



# Tenant Works Guidelines 2023

Annexure A

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# 1. Introduction



# 1. Introduction

Welcome to Aeria Management Group - encompassing Bankstown and Camden Airports.

The **Tenant Works Guidelines** are to be read in conjunction with your lease and as an Annexure to the **Tenant Handbook**.

The purpose of these guidelines is to inform the tenant of their required obligations for undertaking any fitout works to, or within their premises.

For the avoidance of doubt, **ALL** proposed tenant works must be approved in writing by Aeria Management Group through the Airport Lessee Company & The Airport Building Controller as outlined within this document prior to commencement on site. The provision of a Tenancy Condition Report will also be required before commencement of works.

This document will provide guidance on the required design approval & fitout process, along with references to relevant Contractor / Signage Guidelines.

Should you require any assistance with this document or processes within, please contact Aeria Management Group (02) 8709 9400 or Email; [info@aeria.co](mailto:info@aeria.co)





**1.1 AMG Forms & Guidelines Hierarchy**





## 2. Tenant Works Overview





## 2. Tenant Works Overview

### 2.1 What are Tenant Works

Note: Tenant Works Definition applies to both Tenant and Landlord owned premises.

Tenant Works are defined as:

- Any new temporary or permanent building structures / erections (including towers, antennae / receiving dishes, pylons, bridges, fences).
- Constructing or altering earthworks (including runways, taxiways, aprons, roads, car parks, retaining walls, dams, railways pipelines, road surfaces, car park surfaces drainage and tunnels).
- Any proposed sub lease / sub division works.
- Any demolition works (structure or service).
- Modification / alteration to an existing building structure, including (but not limited to);
  1. Installation or upgrade of signage.
  2. Installation or upgrade to plant / equipment.
  3. Any new walls, doors, openings, ceiling, flooring or structures.
  4. Any penetrations / drilling / cutting / chasing to concrete slabs, walls, roof structures.
- Installation or upgrade works which require structural review or connection / modification of a structurally engineered element.
- Any works which require connection to, upgrade of, or modification to base building service provisions. These services include;

- Electrical.
- HVAC (Heating, Ventilation, Air Conditioning). Exhaust / Extraction Systems.
- Hydraulic Services (Sewer, Water, Gas).
- Fire Services (Wet & Dry) or modification of building emergency systems.
- Communication Supplies / Networks.

### 2.2 Building Approvals / Consent

Bankstown Airport Proprietary Ltd (BAPL) and Camden Airport Proprietary Ltd (CAPL) are the leaseholders of Bankstown and Camden Airports respectively.

Aeria Management Group (AMG) manages the airports on behalf of BAPL and CAPL.

Bankstown and Camden Airports are located on Federal land and, as such, State legislation relating to the building approval process does not apply.

The building approval process is prescribed by the Airports Act and Regulations and require separate approvals from:

1. Airport Lessee Company (ALC) - AMG.
2. Airport Building Controller (ABC)

Under the Airports Act, BAPL and CAPL are the Airport Lessee Companies and are responsible for administering the planning and environmental strategies for the respective airports and must assess and approve proposed building activities to ensure they are:

- Consistent with the relevant Airport Master Plans.
- Do not detrimentally impact airport infrastructure or aviation operations.

It is the role of the ABC to administer this legislation as it relates to construction and other building activities and to issue Building or Works Permits.

The ABC will assess building applications against the Building Code of Australia and any relevant Australian Standards/Industry Standards.

Approval from BAPL and CAPL is in the form of an ALC Consent and will include specific conditions that must be followed. AMG manage the assessment of ALC Consent applications on behalf of BAPL and CAPL.

Approval from ABC is in the form of a Building Approval (Building Permit and Works Permit) or Demolition authorisation.

The Airports Act and Regulations stipulate that the ABC cannot issue their approval for any building activity until they have received the ALC Consent.

*Note that the ALC and ABC application assessments can run concurrently and that it is the applicant's responsibility to submit separate copies of all plans, reports, specifications, etc to both the ALC and ABC.*

***Minor tenant works and repairs may not require formal application / approval, however, all proposed tenant works must be disclosed to the ALC & ABC via email to seek preliminary advice prior to any works being undertaken on airport land.***



## 2.2 Building Approvals / Consent - Continued

Once the approved works have been completed, you must apply to the ABC for a Certificate of Compliance.

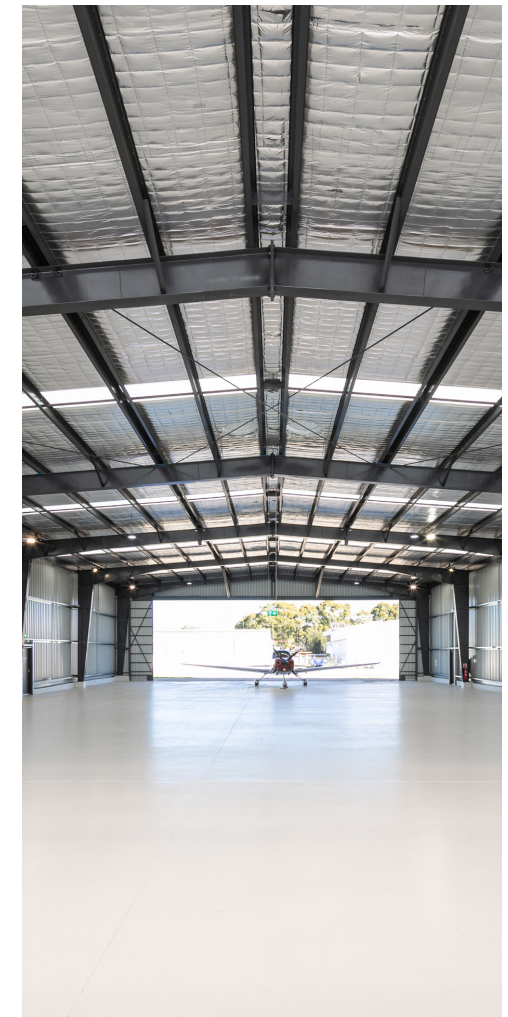
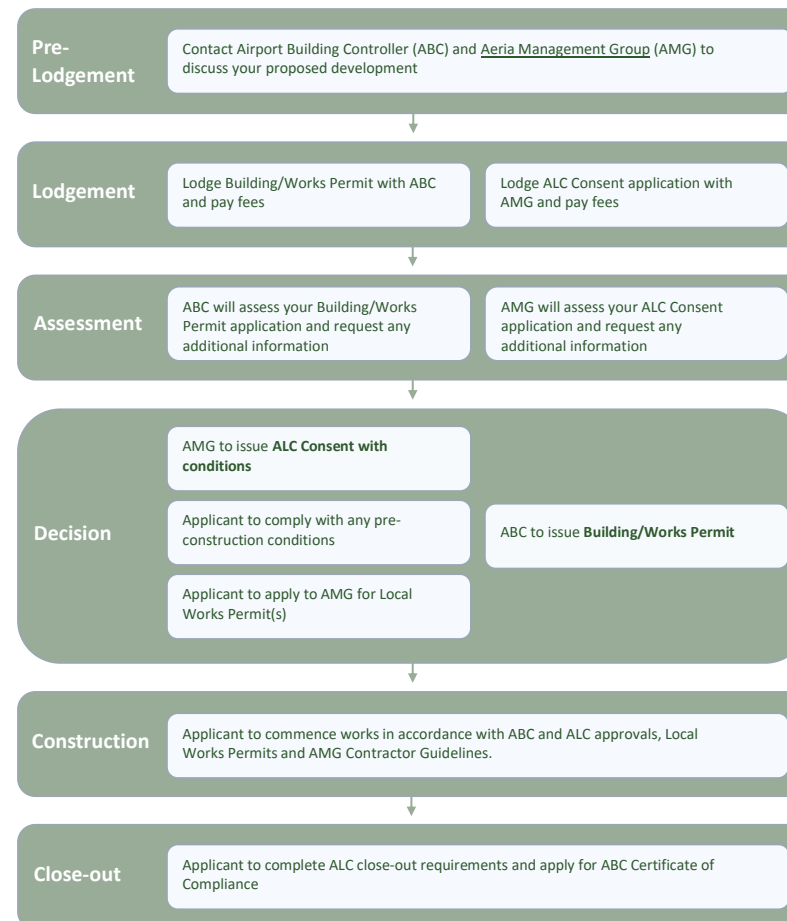
A Certificate of Compliance **must** be issued prior to the occupation or use of a building.

### No works may commence on site without prior consent.

Failure to comply may result in penalties to the tenant and removal / demolition of any unapproved work / structures at the tenants cost.

The tenants engaged Principal Fitout Contractor, must complete an [Authority to Commence Work Form](#) and have it approved before commencement of works.

## 2.3 Application Process Flow Chart





## 2.4 Submitting Applications to the ALC

ALC Consent Applications must be submitted to Aeria Management Group via email.

The following information must be submitted with your ALC Consent Application.

- Completed ALC Application Form
- Relevant Tenant Fitout Documentation as outlined within 2.5 - Preparing for Tenant Works.

Once the application has been reviewed, you will be sent an ALC Consent application fee invoice that must be paid before the assessment of the application can commence.

### [ALC Consent Guide Link](#)

ALC Consent Guide contains;

- ALC Consent Application Form
- ALC Fee Schedule

## 2.5 Submitting Applications to the ABC

ABC Applications must be submitted via the [ABC Online Portal](#)

For a detailed application submission guide, refer; User Guide for Applicant Lodgment in ABCO.

## 2.6 Submission Contact Information

### Airport Lessee Company Consent, Local Works Permits, Policies & Guidelines

Aeria Management Group  
16A Airport Avenue  
Bankstown Aerodrome NSW 2200

Phone: (02) 8709 9400

ALC Consent Applications. Email: [development@aeria.co](mailto:development@aeria.co)  
General Enquires. Email: [info@aeria.co](mailto:info@aeria.co)  
[www.aeria.co](http://www.aeria.co)

### Airport Building Controller Office

Alison Randall  
ABC/Building Code Consultant  
Phillip Chun  
Phone: 0423 322 670  
Suite 2, Level 3, 5-7 Secant Street,  
Liverpool NSW 2170

Email: [alison.randall@philipchun.com](mailto:alison.randall@philipchun.com)  
[www.philipchun.com](http://www.philipchun.com)



## 2.7a Preparing for Tenant Works - Guidelines

As outlined in Section 2.2, any proposed tenant works must be documented and provided to ALC & ABC for formal review and consent.

Tenants are to ensure their proposed works comply with all relevant tenant works responsibilities and guidelines as outlined within:

- Tenant Handbook, Section 2. Tenant Responsibilities
- Tenant Handbook, Section 3. Your Tenancy
- Tenant Handbook, Section 7. Tenancy Works and Contractors
- Tenant Signage Guidelines
- Contractor Guidelines

### [Tenant Handbook Link](#)

Plans and specifications for any works must be developed in accordance with these documents and the tenants Lease Agreement.

## 2.7b Preparing For Tenant Works - Documentation

All works requiring any trades to access your site must be disclosed to ALC / ABC for review & approval as outlined in Section 2.1.

For **Minor Works** such as painting, new light fittings, installation of new equipment / plant, etc where no fitout documentation is produced / required, a **Detailed Scope of Works** must be provided which outlines the following information;

- Detailed description of works to be completed.
- Provision of any supporting documents such as manufacturers specifications for proposed new equipment / product disclosure statements, etc.
- Do proposed works require connection, modification or shut down of any base building services including but not limited to;
  1. Mains electrical connection / Electrical Distribution Board / Mains Sub-Station Isolations.
  2. Fire System Impairments (Smoke / heat detectors, sprinklers, etc).
  3. Mains communication connection.
  4. Mains Hydraulic connections / Isolations (Water / Gas / Sewer / Storm water).
  5. Mains HVAC systems / Condenser water isolations (if applicable).
  6. Any proposed Hot Works with the premises.
- List of proposed trades / external consultants / contractors required to complete works.
- Proposed dates / time frame for commencement and completion of works / Fitout Program. (Note: Allow for a minimum 14 business days for ALC / ABC review process within tenant fitout program).
- Any site specific access requirements.

For **General Tenant Fitout Works**, the following documents shall be provided in addition to items highlighted within the **Minor Works** requirements;

- Provision of a premises dilapidation report (*Template can be provided by AMG if required*).
- Full fitout design documentation including (where applicable);
  - Site Survey Drawings
  - Existing Floor / Site Plan / Reflected Ceiling Plan
  - Demolition Plans
  - Proposed Floor / Site Plan / Reflected Ceiling / Lighting Plans
  - Floor / Wall Finishes Plans
  - Sections & Elevations
  - Landscaping / Earthwork Plans
  - Roadwork & Drainage / Storm-water Plans
  - Electrical / Fire / Hydraulic / HVAC Services Plans
  - Services Maximum Demand Calculations
  - Engineers design detailed drawings
  - Signage / Graphic design Package
  - Detailed Fitout Program
  - Joinery / Partition / Furniture / Equipment Plans
  - Furniture, Finishes, Equipment detailed Schedule

Tenant to ensure that partition plans show the paths of egress (and distance in mm) from the furthest point on each floor (or within a part floor) to each available exit and demonstrate:

- Fire hose reel access compliance to all areas on the floor, and
- Compliant travel distances.



### 2.7b Preparing For Tenant Works - Documentation - Continued

Subject to availability, existing plans relevant to the premises may be available to you upon request to AMG for information only.

The tenant and their engaged contractors will be required to validate the accuracy of any plans provided, existing site conditions and confirm with AMG any discrepancies.

Any proposed changes to existing base building essential services will require associated detailed documentation / plans provided by AMG's incumbent services contractors.

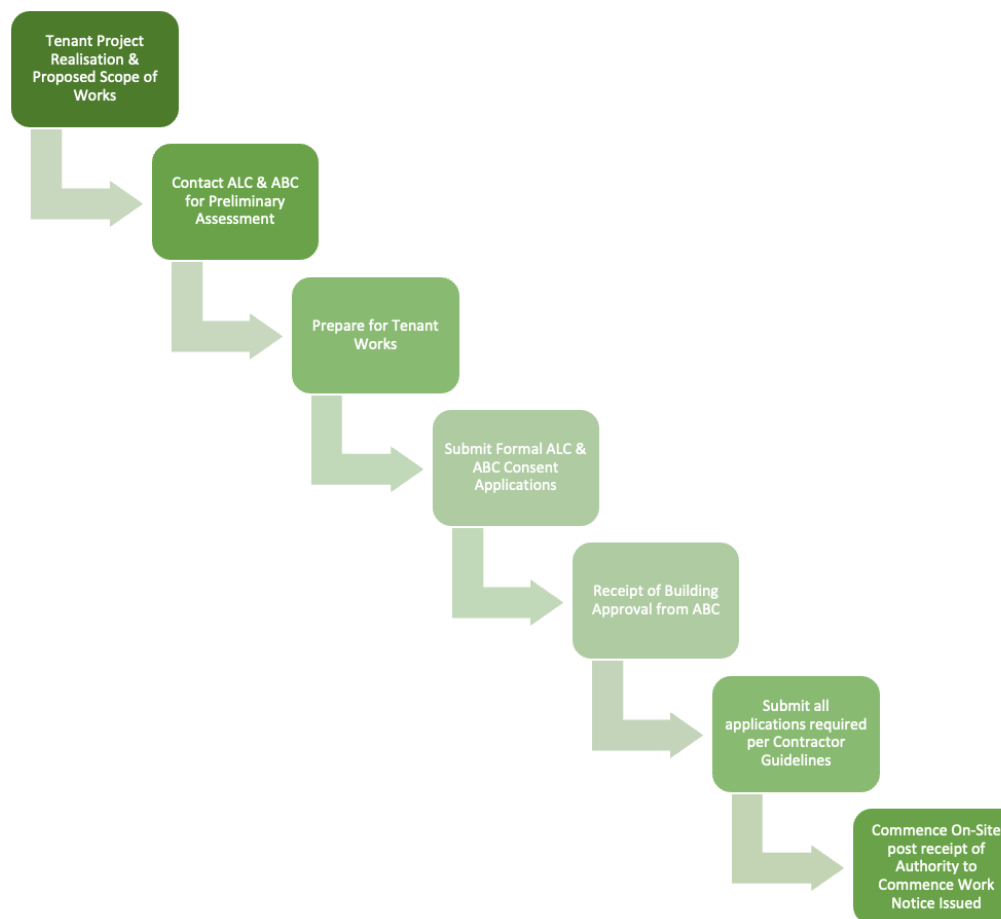
The tenant must engage AMG's incumbent services contractors as outlined within **Section 3, Category 1 Works & Incumbent Trades**.

### 2.7c Preparing For Tenant Works - Contractor Guidelines

The tenant will be required to engage a qualified Principal Contractor/s to undertake tenant fitout works on-site. Refer;

- **Tenant Handbook, 7.2** - Appointment of Contractors
- **Contractor Guidelines** (which outlines all contractor pre-start requirements, along with induction requirements, permits, site conduct and forms / policies required)
- **Contractor Management Procedure, Section 7.0 & Section 9.0** - Principal Contractors
- **Contractor Management Procedure, Section 10.0** - Contractors Engaged by Tenants

### 2.7d Preparing for Fitout - Process Summary



## 2.8 Pre-Trade Requirements

Upon completion of the tenant fitout works, the tenant and/or their Principal Contractor must contact AMG to confirm a mutually acceptable time for a Pre-Trade Inspection.

A **Pre-Trade Checklist** will be provided by AMG outlining all required documentation pending works undertaken on site by the tenant.

An AMG representative will inspect the fitout works (including any services modifications) with any appropriate Contractors notified, and witness the testing of the Early Warning Intercommunication System to ensure that it is fully operational.

Ensure the premises has been cleaned and all building equipment / materials removed from site prior to scheduling an inspection.

The tenant will be required to set up a new electricity account prior to trade for the premises prior to 'handover'. Tenants have choice of service providers including [Aeria Utilities](#)

Aeria Utilities is our energy service supporting the operators at Bankstown and Camden Airports. By aggregating our demand we create bulk buying power and unlock competitive electricity pricing for our community.

A copy of all contractor installation certificates must be provided to AMG & ABC upon completion of works.

Once the approved works have been completed and post AMG Pre-Trade Inspection, the tenant must apply to the ABC for a **Certificate of Compliance**.

A Certificate of Compliance must be issued from ABC prior to the occupation or use of a building by a tenant.

Any defects identified by the AMG representative during the Pre-Trade inspection, may require rectification prior to commencement of operations or within an agreed time-frame. A formal **Defects Notice** will be issued to the tenant by AMG as required for any items that require rectification.

## 2.9 As-built Documentation

Upon completion of the tenant works, a full set of accurate as-built fitout drawings detailing all works carried out on-site must be submitted to the ALC for our records.

As-built documentation is also required for Building Services Drawings. All engaged consultants are to provide as-built documentation for works undertaken on-site such as but not limited to;

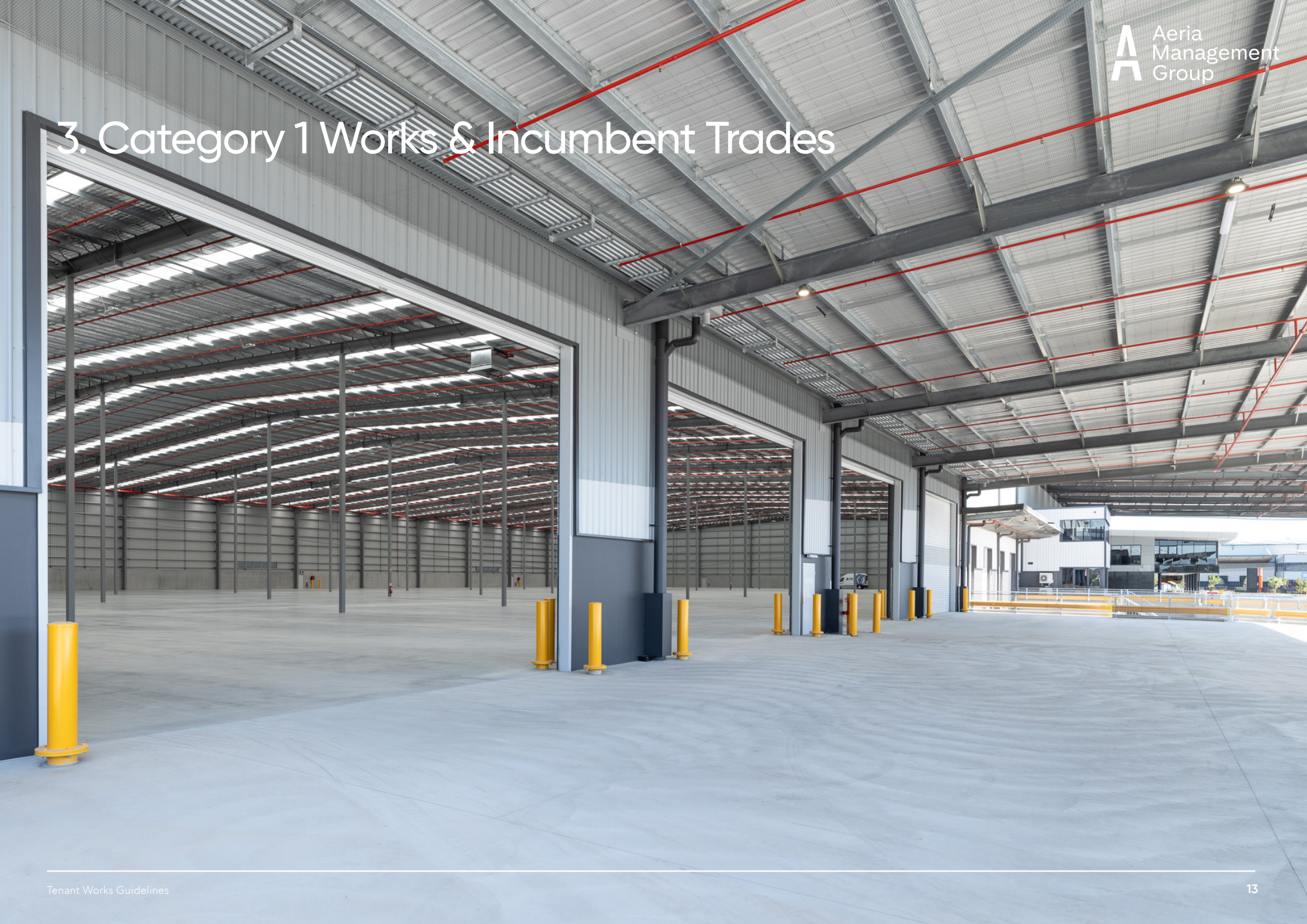
- Electrical / Fire / Hydraulic / HVAC services
- Maximum demand / test results
- Engineers drawings
- Plant / Equipment register
- Installation Certificates / Warranties / Insurances

As-built drawings are to be provided to AMG electronically in both pdf and dwg formats.





### 3. Category 1 Works & Incumbent Trades





# 3. Category 1 Works & Incumbent Trades

## 3.1 What are Category 1 Works

Any works which require connection to, upgrade of, or modification to base building service provisions or building structures (where owned by ALC).

These services include;

- **Electrical.**
  - Any upgrade or modification of the electrical supply (Cables, Capacity, Board, etc).
  - Relocation of electrical distribution board (EDB) within the Premises.
  - Any new circuits or connections to the EDB.
  - Any works requiring the isolation of the mains supply.
- **HVAC (Heating, Ventilation, Air Conditioning). Exhaust / Extraction Systems.**
  - Any upgrade or modification of the HVAC Systems.
  - Any new HVAC systems proposed.
- **Hydraulic Services (Sewer, Water, Gas, Storm Water).**
  - Any upgrade, modification or connection to the ALC's Hydraulic Services.
  - Any required system isolations.
- **Fire Services (Wet & Dry) or modification of building emergency systems.**
  - Any upgrade, modification or connection to Wet & or Dry Fire Systems. These include;
  - Fire Sprinklers, Smoke / Heat Detectors, EWIS Speakers, Emergency Exit Signs / Lighting, System Drain Downs, System Programming.

- **Communication Supplies / Networks.**
  - Any upgrade or modification of ALC's networks such as;
  - NBN Fibre Cabling, Copper Network MDF's.
- **Temporary Scaffolding / Construction Barriers / Hoardings, etc.**
- **Building Structure Modifications (where owned by ALC)**
  - Any penetrations / drilling / cutting / chasing to concrete slabs, walls or roof structures.
  - Any new structural connections or modifications to existing building elements.
- **Landscaping / Earthwork, Roadwork, Drainage / Storm-water works / Connections**

## 3.2 When must Incumbent Trade be Engaged

These services and structures are deemed the property of the ALC in which only the ALC's Incumbent Trades may be engaged to undertake any modifications.

The engagement of these Incumbent Trades ensures all warranties and insurances are maintained, along with quality control for these works.

## 3.3 Incumbent Trades Contractor List

Email: [property.maintenance@aeria.co](mailto:property.maintenance@aeria.co) to receive the relevant incumbent trades contractor list for your property.



## 4. Vacating Tenant Works





## 4. Vacating Tenant Works

### 4.1 Site Access

Prior to the end of the Lease, AMG may require access to the premises to show prospective tenants.

If we require access we will provide you with reasonable notice. We may also advertise the premises on-line or display from the premises a sign indicating that the Building or the Premises are available for lease.

### 4.2 Final Day of Trade

On the day on which you must vacate the Premises under the Lease, you must provide us with any;

- Keys / Lock Codes
- Property Access Cards
- Disconnect your power connection on [Aeria Utilities](#)

### 4.3 Make Good Requirements

You must Make Good the Premises in accordance with the Lease. The following sets out obligations that must also be met with as a minimum standard.

#### Removal of works and items from the premises

You must ensure the following are removed from the Premises, the Building or the Land if they have been installed by you or on your behalf:

- Fitout, fixtures, fittings, furnishings
- Communication equipment, cables, conduits and wires
- All of your property, and
- Any non-carpet floor coverings

You must repair any damage caused by the removal of the above including core drilling all racking bolts in the slab and filling with epoxy fill capable of maintaining existing floor loads.

#### Base building, structure and floor reinstatement

You must reinstate the Premises to the condition that they were in prior to your occupation under the Lease, subject to any agreement with us set out in the Lease.

This includes (as applicable) the reinstatement of:

- The floor slab to a level and smooth surface.
- The structure of any part of the Premises which has been penetrated by you or on your behalf, and
- The Services benefiting the Premises being reinstated to the base building open plan configuration, leaving them;

1. Free from damage and in good repair and condition, and,
2. Clean and free from rubbish and in a safe condition.

#### Suspended Ceiling / Ceiling Grid

The ceiling grid, supports and ceiling tiles must be put into good repair and condition.

#### Carpet

If the carpet is damaged beyond fair wear and tear, we may

require you to replace or repair it at our discretion. If we require you to replace the carpet, we must pre-approve the new carpet which must be of a standard that is not less than the standard of the carpet provided by us in the Building.

If we do not require the carpet to be removed or replaced, we may require you to put the carpet in good repair and condition (for example by replacing any cut out areas).

#### Cleaning

The Premises must be thoroughly cleaned. This includes;

- Professionally steam cleaning any carpet or other floor coverings that we do not require to be removed or replaced.
- Professionally cleaning all light fittings.
- Replacing all light globes.
- Removing all rubbish, waste and materials brought on or left in or about the Premises, the Building or the Land, and
- Washing down the inside surfaces of the Premises.

#### Redecorating

If requested you must (in accordance with our reasonable direction);

- Paint, stain, wallpaper or otherwise treat all surfaces inside the Premises.
- Replace curtains, blinds and other furnishings and decorations which are, in our reasonable opinion, worn or damaged.





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