.8 Appendix 8:

BAC Stage 2B – Preliminary Detailed Design, Acceptance Notice

DATE OF NOTICE: Xx/xx/xx
 SITE NUMBER: xx-xx
 TENANT: xxxxxxxxx

Dear xxxxxx,

Brisbane Airport Corporation has received the Stage 2B Preliminary Detailed Design (PDD) submission for tenancy XX-XX _____ dated xx/xx/xx (*insert BAC tenancy reference number, tenant trading name and date*).

The submission issued by the tenant for Stage 2B Preliminary Detailed Design is accepted subject to the below conditions being met in the following Stage 2C Detailed Design submission due xx/xx/xx.

Deliverable Item and/ or Drawing Reference	Required amendment	Due Date

BAC also notes that the information detailed below that forms part of Stage 2A deliverables was not included in your Preliminary Detailed Design (PDD) submission. This information must be included in your Stage 2C Detailed Design submission or BAC will deem this submission as incomplete.

Deliverable Item and/ or Drawing Reference	Required amendment	Due Date

The Stage 2B Preliminary Detailed Design Acceptance Notice does not replace the tenant's requirement to obtain statutory approvals by the ABC and ALCC.

Note: This Preliminary Detailed Design Acceptance Notice is given for design intent only and does not confirm compliance with any statutory requirements, nor does it mitigate the tenants responsibility, tenant's designer and / or tenant's shopfitter from ensuring that the tenancy is designed and constructed in accordance with all statutory codes.

The Stage 2B Preliminary Detailed Design Acceptance Notice is intended to ensure compliance with the BAC Retail Fit out Guide, Style Guides and any Brisbane Airport's specific criteria only.

Date Signed by
 BAC TC _____

Name _____

Signature _____

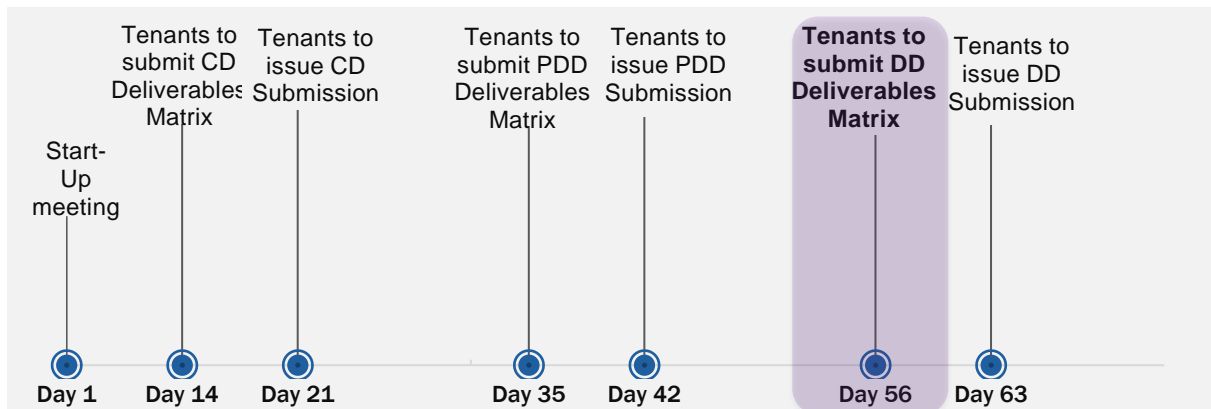
3.9 Appendix 9:

Tenants DD Deliverables Matrix

DATE: Xx/xx/xx
SITE NUMBER: xx-xx
TENANT: xxxxxxxxx

Tenants need to issue this DD Deliverables Matrix to BAC Tenancy Coordinators at day 56 (one week prior to Detailed Design Submission due date, refer to the timeline below). Tenants need to add the status of each deliverable listed in the table below (Status Update column) and it needs to be formally endorsed by the tenant or tenant's representative. The tenant's appointed Project Manager can assist at completing this DD Deliverable Matrix to track and monitor timing of their tenancy's deliverables.

High-level timeline of the Design Stage



Deliverables / Deadline date to issue all deliverables to BAC (date agreed at the Start-Up meeting): ____ - ____ - ____ (complete dd-mm-yy)	Status Update
	UA: Urgent Action
	C: Closed
	O: Open
2. Architectural and Building Services plans Tenants to engage a Reputable Retail Designer to prepare fit out plans. Refer to Section 1.3.1 within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i> for full description /requirements of Reputable Retail Designer.	UA / C / O
* Revised Location & Floor Plans (ensure relevant gridlines, floor levels and lease lines are indicated)	UA / C / O
* Revised Reflected Ceiling Plans	UA / C / O
* Revised Elevations & Sections	UA / C / O
* Revised Shopfront detailing including coloured elevation and section	UA / C / O
* Revised Joinery detail and drawings	UA / C / O
* Revised perspectives	UA / C / O
* Revised signage contractors' drawings	UA / C / O
* Fully coordinated engineered services drawings (mechanical, electrical, hydraulic and fire services). Tenant to engage Building Services Qualified Engineers, QBCC licensed and/or RPEQ registered. Refer to Section 1.3.4 within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i> for full description/requirements of Building Services Qualified Engineers, QBCC licensed and/or RPEQ registered engineer.	UA / C / O

* Setout showing electrical distribution board and communications cabinet from grid lines	UA / C / O
* Revised Lighting Design drawings including; beam widths, CRI, Lux Levels, colour temperature and 3D false colour rendition diagram	UA / C / O
* Site inspection	UA / C / O
* Note: Accessible Design – Consideration for Disability Discrimination Act and Disability Standards for Public Transport Buildings	UA / C / O
* Note: Food health Design consideration (where applicable)	UA / C / O
* Any other plans or Design submission requirements under the Tenancy Guidelines or Promotional Guidelines	UA / C / O
* Nomination of proposed fit out contractor	UA / C / O
* Any revisions, changes, amendments are clearly defined (Clouded)	UA / C / O
* Architectural submissions to be bundled as one PDF document . Services drawings can be bundled as separate documents and transmitted via Aconex	UA / C / O
2. Specifications and Branding	
* Revised finishes schedule and hard copy mood / finishes / sample boards	UA / C / O
* Revised furniture schedule	UA / C / O
* Revised Equipment schedule	UA / C / O
* Revised graphics + Branding package (Food & Beverage tenants to include menu layouts, signage, uniforms and platinum standard requirements)	UA / C / O
* Revised Lighting Design specifications including; beam widths, CRI, Lux Levels, colour temperature and 3D false colour rendition diagram	UA / C / O
* Services Max Load calculations	UA / C / O
3. Construction Program and Procurement	
* Architectural Safety in Design Risk assessment	UA / C / O
* Updated fit out program (construction program)	UA / C / O
* Variation requests to alter base building provisions to allow Category 1 works to be costed and issued to the tenant, including a list of the Category 1 works required	UA / C / O
4. Approvals / Compliance	
* Aurecon Structural Assessment/Memorandum of base building slab for tenant's core holes/slab penetration [tenant to engage]	UA / C / O
* Brisbane City Council plumbing application (copy of application to be supplied, if tenancy has water supply and drainage)	UA / C / O
* Application to discharge Trade Waste to BAC System (Appendix 18 within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i>) to be issued to BAC Tenancy Coordinator.	UA / C / O
* Fully coordinated structural Design including Design certificates (Core holes including set out of core holes from grid lines/overlayed with the under-slab coordination plan, Excessive Loads, suspended elements from base building structure and shopfronts) [tenant to engage]	UA / C / O
* Fully coordinated engineered services Design Certificates (mechanical, electrical, hydraulic and fire services). Refer to Appendices 16, 17 and 20 within the BAC Tenancy Fit Out & Make Good Guidelines, Domestic Terminal Building for Design Certificate Template, Inspection/Installation Certificate and Examples of Design Certificates, respectively	UA / C / O
More Over Page	



5. Finalisation of Fire Engineering Compliance Documents (GHD)	
* GHD to complete a Final FER specific to the tenancy.	UA / C / O
6. Completed BAC “Tenancy Security Design Sign Off Form” Refer to Appendix 10 within the BAC Tenancy Fit Out & Make Good Guidelines, Domestic Terminal Building.	UA / C / O
7. Signed “BAC stage 2C- Detailed Design, Acceptance Notice”. Tenants can find this Acceptance Notice template in appendix 11 within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i> .	UA / C / O
8. Signed completed “BAC stage 2C –Detailed Design, Design Deliverables Checklist” Tenants can find this checklist template in appendix 11 within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i> .	UA / C / O

Date of Submission _____

Person making the submission _____

Signature _____



3.10 Appendix 10: Tenancy Security Design Sign Off Form



TENANCY SECURITY DESIGN SIGN OFF FORM

To ensure that the new tenancy design has incorporated security measures pertaining to the securing tools of trade from unauthorised access, this form is to be completed by the Tenant/Tenant Design and submitted with the Detailed Design submission documents.

PERSON MAKING REQUEST	
COMPANY	
LOCATION OF TENANCY	

Back of House Kitchen/Prep area

Where the risk of multiple sharp items such as knives are required to be kept on site and the tenancy has a kitchen/prep area away from the public, consideration should be given for the following design options to be incorporated in the fit-out;

	DESIGN FEATURES	YES	NO
1	Lockable drawers and cupboards to secure sharp items		
	Comments		
2	Tethering of sharps to fixtures using tamper proof fittings that prevent unauthorised removal		
	Comment		
3	Lockable doors leading to sharps storage and usage areas		
	Comment		
4	Secure servery hatches leading to open areas after hours		
	Comment		

Document Title: BAC Tenancy Security Design sign off
Version: 1.0 Reviewed Date: June 2018
Originator: Simon Hadlington Approver: Gary Chadwick



TENANCY SECURITY DESIGN SIGN OFF FORM

Open plan food preparation and serving areas

Due to the higher visibility of sharps within this style of tenancy additional thought should be given to the ease of accessibility of sharps by an unauthorised person intent on gaining access to the area:

	DESIGN FEATURES	YES	NO
1	Prep area and sharps use to be the furthest practical location away from the public		
Comment			
2	Sharps to be securely tethered to work space out of reach of public and with only sufficient tether length for work purpose		
Comment			
3	Counter interface with the public incorporate design features to deter and delay access to the work area, use of higher display counters, minimise open space for ease of climbing entry		
Comment			
4	Lockable staff access doors to prevent unauthorised entry		
Comment			
5	Use of 1.8m height walling – combination of solid structure and glass window is acceptable, but be designed to prevent climbing over		
Comment			

Document Title: BAC Tenancy Security Design sign off
 Version: 1.0 Reviewed Date: June 2018
 Originator: Simon Hadlington Approver: Gary Chadwick



TENANCY SECURITY DESIGN SIGN OFF FORM

Open plan non-food tenancy

Non-food tenancies may also hold tools of trade that may be considered prohibited items within the sterile area, and as such need to be secured to prevent unauthorised access. Items included within the definition of tools of trade include, scissors, screwdrivers, box cutters, hammers, spanners and pliers. Methods that may be implemented to prevent unauthorised access to these items;
It is recommended that only the minimum required items are stored on site.

	DESIGN FEATURES	YES	NO
1	Lockable drawers and cupboards to secure sharp items		
	Comment		
2	Tethered to counter – scissors used on a regular basis could be retained this way		
	Comment		
3	Secure container within a drawer – container secured to drawer to prevent removal		
	Comment		
4	Locked store rooms with no public access		

General security awareness

	General Security Awareness	YES	NO
1	Has the tenant been provided with BAC Security Awareness Guide		
	Comment		
2	Is the tenant aware of their obligations to display ASIC and VIC		
	Comment		
3	Are procedures in place to self-audit tools of trade		

Document Title: BAC Tenancy Security Design sign off
 Version: 1.0 Reviewed Date: June 2018
 Originator: Simon Hadlington Approver: Gary Chadwick



TENANCY SECURITY DESIGN SIGN OFF FORM

Sign Off

	General Security Awareness	YES	NO
Does the tenancy meet the minimum requirements of BAC security measures regarding tools of trade			
Signature			

If No – Rectification required

[Empty rectangular box for rectification details]

Tenancy design approval completed Post Fit-out

BAC Security advisor sign	
BAC Security advisor name	
Date	

Document Title: BAC Tenancy Security Design sign off
 Version: 1.0 Reviewed Date: June 2018
 Originator: Simon Hadlington Approver: Gary Chadwick

3.11 Appendix 11:

BAC Stage 2C –Detailed Design, Design Deliverables Checklist

Deliverables	Complete <input checked="" type="checkbox"/>
1. Architectural and Building Services plans	
* Revised Location & Floor Plans (ensure relevant gridlines, floor levels and lease lines are indicated)	
* Revised Reflected Ceiling Plans	
* Revised Elevations & Sections	
* Revised Shopfront detailing including coloured elevation and section	
* Revised Joinery detail and drawings	
* Revised perspectives	
* Revised signage contractors' drawings	
* Fully coordinated engineered services drawings (mechanical, electrical, hydraulic and fire services) [tenant to engage]	
* Setout showing electrical distribution board and communications cabinet from grid lines	
* Revised Lighting Design drawings including; beam widths, CRI, Lux Levels, colour temperature and 3D false colour rendition diagram	
* Site inspection	
* Note: Accessible Design – Consideration for Disability Discrimination Act and Disability Standards for Public Transport Buildings	
* Note: Food health Design consideration (where applicable)	
* Any other plans or Design submission requirements under the Tenancy Guidelines or Promotional Guidelines	
* Nomination of proposed fit out contractor	
* Any revisions, changes, amendments are clearly defined (Clouded)	
* Architectural submissions to be bundled as one PDF document . Services drawings can be bundled as separate documents and transmitted via Aconex	
2. Specifications and Branding	
* Revised finishes schedule and hard copy mood / finishes / sample boards	
* Revised furniture schedule	
* Revised Equipment schedule	
* Revised graphics + Branding package (Food & Beverage tenants to include menu layouts, signage, uniforms and platinum standard requirements)	
* Revised Lighting Design specifications including; beam widths, CRI, Lux Levels, colour temperature and 3D false colour rendition diagram	
* Services Max Load calculations	
3. Construction Program and Procurement	
* Architectural Safety in Design Risk assessment	
* Updated fit out program (construction program)	
* Variation requests to alter base building provisions to allow Category 1 works to be costed and issued to the tenant, including a list of the Category 1 works required	
4. Approvals / Compliance	
* Aurecon Structural Assessment/Memorandum of base building slab for tenant's core holes/slab penetration [tenant to engage]	
More Over Page	



Deliverables	Complete <input checked="" type="checkbox"/>
* Brisbane City Council plumbing application (copy of application to be supplied, if tenancy has water supply and drainage)	
* Application to discharge Trade Waste to BAC System (Appendix 18 BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i> , to be issued to BAC Tenancy Coordinator).	
* Fully coordinated structural Design including Design certificates (Core holes including set out of core holes from grid lines/overlayed with the under-slab coordination plan, Excessive Loads, suspended elements from base building structure and shopfronts) [tenant to engage] (Refer to Appendices 16, 17 and 20 within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i> , for Design Certificate Template, <u>Inspection/Installation Certificate and Examples of Design Certificates</u> , respectively)	
* Fully coordinated engineered services Design certificates (mechanical, electrical, hydraulic and fire services) [tenant to engage]	
* Completed BAC Tenancy Security Design Checklist (see resources issued with start-up letter)	
5. Finalisation of Fire Engineering Compliance Documents (GHD)	
* GHD to prepare a Final FER specific to the tenancy.	
6. Completed BAC “Tenancy Security Design Sign Off Form” (Refer to Appendix 10 within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i> , Version 12)	
7. Signed “BAC stage 2C- Detailed Design, Acceptance Notice”. Tenants can find this Acceptance Notice template in appendix 11 within the BAC Tenancy Fit Out & Make Good Guidelines, <i>Domestic Terminal Building</i> .	

Date of Submission _____

Person making the submission _____

Signature _____



3.12 Appendix 12:

BAC Stage 2C –Detailed Design, Acceptance Notice

DATE OF NOTICE: **Xx/xx/xx**
 SITE NUMBER: **xx-xx**
 TENANT: **XXXXXXXXXX**

Dear xxxxxx,

Brisbane Airport Corporation has received the Stage 2C detailed design submission for tenancy XX-XX _____ dated xx/xx/xx (*insert BAC tenancy reference number, tenant trading name and date*).

The submission issued by the tenant for Stage 2C Detailed Design is approved subject to the below conditions.

Deliverable Item and/ or Drawing Reference	Required amendment	Due Date

The 'as-built' fit out must reflect the final approved drawings and conditions. Any deviation from the approved drawings and conditions not presented to and approved by BAC will be considered a defect that must be rectified.

The Stage 2C Detailed Design Acceptance Notice does not replace the tenant's requirement to obtain statutory approvals by the ABC and ALCC.

The Stage 2C Detailed Design Acceptance Notice is intended to ensure compliance with the BAC Retail Fit out Guide, Style Guides and any Brisbane Airport specific criteria only.

Note: the Final Design Acceptance Notice is given for design intent only and does not confirm compliance with any statutory requirements, nor does it mitigate the tenants responsibility, tenant's designer and / or tenant's shopfitter from ensuring that the tenancy is designed and constructed in accordance with all statutory codes.

The Final Design Accepted drawings must be used to obtain your Construction Certificate.

Date Signed by BAC TC _____

Name _____

Signature _____



3.13 Appendix 13: Security requirements for contractors working in sterile area



Security Requirements for Contractors Working in a Sterile Area

Version 1.4

BRISBANE AIRPORT CORPORATION PTY LTD
11 THE CIRCUIT, SKYGATE
BRISBANE AIRPORT QLD 4008
PO BOX 61, HAMILTON CENTRAL
QLD 4007 AUSTRALIA

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Document Revision Record

Version #	Nature of revision	Revision date	Page(s) affected	Actioned by (name, title)
1.1	Update contacts and populated into new template. Change name from previous SOP's Landside security zone (sterile area) and Sterile Access – Contractor Requirements and aligned to new SOP's	May 2016	All	Michael Bassett
1.2	Removed all references to AMO and replaced with Active Surveillance Operators	May 2016	All	Mandy Sargent
1.3	Removed duration of access to sterile area and included requirement that Security guard may still be required for security approved contractor dependent on the nature of the work.	July 2017	5	Michael Bassett
1.4	Update ASIC/VIC ratio to be consistent with security awareness guide. Removed mention to QF/VA screening points as now under control of BAC Added security sweep, tenancy design checklist requirements for construction work	Nov 2019	All	Michael Bassett

Document Title:	REQUIREMENTS FOR CONTRACTORS WORKING IN A STERILE AREA	Reviewed:	Nov 2019
Version:	1.4	Approver:	Gary Chadwick
Originator:	Michael Bassett		

1. Introduction

Brisbane Airport Corporation (BAC) is required by the Aviation and Maritime Security (AMS) division under the *Aviation Transport Security Regulations 2005 (ATSR)* to establish and maintain Security Zones including Sterile Areas. This guideline is to ensure that the Sterile Areas at Brisbane Airport is not compromised at any time, including during construction or maintenance works.

2. Requirement

The requirement of the Sterile Area is to ensure all people, possessions, goods, and vehicles are to be screened and cleared for unauthorised weapons and prohibited items upon entry into the sterile area.

This guideline covers the current, basic minimum-security requirements. Dependant on the work being conducted, potential interaction with passengers and the nature of the risk, additional controls may be needed to ensure the safety of passengers and the security of the sterile area is maintained.

3. Authority to Conduct Inspection / Search

Under the *Aviation Transport Security Regulations 2005*, and the *Aviation Screening Notice* BAC has legislative powers to carryout and complete all screening requirements to ensure, the strict control of prohibited items, including tools of trade, into and out of the Sterile Area. BAC has the right to conduct planned and ~~ad hoc~~ inspections of tenancies, construction sites etc to ensure that tools of trade are being secured appropriately and site compounds/tenancies maintain the integrity of the sterile area.

4. Tools of Trade

Tools are classified as Prohibited Items under the Regulations and are not allowed to be taken into the Sterile Area by unauthorised persons.

These items are only allowed into the Sterile Area if adequate measures are in place to protect passengers and aircraft from unauthorised access to, and use of these items.

4.1. Prohibited Items in Concessions/Tenancy's and/or Airline Lounges

Under the Regulations, concessions/Tenancy's and airline lounges in the Sterile Area ~~are allowed to have~~ Prohibited Items in their stores and lounges for ongoing/permanent day to day use under the following conditions:

- All items are registered with the Screening Contractor when entering and exiting the Sterile Area.
- All Concession/Airline lounge/Tenancy areas must also keep their own list of sharps including photos at their site and conduct daily checks
- Loss of any registered item from a concession area/tenancy or airline lounge must be notified to the Screening Contractor immediately once the loss is noticed.
- All registered items in areas that could be potentially accessed by a passenger or unauthorised person must be securely attached to an immovable object within the concession/airline lounge lease area. If sharps are not tethered, then they must be kept in an area that ~~is inaccessible to passengers.~~

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~~or customers at all times.~~ Entry to these areas ~~must be kept locked at all times~~ and the items securely locked away within the area when not in use.

- It is the responsibility of the Concession/Airline lounge/Tenancy to ensure that any registered item is kept in an area that ~~is only accessible to an employee or staff member at all times.~~
- Concession/Airline lounge/Tenancy must make all registered items available for audit purposes at any time that BAC requires this to be carried out. This audit may be by an authorised BAC or Screening Contractor employee.
- Concession operators may escort Contractors into and out of the Sterile Area providing the escort has a current ASIC. The escort is responsible for, ensuring that any "Tools of Trade" that the contractor needs to carry out the work are not accessible to passengers or other persons. The escort must also be responsible for ensuring that the escorting/supervision requirements for VIC pass holders, are complied with.
- Failure by any escort/supervisor to ensure that contractors adhere to this guidance at all times may result in the removal of all access provisions from the escorting/supervising ASIC holder's card for a length of time to be determined by BAC and require a security contractor to monitor the works until completed.

5. Approved Contractors

Contractors working in the Sterile Area and wishing to take 'Tools of Trade' into the areas will be classified as either "Security Approved Contractors" or "Non-approved Contractors".

'Security Approved Contractors' with 'Tools of Trade' will be allowed to enter and work in the Sterile Area without a security escort, however 'Security Approved Contractors' need to be aware that any breach of these provisions by an employee may result in removal of this status for all employees.

To become "Security Approved", the following conditions will apply:

- The Contractor and/or their employees must have frequent need for access with Tools of Trade into Sterile Area's at Brisbane Airport and be endorsed by a BAC representative responsible for the works being undertaken.
- Contractors must have no breaches recorded against them or their employees.
- Contractors must have completed all necessary inductions and be recorded on ~~Reakon~~.
- Contractors and/or their employees are responsible for ensuring that no tool is, or can be, accessed by any unauthorised person at any time while they and their tools are in the sterile area.
- Contractors are responsible for the actions of their employees and must be prepared to sign a statement stating that they are aware of the ramifications of any breach of the Sterile Area, including reimbursement of the direct and indirect costs of a breach, and that they have inducted their employees in the requirements of these procedures.

Note: Despite being a Security Approved Contractor, the Security and Emergency Department may require a security guard to be present at the location of job due to the nature and location of the works within the Sterile Area and the risk of interaction with passengers. This will be risk assessed on case by case basis.

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5.1. Non-Approved Contractors

Non-Approved Contractors needing to access the sterile areas at Brisbane Airport will require a security guard, from a BAC approved security supplier. These guards will be at the contractor's expense unless prior arrangements have been made with the appropriate BAC Department or Project Manager.

They must also comply with the current legislation and these procedures at all times while in the Sterile Area with prohibited items, including "tools of trade" and must also be aware that they may still be held responsible for the cost of any breaches of the Sterile Area resulting in an evacuation.

6. Access Requirements

The following access requirements must be adhered to at all times:

- Access into sterile areas is through the designated screening points from landside or access-controlled doors from airside.
- Access Controlled doors can only be allowed where ASIC holders have the access on their ASIC cards. The exception is where they have been issued with a VIC and are being escorted by an ASIC holder who has the access and is responsible for them.
- Access through any other security door leading into the sterile area can only be arranged in advance (48 hours' notice) and, once approved, will only be allowed when a screener is present to screen and clear all persons, equipment, tools and other items that need to be taken through the door. Appropriate ASIC's and/or VIC's must be worn.
- Access through other security doors will only be approved where it is impracticable to do so through any manned screening point in the terminal and prior approval has been requested and granted by BAC terminal management.

7. ASIC and VIC Requirements

Aviation Security Identification Cards (ASIC's) and/or Visitor Identification Cards (VIC's) are required to be worn at all times when workers are in the sterile area. VIC passes are available 24/7 through the electronic VIC Issuing systems in the BAC office on L3 of the ITB and L2 of the DTB Common User areas.

The following are the guidelines that need to be put in place to ensure that the legislation is complied with.

- ASIC's and VIC's must be worn on the front or side of the body, above the waist and in full sight at all times.
- VIC holders ~~must be escorted by an ASIC holder at all times.~~
- ASIC to VIC ratio = 1 ASIC to 5 VIC's
- Guards are not to escort VIC holders outside of work areas if other workers are remaining in the work area without an ASIC holder being present and responsible for the workers.
- VIC passes can only be issued for 28 days in any 12 month rolling period to any one person. The 12 month rolling period starts on the date of issue of the person's first VIC pass. Unless an ASIC application has been received and accepted by the BAC ID and Access Centre (or a receipt of acceptance supplied from another authorised VIC Issuing body) this rule cannot be overridden.

Document Title:	REQUIREMENTS FOR CONTRACTORS WORKING IN A STERILE AREA		
Version:	1.4	Reviewed:	Nov 2019
Originator:	Michael Bassett	Approver:	Gary Chadwick



8. Construction Work Requirements

Where construction works are being undertaken that has the potential to impact the integrity of the sterile area or require tools of trade to be stored in a hoarded area for a duration of time, the following controls need to be followed:

8.1. Hoarding

- Contractors are responsible for ensuring work areas are hoarded and that any hoardings erected in the sterile area comply with BAC's safety and security requirements in this regard.
- Where possible, all work areas where tools are to be used should be hoarded off with 2.4 metre hoarding that is able to be secured so that unauthorised persons or passengers cannot access into the area.
- All hoarding should have a keyless pin lock installed to secure the hoarding. The pin should only be shared with authorised personnel who require access to the compound
- Staff are to ensure that all work areas are locked and secure before leaving the area.
- Staff are to ensure that all tools are securely locked away into suitable toolboxes before leaving the work area.

8.2. Requirements to follow when using Tools of Trade in the Sterile area

- Non-approved contractors are responsible for ensuring a guard is present whenever tools are taken into or being used in the sterile area.
- Tools are to be under the control of workers at all times when in the sterile area and are not to be left lying around ensuring that no tools are able to get into the possession of unauthorised persons or passengers at any time while work is being carried out.
- As well as registering tools at the screening point, if tools are to be stored in the sterile area for a prolonged period, Workers must keep list of the tools they are bringing into the sterile area at the hoarded worksite. This list needs to be checked on a daily basis to ensure all tools are accounted for.
- If tools are to be left in the area, Contractors must ensure that a suitable container (toolbox) is available for locking tools away in and that the area is also securely locked and inaccessible to unauthorised persons while it is vacant.
- When the tools are being taken out of the sterile area, they must be presented at the same screening point (if available) so they can be checked off against the original list to ensure that they are all accounted for.
- Only the minimum tools that are needed to do the job should be taken into the sterile area.
- Explosive powered tools are NOT allowed into the sterile area unless authorised by a BAC Security staff member. Compressed air tools with compressors and hoses are the only such tools allowed.

Document Title:	REQUIREMENTS FOR CONTRACTORS WORKING IN A STERILE AREA		
Version:	1.4	Reviewed:	Nov 2019
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8.3. Requirements for a Guard

Guards will be required for any construction works in the sterile area where the potential for tools and passengers could mix. Sterile area doors need to remain open or openings through sterile area walls need to occur as part of the work.

When a security guard is engaged for the construction work their key tasks are:

- To ensure the integrity of the sterile area at all times.
- To ensure that any access point, hole or aperture of any sort between the sterile area and landside or airside areas is never left unattended at any time.
- To ensure that no item (e.g. tools) that could be used to interfere with the safety or security of an aircraft is made accessible to any passenger or other unauthorised person at any time.
- Required to ensure that all persons who enter into the sterile area at any area under their control, is screened and cleared to the appropriate standard in accordance with the appropriate legislation.
- To ensure that any tools in the area under their control cannot be accessed by any unauthorised person or passenger.
- Required to escort out, and back in, any tools being taken outside any hoarded work area while ensuring that any tools remaining inside the hoarded area remain secure.
- Required to be in possession, and trained in the use of a hand held metal detector or Explosive Trace Detection (ETD) equipment whenever the job entails entry into the sterile area not via a dedicated screening point.
- Required to be supplied with and wear the appropriate PPE necessary for the site and area that they are controlling.
- Required to be able to communicate with the appropriate persons whenever necessary, this can be either by two-way radio or phone.
- Required to report any problems, issues or breaches of the sterile area (suspected or otherwise) immediately to the contracted Screening Supervisor on shift (see appendix A for contact numbers).

8.4. Tenancy Security Design Sign off Form

If a new tenancy is being constructed which involves the use or keeping of sharps, the Tenancy Security Design form needs to be completed by the project in conjunction with the security and emergency team to ensure the appropriate requirements outline in this document are complied with. The form has incorporated security measures pertaining to the securing of "tools of trade" from unauthorised access, this form is to be completed by the project and submitted with the Detailed Design submission documents to the security and emergency team.

8.5. Security Sweep

At the completion of construction works, prior to hoarding coming down and outlets being re-open for business a security sweep needs to be conducted by the BAC security approved Contractor to establish that the work area has been returned to sterile area conditions. The organising of the sweep is the responsibility of the party responsible for the work being undertaken. Successful completion of the sweep should be notified to the Security and Emergency Department as well as Terminal Operations.

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Note: No tenancy or outlet within the sterile area is to be open to public without a Security Sweep being conducted.

9. Screening

- All persons must be screened and cleared into the sterile area unless they are exempt under the regulations.
- Refusal of any part of the screening process will result in the person not being able to proceed past the screening point.
- Once screened workers must stay in the sterile area or, if they go out of the area and out of sight of the guard at any time, must be re-screened upon re-entry.
- Depending on the number of contractor employees requiring access into the sterile area and the time that this will occur, there may be a necessity to have a separate screening point opened to screen and clear the contractor employees into the sterile area. This decision will be made by the Operations Security Contract Manager in consultations with Terminal Operations and BAC projects.

10. Access for Oversize Items

Items that are too large to be screened through an x-ray machine into the sterile area of the ITB or DTB will still require to be cleared before being brought into the sterile area. These items should not be brought through the main screening point and there are several other access methods that can be used to get them in.

- The contractor is responsible for ensuring that oversize items are advised to BAC Project Managers, Terminal Operations (including Security) and the BAC Security Screening provider at least 72 hours in advance.
- This advice must include the dimensions, weight and area of final delivery in order for the best possible method of access to be determined and the necessary arrangements agreed upon and actioned.
- Any additional costs incurred will be at the expense of the contractor requiring the access.

11. Breaches

Any suspected breach is to be reported immediately to the Screening Supervisor on shift at the Screening point. The report is to cover all the circumstances surrounding the breach and what has been done to mitigate the problem.

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12. Appendices

12.1. Appendix A - Contact Details

Contact	Company	Details
Screening Point Supervisor (ITB)	ISS	0400 787 615
Screening Point Supervisor (DTB Southern)	ISS	0403 090 128
Screening Point Supervisor (DTB Central)	ISS	0407 132 715
Screening Point Supervisor (DTB Northern)	ISS	0455 251 952
Duty Terminal Manager (DTM)	BAC	07 3408 3171 or itbdutymgr@bne.com.au
Active Surveillance Operators (ASO)	ISS	07 3068 6642 or 3068 6643
Security and Emergency Planning division (S&EP)	BAC	security.emergency@bne.com.au

12.2. Appendix B – Tenancy Security Design Sign Off Form

TENANCY SECURITY DESIGN SIGN OFF FORM

To ensure that the new tenancy design has incorporated security measures pertaining to the securing tools of trade from unauthorised access, this form is to be completed by the Tenant/Tenant Design and submitted with the Detailed Design submission documents.

PERSON MAKING REQUEST	
COMPANY	
LOCATION OF TENANCY	

Back of House Kitchen/Prep area

Where the risk of multiple sharp items such as knives are required to be kept on site and the tenancy has a kitchen/prep area away from the public, consideration should be given for the following design options to be incorporated in the fit-out;

	DESIGN FEATURES	YES	NO
1	Lockable drawers and cupboards to secure sharp items		
	Comments		
2	Tethering of sharps to fixtures using tamper proof fittings that prevent unauthorised removal		
	Comment		
3	Lockable doors leading to sharps storage and usage areas		
	Comment		
4	Secure servery hatches leading to open areas after hours		
	Comment		

TENANCY SECURITY DESIGN SIGN OFF FORM

Open plan food preparation and serving areas

Due to the higher visibility of sharps within this style of tenancy additional thought should be given to the ease of accessibility of sharps by an unauthorised person intent on gaining access to the area:

	DESIGN FEATURES	YES	NO
1	Prep area and sharps use to be the furthest practical location away from the public		
Comment			
2	Sharps to be securely tethered to work space out of reach of public and with only sufficient tether length for work purpose		
Comment			
3	Counter interface with the public incorporate design features to deter and delay access to the work area, use of higher display counters, minimise open space for ease of climbing entry		
Comment			
4	Lockable staff access doors to prevent unauthorised entry		
Comment			
5	Use of 1.8m height walling – combination of solid structure and glass window is acceptable, but be designed to prevent climbing over		
Comment			

TENANCY SECURITY DESIGN SIGN OFF FORM

Open plan non-food tenancy

Non-food tenancies may also hold tools of trade that may be considered prohibited items within the sterile area, and as such need to be secured to prevent unauthorised access. Items included within the definition of tools of trade include, scissors, screwdrivers, box cutters, hammers, spanners and pliers. Methods that may be implemented to prevent unauthorised access to these items;

It is recommended that only the minimum required items are stored on site.

	DESIGN FEATURES	YES	NO
1	Lockable drawers and cupboards to secure sharp items		
	Comment		
2	Tethered to counter – scissors used on a regular basis could be retained this way		
	Comment		
3	Secure container within a drawer – container secured to drawer to prevent removal		
	Comment		
4	Locked store rooms with no public access		

General security awareness

	General Security Awareness	YES	NO
1	Has the tenant been provided with BAC Security Awareness Guide		
	Comment		
2	Is the tenant aware of their obligations to display ASIC and VIC		
	Comment		
3	Are procedures in place to self-audit tools of trade		



TENANCY SECURITY DESIGN SIGN OFF FORM

Sign Off

General Security Awareness		YES	NO
Does the tenancy meet the minimum requirements of BAC security measures regarding tools of trade			
Signature			

If No – Rectification required

[Empty rectangular box for rectification details]

Tenancy design approval completed Post Fit-out

BAC Security advisor sign	
BAC Security advisor name	
Date	

12.3. Appendix C – Sterile Area Security Sweep Approval Form

STERILE AREA SECURITY SWEEP APPROVAL FORM

GROUP REQUESTING SECURITY SWEEP: _____

LOCATION OF SECURITY SWEEP: _____

PERSONS CONDUCTING SWEEP: _____

EQUIPMENT / PPE REQUIRED TO PERFORM TASK: Cut resistant gloves
Search Mirrors HHMD _____

Security Sweep		
Is the area clear of all rubbish and debris?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have all Construction tools been removed from the area?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have all cupboards, storage spaces been inspected and cleared?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Has all furniture been inspected and cleared? Under Seating / Under Tables	YES <input type="checkbox"/>	NO <input type="checkbox"/>
In Storage Areas that are not locked, such as the cleaner's storage room.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
In shower and toilet facilities	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Behind art work attached to walls (if accessible)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Inside any unlocked desk drawers	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Inside the Fire hose cabinet	YES <input type="checkbox"/>	NO <input type="checkbox"/>
In plant pots and bins	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Bins should be emptied and checked	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Does the area meet the requirements of a sterile area	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Security Sweep Approved	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If no, provide rectification comments below:		

Security Contractor Signature and Date: _____ / /

Approver Name: _____



3.14 Appendix 14: Statement of acceptance of conditions for working in sterile zone as an approved contractor at Brisbane Airport



Statement of Acceptance of Conditions for Working in a Sterile Security Zone as an Approved Contractor at Brisbane Airport

1. I of ASIC No:
Name Contracting Company

do hereby declare that I have the authority to act on behalf of the above named company, that I am aware of the rules and regulations for working in a Sterile Security Zone (LSZ) at Brisbane Airport and that I and all employees of the company have been properly inducted and/or trained in the requirements of how they conduct themselves while in these areas of the Airport. This includes (but is not restricted to) the registration of tools into and out of the area, escorting of persons with Visitor Identifications Cards (VICs) and the need to ensure that tools cannot be accessed by unauthorised persons as per SOP for Prohibited Items (including 'Tools of Trade') in a LSZ at Brisbane Airport.

I also understand that the company may be held liable for the recovery of any costs associated with any breach of the LSZ that is directly attributable to the actions of any employee of the above company. I am also aware that Brisbane Airport Corporation Pty Ltd may revoke the Approved Contractor status if any Contractor's employee is found to be in breach of the conditions for working in a LSZ at Brisbane Airport and any associated additional costs that are incurred will be at the Contractor's expense.

2. Signature Date/...../20.....

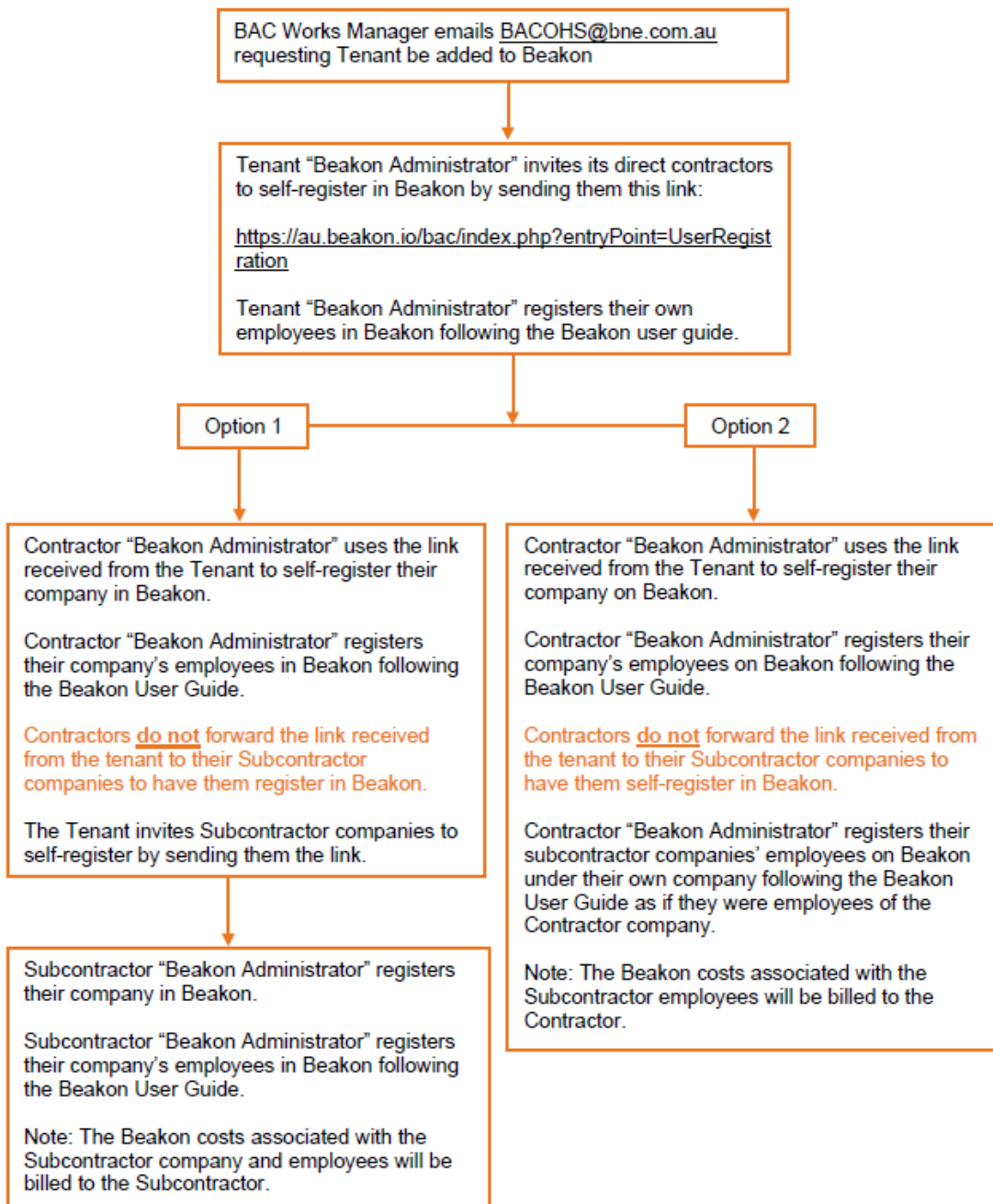
3. *Endorsed by:* Signature
Name
Company

4. *Approved by:* Signature
Name
Date

3.15 Appendix 15: Registering tenant contractors and their subcontractors in Beakon



REGISTERING TENANT CONTRACTORS & THEIR SUBCONTRACTORS IN BEAKON





3.16 Appendix 16: Design Certificate template

<h1>Design Certificate</h1>	Airports Act 1996 Airports (Building Control) Regulation 1996		
Property location Street address <i>(Include no., street, suburb/locality & postcode)</i>	MUST BE ACCURATE ADDRESS/PROPERTY DESCRIPTION – REFER TO APPLICATION FOR BUILDING APPROVAL FOR DETAILS		
Description of component/s certified Clearly describe the extent of work covered by this certificate.			
Basis of certification Detail the basis for giving the certificate and the extent to which tests, specifications, rules, standards, codes of practice and other publications, were relied upon. All relevant design standards such as the BCA must be listed.			
Performance Solutions Detail and attached any Performance Solution under the BCA or relevant standards.	Is any aspect of the design subject to a performance solution?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes attached a copy of the report to this certificate and insert report reference.	Report reference:	
Reference documentation Clearly identify any relevant documentation, e.g. drawings, specifications, design reports relied upon.			
Building/works expert details. Certificate must be completed by a building expert or works expert. 'Building expert' for building activity on an airport site, means a person generally recognised within the industry as having expert knowledge about, or qualifications for, the construction of buildings. 'Works expert' for building activity on an airport site, means a person generally recognised within the industry as having expert knowledge about, or qualifications for, the carrying out of works. 'Building expert' and 'works expert' are defined in the Airport (Building Control) Regulations 1996. Refer to Regulations for full details. A copy of the signatories registration/licence/experience MUST be attached to certificate EG QBCC Licence, RPEQ Registration, or CV detailing expert knowledge.	<i>Name of signatory</i>		
	<i>Company name (if applicable)</i>		
	<i>Postal address</i>		
	<i>Telephone No</i>		
	<i>Mobile No</i>		
	<i>Fax No.</i>		
	<i>Email address</i>		
	<i>License or registration number</i>	<i>Copy of licence /registration/ CV</i> MUST <i>Be Attached</i>	<i>Tick Box</i>
Signature	<i>I certify that the design described above will comply with Regulations, The Building Code of Australia, Plumbing Code of Australia and relevant Australian Standards or International Standards.</i> Signature.....Date.....		

Note: this Design Certificate may be updated time to time by ABC. Tenants are responsible to check if there is a latest version of this Design Certificate (tenants can check directly with ABC).



3.17 Appendix 17: Inspection/ Installation Certificate template

INSPECTION/INSTALLATION CERTIFICATE

Airports Act 1996
AIRPORTS (BUILDING CONTROL) REGULATION 1996

Property location Tenancy No, Street No, Street, Suburb/locality & postcode)	MUST BE ACCURATE ADDRESS/PROPERTY DESCRIPTION – REFER TO APPLICATION FOR BUILDING APPROVAL FOR DETAILS		
Description of component/s of Building Activity certified Clearly describe the extent of work covered by this certificate.	Inspection/ Installation (delete as appropriate) of:		
Basis of certification Detail the basis for giving the certificate and the extent to which tests, specifications, rules, standards, codes of practice and other publications, were relied upon. All relevant design standards such as the BCA must be listed.			
Performance Solutions Detail and attached any Performance Solution under the BCA or relevant standards.	Is any aspect of the design subject to a performance solution?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes attached a copy of the report to this certificate and insert report reference.	Report reference:	
Building/works expert details. Certificate must be completed by a building expert or works expert. 'Building expert' for building activity on an airport site, means a person generally recognised within the industry as having expert knowledge about, or qualifications for, the construction of buildings. 'Works expert' for building activity on an airport site, means a person generally recognised within the industry as having expert knowledge about, or qualifications for, the carrying out of works. 'Building expert' and 'works expert' are defined in the Airport (Building Control) Regulations 1996. Refer to Regulations for full details. A copy of the signatories registration/licence/experience MUST be attached to certificate EG QBCC Licence, RPEQ Registration, or CV detailing expert knowledge.	<i>Name of signatory</i>		
	<i>Company name (if applicable)</i>		
	<i>Postal address</i>		
	<i>Telephone No</i>		
	<i>Mobile No</i>		
	<i>Fax No.</i>		
	<i>Email address</i>		
	<i>License or registration number</i>	<i>Copy of licence /registration/ CV</i> MUST Be Attached	<i>Tick Box</i>
			<input type="checkbox"/>
Building approval reference number			
Signature	I certify that the item/s described above have been carried out in accordance with best industry practice, and comply with Regulations, Building Code of Australia, Plumbing Code of Australia, relevant Australian Standards, other referenced standards and the building approval for the building activity. Signature.....Date.....		

Note: this Inspection/ Installation Certificate may be updated time to time by ABC. Tenants are responsible to check if there is a latest version of this Inspection/ Installation Certificate (tenants can check directly with ABC).



3.18 Appendix 18: Application to discharge Trade Waste to BAC Sewerage System



BAC Trade Waste

Application for approval to discharge Trade Waste into BAC Sewerage System- Standard

BRISBANE AIRPORT CORPORATION PTY LTD
11 THE CIRCUIT, SKYGATE
BRISBANE AIRPORT QLD 4008
PO BOX 61, HAMILTON CENTRAL
QLD 4007 AUSTRALIA

T +61 (0)7 3406 3000
F +61 (0)7 3406 3111
E INFO@BNE.COM.AU
W BNE.COM.AU
ABN 54 076 870 650



FORM-TW001
Application to discharge Trade Waste to Brisbane Airport Corporation Sewerage System-Standard

Complete form and email to utilities@bne.com.au for approval.

Tenant / Property Details

Name	Name
Site Code	Name
Building No	Name
Building Address	Name
Postal Address	Name
Authorised agent name	Name
Contact Phone number	Name
Email address	Name

1- What is this application for?

- New Premises
- A pre-existing premises – with new plumbing/drainage i.e. recently fitted out/renovated
- pre-existing premises – no new plumbing drainage
- Premises has a trade waste approval/permit but there has been a change of either property ownership or property details e.g. subdivision/amalgamation/community titles scheme

2- How Would the above premises be described

- A commercial office
- Zoned for industry
- Stand-alone building
- Part of a community title
- Other- *Specify*

Name

FORM-TW001
Application to discharge Trade Waste to Brisbane Airport Corporation Sewerage System-Standard

3- How many toilets are on the property

Name

4- What Type of business will be occupying the premises

Service/food retailing/hospitality or mechanical workshop/motor trades **Go to next Question**

Processing or manufacturing **Go to question 10**

Questions 5- 9 are to be completed by tenants with businesses related to the following activates

- General service providers e.g. *cleaning*
- Food retailing e.g. *restaurants*
- Hospitality
- Mechanical workshop
- Motor trades

5- Pre Treatment system- if more than one system please complete section for each system.

Business trading name

Name

Number of days open for business in a standard week

Contact Person's name

Contact person's phone number

Name

Contact person's email address

Name

Business type e.g. *cafe, takeaway food, restaurant, mechanical workshop,*

Pre-treatment system/s e.g. grease/silt trap, oil/silt trap, oil/water separator, silver recovery unit	Capacity or rating e.g. 550litres, 1000 litres, 2000 litres, 1000 litres per hour
---	--

--	--

Estimated daily discharge volume (*litres*)

6- What is the name of the liquid waste removal contractor who will service the above pre-treatment system/s?

Name

7- What is the estimated daily use of water from sources other than Brisbane Airport Corporation water supply e.g. stormwater tanks or recycled water?

	Litres
--	--------



FORM-TW001

Application to discharge Trade Waste to Brisbane Airport Corporation Sewerage System-Standard

8- What is the estimated daily water consumption for the property?

Name Litres

9-What is the estimated quantity of water supplied to the property that will not be discharged to sewer?

Basis of estimate – litres per day	
Water consumed in products e.g. Soup/ice	
Water evaporated e.g. Cooling tower/humidifier/boiler	
Water used to irrigate lawn/gardens	
Other water not discharged to sewer	
Total litres	Name

9-Trade Waste supporting documentation
Provide all relevant drainage plans with application:

Name

Drawing Number 1:

Name

Drawing Number 2:

Name

Drawing Number 3:

Name

Drawing Number 4:

Declaration and signature of the tenant owner or tenant owner's authorised agent.

I, (the tenant owner/tenant owner's authorised agent) declare that all of the information provided on this application is true and correct.

Name of tenant owner or tenant owner's authorised agent

Name

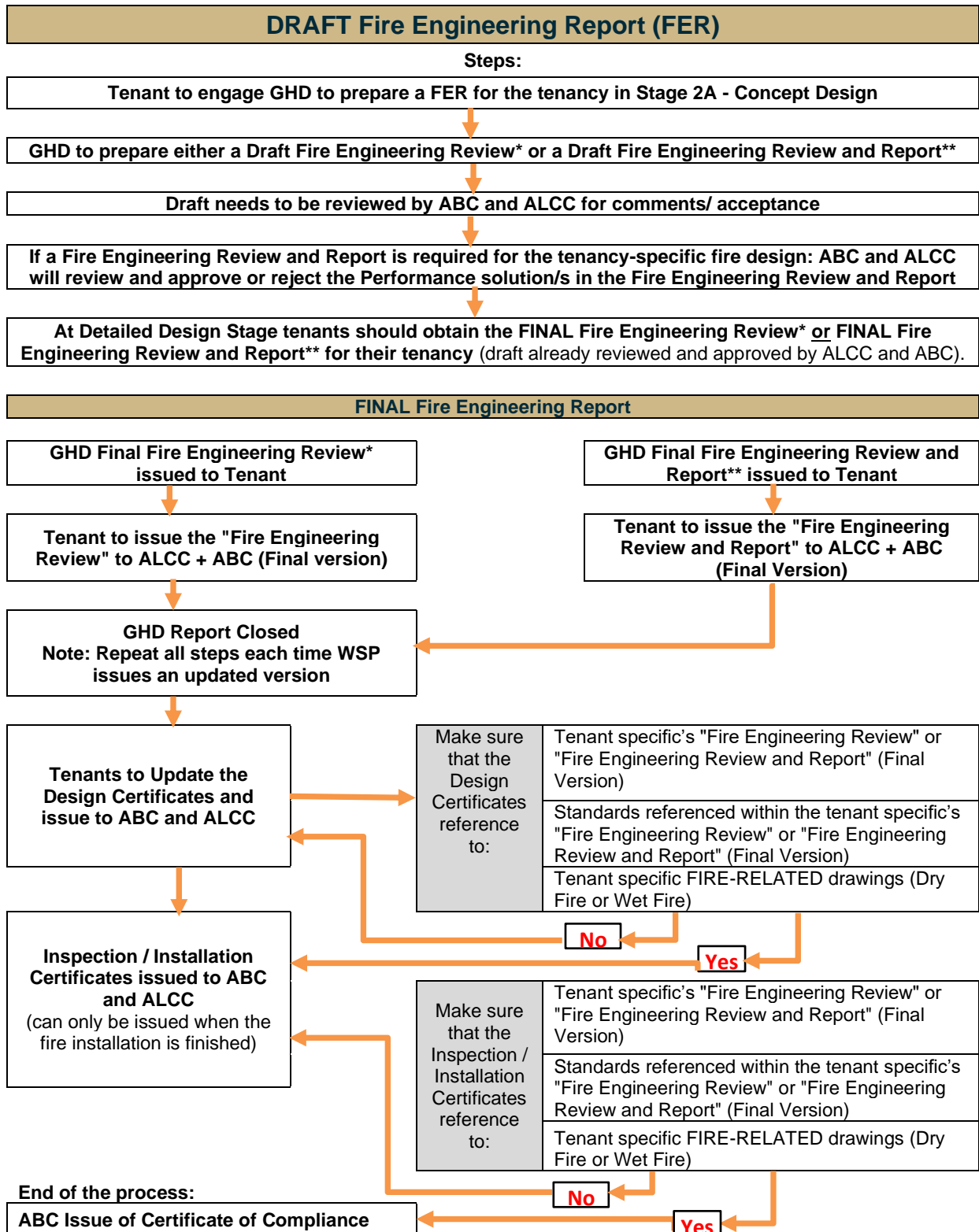
Signature of tenant owner or tenant owner's authorised agent

[Signature box]

Date

Name

3.19 Appendix 19: Fire Compliance Process Flowchart



* Fire Engineering Review and Report: Used when a new performance solution is required to be documented (not compliant to the NCC).

** Fire Engineering Review: Used when the Fire Engineering for the Tenancy complies with the previously agreed Fire Engineering for the Terminal, not strictly to the NCC.



3.20 Appendix 20: Examples of Design Certificate and Inspection/ Installation Certificate

Please note: The Design Certificate template shown below corresponds to the ABC latest documents version (January 2018) BAC have recorded in the system. Noting that ABC does update the certificates regularly, the tenant or tenant's team are responsible for making sure to be using the most recent version.

- Example of Wet Fire Design and Inspection/Installation Certificates (with a Performance Solution)

<h1>Design Certificate</h1>	Airports Act 1996 Airports (Building Control) Regulation 1996																				
Property location <small>Street address (include no., street, suburb/locality & postcode)</small>	MUST BE ACCURATE ADDRESS/PROPERTY DESCRIPTION – REFER TO APPLICATION FOR BUILDING APPROVAL FOR DETAILS <i>Tenancy 2A-00 xxxx [insert number and name of the tenancy]</i> Domestic Terminal Building 7 Bribie Way Brisbane Airport QLD 4008																				
Description of component/s certified <small>Clearly describe the extent of work covered by this certificate.</small>	Fire Sprinkles to the proposed Domestic Terminal Building Tenancy <i>2A-00 [insert number and name of the tenancy]</i>																				
Basis of certification <small>Detail the basis for giving the certificate and the extent to which tests, specifications, rules, standards, codes of practice and other publications, were relied upon. All relevant Design standards such as the BCA must be listed.</small>	<ul style="list-style-type: none"> • NCC 2019 (BCA 2019) National Construction Code Series, Volume One, Building Code of Australia Class 2 to 9 Buildings, within the tenancy only (excluding base build) • AS2118.1 (1999) • Brisbane Airport Domestic Terminal Building Tenancy 2A-00 XXX <i>[insert number and name of the tenancy]</i>, Fire Engineering Review, Revision 1-4, GHD SOTERA 																				
Performance Solutions <small>Detail and attached any Performance Solution under the BCA or relevant standards.</small>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Is any aspect of the Design subject to a performance solution?</td> <td style="width: 20%; text-align: center;"><input checked="" type="checkbox"/> Yes</td> <td style="width: 20%; text-align: center;"><input type="checkbox"/> No</td> </tr> <tr> <td style="font-size: small;">If yes attached a copy of the report to this certificate and insert report reference.</td> <td colspan="2" style="font-size: small;">Report reference: Brisbane Airport Domestic Terminal Building Tenancy 2A-00 XXX <i>[insert number and name of the tenancy]</i>, Fire Engineering Review, Revision 1-4, GHD SOTERA</td> </tr> </table>	Is any aspect of the Design subject to a performance solution?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	If yes attached a copy of the report to this certificate and insert report reference.	Report reference: Brisbane Airport Domestic Terminal Building Tenancy 2A-00 XXX <i>[insert number and name of the tenancy]</i> , Fire Engineering Review, Revision 1-4, GHD SOTERA															
Is any aspect of the Design subject to a performance solution?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No																			
If yes attached a copy of the report to this certificate and insert report reference.	Report reference: Brisbane Airport Domestic Terminal Building Tenancy 2A-00 XXX <i>[insert number and name of the tenancy]</i> , Fire Engineering Review, Revision 1-4, GHD SOTERA																				
Reference documentation <small>Clearly identify any relevant documentation, e.g. drawings, specifications, Design reports relied upon.</small>	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="font-size: small;">Document No.</th> <th style="font-size: small;">Revision</th> <th style="font-size: small;">Title</th> <th style="font-size: small;">Status</th> </tr> </thead> <tbody> <tr> <td style="color: red;">F000</td> <td style="color: red;">3.0</td> <td style="color: red;">Tenancy# - Fire Sprinklers Layout</td> <td style="color: red;">For Construction</td> </tr> <tr> <td style="color: red;">F001</td> <td style="color: red;">2.0</td> <td style="color: red;">Tenancy# - Fire Services Legends and Notes</td> <td style="color: red;">For Construction</td> </tr> <tr> <td style="color: red;">F002</td> <td style="color: red;">2.0</td> <td style="color: red;">Tenancy# - Fire Services Specifications</td> <td style="color: red;">For Construction</td> </tr> <tr> <td style="color: red;">F003</td> <td style="color: red;">2.0</td> <td style="color: red;">Tenancy# - xxxxxx</td> <td style="color: red;">For Construction</td> </tr> </tbody> </table>	Document No.	Revision	Title	Status	F000	3.0	Tenancy# - Fire Sprinklers Layout	For Construction	F001	2.0	Tenancy# - Fire Services Legends and Notes	For Construction	F002	2.0	Tenancy# - Fire Services Specifications	For Construction	F003	2.0	Tenancy# - xxxxxx	For Construction
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F002	2.0	Tenancy# - Fire Services Specifications	For Construction																		
F003	2.0	Tenancy# - xxxxxx	For Construction																		
Building/works expert details. Certificate must be completed by a building expert or works expert. <small>'Building expert' for building activity on an airport site, means a person generally recognised within the industry as having expert knowledge about, or qualifications for, the construction of buildings. 'Works expert' for building activity on an airport site, means a person generally recognised within the industry as having expert knowledge about, or qualifications for, the carrying out of works.</small>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; font-size: small;"><i>Name of signatory</i></td> <td style="color: red;">Tenant's Appointed Fire Engineer to Complete this section (Refer to Section 1.3.4 within this section for Fire Engineer's requirements)</td> </tr> <tr> <td style="font-size: small;"><i>Company name (if applicable)</i></td> <td style="color: red;">Tenant's Appointed Fire Engineer to Complete this section</td> </tr> <tr> <td style="font-size: small;"><i>Postal address</i></td> <td style="color: red;">Tenant's Appointed Fire Engineer to Complete this section</td> </tr> <tr> <td style="font-size: small;"><i>Telephone No</i></td> <td style="color: red;">Tenant's Appointed Fire Engineer to Complete this section</td> </tr> <tr> <td style="font-size: small;"><i>Mobile No</i></td> <td style="color: red;">Tenant's Appointed Fire Engineer to Complete this section</td> </tr> <tr> <td style="font-size: small;"><i>Fax No.</i></td> <td style="color: red;">Tenant's Appointed Fire Engineer to Complete this section</td> </tr> </table>	<i>Name of signatory</i>	Tenant's Appointed Fire Engineer to Complete this section (Refer to Section 1.3.4 within this section for Fire Engineer's requirements)	<i>Company name (if applicable)</i>	Tenant's Appointed Fire Engineer to Complete this section	<i>Postal address</i>	Tenant's Appointed Fire Engineer to Complete this section	<i>Telephone No</i>	Tenant's Appointed Fire Engineer to Complete this section	<i>Mobile No</i>	Tenant's Appointed Fire Engineer to Complete this section	<i>Fax No.</i>	Tenant's Appointed Fire Engineer to Complete this section								
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<p>'Building expert' and 'works expert' are defined in the Airport (Building Control) Regulations 1996. Refer to Regulations for full details.</p> <p>A copy of the signatories registration/licence/experience MUST be attached to certificate EG QBCC Licence, RPEQ Registration, or CV detailing expert knowledge.</p>	<p><i>Email address</i></p>	<p>Tenant's Appointed Fire Engineer to Complete this section</p>		
	<p><i>License or registration number</i></p>	<p>Tenant's Appointed Fire Engineer QBCC License Number</p>	<p>Copy of licence /registration/ CV MUST Be Attached</p>	<p>Tick Box <input checked="" type="checkbox"/></p>
<p>Signature</p>	<p><i>I certify that the Design described above will comply with Regulations, The Building Code of Australia, Plumbing Code of Australia and relevant Australian Standards or International Standards.</i></p> <p>Signature...<i>Tenant's Appointed Fire Engineer to sign</i>Date <i>and date</i></p>			



Inspection/Installation Certificate

Airports Act 1996
Airports (Building Control) Regulation 1996

<p>Property location</p> <p>Tenancy No, Street No, Street, Suburb/locality & postcode)</p>	<p>MUST BE ACCURATE ADDRESS/PROPERTY DESCRIPTION – REFER TO BUILDING APPROVAL FOR DETAILS</p>
	<p>Tenancy <u>2A-00 xxxx</u> <i>[insert number and name of the tenancy]</i> Domestic Terminal Building 7 Bribie Way Brisbane Airport QLD 4008</p>
<p>Description of component/s of the Building Activity certified</p> <p>Clearly describe the extent of work covered by this certificate.</p>	<p>Inspection/ Installation (delete as appropriate) of: Fire Sprinkles to the proposed Domestic Terminal Building Tenancy <u>2A-00</u> <i>[insert name of the tenancy]</i></p>
<p>Basis of certification</p> <p>Detail the basis for giving the certificate and the extent to which tests, specifications, rules, standards, codes of practice and other publications, were relied upon. All relevant design standards such as the BCA must be listed.</p>	<ul style="list-style-type: none"> • NCC 2019 (BCA 2019) National Construction Code Series, Volume One, Building Code of Australia Class 2 to 9 Buildings, within the tenancy only (excluding base build) • AS2118.1 (1999) • Brisbane Airport Domestic Terminal Building Tenancy <u>2A-00 XXX</u> <i>[insert number and name of the tenancy]</i>, Fire Engineering Review, Revision 1-4, GHD SOTERA



Performance Solutions Detail and attached any Performance Solution under the BCA or relevant standards.	Is any aspect of the design subject to a performance solution?		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	If yes attached a copy of the report to this certificate and insert report reference.		Report reference:	
Building/works expert details. Certificate must be completed by a building expert or works expert. 'Building expert' for building activity on an airport site, means a person generally recognised within the industry as having expert knowledge about, or qualifications for, the construction of buildings. 'Works expert' for building activity on an airport site, means a person generally recognised within the industry as having expert knowledge about, or qualifications for, the carrying out of works. 'Building expert' and 'works expert' are defined in the Airport (Building Control) Regulations 1996. Refer to Regulations for full details. A copy of the signatories registration/licence/experience MUST be attached to certificate EG QBCC Licence, RPEQ Registration, CV detailing expert knowledge.	<i>Name of signatory</i>	<i>Tenant's Appointed Fire Engineer to Complete this section (Refer to Section 1.3.4 within this section for Fire Engineer's requirements)</i>		
	<i>Company name (if applicable)</i>	<i>Tenant's Appointed Fire Engineer to Complete this section</i>		
	<i>Postal address</i>	<i>Tenant's Appointed Fire Engineer to Complete this section</i>		
	<i>Telephone no</i>	<i>Tenant's Appointed Fire Engineer to Complete this section</i>		
	<i>Mobile no.</i>	<i>Tenant's Appointed Fire Engineer to Complete this section</i>		
	<i>Fax no</i>	<i>Tenant's Appointed Fire Engineer to Complete this section</i>		
	<i>Email address</i>	<i>Tenant's Appointed Fire Engineer to Complete this section</i>		
	<i>Licence or registration number and details</i>	<i>Tenant's Appointed Fire Engineer QBCC Licence Number</i>	<i>Copy of licence /registration/ CV MUST Be Attached</i>	<i>Tick Box</i> <input checked="" type="checkbox"/>
Building approval reference number	<i>BAN-19-BNE-XXXX [insert tenancy's BA reference number]</i>			
Signature	<i>I certify that the item/s described above have been carried out in accordance with best industry practice, and comply with Regulations, Building Code of Australia, Plumbing Code of Australia, relevant Australian Standards, other referenced standards and the building approval for the building activity.</i> Signature... <i>Tenant's Appointed Fire Engineer to sign</i>Date <i>and date</i>			





- Example of Dry Fire Design and Inspection/Installation Certificates (without a Performance Solution)

<h1 style="margin: 0;">Design Certificate</h1>	Airports Act 1996 Airports (Building Control) Regulation 1996
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Property location Street address (include no., street, suburb/locality & postcode)	MUST BE ACCURATE ADDRESS/PROPERTY DESCRIPTION – REFER TO APPLICATION FOR BUILDING APPROVAL FOR DETAILS Tenancy <u>2A-01 XXXX [insert number and name of the tenancy]</u> Domestic Terminal Building 7 Bribie Way Brisbane Airport QLD 4008																						
Description of component/s certified Clearly describe the extent of work covered by this certificate.	Fire Detection and Alarm System to the proposed Domestic Terminal Building Tenancy <u>2A-01 XXXX [insert number and name of the tenancy]</u>																						
Basis of certification Detail the basis for giving the certificate and the extent to which tests, specifications, rules, standards, codes of practice and other publications, were relied upon. All relevant Design standards such as the BCA must be listed.	<ul style="list-style-type: none"> • NCC 2019 (BCA 2019) National Construction Code Series, Volume One, Building Code of Australia Class 2 to 9 Buildings, within the tenancy only (excluding base build) • AS1668.1 1998. • AS1670.1 2004. • AS1670.4 2004. • Brisbane Airport Domestic Terminal Building Tenancy <u>2A-01 XXXX [insert number and name of the tenancy]</u>, Fire Engineering Review, Revision 1-5, GHD SOTERA 																						
Performance Solutions Detail and attached any Performance Solution under the BCA or relevant standards.	Is any aspect of the Design subject to a performance solution?		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																				
	If yes attached a copy of the report to this certificate and insert report reference.	Report reference: <u>n/a</u>																					
Reference documentation Clearly identify any relevant documentation, e.g. drawings, specifications, Design reports relied upon.	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;">Document No.</th> <th style="width: 10%;">Revision</th> <th style="width: 55%;">Title</th> <th style="width: 20%;">Status</th> </tr> </thead> <tbody> <tr> <td>F000</td> <td>1.0</td> <td>Tenancy# - Fire Services - Cover Page, Locality Plan and Drawing Register</td> <td>For Construction</td> </tr> <tr> <td>F001</td> <td>1.0</td> <td>Tenancy# - Fire Services Legends, General Notes and Specifications</td> <td>For Construction</td> </tr> <tr> <td>F002</td> <td>1.0</td> <td>Tenancy# - Fire Services Dry Layout</td> <td>For Construction</td> </tr> <tr> <td>F003</td> <td>2.0</td> <td>Tenancy# - xxxxxx</td> <td>For Construction</td> </tr> </tbody> </table>			Document No.	Revision	Title	Status	F000	1.0	Tenancy# - Fire Services - Cover Page, Locality Plan and Drawing Register	For Construction	F001	1.0	Tenancy# - Fire Services Legends, General Notes and Specifications	For Construction	F002	1.0	Tenancy# - Fire Services Dry Layout	For Construction	F003	2.0	Tenancy# - xxxxxx	For Construction
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			Tick Box																				



EG QBCC Licence, RPEQ Registration, or CV detailing expert knowledge.	<i>License or registration number</i>	Tenant's Appointed Fire Engineer QBCC License Number	Copy of licence /registration/ CV MUST Be Attached	<input checked="" type="checkbox"/>
Signature		<p><i>I certify that the Design described above will comply with Regulations, The Building Code of Australia, Plumbing Code of Australia and relevant Australian Standards or International Standards.</i></p> <p>Signature... <i>Tenant's Appointed Fire Engineer to sign</i>Date <i>and date</i></p>		



Inspection/Installation Certificate

**Airports Act 1996
Airports (Building Control) Regulation 1996**

Property location Tenancy No, Street No, Street, Suburb/locality & postcode)	MUST BE ACCURATE ADDRESS/PROPERTY DESCRIPTION – REFER TO BUILDING APPROVAL FOR DETAILS		
Description of component/s of the Building Activity certified Clearly describe the extent of work covered by this certificate.	<u>Tenancy 2A-01 XXXX [insert number and name of the tenancy]</u> Domestic Terminal Building 7 Bribe Way Brisbane Airport QLD 4008 Inspection/ Installation (delete as appropriate) of: Fire Detection and Alarm System to the proposed Domestic Terminal Building Tenancy <u>2A-01 XXXX [insert number and name of the tenancy]</u>		
Basis of certification Detail the basis for giving the certificate and the extent to which tests, specifications, rules, standards, codes of practice and other publications, were relied upon. All relevant design standards such as the BCA must be listed.	<ul style="list-style-type: none"> • NCC 2019 (BCA 2019) National Construction Code Series, Volume One, Building Code of Australia Class 2 to 9 Buildings, within the tenancy only (excluding base build) • AS1668.1 1998. • AS1670.1 2004. • AS1670.4 2004. • Brisbane Airport Domestic Terminal Building Tenancy <u>2A-01 XXXX [insert number and name of the tenancy]</u>, Fire Engineering Review, Revision 1-5, GHD SOTERA 		
Performance Solutions	Is any aspect of the design subject to a performance solution?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No



Detail and attached any Performance Solution under the BCA or relevant standards.	If yes attached a copy of the report to this certificate and insert report reference.	Report reference:	
<p>Building/works expert details.</p> <p>Certificate must be completed by a building expert or works expert.</p> <p>'Building expert' for building activity on an airport site, means a person generally recognised within the industry as having expert knowledge about, or qualifications for, the construction of buildings.</p> <p>'Works expert' for building activity on an airport site, means a person generally recognised within the industry as having expert knowledge about, or qualifications for, the carrying out of works.</p> <p>'Building expert' and 'works expert' are defined in the Airport (Building Control) Regulations 1996. Refer to Regulations for full details.</p> <p>A copy of the signatories registration/licence/experience MUST be attached to certificate EG QBCC Licence, RPEQ Registration, CV detailing expert knowledge.</p>	<i>Name of signatory</i>	<i>Tenant's Appointed Fire Engineer to Complete this section (Refer to Section 1.3.4 within this section for Fire Engineer's requirements)</i>	
	<i>Company name (if applicable)</i>	<i>Tenant's Appointed Fire Engineer to Complete this section</i>	
	<i>Postal address</i>	<i>Tenant's Appointed Fire Engineer to Complete this section</i>	
	<i>Telephone no</i>	<i>Tenant's Appointed Fire Engineer to Complete this section</i>	
	<i>Mobile no.</i>	<i>Tenant's Appointed Fire Engineer to Complete this section</i>	
	<i>Fax no</i>	<i>Tenant's Appointed Fire Engineer to Complete this section</i>	
	<i>Email address</i>	<i>Tenant's Appointed Fire Engineer to Complete this section</i>	
	<i>Licence or registration number and details</i>	<i>Tenant's Appointed Fire Engineer QBCC License Number</i>	<i>Copy of licence /registration/ CV</i> MUST <i>Be Attached</i>
Building approval reference number	<i>BAN-19-BNE-XXXX [insert tenancy's BA reference number]</i>		
Signature	<p><i>I certify that the item/s described above have been carried out in accordance with best industry practice, and comply with Regulations, Building Code of Australia, Plumbing Code of Australia, relevant Australian Standards, other referenced standards and the building approval for the building activity.</i></p> <p>Signature... <i>Tenant's Appointed Fire Engineer to sign</i>Date <i>and date</i></p>		





- Example of Electrical Design Certificate

<h1>Design Certificate</h1>	Airports Act 1996 Airports (Building Control) Regulation 1996
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Property location Street address (include no., street, suburb/locality & postcode)	MUST BE ACCURATE ADDRESS/PROPERTY DESCRIPTION – REFER TO APPLICATION FOR BUILDING APPROVAL FOR DETAILS <u>Tenancy 2A-01 XXXX [insert number and name of the tenancy]</u> Domestic Terminal Building 7 Bribie Way Brisbane Airport QLD 4008																														
Description of component/s certified Clearly describe the extent of work covered by this certificate.	Electrical Design to the proposed Domestic Terminal Building Tenancy <u>2A-01 XXXX [insert number and name of the tenancy]</u> <ul style="list-style-type: none"> - Tenancy Maximum Demand Calculation - Power and Data Layout - General and Emergency Lighting Circuiting and exit signage - NCC Section J6 Light Power Density Calculation 																														
Basis of certification Detail the basis for giving the certificate and the extent to which tests, specifications, rules, standards, codes of practice and other publications, were relied upon. All relevant Design standards such as the BCA must be listed.	<ul style="list-style-type: none"> • NCC 2019 (BCA 2019) National Construction Code Series, Part J6, Part E4 • AS/NZS 3000:2018 • AS/NZS 2293.1:2018 																														
Performance Solutions Detail and attached any Performance Solution under the BCA or relevant standards.	Is any aspect of the Design subject to a performance solution?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No																												
	If yes attached a copy of the report to this certificate and insert report reference.	Report reference: <i>n/a</i>																													
Reference documentation Clearly identify any relevant documentation, e.g. drawings, specifications, Design reports relied upon.	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Document No.</th> <th style="text-align: center;">Revision</th> <th style="text-align: center;">Title</th> <th style="text-align: center;">Status</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">E000</td> <td style="text-align: center;">3.0</td> <td>Tenancy# - Electrical Services - Cover Page, Locality Plan and Drawing Register</td> <td style="text-align: center;">For Construction</td> </tr> <tr> <td style="text-align: center;">E001</td> <td style="text-align: center;">1.0</td> <td>Tenancy# - Electrical Services Legends, General Notes and Specifications</td> <td style="text-align: center;">For Construction</td> </tr> <tr> <td style="text-align: center;">E002</td> <td style="text-align: center;">1.0</td> <td>Tenancy# - Electrical Services Lighting Layout</td> <td style="text-align: center;">For Construction</td> </tr> <tr> <td style="text-align: center;">E003</td> <td style="text-align: center;">2.0</td> <td>Tenancy# - Electrical Services Power and Data Layout</td> <td style="text-align: center;">For Construction</td> </tr> <tr> <td style="text-align: center;">E004</td> <td style="text-align: center;">3.0</td> <td>Tenancy# - Electrical Services Power and Data Schematics</td> <td style="text-align: center;">For Construction</td> </tr> <tr> <td style="text-align: center;">E005</td> <td style="text-align: center;">4.0</td> <td>Tenancy# - Electrical Services xxxxxx</td> <td style="text-align: center;">For Construction</td> </tr> </tbody> </table>			Document No.	Revision	Title	Status	E000	3.0	Tenancy# - Electrical Services - Cover Page, Locality Plan and Drawing Register	For Construction	E001	1.0	Tenancy# - Electrical Services Legends, General Notes and Specifications	For Construction	E002	1.0	Tenancy# - Electrical Services Lighting Layout	For Construction	E003	2.0	Tenancy# - Electrical Services Power and Data Layout	For Construction	E004	3.0	Tenancy# - Electrical Services Power and Data Schematics	For Construction	E005	4.0	Tenancy# - Electrical Services xxxxxx	For Construction
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<p>'Building expert' and 'works expert' are defined in the Airport (Building Control) Regulations 1996. Refer to Regulations for full details.</p> <p>A copy of the signatories registration/licence/experience MUST be attached to certificate EG QBCC Licence, RPEQ Registration, or CV detailing expert knowledge.</p>	<p><i>Email address</i></p>	<p>Tenant's appointed Electrical Engineer to Complete this section</p>		
	<p><i>License or registration number</i></p>	<p>Tenant's Appointed Electrical Engineer QBCC License Number</p>	<p>Copy of licence /registration/ CV MUST Be Attached</p>	<p>Tick Box <input checked="" type="checkbox"/></p>
<p>Signature</p>	<p><i>I certify that the Design described above will comply with Regulations, The Building Code of Australia, Plumbing Code of Australia and relevant Australian Standards or International Standards.</i></p> <p>Signature...<i>Tenant's Appointed Fire Engineer to sign</i>Date <i>and date</i></p>			



3.21 Appendix 21:

BAC Stage 3 Authority Approvals Checklist

Deliverables	Complete <input checked="" type="checkbox"/>
* An Airport Lessee Company consent application (can be found on the "Working at BNE" website under the Projects tab, Development Documentation) or follow the link https://www.bne.com.au/sites/default/files/no-index/AA00_ALCC_Application_Tenancy_Fitout_Refurbishment.pdf	
All Architectural, Services Plans, Reports and Design Certificates required in the Detailed Design Submission as follows:	
1. Architectural and Building Services plans	
* Revised Location & Floor Plans (ensure relevant gridlines, floor levels and lease lines are indicated)	
* Revised Reflected Ceiling Plans	
* Revised Elevations & Sections	
* Revised Shopfront detailing including coloured elevation and section	
* Revised Joinery detail and drawings	
* Revised perspectives	
* Revised signage contractors' drawings	
* Fully coordinated engineered services drawings (mechanical, electrical, hydraulic and fire services) [tenant to engage]	
* Setout showing electrical distribution board and communications cabinet from grid lines	
* Revised Lighting Design drawings including; beam widths, CRI, Lux Levels, colour temperature and 3D false colour rendition diagram	
* Site inspection	
* Note: Accessible Design – Consideration for Disability Discrimination Act and Disability Standards for Public Transport Buildings	
* Note: Food health Design consideration (where applicable)	
* Any other plans or Design submission requirements under the Tenancy Guidelines or Promotional Guidelines	
* Nomination of proposed fit out contractor	
* Any revisions, changes, amendments are clearly defined (Clouded)	
2. Specifications and Branding	
* Revised finishes schedule and hard copy mood / finishes / sample boards	
* Revised furniture schedule	
* Revised Equipment schedule	
* Revised graphics + Branding package (Food & Beverage tenants to include menu layouts, signage, uniforms and platinum standard requirements)	
* Revised Lighting Design specifications including; beam widths, CRI, Lux Levels, colour temperature and 3D false colour rendition diagram	
Services Max Load calculations	
3. Approvals / Compliance	
* Aurecon Structural Assessment/Memorandum of base building slab for tenant's core holes/slab penetration	
* Brisbane City Council plumbing approval (If tenancy has water supply and drainage)	
* Application to discharge Trade Waste to BAC System (Appendix 17) to be lodged to BAC Tenancy Coordinator.	



<ul style="list-style-type: none"> * Fully coordinated structural Design including Design certificates (Core holes including set out of core holes from grid lines/overlayed with the under-slab coordination plan, Excessive Loads, suspended elements from base building structure and shopfronts) Refer to appendices 15 and 19, for Design Certificates template and Examples of Design Certificates, respectively. 	
<ul style="list-style-type: none"> * Fully coordinated engineered services Design certificates (mechanical, electrical, hydraulic and fire services) [tenant to engage] 	
<ul style="list-style-type: none"> * Access consultant report if relevant 	
<ul style="list-style-type: none"> * Completed BAC Tenancy Security Design Checklist (see resources issued with start-up letter) 	
<p>4. Finalised Fire Engineering Compliance Documents (GHD)</p>	
<ul style="list-style-type: none"> * Tenants can refer to Appendix 17 of the Tenancy Fit-Out & Make Good Guideline <i>Domestic Terminal Building</i>, to find the Fire Compliance Process Flowchart to be followed in order to obtain fire compliance for the tenancy. 	

Further information regarding building applications and process can be sourced from <https://bne.com.au/corporate/projects/building-applications>.

Further information regarding Airport Approvals and Development Documentation must be sourced from [Development Documentation | Brisbane Airport](#)

Date of Submission _____

Person making the submission _____

Signature _____



3.22 Appendix 22:

BAC Stage 4 Pre Fit-out Make Good Deliverables Checklist

Deliverable	Complete <input checked="" type="checkbox"/>
Tenant:	
* Signed Lease received by BAC	
* Bank Guarantee received by BAC	
* Insurances provided in accordance with Lease, including but not limited to Public Liability	
* All Category 1 Works costs/invoices paid	
Tenants Project Team:	
* Complete design documentation package (For Construction)	
* All required approvals and certificates including ALCC, ABC and other statutory approvals.	
* Design certificates for all disciplines	
* Fit-out contractor registration/licences, Insurances and Work Health and Safety Management Plan	
* Work approval completed and approved in Beakon (BAC OHS Management System) by Tenant and BAC TC (Tenant to request access to this platform)	

Date of Submission _____

Person making the submission _____

Signature _____



3.23 Appendix 23:

BAC Stage 6 Pre Trade Requirements Deliverables Checklist

Deliverable	Complete <input checked="" type="checkbox"/>
Prior to commencement of trade you must make sure ALL final inspections are completed at least 2 days prior to the trade date. Inspection include the ABC and ALCC inspections as well as a BAC facilities and BAC security inspections. To arrange the BAC facilities/security inspection you must arrange this with your TC and provide at least 1 weeks' notice.	
In order to be provided with an Authority to trade by BAC, the tenant must provide BAC will the following items at latest 24 hours before the intended trade date/time.	
<ul style="list-style-type: none"> • Associated costs/insurances (to be paid prior to opening): <ul style="list-style-type: none"> * Original Bank Guarantee (posted or hand delivered to BAC) * Tenancy Coordination and Retail Design Management Fee * Opening Promo fee * Category 1 costs * Hoarding costs * Any other associated costs • Certificate of Compliance • Installation certificates for all services and trades • Food Licence and associated score card (if applicable) • Exhaust commissioning data (if applicable) • Defects inspection by BAC RDM 	

Date of Submission _____

Person making the submission _____

Signature _____



3.24 Appendix 24:

BAC Stage 7 Post Fit-out Make Good Deliverables Checklist

Deliverable	Complete <input checked="" type="checkbox"/>
Final defects sign off by BAC TC & RDM	
As-built drawings in draft (note final as-built drawings are required within 1 month of open to trade) these are required in both PDF and CAD (DWG format)	

Date of Submission _____

Person making the submission _____

Signature _____