
Castle Quay, Banbury

Summary of Shopfitting Requirements



April 2021

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Section 1

Introduction

1.1.0	Description of the Centre
1.2.0	Introduction to the Handbook
1.3.0	Access for Servicing
1.4.0	Quick Reference Data
1.5.0	Illustrations

Banbury falls within the County of Oxfordshire and is administered by Cherwell District Council.

Banbury is situated approximately 77 miles north west of London, 26 miles north of Oxford and 21 miles south east of Stratford-upon-Avon.

Banbury is located at Junction 11 of the M40, the main road link between London and Birmingham. Banbury is on the main London-Paddington and the London-Marylebone lines; journey times are approximately 1 hour 30 minutes.

The Castle Shopping Centre, which was completed in 1977, comprised of a fully covered shopping Centre with entrances onto Market Place and Castle Street. A number of retail units have dual frontages onto the inner mall of the scheme and onto the Market Place itself. The Centre is principally of two-storey construction trading off a ground floor mall with servicing at first floor level.

The Castle Quay Waterfront development completing in 2021 comprises of a new 117 bed Hotel, Foodstore, Cinema and six restaurant units with external seating areas. The new development works aim to open the centre up to the canal and the wider town centre with a new bridge connection and landscaping works undertaken as part of the development. There are also two new car parks provided to the cinema and food store blocks.

1.2.0 Introduction to the Handbook

1.2.1 The Handbook

This handbook is produced as an aid to Retailers and their Consultants. It defines the Landlord's basic requirements for the design and implementation of shopfitting within The Castle Centre.

1.2.2 Legal Documentation

Compliance with this handbook is required by the terms of the lease under which the particular unit is held. In the case of any inconsistency between this handbook and the lease, the terms of the lease will prevail.

1.2.3 Misrepresentation Act 1967

Whilst every care has been taken in the preparation of these particulars, their accuracy cannot be guaranteed and neither do they constitute any offer or contract.

The Landlord does not make or give, and no person in their employment or otherwise has any authority to make or give, any representation or warranty whatever on their behalf in respect of this Centre; the Retailer should satisfy himself by inspection or otherwise as to the correctness of these particulars.

1.2.4 Contents of the Handbook

The Handbook is presented in four sections:

SECTION 1: INTRODUCTION

This section is intended for the Retailer and his Consultants to obtain a quick and simple guide to the Centre.

SECTION 2: LANDLORD TEAM

This section provides a comprehensive list of addresses and telephone numbers of important people whom the Retailer may need to contact in connection with The Castle Centre.

SECTION 3: RETAILER'S WORK

This section lists the information required from Retailers prior to shopfitting work commencing.

SECTION 4: BUILDING OPERATIONS

This section describes the restrictions and operational requirements to be observed by the Retailer whilst shopfitting work is carried out.

1.3.0 Access for Servicing

1.3.1 Servicing

Servicing is generally by using the Block B/Cinema service yard off Cherwell Drive. Separate arrangements exist for the Hotel and Food Store.

The Service Deck is manned by 24-hour security and therefore all deliveries and vehicle movements are required to be advised to the Security Office prior to arrival. The service deck is accessed from the roundabout the joins Castle street and Cherwell Avenue.

1.4.0 Quick Reference Data

1.4.1. Accommodation – Castle Quay Waterfront

6 Retail Units
1 Cinema Unit
1 Food Store
1 Hotel

1.4.2 Queries

All queries in connection with either design or estates matters are to be referred to;

John Prestwich BSc MRICS, MBA
Consultant, Retail Property Management

Montagu Evans LLP
5 Bolton Street, London W1J 8BA
Direct: 020 73127494
Mobile: 07985 876832
Switchboard: 020 7493 4002
Email : john.prestwich@montagu-evans.co.uk
Website: www.montagu-evans.co.uk

- 1.5.0 Illustrations
- 1.5.1 Site Layout Plan
- 1.5.2 Ground Floor Mall Layout
- 1.5.3 First Floor Service Deck
- 1.5.4 Roof Level Plan
- 1.5.6 Evacuation Plan
- 1.5.7 General Health & Safety

SECTION 2 LANDLORD TEAM

2.1.0 Landlord

2.2.0 Centre Management

2.2.1 Managing Agents

2.3.0 Local Authorities

2.4.0 Statutory Authorities

2.1.0 Landlord Cherwell District Council

Contact:

Mr. Chris Hipkiss

Tel: 01295 221747

Chris.Hipkiss@cherwellandsouthnorthants.gov.uk

2.2.0 Centre Management Centre Management
Castle Quay Shopping Centre
Castle Street
BANBURY
Oxon OX16 5UN

Contact:

OLIVER WREN - CENTRE DIRECTOR

01295 267458 m: 07487591836 e: oliver.wren@castlequayshopping.co.uk

Nick James - Operations Manager

01295 256296 07710 897921 nick.james@castlequayshopping.co.uk

Fit Out Management

Gardiner & Theobald
10 South Crescent
Store St
London
WC1E 7BD

Catherine Turnbull 07909256959 catherine.turnbull2@gmail.com

2.2.1 Managing Agents

John Prestwich BSc MRICS, MBA Consultant, Retail Property Management

Montagu Evans LLP
5 Bolton Street, London W1J 8BA
Direct: 020 73127494
Mobile: 07985 876832
Switchboard: 020 7493 4002
Email : john.prestwich@montagu-evans.co.uk
Website: www.montagu-evans.co.uk

2.3.0 Local Authority
 & Owner

Cherwell District Council
Bodicote House
Whitepost Road
Bodicote
BANBURY
Oxon OX15 4AA

Tel: 01295 252535
Fax: 01295 270028

2.3.1 Planning

Development & Property Services Department
Cherwell District Council
Bodicote House
Whitepost Road
Bodicote
BANBURY
Oxon OX15 4AA

Contact: The Planning Office

2.3.2 Building Control

Development & Property Services Department
Cherwell District Council
Bodicote House
Whitepost Road
Bodicote
BANBURY
Oxon OX15 4AA

2.3.3 Environmental Health

Environmental Health Department
Cherwell District Council
Bodicote House
Whitepost Road
Bodicote
BANBURY
Oxon OX15 4AA

2.3.4

Fire Authority

Oxfordshire Fire Service
A Division Headquarters
Cope Road
BANBURY
Oxon OX16 7EH

Tel: 01295 256035

2.4.0 Statutory Authorities

2.4.1 Electricity Authority Western Power
Worcester Division
Blackpole Road
WORCESTER WR4 9TB

Tel: 0845 7331 331

2.4.2 Water Authority Thames Water plc
PO Box 286
SWINDON SN38 1TH

Tel: 0845 9200 808

2.4.3 Gas Authority British Gas plc
Contract Trading Southern
PO Box 434
LEICESTER
LE1 7ZB

Tel: 0870 5909 000
8am-6pm Mon-Fri, 9am-1pm Sat

2.4.4 Telephone Authority BT Business Sales
Telecom House (6th Floor) PP Tray 1
25-27 St Johns Street
BEDFORD MK42 OBA

Tel: 152

SECTION 3	RETAILER'S WORK
3.1.0	Shopfitting Design Policy
3.2.0	Shopfitting Guidelines
3.3.0	Minimum Shopfitting Requirements
3.4.0	Approvals Procedures

3.1.0 Shopfitting Design Policy

3.1.1 Introduction

All shopfronts in the Centre will be of the highest achievable design quality. There will be a minimum set of rules and the following notes should be taken as guidelines.

Exciting and imaginative design solutions will always be encouraged, as also will be visually open shopfronts permitting a view to the rear of the shop. Retailers are urged to utilize a variety of planes in their shopfronts, to create a definite three-dimensional feel and to avoid the flat, open shopfront. The shape of the shopfront should not emphasize the linear form of the mall, which is, by its nature predictable. It should foster a statement of interesting shapes to the mall by imaginative positioning and geometry of display windows and frontages.

The standard 'high street' aluminum shopfront framing solutions will not be encouraged.

Castle Quay Waterfront – double height shopfronts are provided to units in the new development which open directly onto the external colonnade. Tenants are to develop exciting design solutions which activate this external space. All shopfront designs are to be approved by the landlord.

3.1.2 Boundaries

The Retailer should consult the lease for details of the precise boundaries of the unit.

3.1.3 Disability Discrimination Act 1999 (Part 3)

From October the 1st 2004 all service providers are required to remove, alter, avoid physical features, or provide reasonable alternative method of providing the service (reasonable adjustments), where a physical feature makes it impossible or unreasonably difficult for a disabled person to make use of the service being provided.

With this in mind the landlord requires you, the tenant, to provide details of how you are complying with this legislation, an example would be the installation of drops counters for wheelchair users for access to tills and CHIP and PIN equipment.

3.2.0 Shopfitting Guidelines

3.2.1 General

Retailers are encouraged to be imaginative in their approach to shopfitting. All designs will be subject to approval by the Landlord. Full consideration should be given to the environmental impact specifically, lighting, water and catering (if any).

3.2.2 Shopfronts

Although the division between shop unit and mall is clearly defined, the shop designer is encouraged to consider interesting designs which break through this line and allow a more interesting transition between the two. "Open" shopfronts, where appropriate, will be encouraged. The shopfront arrangement shall not project in front of the demise line. The mall ceilings must not be touched and the mall floor finishes must not be removed.

3.2.3 Ceilings

The Landlord will encourage imaginative ceiling design. The relationship of the Retailer's ceiling to the mall is particularly important when open, protruding or recessed shopfront solutions are considered.

3.2.4 Signage and Fascias

A high standard of design is expected for fascias and graphics, both of which should respect and contribute to the atmosphere of the Centre.

3.2.5 Signs and Neon Signs

Internal - Signs fronting the malls will not require a separate Advertising Control Consent from the Planning Department.

External - All external signs will require a separate Advertising Control Consent from the Planning Department.

All signs **must** be approved by the Landlord before a planning application is made.

3.2.6 Shutters and Grilles

The Landlord requires that where shutters or grilles are to be installed to shopfronts, kiosks, or other openings, they must be finished to a high quality, e.g. powder-coated colour finish. Full details will be required to be submitted.

3.2.7 Stickers and Posters

Unless otherwise agreed in the lease documents, credit card stickers should be kept to a minimum and the location of these is to be agreed with the Landlord.

All stickers and posters are prohibited except by specific authorization and should be restricted to a maximum of 5% of the total shop front glass area. Stickers and Vinyl's are not the landlords preferred choice of advertising or finish and express permission is required.

3.3.0 Minimum Shopfitting Requirements

3.3.1 General

The following are the minimum requirements for shopfitting works by the Retailer.

3.3.2 Shopfront

A shopfront and interior supplied and installed within the overall shop design controls set by the Landlord (see items 3.1.0 and 3.2.0).

3.3.3 Internal Structure and Finishes

i) Staircases (where applicable)

Staircases must be constructed with all necessary balustrades, handrails and finishes to comply with the current Building Regulations.

ii) Walls and Partitions

All walls and partitions in the unit shall have the fire rating and surface spread of flame as required by the Building Regulations and the Landlord's insurers.

iii) Doors

All doors and associated hardware in the unit shall be to the approval of the Landlord and shall meet the requirement of the Building Regulations for both fire rating and direction of opening.

iv) Finishes

All floors, wall, columns and ceilings of trading areas must be finished to a standard commensurate with the Centre as a whole and to the Landlord's satisfaction.

The interface between the unit and the Centre is of special concern. If the shopfront is to be recessed all the entrance finishes must match those of the Centre unless the Landlord agrees otherwise.

3.3.4 Lighting

Retailers are to provide imaginative lighting schemes with attractive visual effects to be in keeping with the mall lighting design. All schemes must be designed to comply with the current edition of the CIBSE Guide, Codes of Practice, and the current IEE Regulations.

Retailers must provide appropriate emergency lighting within their units to comply with the recommendations of BS 5266.

3.3.5 Drainage

The Landlord's draining system must be protected from blockage or damage during the Retailer's fitting out. Damage caused shall be made good entirely at the expense of the Retailer in whose unit they originated.

Where a Retailer proposes the removal of noxious wastes (i.e. petrol, grease or similar) these proposals must be submitted to the Landlord's Consultant at an early stage of design. The design must provide a suitable and recommended drainage interceptor, and must be incorporated within the Retailer's internal drainage prior to discharge into the main system. All designs are to be in accordance with relevant British Standards and Codes of Practice. Costs for such installations will be borne by the Retailer.

3.3.6 Sanitary Accommodation

Toilets and other sanitation within the unit are to be provided by the Retailer. All installations are to meet the requirements of the Building Regulations, The Office, Shops and Railways Premises Act and the Local Authority Environmental Health Department.

3.3.7 Heating and Ventilation

Retailers are responsible for providing their own heating/air conditioning systems. Agreement from the Landlord shall be obtained for mounting and fixing arrangements for roof mounted plant. Any equipment which is found not to be mounted within the Retailer's demise will be liable to be removed by the Retailer at no cost to the Landlord.

The Retailer is to ensure that adequate precautions are taken in plant design and fixing to avoid undue structural and air-borne noise transmission at all times.

Retailers are to provide ventilation systems to prevent obnoxious odours entering the malls; their system shall not interfere with the balance of the mall ventilation system.

3.3.8 Aerial Systems

Should the Retailer wish to install a roof-mounted aerial installation, full details must be submitted with the Shopfitting proposals.

Retailers should consider the visibility of any aerials or antennas in connection with any planning requirements of the Local Authority. In any event all such media will require the consent of the Landlord prior to installation.

3.3.9

Fire Precautions

Firefighting equipment and alarms, as requested by the Fire Authority, must be provided and maintained by the Retailer during both the fitting out stage and for the duration of the lease. The Landlord reserves the right to inspect and check all such equipment.

BURNING OF MATERIALS OR RUBBISH ON THE PREMISES IS EXPRESSLY FORBIDDEN AND ANY HOT WORKS SHOULD BE CARRIED OUT ONLY AFTER THE SUBMISSION OF A RISK ASSESSMENT METHOD STATEMENT AND WITH PRIOR ISSUE OF A HOT WORK PERMIT FROM THE LANDLORD.

The Retailer shall provide diagrams of all plant, electrics and controls to his unit. These shall be kept up to date and readily available for the reference of the fire and security officers visiting the site.

Fire Alarms:

The Landlord will provide a central addressable fire alarm system, which will be connected via an interface unit provided by the Landlord to the Tenant's fire alarm system. The Landlord's main fire alarm panel will be capable of receiving signals from the Tenant's fire alarm system and similarly will relay an evacuation alarm signal from the main fire panel to the Tenant's fire alarm panel.

The Tenant shall provide a fire alarm system within his shop unit to comply with BS839 part 1 and to be fully compatible with the Landlord's fire alarm system.

The system is to be type L1 as described in BS5839 part 1. If necessary, the Tenant should contact the Landlord's installation/maintenance contractor for guidance. The Tenant's proposals shall be submitted to and approved by local building control, the Fire Officer and Landlord **prior** to installation commencing.

The system shall include the provision of a fire alarm control panel, manual call points located adjacent to the front and rear shop entrances, audible alarms, automatic smoke detectors in all areas with a minimum of two detectors in the retail areas. The audible alarms should be capable of emitting two distinct tones, i.e. the audible alert and evacuate. Tenants must obtain fire alarm panels, devices, interlinks, and final fire alarm commissioning certificate from Landlord's approved Contractor TecServ UK (Tel: Andy Lee 0845 2303434). Tenants must also install fire alarm systems capable of achieving the requirements as indicated within TecServ facsimile, dated 08 October 2002 as contained within Appendix 1.

The interface unit will be installed at the front of each shop unit in the Mall ceiling void adjacent to the shop front.

The Landlord's specialist will connect the Tenant's fire/sprinkler alarm system cables to the interface unit at the Tenant's expense.

The Landlord's fire alarm specialist will connect the Tenant's fire/sprinkler alarm system cables to the interface unit at the Tenant's expense. (see 5.14).

Sprinkler Mains

Sprinklers are not required to the new development and no sprinkler connection points are provided. Please note sprinklers are a requirement in the adjacent Castle Quay Shopping Centre.

3.3.10 Means of Escape

The Retailer will be responsible for providing satisfactory means of escape in case of fire. Fire compartmentation must also be provided in accordance with statutory requirements.

The means of escape should be such that the requirements of the Regulatory Reform (Fire Safety) Order 2005 are fully met. This will require a fire risk assessment to be undertaken immediately upon occupation and at appropriate intervals thereafter. Fire risk assessments should be undertaken by people with relevant experience and competence.

Fire compartmentation will be required within the shop unit if it exceeds the maximum size stipulated in Approved Document B (Building Regulations guidance). This will only apply to very large units. Fire compartmentation will be provided to fully enclose all shop units. The only exception to this is the shop front to the mall which, unless otherwise stipulated, is allowed to be open to the mall so that smoke from a fire in a unit will spill into the mall. This is permitted as smoke control facilities perform the role of compartmentation by limiting the spread of smoke and fire at this location. Periods of fire resistance should comply with the recommendations of Approved Document B.

3.3.11 Smoke Control

The provision of smoke control facilities and a smoke detection and alarm installation within the unit shall be the Retailer's responsibility. Most small units will not require any smoke control facilities within them. All units will require a detection and warning system.

Smoke control facilities in the public malls are provided by a mix of natural and mechanical means. There are a number of smoke control zones around the building. In the smoke control zones with natural ventilation, units with an area greater than 1,000m² are not permitted to spill smoke into the mall and will require some means for stopping smoke leaving the shop front. In smoke control zones with mechanical ventilation (i.e. fan extraction), units with an area greater than 1,300m² are not permitted to spill smoke into the mall and will require some means for stopping smoke leaving the shop front.

3.3.12 Fire Alarm System

Retailers are solely responsible for ensuring that a fire alarm system is installed in the premises to the satisfaction of the Fire Officer. The Retailer is to advise the Landlord of the company appointed for the installation of this equipment when requested to do so.

The Retailer is responsible for ensuring that the unit's fire alarm system is properly connected to the centre's fire alarm system.

Centre Management must:

- a) nominate the preferred contractor to make the final connection.
- b) be advised before such connection is made.

3.3.13 Fire Resistant Hoarding

Where the Retailer is carrying out shopfitting works or alterations, he must provide an approved fire-resisting hoarding to the Building Regulation's, Fire Officer's and Landlord's requirements that offers at least one hour's protection. This shall not be removed until such time as the fire/smoke detectors and fire alarm have been commissioned and tested by the Fire Authority. To ensure that safe means of escape are provided within the working space during the fit-out, it may be necessary to install a fire rated door in the hoarding. This depends on the assessment of fire risk made prior to the commencement of work

The units which already have shopfronts installed are not required to have hoardings however graphics should be applied to the shopfronts. All graphics must have landlord approval prior to procurement and installation.

3.3.14 Service Installations

All mechanical and electrical services are to be designed and installed in accordance with the latest recognized Codes of Practice, British Standards, and the requirements of the statutory authorities.

Retailers must supply the following basic services:-

- i) Smoke detectors and break-glass call points connected to fire alarm system, complying with BS 5839 part 1
- ii) Telephone connected to BT supply
- iii) Compatible Addressable Fire Alarm System
- iv) Drainage Connections
- v) Lighting
- vi) Appropriate Fire Fighting Equipment adjacent to exits
- vii) Emergency Lighting, complying with BS 5266.

3.4.0 Approvals Procedures

3.4.1 General

All Shopfitting works require the Landlord's approval.

Applications for approval of these and other works will be considered in the manner required by the lease.

If by the date of exchange of agreements for the lease of the unit the drawings and specifications for the Shopfitting works have not been approved by the Landlord, the following provisions shall apply:-

- i) The Retailer's drawings and specification should be submitted to the Landlord for approval not later than the date two months before the Retailer requires access for Shopfitting except at the Landlord's absolute discretion.
- ii) If any amendments to the drawings and specification are required, the Retailer will submit these for approval prior to commencing work on site.
- iii) As soon as the Landlord has given approval (whether conditional or unconditional) to the drawings and specification, the Retailer is to obtain all necessary consents from the relevant Statutory Authorities.

Any payments by the Retailer to the Landlord in respect of approval of the drawings and specification of the Shopfitting works, shall be paid upon exchange of the agreements for the lease of the retail unit.

3.4.2 Stage 1 - Outline Design

After initial discussions with the Landlord's Consultant, the Retailer will submit one copy of outline design drawings to the Landlord's Consultant as follows:

- i) Basic floor plans and layouts 1:50 scale.
- ii) Sketch of shop front indicating materials, signage, colour and illumination proposal.
- iii) Hoarding details.

When the outline design has been approved the Retailer will submit two copies of all detailed drawings and specifications to the Landlord's Consultant.

- i) Design
 - Interior Design/Graphics/Architectural 1:50 plan of layout, including levels/make up to floor.
 - 1:20 shopfront including sections, profiles, decorations and fire barrier above shopfront/ceiling.
 - 1:50 sections and elevations.
 - Description of all finishes including DPMs, method statement of shopfront component delivery and installation.
 - Samples of all shopfront and entrance finishes clearly labelled. Photographs of signs, similar shopfronts and detail construction drawings of signage.
 - Prototypes of signs to be presented to but not retained by the Landlord's Consultant. Coloured perspective of shopfront. Lighting scheme and reflected ceiling plan.
 - 1:1 and 1:5 details of Junctions with Landlord's finishes and adjacent premises.
 - Full details of the shopfits consideration to the environmental impact specifically, lighting, water and catering (if any).
- ii) Structural
 - Plans, sections, calculations and details of opening to be formed.
 - Details of any fixings into the structures.
 - Plant Loading.
 - Weights and loadings of make up floors.
 - Method statement for cutting, delivery, removal and/or installation of all structural components.
- iii) Water and Drainage
 - Toilets and staff catering areas.
 - Layout and sections including water supply and drainage pipework layout.
- iv) Heating, Air Conditioning and Ventilation

- Plan of equipment on roof including sections, proposed support details and clear space around equipment required.
 - Services duct layout, including sections.
 - Air conditioning/ventilation layout, including pipework, duct work; including sections.
 - Toilet and kitchen ventilation layout.
 - Technical specification, including full vibration and noise figures.
 - Details of trims and weather proofing of any penetrations through roof or external envelope of building.
 - Shut down procedure for fire alarm link.
 - Details of smoke curtains and smoke vents.
 - Method statement for delivery and installation of all plant.
- v) Electrical Power, Lighting, Lightning Protection and Aerial Arrays
- Power distribution, layout, loading per phase and method of staggered start.
 - Reflected ceiling plan.
 - Type of fittings and levels of illumination.
 - Manufacturer's specification, details and sales literature.
 - Emergency lighting and levels of illumination, switches to signs (IEE require red for high voltage).
 - Method statement of delivery and installation of all plant and arrays.
- vi) Fire Alarms and Smoke Detection
- Position and specifications of fire alarm systems.
 - Procedure Manual.

vii) Photographs

- Typical signs and graphics.
- Examples of recent similar shop fronts.
- viii) Specifications
 - Detail specifications for all finishes and performances.

3.4.4 Stage 3 - Approval

The Landlord's Consultant will comment upon the proposals.

Retailers should allow a period of two months for Landlord's approval from submission of their detailed proposals (Stage 2) to the date they wish to commence Shopfitting works.

The approval from the Landlord's Consultant will be conditional on all statutory requirements being complied with.

3.4.5 Statutory Approvals

The Retailer will be responsible for obtaining Planning Permission where required, Building Regulation Approval and for meeting the requirements of:-

- The Fire Officer
- The Health and Safety at Work Act
- The HSE Inspector
- The Regulatory Reform (Fire Safety) Order 2005
- Petroleum Acts (where appropriate)
- Licensing Acts (where appropriate)
- All Statutory Service Authority requirements

The Retailer should note that planning permission or advertising consent is not required for internal shopfronts and signs. However, the Landlord's Consultant will forward to the Planning Authority a copy of the approved design for their information.

The Retailer's attention is brought to the Environmental Health requirements for ventilation of WCs etc.

3.4.6 Listed Buildings

Retailers' attention is drawn to the fact that some units within The Castle Centre are part of listed buildings. Particularly the Landlord draws Retailers' attention to the following shop units:

Shop Unit 1
Shop Unit 21
Shop Unit 22
Shop Unit 24
Shop Unit 2 at 43 Market Place

All of the above units have elements of Grade II listed status and Retailers are required to discuss their proposals with the Landlord's Consultant prior to approaching the Planning Authority.

Copies of all approvals shall be forwarded to the Landlord's Consultant, together with copies of the signed drawings, stating Local Authority approval.

3.4.7 "As Built" Drawings

Within four weeks of completion of shopfitting works, the Retailer shall issue, to the Landlord's Consultant, two sets of "as built" plastic copy negative drawings to a scale of not less than 1:50.

3.4.8 Asbestos

The retailer shall issue to the Landlord's Consultant a suitable declaration stating that 'Asbestos bearing materials' were not used during the shopfit process.

3.4.9 Formal Approval

Upon receipt of original authorization, complete "as built" drawings, copies of Local Authority approvals, fire alarm, fire detection and electrical systems completion certificates, insurance approval and satisfactory completion of the works; formal Landlord's Consultant approval will be issued.

SECTION 4	SHOPFITTING OPERATIONS
4.1.0	General
4.2.0	General Management
4.3.0	Building Waste
4.4.0	On Site Operations
4.5.0	Temporary Services
4.6.0	Supervision
4.7.0	Insurance
4.8.0	Goods Delivery
4.9.0	Work after Normal Hours

4.1.0 Shopfitting Operations

4.1.1 General

The shopfitting works shall be carried out in all respects to a standard appropriate to a prestigious enclosed shopping centre and to the satisfaction of the Landlord.

The contractor for the shopfitting works shall be an experienced shopfitter and must be first approved in writing by the Landlord, such approval not to be unreasonably withheld.

The Retailer shall comply with all reasonable requirements as to the mode of carrying out the shopfitting works, which are made by the Landlord with a view to minimizing disruption to other retailers and customers in the Centre. All shopfitting works shall be confined to the unit. Should this stipulation not be observed, the Landlord is expressly authorized at his sole discretion to remove materials or works from outside the unit without any liability for damages or loss and the Retailer shall reimburse the cost of such removal on demand.

The Retailer shall not, without the Landlord's prior written consent, make any use of the pedestrian malls or other common areas for the shopfitting works, nor allow smoke, dust, noise or other emission from the unit to cause inconvenience to other activities within the Centre. Generally noisy works must be carried out, out of normal shopping hours

4.2.0 General Management

Prior to start of works the Retailer is to submit for approval to the Landlord's Consultant the shopfitting programme. The Retailer is to keep the Landlord's Consultant informed as to progress during the shopfitting period.

The Retailer is to give the Landlord's Consultant two weeks' notice in writing of intention to start fitting out works. The Retailer shall arrange for his contractor to attend a site meeting with the Landlord's Consultant to discuss site restrictions, fire escapes, regulations and the implementation of the fitting out works.

During the Retailer's fitting out period, all access and temporary means of escape shall be by arrangement with the Landlord's Consultant in conjunction with the Fire Officer. It will be the responsibility of the person in charge of the works to ensure that, at all times, the site meets the requirements of the Regulatory Reform (Fire Safety) Order 2005 and the Construction (Design and Management) Regulations 2007.

All access for shopfitting purposes is to be by prior arrangement with the Landlord's Consultant in conjunction with Centre Management. Storage of materials is at all times to be within the Retailer's demise except by prior arrangement with the Landlord's Consultant.

4.3.0 Building Waste

The Retailer shall ensure all waste materials and refuse is bagged up and removed from site daily and not allowed to accumulate. The Landlord will not allow disposal of rubbish within the site.

4.4.0 On Site Operations

The Retailer must ensure that his shopfitting works are carried out with the minimum disturbance and maximum cooperation with all other Retailers and the Centre Manager. All work is to be carried out within the Unit and express permission must be sought and obtained from the Landlord's Consultant prior to any operations, which require access to areas outside the Retailer's demised premises. No work or storage of materials or equipment will be permitted in the malls, service corridors, service road, yards or roof. Bulk materials such as sand must be delivered and stored in unsplit bags.

If any work is necessary to parts of the Centre not within the Unit, before commencing such works the Retailer's contractor must obtain the approval of the Landlord's Consultant and meet the Landlord's costs resulting from such work.

4.5.0 Temporary Services

The Retailer is to provide his own power and services for his activities on site. The Retailer's contractor will not be allowed to make use of the Landlord's services, including hose reels and power points in the malls and in other units.

4.6.0 Supervision

The Retailer shall ensure that the completed works are in accordance with the drawings authorized by the Landlord's Consultant and in this respect shall retain in his Unit, on site, during the fitting out and four weeks after completion a set of those authorized drawings.

The Retailer shall ensure that his installation and merchandise does not interfere with the Landlord's services including electronic and radio interference.

The Retailer's contractor is to provide an airtight, dustproof temporary hoarding to the mall demise line whilst he is carrying out his work. No fixings to the Landlord's decorative finished surfaces (floors, walls or ceilings) for this hoarding will be allowed, and the Retailer's contractor will be responsible for keeping it in good decorative condition and making good any damage. There are to be no doors in the temporary hoarding, all access to the Unit being from the rear service corridor, except for large shopfront items by agreement with the Landlord's Consultant. The Retailer is to provide a minimum two weeks' notice of delivery of such items.

Where a shofront is already installed by the landlord the Retailer is to provide graphics to the shopfront glazing. These graphics are to be submitted to the landlord for approval a minimum of 4 weeks prior to fit out works commencing. The graphics are to remain installed for the duration of the fit out work. The front door to the unit should remain locked for the duration of the fit out works. All access into the unit should be via the rear service corridor.

4.7.0 Against Injury in Persons and Property

Before entry to the Centre, the Retailer must confirm in writing that he and his shopfitting contractor are insured with insurers approved by the Landlord's Insurer in respect of:-

- a) Third Party Legal Liability Insurance. Minimum Indemnity Limit £10,000,000 in respect of any one occurrence.
- b) Employer's Liability Insurance. Unlimited Indemnity.
- c) Contractors' 'All Risks' Insurance.

and that these insurances shall provide indemnity for the Landlord in these matters. In advance of the commencement of shopfitting on site, the Retailer should provide details of his public liability cover as follows:-

- i) Insurer
- ii) Policy No.
- iii) Renewal Date
- iv) Evidence of Premium Payment
- v) Limit of Indemnity

The Retailer should immediately inform the Landlord of all potential or actual claims.

4.8.0 Goods Delivery

The Landlord requires close liaison between all Retailers to prevent disruption of normal merchandise goods deliveries and the completion of all building works and building material deliveries.

Rotation of deliveries will be necessary to suit common loading docks and service areas.

In case of any dispute, the Centre Manager shall be the final arbiter.

4.9.0 Work After Normal Hours

For security reasons, no work is to be carried out after normal hours without the consent and notification to Centre Management. If notification is not given any person observed within the unit by the Security Officer on patrol will be classed as an unauthorized intruder. The Police will be informed and no approach will be made by the Security staff to ascertain identification until the Police have arrived.

4.11.0 Health and Safety

- a) Contractors must make their own welfare arrangements. Contracting staff must not use the Centre's public toilets.
- b) Contractors must observe the 'No Smoking' policy within the Centre.
- c) The contractor must immediately report to Centre Management any RIDDOR incident that occurs on site.
- d) Any substances classified under COSHH Regulations brought onto site for use in any work process must be notified to Centre Management.

4.12.0 Wi – Fi Installations

- (a) The access points at the Premises shall be limited to one Wi-Fi channel to be agreed with the Landlord before use and the Tenant will use reasonable endeavours to ensure that no access point at the Premises will at any time operate on any other channel.
- (b) The wireless coverage shall not extend beyond the outside face of any outer boundary of the Premises
- (c) The wireless coverage shall not interfere with any other wireless network at the Centre; and
- (d) If the Landlord wishes to install a wireless network at the Premises, this proviso shall cease to apply and the Tenant shall immediately cease to operate the Wireless Network and promptly remove all equipment associated therewith.

Appendix 1

TecServ UK Ltd

METHOD STATEMENT

SHOP UNIT/LANDLORD FIRE ALARM SYSTEM INTERFACING

CASTLE QUAY SHOPPING CENTRE

1. TecServ UK Ltd will provide addressable interfaces adjacent to each shop unit (see drawings for location detail) capable of giving and receiving the following fire signals:
 - a. Alert from Landlord System – Shop Unit
 - b. Evacuate from Landlord System – Shop Unit
 - c. Alert from Shop Unit – Landlord System
 - d. Evacuate from Shop Unit – Landlord System
 - e. Sprinkler activated from Shop Unit – Landlord System
 - f. Public Address/Voice Alarm connection point from Landlord's System – Shop Unit
1. Signals from Landlord's system (A & B) will be volt free changeover relays rated at 30v D.C. 1 Amp.

Signals from shop unit panels (C, D & E) need to be 24v D.C. outputs or volt free contact (to be confirmed at commissioning stage).

Note: Installation of wiring between shop unit fire panel and Landlord interface shall be the responsibility of the shop unit tenant.

2. Prior to connection/commissioning and testing of tenant's shop unit to/from Landlord's system, the following requires 100% completion.
 - a. Commission of shop unit fire alarm and sprinkler systems including soak test period.
 - b. All interface wiring between shop unit panel and landlord interface to be installed (cabling to be fire rated).

Please contact the following number for a quotation for the fit out works of your fire alarm system which will ensure total compatibility with the landlord's system.

TecServ UK Ltd	Telephone: 01159 382002
Unit 6, Amber Trading Estate	Fax: 01159 389696
Giltbrook	Email: andy@tecservuk.com
Nottingham	
NG16 2HS	

Appendix 2

Sprinklers

The Landlords fire alarm specialist will connect the Tenants fire/sprinkler alarm system cables to the interface unit at the Tenants expense.

The relevant contacts are:

Sprinkler

Contact: Steve Jones/Mike O'Reilly
Hall & Kay
Sterling Park
Clapgate Lane
Woodgate Valley
Birmingham
B32 3BU

F

Tel: 0121 421 3311
Fax: 0121 422 7312
Email: steve.jones@hkfire.co.uk
mike.oreilly@hkfire.co.uk

Sprinkler Mains :- The Landlord will provide a connection from a central sprinkler system, suitably sized to cater for the shop units use. The alarmed isolating stop valve will be supplied by the Landlord and the alarmed flow switch is to be supplied by the tenant. There should be an isolation valve provided for the system at each floor level within the unit. Where valves may become obscured by false ceilings or other obstructions, the location of intermediate stop valves and flow switches require to be clearly identified. It is suggested that a label be provided at this point and clearly marked with the following wording :

SPRINKLER VALVE

It is important that ***Access to the intermediate stop valves is available at all times.***

The Tenants system is to fully comply with the latest Loss Prevention Council Rules for Automatic Sprinkler Installations.

The alarmed flow switch is to be **LPCB** approved. The alarmed flow switches to be provided will require a 15 mm test facility. These test lines must be piped to permanent drain, so as to minimise inconvenience to the insured. The test valve requires to be located between 1.5 & 1.8M above floor level and locked in the closed position. Alternatively, an **LPCB** approved proprietary test device may be utilised. These to be provided by the tenant

Flexible Pipes The use of 'Rapidrop' or other equivalent flexible drop pipes are not acceptable.

Guards It will be necessary to fit guards to all sprinklers which may be prone to impact damage and any sprinkler located within 2.5m of the floor.

Approvals Details including design drawings of the proposed sprinkler works will require to be forwarded for approval prior to work commencing.

The Tenant will be responsible for the cost commissioning of the sprinkler installation to the shop unit on completion.

As Fitted Drawings

As fitted drawings are to be issued on completion of works.

System Block Plan

In the event of new areas being protected, the centre's block plan of the sprinkler protection will require to be suitably updated on completion of works.

Appendix 3

Regulatory Reform (Fire Safety) Order 2005 – Note for file

Regulatory Reform Order (Fire Safety Order) 2005

NOTE FOR FILE

Premises; Castle Quay Shopping Centre Banbury
Stewart Brown BSc (Hons) Dip Stat FIFireE 22.10.14

1. The original design allowed for unprotected shop fronts onto the Mall at Ground floor level due to the Sprinkler system controlling the fire and the ventilation system controlling the flow of smoke from the Mall. In naturally ventilated smoke control zones (i.e. there are natural ventilators in the mall ceilings) for shops under 1000m² the practice is that shops are allowed to vent smoke into the Mall with the Malls natural smoke ventilation system taking the smoke away. In smoke control zones that have mechanical extraction (i.e. fan extraction) for shops under 1,300m² the practice is that shops are allowed to vent smoke into the Mall with the Malls mechanical smoke ventilation system taking the smoke away.

Shops over these size limits (1,000m² and 1,300m² respectively) are not permitted to spill smoke into the public mall and some measures must be provided to stop this happening. Such measures might be, for example, a fire resisting shop frontage (including fire doors), automatic fire shutters covering the shop front or smoke extraction within the shop. Where automatic fire shutters are used the Tenant will need to take care to ensure that means of escape from the shop are not obstructed by the shutters. Where smoke is extracted inside the shop the Tenant's internal design of the unit shall incorporate a route for free passage of smoke to the exhaust points at high level in the unit. Where perforated shop unit ceilings are installed for the passage of smoke they should have at least 25% free area evenly distributed.

2. There should be 60 minute fire separation between the stock room and the front of the shop as the ventilation arrangements are inadequate for a fire in this location.
3. In units that are permitted to spill smoke into the public mall, any window display that faces the mall and that has a stockroom area immediately behind it should be separated from the stockroom area by construction that possesses at least 60 minutes fire resistance.
4. In units that are permitted to spill smoke into the public mall, there may be flames and hot smoke coming out of the ground floor retail space. If the first floor is separated from the ground floor by fire resisting construction then the parts of the first floor wall that may be directly exposed to the flames and hot smoke will have to be protected to ensure that fire cannot spread to the first floor. The protection required is 60 minutes fire resistance and this should be provided in terms of integrity and insulation. In some cases the requirement for insulation may not be necessary, in which case it will be the responsibility of the Tenant to demonstrate that this is not required. Note that this requirement applies to glazed walls as well as more traditionally constructed walls.

5. If there is a requirement for fire rated glazing at first floor level and if the glazing is provided as continuous panels extending down to the ground floor then the whole of any such glazed panels will have to be fire rated to the appropriate level.
6. Should the shop unit be involved in a shop fit out, or the sprinklers be non operational in any shop unit, then there should be a fire resistant screen between the shop and the Mall, this should be constructed to 60 minutes fire resistance from both sides.

Whenever any work is carried out to units then the designer/occupier and / or contractor must be aware of the above and any other centre design requirements and should they want to provide an alternative fire safety design/strategy, then a complete rationale and Risk Assessment will be required which may need third party accreditation, depending upon the implications of the design.