

Unit 3, Manukau Bus Station

Tenancy Manual



Tenancy Manual - Purpose

This Tenancy Manual describes the requirements that tenants, and their contractors must comply with when designing and constructing retail fit outs within Unit 3, Manukau Bus Station.

It is to be read in conjunction with all other Lease or Licence and Health and Safety documentation.

It is essential that the requirements of these documents are strictly observed. Failure to comply will result in entry to site being denied and may result in extra costs being incurred by the tenant and/or the fit-out contractor and their personnel being banned from the site.

At all times during the completion of the fit out works the tenant and their fit-out contractor must observe the instructions and directions of AT representatives.

The purpose of this manual is to ensure that tenants, designers and contractors complete fit out works to a high standard with due consideration to AT Health & Safety requirements.

Design Process Review

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

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

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

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

Retail Designer requirements:

- Professional qualifications in Architecture or Interior Design, or other relevant qualifications.
- Recent relevant experience in designing and fitting out retail premises.
- Sufficient knowledge of the New Zealand Building Code and the ability to make submissions to relevant local

authorities for all approvals and permits.

- Sufficient knowledge and experience to ensure quality assurance and compliance with the approved fit out design documentation and all Local Authority requirements.
- The ability to project manage the fit-out process if necessary, including monitoring progress, reporting to AT on the fit out works and providing final works certification and evidence of compliance.

Design Approval Submissions:

- Submissions are typically submitted electronically in PDF format (A3 format to scale).
- The approved designer is to undertake a site measure to verify dimensions and services/utility connection locations and specification to align with fit out proposal.
- All drawings are to be submitted on the designer's title block. No drawings are to be submitted with the base build architect's title block or include the Auckland Transport logo.

Design Process Review

AT Design Approval Process

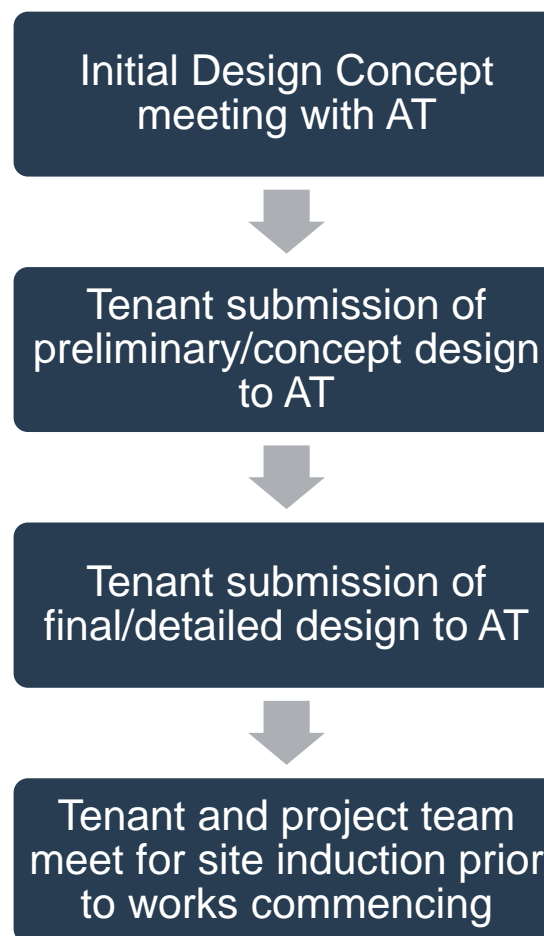
AT's Design Approval Process is as follows:

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

Preliminary/Concept Design Documentation Requirements

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

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



Health and Safety Requirements

Lessor Works

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

Fit out contractor approval – AT Authorisation to Work Permit

In accordance with the health and safety requirements of AT (**Attachment 1**), the tenant's nominated fit out contractor must be approved by AT prior to works commencing onsite. The tenant's nominated fit out contractor must submit an AT Authorisation to Work Permit (ATW) and all required documentation requested in the ATW under **Attachment 2**.

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

Fit out contractor approval – Key Personnel

The tenant and fit out contractor shall jointly complete the 'Tenant/Fit out Contractor Contact Details' form included under **Attachment 3**. The completion of this form and the provision of all details is a pre-requisite to fit out works commencing on site.

The tenant and fit out contractor must confirm details of:

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

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

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

Health and Safety Requirements

Insurances

No fit-out works may commence on site until the following insurance policies are in place and a copy of the relevant insurance certificate/written confirmation from the insurance companies has been received by AT.

Contractor Professional Indemnity Insurance:

- The limit of indemnity shall not be less than: \$2 Million Dollars.

Public Liability Insurance:

- The limit of indemnity shall be not less than: \$2 Million Dollars.

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

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

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

Attachment 1 – AT Health and Safety Management Policy Statement

Attachment 2 – AT Authorisation to Work Permit

Attachment 3 – Tenant Fit Out Contractor Details