NORTH QUEENSLAND AIRPORT PTY LIMITED AIRPORT BUILDING GUIDELINES

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Summary

The NQA Building Guidelines applies to works within the confines of NQA Operated Airports and will fall under the realm of the relevant land use plan, relevant ground lease terms and conditions.

All works of structures regardless of where they are located within NQA property must comply with the relevant BCA standards and must be privately certified by an independent certifier and meet the ESD requirements of NQA operated airports.

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IMPORTANT NOTE

It is essential that the following guidelines are read and understood by the Lessee/sub-lessee/contractor/subcontractor contractor prior to the commencement of any works on or within NQA operated airports.

The NQA Building Guidelines applies to works within the confines of NQA Operated Airports and will fall under the realm of the relevant land use plan, relevant ground lease terms and conditions.

All works of structures regardless of where they are located within NQA property must comply with the relevant BCA standards and must be privately certified by an independent certifier and meet the ESD requirements of NQA operated airports.

The Lessee/sub-lessee/contractor/subcontractor contractor will not be permitted access to the agreed area to commence any works until such time as all Lessee/sub-lessee/contractor/subcontractor contractor obligations as documented within the NQA Building Guidelines are met. Any delays to the Lessee/sub-lessee/**contractors**/sub-contractors contractors work program, caused by the Lessee/sub-lessee/contractor/subcontractor contractor will in no way obligate the Lessor to extend the Lessee/sub-lessee/**contractors**/sub-contractors work period or suffer any financial loss as a consequence thereof.

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INTRODUCTION

NQA are investing in the further developments of their airports to meet future growth in a safe, responsible, and sustainable manner that enhances the passenger experience at each airport.

As such, all potential works whether it is within an existing NQA owned building or a privately owned building on NQA property must engage qualified consultants, architects and experienced contractors for all designs and construction works. This is to ensure that all new works are in keeping with NQA branding, architectural and sustainable development expectations.

DEFINITIONS

Throughout the NQA building guidelines the use of the following terms is intended to mean:

Contractor:	Any person or contractor engaged to carry works at NQA
Lessor:	NQA on behalf of CA (Cairns Airport) NQA on behalf of MA (Mackay Airport)
Lessee/sub-lessee/contractor:	A Lessee/sub-lessee/contractor/subcontractor, Licensee or other stakeholder who holds an agreement on the land with the Lessor. References to Lessee/sub-lessee/contractor/subcontractor include the Lessee/sub-lessee/**contractors**/sub-contractors authorised representatives including but not limited to Consultant, Architect, Engineers (RPEQ), Designer, Principal Contractors, Main Contractors and sub-contractors.
Approved Building Certifier	ABC. The ABC ensures that all construction work complies with the Building Code of Australia. The ABC is independent of NQA.
Building Code of Australia	BCA
Ecologically Sustainable Development	ESD
Works	The works being undertaken by the Lessee/sub-lessee/contractor/subcontractor
RPEQ	Registered Professional Engineer Queensland
DIBP	Department of Immigration and Border Protection
LUP	Land Use Plan for either CA or MA

PURPOSE

The NQA Building Guidelines has been designed to assist and guide the Lessee/sub-lessee/contractor/subcontractor contractor with the rules and regulations they are expected to adhere to whilst they are carrying out work within NQA operated airports. The Guidelines have been developed to provide the Lessee/sub-lessee/contractor/subcontractor contractor with all of the essential information associated with any works to be carried out on NQA land. It sets out the following:

1. The design criteria for works.
2. The fit-out, make good and building approval process.
3. The scope and extent of the Lessor work.
4. The scope and extent of the Lessee/sub-lessee/contractor/subcontractor works.

OBJECTIVE

The objective of the NQA Building Guidelines is to ensure that all Lessee/sub-lessee/contractors/sub-contractors contractors maintain the high level of quality product and building standard expected by NQA for its airports with no disruption to NQA airport operations.

It is a condition of all Lessee/sub-lessee/contractor/subcontractor entry that they comply with all of the requirements of

the NQA Building Guidelines unless specific permission for variation to the document has been agreed in writing during the Lessor and Lessee/sub-lessee/contractor/subcontractor consultation stage.

AGREEMENT FOR LEASE AND OR LICENSE

The Lessee/sub-lessee/contractors/sub-contractors agreement for lease, lease and/or license contains detailed provisions describing the legal rights and obligations of the Lessee/sub-lessee/contractor are to be read in conjunction with the NQA Building Guidelines.

LESSEE/SUB-LESSEE/CONTRACTORS SPECIFIC REQUIREMENTS

The NQA Building Guidelines describes the minimum requirements for all works within NQA operated airports.

BUILDING INDUSTRY REGULATIONS AND REQUIREMENTS

The Lessee/sub-lessee/contractor/sub-contractors is to ensure that all relevant standards and regulations of the Building Code of Australia, National Construction Codes, Disability Access Codes, Good Engineering Practice, Environmental, Work Health and Safety Practices and any industrial relations items are strictly adhered to during the works. It is the responsibility of the Lessee/sub-lessee/contractor/ sub-contractors to gain all required building and health and safety approvals required and to submit them to NQA for approval. All approvals are to be sourced by a private/independent ABC.

BASE BUILD SERVICE INTERRUPTIONS

There are specific notification periods and permits required for NQA should a Lessee/sub-lessee/contractor/ sub-contractors require an interruption to base build services. All service disruptions must be coordinated through NQA as they are the only party authorised to approve final base build service interruptions with stakeholders.

RECONFIGURING OF A LOT

All ground leases which comprise the long-term subdivision of land by way of a lease from the airport Lessee/sub-lessee/contractor/subcontractor pursuant to the Land Titles Act 1994 for a lease term, including renewal options, exceeding 10 years requires Reconfiguring a Lot approval.

Accordingly, NQA is required to prepare and lodge a code assessable development application with the relevant Local Government Authority seeking a Development Permit for Reconfiguring a Lot for a Lease Area under the Land Title Act 1994 and the Cairns Airport and Mackay Airport Land Use Plan 2012. All associated fees will be at the Lessee/sub-lessee/**contractors**/sub-contractors cost.

1 NQA DIRECTORY AND APPROVALS FEES

1.1 NQA DIRECTORY

ROLE	COMPANY DETAILS	
LESSOR	NQA	PO Box 57, Airport Administration Centre Cairns Airport QLD 4870 Tel: (07) 4080 6703
PROPERTY MANAGER	NQA	PO Box 57, Airport Administration Centre Cairns Airport QLD 4870 Tel: (07) 4080 6703
LESSOR REPRESENTATIVE	NQA	PO Box 57, Airport Administration Centre Cairns Airport QLD 4870 Tel: (07) 4080 6703
ELECTRICITY TECHNICAL SERVICES COORDINATOR	NQA	PO Box 57, Airport Administration Centre Cairns Airport QLD 4870 Tel: (07) 4080 6703
ICT SERVICES MANAGER ICT	NQA	PO Box 57, Airport Administration Centre Cairns Airport QLD 4870 Tel: (07) 4080 6703
WORKPLACE HEALTH & SAFETY HEALTH &SAFETY ADVISOR	NQA	PO Box 57, Airport Administration Centre Cairns Airport QLD 4870 Tel: (07) 4080 6703
Engineering Manager	NQA	PO Box 57, Airport Administration Centre Cairns Airport QLD 4870 Tel: (07) 4080 6703
ENVIRONMENTAL SERVICES ENVIRONMENT MANAGER	NQA	PO Box 57, Airport Administration Centre Cairns Airport QLD 4870 Tel: (07) 4080 6703
MAINTENANCE MANAGER	NQA	Cairns Airport - Tel: (07) 4080 6703 Mackay Airport Tel: (07) 4957 0201
FIRE SERVICES	TO BE ADVISED UPON REQUEST	
LOCAL COUNCIL FOR FOOD & BEVERAGE TENANCY	TO BE ADVISED UPON REQUEST	
WATER & SEWER	TO BE ADVISED UPON REQUEST	
PLUMBING AND DRAINAGE	TO BE ADVISED UPON REQUEST	
GAS	TO BE ADVISED UPON REQUEST	

1.2 NQA APPROVAL FEES & CHARGES (applicable to Lessee/sub-lessee/contractor/subcontractor works)

Before the Lessee/sub-lessee/**contractors**/sub-contractors works commence they must provide the appropriate documentation to the Lessor for approval to commence their specific works within NQA airports. Review and approval of works does not indicate that a detailed technical assessment has been undertaken. All technical and contractual submissions must meet all necessary codes and regulations and Land Use Plans as applicable.

WORKS APPROVAL FEES

NQA Approval Fee	**$5,100.00** ex GST (per works)
Weekly NQA project management on behalf of CA or MA	**$600.00** ex GST per week (once works commence on site) for the duration of the works

The NQA Approval includes such items as: -

- Architectural review (up to 2 submissions)
- Services review (up to 2 submissions)
- Construction Management Plan review (up to 2 submissions)
- Construction Methodology review (up to 2 submissions)
- Construction Health and Safety Plan review (up to 2 submissions)
- Construction program review (up to 2 submissions)
- Project risk register review (up to 2 submissions)
- Assist with Lessee/sub-lessee/contractor/subcontractor Sprinkler and Smoke detector Isolations (all isolations are at the Lessee/sub-lessee/contractor/subcontractor own costs)
- Public Liability document review and Work Cover document review
- Issuing of 1 no permit to commence works (PERCOW)
- Issuing of Hot work permits for the duration of the works
- Issuing of 1 no Permit to Excavate on Airport (PERMEX)
- Close out documentation
- Development application against LUP and checked by an external Consultant (fee for this serviceTBA)

All Tenancy refurbishment, make good, new developments and building proposals on NQA airport land are circulated within NQA to ensure that the proposal complies with all NQA rules and regulations.

RECONFIGURING A LOT FEES

The LUP requires that reconfiguring a lot where involving creating leases for a term exceeding 10 years (including renewal options), be code assessable. The code assessable development application would be lodged with the local Regional Council and may require referral to the State depending on triggers specified under the Sustainable Planning Regulation 2009.

Accordingly, for leases exceeding 10 years NQA (on behalf of a potential Lessee/sub-lessee/contractor/subcontractor) would be required to prepare and lodge a code assessable development application with the Local Regional Council seeking a Development Permit for Reconfiguring a Lot. All associated fees would be at the proposed Lessee/sub-lessee/**contractors**/sub-contractors cost.

1.3 PERFORMANCE BOND

Monies or bank guarantees are held by NQA as a guarantee for any works conditions or costs not met by the Lessee/sub-lessee/contractor, and which may have to subsequently be made good.

The Performance Bond is as follows per location:

- Specialty Shop / Offices / Commercial — 15% of the overall Lessee/sub-lessee/contractor/subcontractor project value
- New Build (ground lease development) — 15% of the overall Lessee/sub-lessee/contractor/subcontractor project value
- Kiosk Retail — 15% of the overall Lessee/sub-lessee/contractor/subcontractor project value
- Kiosk Food and Beverage — 15% of the overall Lessee/sub-lessee/contractor/subcontractor project value
- Food & Beverage — 15% of the overall Lessee/sub-lessee/contractor/subcontractor project value

2 LESSEE/SUB-LESSEE/CONTRACTORS OBLIGATIONS

2.1 NQA WORKS PROCEDURE FLOW CHART

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2.2 LESSEE/SUB-LESSEE/CONTRACTORS APPOINTMENT OF CONSULTANTS, ARCHITECTS, DESIGNER AND CONTRACTORS

To ensure the success of the final product the Lessee/sub-lessee/contractor is required to invest in appointing qualified and experienced consultants, architects, designers and contractors.

NQA reserves the right to reject any consultant, architect, designer, and contractor~~s~~ that it considers not to have the necessary qualifications and/or experience to undertake works within NQA airports.

Upon the return of the signed, approved or agreed Lease the following information will be provided by the Lessor to the Lessee/sub-lessee/contractor:

1 Work plans, including structural details of the existing build and elevations (where possible).

2 Plan of the leased area indicating tenancy walls and columns/structural members.

3 Indication of the Lease line.

4 ~~A~~ll known services (where possible).

5 A Locality Plan indicating the position of the retail premises within the retail precinct, identifying each tenancy number.

6 Reflected ceiling plans (if required) indicating (where possible) the location, access panels, emergency lights, EWIS speakers etc.

2.3 APPROVALS AND FEES

The Lessee/sub-lessee/contractor is solely responsible for obtaining all necessary approvals from Local Government, State Government, Statutory Authorities and for paying all fees in relation to all aspects of the building works, including the agreement and payment up front of the following fees:

- NQA Approval Fees – (refer to 1.2- NQA APPROVAL FEES & CHARGES)
- CAT 1 Works
- Performance Bond

Note that if the Lessor needs to engage consultancy services to assess the Lessee/sub-lessee/**contractors** works interface with the airport's infrastructure, these consultancy services will be at the Lessee/sub-lessee/**contractors** cost.

2.4 CONCEPT DESIGN DOCUMENTATION

The Lessee/sub-lessee/contractor will provide concept ~~designs~~ documents to the Lessor to review and comment. These must include but are not limited to the following:

1. Design concept, supply relevant concept sketches, plans, hoarding signage (for F&B and Retail stores) elevations or photographs to illustrate intent. All elevations must be to a 1:20 Scale in A3 format.
2. Project timeline.
3. Indicative samples of materials and finishes.
4. Graphics/ signage concepts:
5. A Key Plan showing the location of the works within the Airport.

The Lessor shall review the concept documents within 10 business days of receiving the initial documents from the Lessee/sub-lessee/contractor. The Lessor will notify the Lessee/sub-lessee/contractor in writing that the concept documents are approved, or it is subject to changes and comments which must be addressed by the Lessee/sub-lessee/contractor in the detailed documents.

2.5 DETAILED DESIGN DOCUMENTATION SUBMISSION

When preparing the Design Documentation, the Lessee/sub-lessee/contractor must address all comments made by the Lessor on previous submissions in relation to the Concept Drawings.

The Final Design Documentation must include the following documentation and be submitted to the Lessor:

1. A Site Plan. This is to indicate the Lot/Lease boundaries and all proposed buildings & structures and all existing services and proposed services.
2. A Floor plan to a minimum scale 1:50 in A3 format. This is to indicate the Lease line, and expansion joints, all floor penetrations, floor chasing (where acceptable) locations and dimensions, abnormal floor loadings dimensioned for clarification, all partitions heights and doors.
3. Detailed Finishes drawings including but not limited to showing extent of the Lessor's tile and zones of finishes.
4. Completed Service Checklist.
5. Detailed Furniture and Equipment drawings including but not limited to fixtures, joinery, kitchen and all servery equipment (if applicable).
6. Detailed Construction drawings of all proposed works including but not limited to construction, civil, fire penetrations and structural.
7. Detailed REPQ Certified drawings in compliance with Australian Standards of any proposed demountable buildings, sheds, shipping containers or similar, particulars to include footings and tie-down details specific to Cairns Airport ground conditions and Cyclone Region.
8. Detailed Electrical drawings including but not limited to electrical switchboard, general lighting, exit/emergency lighting and maximum demand calculations (to AS/NZS 3000) showing separation of essential and non-essential load demands.
9. Detailed Mechanical drawings including but not limited too new and existing ductwork, supply, return and exhaust air outlets and intakes, return air path from tenancy to the adjacent common area, required tenancy heat load expressed in W/m2 for comparison with base building provisions, details of exhaust hood systems/ductwork and associated builder's work.
10. Completed ESD Compliance Checklist (refer to Section 8 Appendices – Forms and Checklists).
11. Detailed Fire drawings including but not limited to sprinklers, EWIS, portable fire extinguishers/blankets and any specialist fire services requirements.
12. Detailed Emergency evacuation documentation and drawings.
13. Detailed Hydraulics drawings including but not limited to plumbing fixtures, floor wastes, sewer, penetrations, gas requirements, and hot/cold water points.
14. Detailed ICT drawings including but not limited to data outlets, network points and other ICT services, if included, such as FIDS display positions.
15. Detailed Kitchen drawings (food and beverage only) including but not limited to services connection points of all equipment.
16. Detailed Signage drawings at 1:10 or larger – Sections and finishes to be shown and indicated. A detailed colored drawing is to be submitted showing the proposed signage, indicating the method of illumination and design finishes. A separate drawing showing a side view of the sign may also be required where necessary.
17. Finishes schedule and materials sample board.
18. Graphics and colored scaled samples of graphics to be provided, with all graphic locations to be indicated on elevation.
19. As Constructed drawings - to be to NQA CAD Standards 15 Ver 2.0
20. Final Hoarding signage designs (for F&B and Retail sites only). Signage to be a minimum height of 2000 mm

The Lessor shall review the detailed designs within 10 business days of receiving the initial plans from the Lessee/sub-lessee/contractor. The Lessor will notify the Lessee/sub-lessee/contractor in writing that the detailed designs are approved, or it is subject to changes and comments which must be addressed by the Lessee/sub-lessee/contractor in the certified drawings.

2.6 CERTIFIED DRAWINGS DOCUMENTATION AND IDAS SUBMISSION

When preparing the Final Design Documentation, the Lessee/sub-lessee/contractor/contractor must address all comments made by the Lessor on previous submissions in relation to the Concept drawings.

1. Private Certifier stamped approved drawings (ABC)
2. IDAS application forms (If applicable)

The Lessor shall review the certified drawings and review the IDAS Submission within 10 business days of receiving the initial plans from the Lessee/sub-lessee/contractor. The Lessor will notify the Lessee/sub-lessee/contractor in writing that the certified drawings and IDAS submission are accepted or if they are subject to changes and comments which must be addressed by the Lessee/sub-lessee/contractor in the Construction Issue drawings.

2.7 COMMENCEMENT OF WORKS

Before the Lessee/sub-lessee/contractor/contractor is allowed to commence any works on NQA airport land site, the Lessee/sub-lessee/contractor must provide the following documentation to the Lessor:

1. NQA accepted certified stamped approved drawings.
2. Any bank guarantee required under the Lease documents having been provided by the Lessee/sub-lessee/contractor to the Lessor.
3. NQA approved Construction Issue documentation.
4. Signed and executed Lease, all Lease obligations have been fulfilled and any bank guarantee provided (if required) bank guarantees must not have an expiry.
5. All services connections have been made and any necessary deposits lodged with the relevant authority.
6. All Lessor base build works (if required) must be identified and the scope of works agreed between the Lessor and Lessee/sub-lessee/contractor. Any Lessor base build works may take place prior to Lessee/sub-lessee/contractor commencing works or during the Lessee/sub-lessee/contractor works. The timeframe of the Lessor's base build works will be determined on a project-by-project basis.
7. Copies of Lessee/sub-lessee/contractor White cards or Blue cards who will be working on the project.
8. Any electrical, hydraulic, mechanical, fire or IT base build service that requires modifications to suit the Lessee/sub-lessee/contractor. Work must be carried out by a NQA approved contractor the works (if required) will be at the Lessee/sub-lessee/**contractors** own cost.
9. The Lessee/sub-lessee/**contractors** contractor must possess an ASIC or VIC pass if working airside or in a secure area. Note that there are restrictions with regarding to visitor's passes, and they can only be used when supervised by an ASIC pass holder.
10. All personal of the Lessee/sub-lessee/contractor working on NQA property must have an NQA airport site induction card. The site induction cards can only be obtained by completing the online CAPL Contractor Induction See Section 4.1 NQA Site Inductions. Lessee/sub-lessee/contractor
11. All site hoarding requirements (if applicable) must be of a high standard and be approved by the Lessor before installation (refer to 4.33 Hoardings within NQA Airports).
12. Performance Bond and CAT1 Works have been Paid/Agreed to in principle (if required).

13. External signage approval – (if required).
14. License to build food premises – (if required).
15. Plumbing Design Approval from Council (if required).
16. Trade Waste Approval from Council (if required).
17. PERCOW (Permit to Commence Works) and associated documentation from NQA.

2.8 PERCOW (PERMIT TO COMMENCE WORKS ON AIRPORT) APPROVAL PROCESS

The Lessee/sub-lessee/contractor/contractor will not be granted access to the leased or licensed area until the Lessee/sub-lessee/contractor has obtained a PERCOW (Permit to Commence Works on Airport) from the Lessor. The application for this permit must be made to the Lessor no later than 7 business days before the Lessee/sub-lessee/contractor intends to commence work.

The documentation below needs to be submitted by the Lessee/sub-lessee/contractor to the Lessor to review and approve in order for the Lessee/sub-lessee/contractor to be granted a PERCOW.

Project Management standard requirements Checklist

- IDAS application forms (If applicable)
- Private Building Certified drawings (If applicable)
- Q leave Notification (If applicable)
- Insurance - Contractors/Builders Work cover – Verification of Cover/Registration
- Insurance - Contractors/Builders Public Liability ($20M) $50 million for Airside Works (addressed case by case)
- Insurance - Contractors/Builders Work Cover ($20M) $50 million for Airside Works (addressed case by case)
- Driving Airside will require licensing by NQA (If applicable)
- Driving private vehicles airside will require licensing by NQA (If applicable)
- Management Plans - Construction EMP
- Management Plans – Operational EMP
- Management Plans - Safety Policy including JSA, SWMS
- Management Plans - Workplace Health & Safety Plan
- Management Plans - Traffic Management Plan
- Management Plans - Demolition Plan
- Management Plans – Make good Plans (if applicable)
- Management Plans - Quality Assurance Plan
- Management Plans - Acid Sulphate Soil Management Plan (If applicable)
- Management Plans- Drug & Alcohol Management Plan (DAMP (If applicable)
- Management Plan – Security Management (if applicable)
- Permit – Working at Heights
- Permit - Trade Waste (If applicable)
- Permit – Hot works (if applicable)
- Permit - Plumbing & Drainage (If applicable)
- Permit - License to Store Flammable and Combustible Liquids (If applicable)
- Permit – Confined spaces
- NQA - Height Application for Permanent or Temporary Structure, available upon request (If applicable)
- NQA - Request for Initial Connection, Metering Change or Service Alteration, available upon request (If applicable)
- NQA – Isolation Permit, Energy Sources - including Electrical, Mechanical, Fire, (hydraulic) Gas, and Water services, available upon request
- License Numbers - Builders, QBCC (Qld Builders Const. Commission) Certificate to remove Asbestos-containing material etc. Asbestos Clearance Certificate (from independent occupational hygienist)
- CAPL Induction - See Online Working on Airport Development Application & CAPL Project Management fees
- Development Application & CAPL Project Management fees
- Risk Assessment incl Risk register
- Permit – PERMEX (Permit to excavate)
- Disturbance of Vegetation (depending on vegetation type approval timeframe > 3months)
- Emergency Find Procedure for Cultural items (approval timeframe > 3 months)

2.9 COMPLETION OF BUILDING WORKS

The Lessee/sub-lessee/contractor/contractors must complete the building works during the approved construction time period in accordance with:

1. The requirements of all relevant laws and permits.
2. The approved final design documentation.
3. The PERCOW (Permission to commence work on Airport) and any other NQA site conditions and requirements, including "NQA Site Rules for Working on Airport".
4. Constructions hoarding removal process. No hoarding can be removed by the Lessee/sub-lessee/contractor without the approval of the Lessor.
5. Marked up As-built drawings in AutoCAD format showing any changes that have been made to NQA airport base building.
6. Submission of all necessary certificates and approvals to the Lessor for final review.
7. All works within the Lessee/sub-lessee/**contractors** tenancy, make good or new development are designed and constructed in a professional manner and in accordance with NQA building guidelines and all necessary Statutory Authority approvals have been obtained and a Certificate of Classification obtained.
8. All electrical equipment in the leased area is to be test and tagged.
9. Handover inspection by the Lessor of the newly completed Lessee/sub-lessee/contractor works. The Lessee/sub-lessee/contractor must issue project handover notification to the Lessor (up to 7 days in advance). The Lessee/sub-lessee/contractor can only commence trading or operating in the Lessee/sub-lessee/contractor area once the Lessor has granted approval to do so.
10. NQA security sweep of area if it is located within airside or sterile areas zone (any location after a security access point or security checkpoints). This is to be arranged by the Lessee/sub-lessee/contractor at the Lessee/sub-lessee/**contractors** own cost.

2.10 APPROVAL TO TRADE / OCCUPY

The Lessee/sub-lessee/contractor will only be granted approval to trade by the Lessor when all the conditions noted in the NQA Building Guidelines have been satisfactorily met. These include but are not limited to the following:

1. All monies having been paid including rental, consultant fees, cost of any works undertaken by the Lessor on behalf of the Lessee/sub-lessee/contractor and Cat 1 costs.
2. Lessee/sub-lessee/contractor to provide the Lessor with all required certificates, producer statements and documents relating to the completion of the Lessee/sub-lessee/**contractors** works, inclusive of the COC (Certificate of Completion) from the nominated ABC, Health license and other applicable local council licenses applicable to the type of tenancy.
3. Approvals from all the appropriate authorities having been provided to the Lessor.
4. Completion of Lessee/sub-lessee/**contractors** works to a satisfactory standard, following the final Lessor inspection.
5. Lessee/sub-lessee/contractor must create their own evacuation plans as per AS 3745 -2010 Planning for emergencies in facilities - including ensuring they are signed off by an approved BSA certifier and that the plan(s) do not conflict with NQA Airports current evacuation plan.
6. All licensing and business registrations have been received (refer to 2.11 Authority Approvals).
7. The premises are fully stocked and all staff trained.
8. Failing completion of identified defects, Lessor and Lessee/sub-lessee/contractor to agree a date to rectify any defects that may be present.

2.11 AUTHORITY APPROVALS

There are a number of approvals that the Lessee needs to obtain and submit to the Lessor prior to commencing and upon completing the works. The Lessee must comply with the requirements of the BCA and with the requirements of all other authorities and applicable laws. These include but are not limited to the following:

- Obtain all **License**s, permits, consents, approvals, determinations and permissions required to perform the Lessee/sub-lessee/contractor Preliminary Activities and the Lessee/sub-lessee/contractors Works and
- Make applications to the Authorities and pay all relevant fees, deposits and charges including but not limited to those for:

1. Supply of electricity (NQA).
2. Installation and testing of electrical equipment.
3. Telephone services (Lessor, Telstra/Optus etc.…)
4. Gas in the case of premises that have gas supplied to them.
5. Health Department approvals and inspections.
6. Plumbing and drainage approvals and inspections (Local Regional Council).
7. Trade waste approval (Local Regional Council).
8. Building Consent from NQA.
9. Building Approval from ABC.
10. Development Approval from ABC.
11. Liquor Licensing (if required).
12. Registration of Business name (Department of Consumer Affairs).
13. Department of industrial Relations.
14. Queensland Fire and Rescue Service (QFRS) approval.
15. Queensland Government PLSL & WHS related approvals.
16. Other required environmental approvals i.e. Environmentally Relevant Activity (ERA) **License**.
17. Other DBYD (Dial before you dig)
18. Any relevant Transport Security requirements, legislative, and as required by relevant Transport Security Programs

2.12 RECTIFICATION OF DEFECT

The Lessee/sub-lessee/contractor must rectify any defects in the Lessee/sub-lessee/contractor leased area that have been identified during the Lessor periodic and final Inspections. Any items not rectified within the agreed period may (where required) by completed by a Lessor nominated contractor at the Lessee/sub-lessee/contractors own cost. Any NQA costs or loss of revenue due to Lessee/sub-lessee/contractor defective work will be compensated by the Lessee/sub-lessee/contractor to the Lessor.

2.13 AS CONSTRUCTED DOCUMENTATION AND OTHER STANDARDS

The Lessee/sub-lessee/contractor shall submit to the Lessor, prior to the return of any performance bond or bank guarantee and within thirty (30) days of completion of works, one (1) hard copy and one (1) electronic copy (CAD & pdf) of the 'As Constructed' documentation.

'As constructed' documentation is required to provide a full and complete record of the whole of the works and shall include all approved 'final design drawings' amended where necessary to include any accepted amendments made during construction of the Works.

As Constructed drawings - to be to NQA CAD Standards 15 Ver 2.0

Other Standards to be complied with are available on request. These include specifications for drainage, Airside/Landside Security Fencing block paving and for the manufacture and laying of Dense Graded Asphalt at NQA Airport.

2.14 COMPLIANCE WITH LAWS, PERMITS AND APPROVALS

The Lessee/ Licensee must comply with all Laws (whether Cth, State or Local including all regulations and codes), Permits and Approvals applicable to the licensee's business, operations and occupancy/use of the Premises/Site at all times and in accordance with the terms and conditions of the **License**, Lease or Tenancy Agreement between the Airport and the Licensee.

The Lessee/Licensee must maintain the Premises/Tenanted Sites and any improvements, alterations and fixtures in good repair and condition in accordance with its obligations under its **License**, Lease or Tenancy Agreement and the Permitted Use.

Cairns Airport reserves the right to request annual maintenance records/engineering compliance certificates.

3 DESIGN CRITERIA

3.1 WALLS

All walls are to be built to the appropriate standards.

Materials should be hard wearing and high quality. Accepted materials include:

- Timber veneers
- Steel stud systems
- Painted plasterboard
- Natural stone
- Vinyl wrapped glass
- Commercial grade wall paneling
- Ceramic or mosaic tiles on a substrate
- Stainless steel and other metal finishes

Some of NQA's facilities within the airports have fire-engineered solutions that must be adhered to. Because of this the Lessee/sub-lessee/contractor must install within the tenancy a sign in the Lessee/sub-lessee/**contractors** office or other prominent location with lettering no less than 10mm high on a contrasting background stating the following:

"This building has been subjected to a fire engineering analysis with regards to smoke system exhaust rates, smoke reservoir sizes and extraction system coverage. As such, no alterations shall occur in these areas without the approval of a competent building certifier."

3.2 INTERTENANCY ZONE

Steel stud, plaster lined, non-painted, non-load bearing partitions will normally be provided by the Lessor. However, in certain circumstances the intertenancy walls will be provided by the Lessee/sub-lessee/contractor. Additional wall reinforcement that may be required by the Lessee/sub-lessee/contractor will be installed by the Lessor at the Lessee/sub-lessee/**contractors** own cost. The finish of the intertenancy zone will be by the Lessor at the Lessor's discretion.

3.3 LIGHTING

The following lighting systems are not deemed appropriate to be installed within any NQA airport land:

1. Surface mounted fluorescent fittings (aka battens) with or without diffusers.
2. Exposed neon and fluorescent tubes and
3. Strobe and flashing lights.

It is an NQA policy for the Lessee/sub-lessee/contractor to use energy efficient lighting. Energy efficient lighting is not merely lighting that uses less energy than its predetermined power consumption. Lighting creates the desired visual environment using the most energy efficient method.

The energy effect of the lighting is not only confined to the energy consumption of light fittings, lighting is also a significant source of heat load for a building resulting in a significant total cooling load on the air conditioning plant. Appropriate interior colour choices can also help to reduce lighting requirements.

3.4 TENANCY SHOP FRONTS

NQA prefer that shop fronts highlight the products available within the tenancy to maximise the opportunity to attract clientele into the tenancy. The shop front should be as open as possible and allow good transparency into the tenancy.

This is designed to increase visibility of merchandise and be welcoming to clientele. All shop front threshold flooring must finish flush with the existing floor finish.

The shop front is to be constructed and finished with carefully chosen materials which unify the design and add value and clarity to the product on display.

3.5 CEILINGS

The minimum acceptable standard for ceilings is flat white painted flush plasterboard. Imaginative use of materials, colours, bulkheads, recessed lighting or NQA approved feature lighting and backlit panels incorporated into the ceiling within the tenancy is encouraged.

The Lessee/sub-lessee/**contractors** arrangement of ceilings should take into consideration maintenance access to above ceiling services. The Lessor may require access panels (at the cost of the Lessee/sub-lessee/contractor) to be installed in specific locations to allow access to base building services e.g. above switchboards and telephone frames.

The Lessor may also require that the Lessee/sub-lessee/**contractors** ceilings to be trafficable to allow access to base building services. Lessor will review this during the design review with the Lessee/sub-lessee/contractor.

The building's fire engineering scheme may require certain areas be fitted with smoke proof ceilings or allow for smoke fan penetrations. Smoke proof ceilings are to be constructed from non-combustible materials with the ceiling and all ceiling penetrations impervious to smoke. The Lessor will nominate the tenancies or new developments affected by this requirement. If applicable the Lessee/sub-lessee/contractor will be required to provide construction details confirming this condition will be met.

Some of NQA's facilities within their airports have fire-engineered solutions that must be adhered too, because of this the Lessee/sub-lessee/contractor must install a sign within their area with lettering no less than 10mm high on a contrasting background stating the following:

"This building has been subjected to a fire engineering analysis with regards to smoke system exhaust rates, smoke reservoir sizes and extraction system coverage. As such, no alterations shall occur in these areas without the approval of a competent building certifier."

The maximum weight of material hung from ceilings including services (light speakers, etc. and ceiling weight itself is not to exceed 20kg/m2. The Lessor may agree for additional weight to be hung from the ceiling if the Lessee/sub-lessee/contractor can provide a certified engineered approved solution at their cost.

The Lessee/sub-lessee/contractor must follow installed catenary and cable tray routes within the common areas of NQA's airports. However, above the tenancy area, if no tray or catenary is available, the Lessee/sub-lessee/contractor may run cables in a neat manner to the approval of NQA

The Lessee/sub-lessee/contractor may be required to allow for access panels within the ceiling space to allow access to these trays, catenary, or other mechanical and electrical equipment.

3.6 FLOORS

Materials should be hard wearing and of high quality. The structural floor provided at handover may not be sufficiently even and level to be finished without preparation. Direct stick finishes or those that require a completely flat surface, such as floating floors, may require preparatory work by the Lessee/sub-lessee/contractor to the slab before laying of floor finishes.

Acceptable materials include but are not limited to the following:

- Ceramic and vitrified tiles.
- Commercial grade carpets.
- Natural stone.

- Timber.
- TGSI – Tactile Ground Surface Indicator (where required).
- Commercial grade vinyl's/linoleums.

Consideration should also be given to slip resistance in wet areas. Floor design loads are to be assessed by a registered structural engineer taking into account the current as constructed documentation and design loads. Floor use such as cold room storage, compactus, packed book storage etc. will require prior approval from the Lessor and the Lessee/sub-lessee/contractor appointed structural engineer. Penetrations regardless of size are to be approved by a Structural Engineer at the Lessee/sub-lessee/**contractors** cost.

The following requirements are to be incorporated into the Lessee/sub-lessee/**contractors** design:

- Floor tiles will be non-slip, with a 25mm radius cove at the junction of floor and walls.
- No cool-room or freezer panels are to be visible to the public.
- All refrigeration condensers are to be installed in a Lessor approved location only
- All floor types to have a minimum slip Coefficient Of Friction (COF) of 0.40

3.7 NQA FLIGHT INFORMATION DISPLAYS (FIDS)

Lessee/sub-lessee/contractors may wish to incorporate NQA FIDS into their tenancies. Before any NQA FIDs can be installed, the Lessee/sub-lessee/contractor must enter an ICT **License** Agreement with the Lessor which will include all associated upfront and ongoing costs.

The NQA FIDS will be supplied and installed by the Lessor (at the cost of the Lessee) including network connection from the leased area back to the nearest NQA communications room. (refer to 7.1 Lessee and Lessor Responsibilities – ICT)

3.8 TENANCY SHOP FRONT SHUTTERS

NQA encourages Lessee/sub-lessee/contractors to maximise their operable tenancy frontage, however all retail tenancy shop fronts must be secured when the tenancies are not in operation. The shutters must be completely concealed when in the open position. These include, but not limited to the following:

1. Clear vertical roller grilles
2. Clear folding shutter doors
3. Security concertina gates

The shop front closer must be clear in order to allow NQA to view inside the tenancy when the shutters are closed. The shutters must be designed to incorporate the mechanical and fresh air makeup designs of the building. NQA are not responsible for providing any support structure required for the Lessee/sub-lessee/**contractors** shop front shutter. It is the Lessee/sub-lessee/**contractors** responsibility to have the shutters structural performance approved by local certifiers or engineers with this approval being made available to NQA. Any additional structural support will be at the Lessee/sub-lessee/**contractors** own cost.

3.9 MANDATORY REQUIREMENTS FOR (ESD) COMPLIANCE

NQA are ~~all~~ committed to incorporating the principles of ecologically sustainable development into airport development and operations. As a result, the Lessor promotes the adoption of ESD throughout the various facets of our business and our Lessee/sub-lessee/**contractors** businesses.

The Lessee/sub-lessee/contractor must complete and submit the ESD compliance checklist (including all required supplementary documentation) for approval. A minimum of 12 points must be achieved by all tenancy fit outs**.** Refer to Section 8 Appendices – Forms and Checklists (PM-28 ESD Compliance Checklist).

3.10 MUSIC

Music is permitted in tenancies only under the following conditions and up to a maximum decibel rating of 60 DB:

- Fire alarm (EWIS) and PA announcements from the Lessor's EWIS and PA systems are able to override the

in store music.

- The design clearly demonstrates that music/sound is prevented from permeating into adjoining tenancies and the public area.
- The Lessor must approve all sound system equipment type and style prior to installation.

3.11 GENERAL SERVICES

To ensure a clean appearance to the tenancies or new developments, all services (cabling, air conditioning, pipe work, etc.) are to be concealed within walls/ceilings/floors, run on available cable trays or catenary and must be segregated. Where services access is not readily available, for example an island counter or display, services are to be concealed in services ducting or joinery as appropriate.

Services access via the under-floor space will be limited and Lessee/sub-lessee/contractors are encouraged to run services through the tenancy or new development ceiling space. However if due to the nature of the tenancy or new development under- floor services access is necessary, this will be subject to approval by the Lessor and Structural Engineer. Any cost associated with these approvals will be at the Lessee/sub-lessee/**contractors** cost. All service trenches must be x-rayed prior to any cutting of the floor.

Cabling (and wireless) services not provided by the Lessor must stay within the bounds of the tenancy.

3.12 FIRE HYDRANT AND HOSE REELS

The Lessee/sub-lessee/contractor must ensure that all Fire Hydrant/Hose Reel cabinets that are located at the façade of the tenancy or building are incorporated in the overall design of the project. The Lessee/sub-lessee/contractor will also be responsible for all Fire Hydrant/Hose reel signage in accordance with the BCA.

3.13 NETWORK AND CABLING SERVICES

Networking and cabling services are available from the Lessor on NQA Airport Campus Area Networks. Further information on the offered services (including costs) is available from the Lessor. These services will not automatically be provided to the tenancy or office area unless prior agreements have been made within the Lease conditions and costs agreed to by both parties.

3.14 SIGNAGE / BRANDING

All signage/branding including digital and illuminated within NQA's airports must be imaginative and of a high quality, and be an integral part of the design concept rather than supplementary.

NQA encourage creativity and individuality with its Lessee/sub-lessee/contractor signage/branding design of shop fronts and new buildings. The Lessee/sub-lessee/contractor within the confines of their leased area can only use the signage /branding. One major sign per tenancy is required and will be limited to the Lessee/sub-lessee/**contractors** trading name.

The height set out and style of lettering/design is to be submitted to NQA for approval prior to commencing manufacture. All attachment devices, wirings, clips, transformers, isolating switches, lamps, tubes, labels, or plates required on signs are to be concealed from the public view.

All privately owned building external signage is permitted on the ends or sides of buildings and are to be a maximum lettering height of 0.8m and maximum overall sign height of 1.2m. The thickness of the lettering should be in proportion to their height

Extremely vivid colours or contrasts will not be permitted unless it can be shown that the colours are directly related to the business concerned. Emblems and logos will be permitted under the same conditions. The identification sign is to be restricted to company name, logo, telephone number and PO Box number.

Under no circumstances are any signage/branding to be installed on any tenancy (NQA owned or privately owned building on NQA land) without approval from NQA.

All buildings at NQA Airports must have a mandatory building number on the side of the building facing the road (NQA are the issuing authority for building numbers). The number is to be as per Queensland Transport Manual of Uniform Traffic Control Devices Part 6 Service & Tourist Signs (G7 Signs) NQA Drg 9-7-4006.

4 WORKING ON NQA AIRPORT LAND

4.1 NQA SITE INDUCTIONS

The Contractor and any sub-contractors, undertaking any works must obtain a Cairns Airport Pty Ltd (CAPL) issued Contractor Card prior to carrying out any works or maintenance services. The Contractor must complete the CAPL Contractor Induction. Details for this induction are available on this link:
https://www.cairnsairport.com.au/business/operations/working-on-airport/contractors/

The Contractor pass is not a substitute or alternative for an Aviation Security Identification Card (ASIC) or Visitor Identification Pass (VIC).

4.2 AVIATION SECURITY IDENTIFICATION CARD (ASIC) & VISITORS IDENTIFICATION CARD (VIC)

Lessee/sub-lessee/contractor personnel working onsite at Cairns Airport require a valid ASIC or a VIC (and accompanying sponsor).

AVIATION SECURITY IDENTIFICATION CARDS (ASIC) – Further information on ASICs can be found on relevant airport websites or at https://www.homeaffairs.gov.au/about/transport-security/identity-security. Applicants should allow at least thirty (30) business days for the issue of an ASIC from the date of a complete application lodgment (including all original documentation). A person holding an ASIC may be provided with approval to access areas of the airports without requiring an escort.
All ASIC applicants (and renewals) must complete Security Awareness Training and Airport Customer Experience training before an ASIC is issued.

VISITOR IDENTIFICATION CARDS (VIC) – For lessee/sub-lessee/contractor personnel having a limited requirement onsite, a VIC may be issued each day. In order to obtain a VIC, an applicant must provide a form of government-issued photographic identification (e.g. driving license), and present with a valid ASIC holder who will be the VIC sponsor. Any person in possession of a VIC must be escorted by a valid ASIC holder at all times. These are restricted to 28 individual days within a 12 month period, and must be obtained each day.

A photographic VIC may be issued for an extended period if an ASIC application has been lodged and is pending approval.

A person holding a VIC may only access the security controlled areas in compliance with the Aviation Security Requirements for Cairns Airport (Appendix B) and the following conditions:

- The person is escorted or accompanied by the holder of an ASIC.
- The person is kept within an ASIC holders line-of-sight or vision.
- the person is kept, by an ASIC holder, within a defined area from aircraft, its passengers and cargo.
- Under no circumstances may VIC's be shared between personnel.
- In the event of a VIC being lost the holder must report the loss immediately to the issuing agent. A Statutory Declaration must be provided by the holder outlining the circumstances of the loss.

4.3 SECURITY ACCESS

Where tenancies are within a sterile area access is typically via a dedicated security screening point. Workers, tools of trade and materials, etc. will be screened prior to entry. During operational hours (i.e. where there are passengers present within the Sterile area) it will be necessary for tradesman and goods (once screened) to be escorted by airport security to the hoarded work site within the Sterile area.

At NQA Airports PLAGS (Powders, Liquid, Aerosols and Gels screening) will apply (e.g. drinks, aerosols, etc.). Empty drink bottles can be brought through the screening points and filled within the sterile area. LAGS do not apply to tools and materials of trade.

4.4 LESSEE/SUB-LESSEE/CONTRACTOR SWIPE CARD POINTS

All NQA airports have contractor swipe card points located in and around their airports. The Lessor will identify swipe cards points to the Lessee/sub-lessee/contractor during the mandatory NQA site induction. All Lessee/sub-lessee/contractors, when carrying out building works, must swipe in and out on a daily basis for the duration of the building works.

4.5 VEHICLE ACCESS

All vehicles operating airside must be approved and be identifiable by a company logo on either side of the vehicle and a flashing orange beacon. All employees required to drive airside must obtain an airside driver's permit from NQA.

Contractor must abide by all Safety Officers and Security Officers' directions – All-vehicular/truck movements are to be under Airport Safety Officer (ASO) escort who can be contacted on Cairns Ph. No: 0412 773 065 or 0402 027 732. Mackay Ph. No: 0418 570 233.

All other vehicles operating airside must be approved and be identifiable by a company logo on either side of the vehicle and a flashing orange.

Private vehicles that are not directly involved in the construction work shall be parked in the public car park at the Lessee/sub-lessee/**contractors** expense.

4.6 ROADS AND ROAD CLOSURES

Any road closure must be approved by the Lessor's ground transport group (landside) and Airfield Operations (airside). If it is necessary for the Lessee/sub-lessee/contractor to close or partially close public roads to traffic for the purpose of performing the works the Lessee/sub-lessee/contractor must submit a Traffic Management Plan to the Lessor for approval prior to the commencement of the works.
Where approval for road closures is granted, the Lessee/sub-lessee/contractor must provide barricades and signage, which if required by NQA Airports, includes advance notice signage to motorists prior to installation of barricades and signage specifying dates of traffic restrictions, and:

- are clearly marked with warning and/or detour signs.
- are illuminated from sunset to sunrise and
- where applicable, comply with the standards imposed by QLD Roads' Roadwork's Sign Code of Practice.

4.7 EXCAVATIONS, TRENCHES AND PITS

No excavations may be initiated without a PERMEX (refer to 8.3 PERMEX).

Where trenches adjoining operational runway shoulders are left open for any periods they must be covered with 20mm steel plates and supported with sufficient sandbags, particularly along the leading edge of any framework, to prevent air gaps. The steel plates need to be stabilised to minimize disturbance in the event large aircraft may rotate on take-off at or near the works site.

Normal excavations must be back filled or covered with steel plates at all times when the work site is vacant or the excavation pit is no longer required. Dispensation to leave trenches exposed is at the discretion of the Lessor following advice from CASA.

Small excavations may be enclosed with sandbags for short periods but must be stable, fully intact (no holes), and be positioned to fill all gaps and remain flat.

Pit covers must be suitable for supporting the weight of vehicles, plant and equipment or for supporting an aircraft if within the confines of a Runway or Taxiway strip area.

4.8 WORK CONDUCTED ON RUNWAY CLEAR AND GRADED AREA

All works must comply with the requirements of the CASA Manual of Standards Part 139 which includes but not limited to the following conditions on works on a Runway or within the 150m wide Runway strip during Visual Meteorology Conditions (VMC).

Transverse Slope:

- No above ground objects, including rocks, may be greater than 25mm in height.
- No constructed gravel surface may be greater than 40mm in height above the natural surface.
- No surface cracks or wheel ruts may exist greater than 40mm in depth.
- Any step down to the abutting surface of a runway strip from a Runway shoulder or stop way must not exceed 25mm in height.
- Traverse slope for first 3m outwards from the Runway shoulder, the graded area must be negative and may be as great as 5% thereafter Runway strip must be not more than 2.5%

Longitudinal Slope:

- As far as practicable the longitudinal slope along the graded area of the Runway strip must be consistent with the existing Runway slope or not be more than 1.5%.
- Slope changes must be as gradual as practicable and abrupt changes or sudden reversal of slope avoided and must not exceed 2%.

4.9 WORK CONDUCTED WITHIN THE 150M TO 300M WIDE RUNWAY STRIP AREA

The following conditions apply to works conducted within the zone from 150m out to the point 300m out from the Runway centerline, during VMC.

Transverse Slope:

- No above ground objects, including rocks, may be greater than 50mm in height.
- No constructed gravel surface may be greater than 75mm in height above the natural surface.
- No surface cracks or wheel ruts may exist greater than 75mm in width or depth.
- Traverse slope not exceeding an upward slope away from the 150m Runway strip of more than 5%.
- Stockpiling of soil or frangible other materials during works may be located outside the Cleared and Graded Area (that is 150m from the Runway centerline) not exceeding an upward or downward transverse slope of 5% as measured in the direction from the Runway.
- All fixed objects must be low mass and frangible mounted.

4.10 WORKS / EQUIPMENT LOCATED OUTSIDE THE 300M RUNWAY STRIP

The following conditions apply to works conducted outside the 300m zone from the Runway centerline:

- Equipment and stock piling of materials to a height of 5m above ground must be stored at least 40m from the 300m Runway strip edge (190m from the Runway centerline).
- No equipment or vehicles may be left unattended within 190m of the Runway centerline.

4.11 WORKS WITHIN TAXIWAY STRIP

The following conditions apply to works conducted within the Taxiway strip:

- The graded area of a Taxiway strip must not have an upward slope of more than 2.5% or a downward transverse slope of not more than 5%.
- No portion of the Taxiway strip beyond the graded area, nor objects thereon, is to exceed an upward or downward transverse slope of more than 5%. Note: the presence of drains and ditches in this part of the Taxiway strip is acceptable.
- The Taxiway strip must be free of fixed objects other than visual or navigational aids.

The table below details the widths of Taxiway strips and portion of graded areas within this strip.

Aircraft Code (Type)	Taxiway Strip	Graded Area of Taxiway Strip
Code C (B737)	26m	12.5m
Code D (B767)	37.0m	19m
Code E (B747	43.5m	22m
Code F (A380)	51.0m	30m

4.12 SPREADING OF LIME AND CEMENT DUST

Lime and cement dust may only be spread when weather conditions will not take significant amounts of dust onto the aircraft movement area or into adjacent buildings. Lime and cement dust may only be spread when the wind is less than five knots. Even where the wind speed is below five knots - lime and cement dust will only be approved if the wind is taking the dust away from buildings, terminals and aircraft movement areas.
It is preferable that the Lessee/sub-lessee/contractor does the spreading of lime and cement dust at night or early in the morning to minimize impacts on airfield operations.

A permit must be obtained prior to any spreading of lime or cement dust. This permit can be obtained from the Lessor.

4.13 USE OF METAL TRACKED VEHICLES

Vehicles with metal tracks such as excavators and traxcavators have the potential to damage pavement surfaces.

Vehicles with metal tracks are not to be driven or stored on any pavement surface at any time, unless heavy-duty rope or wooden mats have been placed under the tracks.

4.14 AIRSIDE ROAD VEHICLE LOAD LIMITS

GA Apron, Taxiways and associated roads, have a vehicle weight restriction of 15 metric tonnes (emergency vehicles accepted).
Before any vehicle with a greater load can traverse above sections of road, written permission is to be obtained from the Lessor.

4.15 SECURITY SCREENING REQUIREMENTS

Lessee/sub-lessee/**contractors** sub-contractors entering both the 'Sterile Area' and 'Airside Area' are subject to the normal regulated security screening and inspection processes. Special allowances exist within the regulations for contractors who are required to take tools and materials (which would otherwise be considered prohibited items or weapons) into these areas under strict conditions. The screening staff maintains a Tools of Trade Register at each screening point to record those tools that are taken into the 'Sterile Area'. Tools entering the 'Sterile Area' must be accounted for when contractors exit the area.

Lessee/sub-lessee/**contractors** sub-contractors accessing the 'Airside Area' must undergo an 'Airside Inspection' process that includes the following:

- ASIC photo to face check
- VIC and photographic identification check (only when accompanied with an ASIC card holder)
- Check of possessions carried by contractors
- Explosive trace detection
- Vehicle check including company identification (logo)

Airside Driving Authority check (where applicable)

4.16 FOREIGN OBJECT DEBRIS (FOD) AND PAVEMENT CLEANLINESS

All Foreign Object Debris (FOD) and site waste such as construction materials, wrapping and containers, must be contained within individual works and removed from the airside environment, by the completion of each day or night shift except where the Lessor grants otherwise.

Operational Runway and Taxiway pavements must be kept clean and remain free from FOD at all times. All vehicles arriving or departing a works site must have clean tires. All damage to airside pavements or ground surfaces must be reported immediately.

4.17 AIRPORT SECURITY

Aviation security at NQA Airports is regulated by Commonwealth legislation under the Aviation Transport Security Act 2004 and Aviation Transport Security Regulations 2005. Inspectors from Inspectors from the Cyber and Infrastructure Security Centre may monitor compliance with legislative requirements from time to time throughout the term of the contract and penalties may apply.

Lessee/sub-lessee/**contractors/**sub-contractor personnel entering security-controlled areas of the airport must be in possession of a valid Aviation Security Identification Card (ASIC) or under escort with a Visitor Identification Card (VIC). A person holding an ASIC issued in their name may access the security-controlled areas unescorted for work and lawful reasons only. ASICs and VICs are available on application from the Lessor's ID & Access Office. Anyone found in a security controlled area without displaying an ASIC or VIC will be removed from that security controlled area, and may be fined. VIC holders found not to be escorted or supervised by an ASIC holder shall also be removed, and may be refused future VIC issuing.

NQA Airport also requires that any person working within a Customs controlled area displays either an ASIC or VIC. This area encompasses all passenger processing and inspection areas and the corporate offices belonging to the DIBP.

Should any actions by the Lessee/sub-lessee/contractor cause the clearing and re-screening of a terminal sterile hall or aircraft, the Lessee/sub-lessee/contractor or the Lessor will be liable for any costs that impact the airport, airport tenants, airlines, security and associated agencies.

Anyone found in the airport's 'Airside Area' or 'Sterile Area' of an NQA airport without an ASIC or wearing a VIC and not escorted or supervised will be removed from those areas. Breaches of these requirements may attract individual and company fines.

4.18 SPILLS

Lessee/sub-lessee/contractor must immediately notify the Lessor's Airport Coordinators of any fuel, oil, hazardous or dangerous goods spills that occurs over 5L. This also includes oil spills from aircraft or GSE equipment.

If the Lessee/sub-lessee/contractor is incapable of cleaning up a spill, the Lessor will clean up the spill and return the area to service as soon as possible at a cost to the Lessee/sub-lessee/contractor.

4.19 TERMINAL REMAINS OPERATIONAL

The Lessor's primary concern is to ensure the unencumbered safety and continued operation of NQA airport terminals. This must also be the Lessee/sub-lessee/**contractors** main priority as well.

The Lessor shall have the right to direct the Lessee/sub-lessee/contractor to cease work, should his works be interfering with normal NQA airport operations. The Lessee/sub-lessee/contractor shall have no entitlement to make any claim against the Lessor should works be stopped due to its adverse effect on NQA terminal operations.

Should any actions by the Lessee/sub-lessee/contractor cause the clearing and re-screening of a terminal sterile hall or aircraft, the Lessee/sub-lessee/contractor or the Lessor will be liable for any costs that impact the airport, airports tenants, airlines, security and Border Force.

4.20 ISOLATION AND ACTIVATION OF SMOKE DETECTORS AND SPRINKLER SYSTEMS

All Lessee/sub-lessee/contractor works related to fire and sprinkler systems isolations can only be carried out in NQA Airports by the NQA nominated fire services contractor (refer to 7.6 Fire Protection System Isolation Permit and Request

form).

Under no circumstances is any other contractor approved to interfere or touch NQA Airports fire and sprinkler systems. Fire and sprinkler systems are to be isolated and reactivated on a daily basis.

No construction zone can have their fire or sprinkler system isolated overnight, however some instances may be granted upon request. The Lessor is the only party authorised to instruct the NQA fire services contractor to isolate or reactivate the fire and sprinkler systems at NQA Airports. NQA will advise the Lessee/sub-lessee/contractor of the relevant NQA Airport approved fire services contractor.

All fire and sprinkler isolations are to be arranged by the Lessee/sub-lessee/contractor with the nominated NQA fire services contractor and authorised by the Lessor. The Lessee/sub-lessee/contractor is responsible for all of the costs relating to the project's fire and sprinkler isolations and reactivations.

It is the responsibility of the Lessee/sub-lessee/contractor to notify the Lessor in writing 72 hours prior to works isolation and activation requirements.

Should any actions by the Lessee/sub-lessee/contractor force the clearing and re-screening of a terminal sterile hall or aircraft, the Lessee/sub-lessee/contractor will be liable for any costs that impact the airport, airport tenants, airlines, security and DIBP.

4.21 LESSEE/SUB-LESSEE/CONTRACTOR CONTRACTORS PERSONNEL

The Lessee/sub-lessee/contractor must ensure that all its personnel undertaking works adhere to all NQA Airports rules and regulations. In the event that the Lessee/sub-lessee/contractor is required to access NQA terminals while it is open to the public, the Lessee/sub-lessee/contractor will be responsible to ensure that they are suitably presented and behave in a manner that will cause no offence or disturbance to other tenants, stakeholders or members of the public.

The Lessee/sub-lessee/contractor is not to store materials outside the limits of the Lease, unless otherwise approved by the Lessor. There is no guarantee that an additional area to store materials, plant, etc. will be available and should it be available, it may not necessarily be adjacent to the tenancy or development.

4.22 EVACUATION OF NQA TERMINALS

The Lessee/sub-lessee/contractor must ensure that its personnel are aware of NQA terminal evacuation arrangements in case of a fire or other emergency. The evacuation process will be made known to the Lessee/sub-lessee/contractor by the Lessor during their mandatory site induction.

4.23 PROTECTION OF THE BASE BUILDINGS DURING BUILDING WORK

The Lessee/sub-lessee/contractor must take all necessary precautions to avoid any damage to NQA airport base buildings. The Lessee/sub-lessee/contractor will rectify any damage to the Lessor's satisfaction at the Lessee/sub-lessee/**contractors** cost or by the Lessor at the Lessee/sub-lessee/**contractors** cost.

No alterations to NQA base buildings will be permitted other than those indicated on the approved designs or otherwise consented to by the Lessor. A dilapidation report is expected to be provided by the Lessee/sub-lessee/contractor prior to commencement of works. Any damage occurred within the fit out, refurbishment, make good or new development or surround areas that may have been caused by the Lessee/sub-lessee/contractor will be liable for repair by the Lessee/sub-lessee/contractor unless otherwise noted within the dilapidation report.

4.24 POWER ISOLATIONS

Only NQA staff members can implement power Isolations. Under no circumstance is a Lessee/sub-lessee/contractor to isolate NQA's power systems .All power isolations require a minimum of 48 hours' notice and in some circumstances 240 hours' notice (10 working days).

Notice Period	Stakeholder	Service Disruption Type	Notes

10 Working days	Airlines	Any service interruption	Major Carriers
5 Working days	Airlines	Any service interruption	Minor Carriers
5 Working days	Lessor	Any service interruption, especially ICT services and CCTV	NQA
5 Working days	Security	Any power or data interruption	Any interruption that may affect the screening equipment
5 Working days	DIBP	Any service interruption	Commonwealth entities
5 Working days	SITA	Any power or ICT interruption	Anything effecting communications rooms or equipment
3 Working days	Ground Transport Operators	Interruption to Car park equipment / FIDS	Taxi – Bus – Rental Cars
3 Working days	Commercial and Retail Tenancies	Any service interruption	Host Services – Newslink - etc.

Before the Lessee/sub-lessee/**contractors** works commences, it is recommended that possible power isolations be discussed and identified with the Lessor.

4.25 REMOVAL OF REDUNDANT CABLING

It is the Lessee/sub-lessee/**contractors** responsibility to remove any existing redundant (as a result of lessee works) cabling and cable management systems in ceiling, wall or floor voids during the demolition and construction phases of their works. The Lessee/sub-lessee/contractor must gain approval from the Lessor before removing any redundant cabling.

4.26 USE OF LIFTS, ESCALATORS, STAIRS AND TOILET FACILITIES

All lifts, escalators, stairs, and toilet facilities are for the use of airport passengers or personnel only. In certain circumstances these facilities can be used by the Lessee/sub-lessee/contractor to facilitate their construction works site. These will be discussed between the Lessee/sub-lessee/contractor and Lessor on a project-by-project basis.

If the Lessor grants the Lessee/sub-lessee/contractor use of the facilities then it is only on condition that the Lessee/sub-lessee/contractor using those facilities use them in a manner that conscientiously avoids damage to, and minimises any disruption to the public or other users of those facilities.

Should any actions by the Lessee/sub-lessee/contractor force the clearing and re-screening of a terminal sterile hall or aircraft, the Lessee/sub-lessee/contractor will be liable for any costs that impact the airport, airport tenants, airlines, security and DIBP.

4.27 NOISE AND DUST

The Lessee/sub-lessee/contractor must ensure that the levels and nature of the noise generated in the course of the works does not interfere with normal NQA operations.

- Within the NQA terminals - handheld tools will be tolerated but power tools such as impact drilling, circular saws, etc.…cannot be operated during peak hours. All concrete floor, steel grinding, cutting, or smoothing process must be done in non-working times, which is generally 8pm to 3am.
- Outside the NQA terminals – The Lessor will advise the Lessee/sub-lessee/contractor as to when noise and dusty works can take place. The times allowed to work will vary based on where and when outside the terminal the works are required to take place.

The Lessee/sub-lessee/contractor is to liaise with the Lessor to confirm suitable times for power tools to be used. Any

work that will cause dust or create possible fumes within the surrounding area that has the possibility to be drawn into or circulate through NQA base build mechanical systems, must be conducted after hours (generally 8pm to 3am). The Lessee/sub-lessee/contractor must put into place all precautions to avoid contamination of other terminal areas.

Work activities that are likely to generate Respirable Crystalline Silica (RCS) dust must be controlled in accordance with workplace health and safety (WHS) laws. The Lessee/sub-lessee/contractor must ensure that tools and work methods, including removal and cleaning, are designed to limit any exposure to RCS to that below the relevant workplace exposure standards. Where Respirable Protective Equipment (RPE) is required as a control measure for workers the Lessee/sub-lessee/contractor must ensure that secondary exposure to persons in or near the work areas, where RCS dust is generated, is adequately controlled through isolation methods.

Where controls are not implemented in accordance with the relevant WHS code of practice (such as Appendix 4 of the Managing respirable crystalline silica dust exposure in construction and manufacturing of construction elements, 2022 Qld), the Lessee/sub-lessee/contractor must provide information of air monitoring or statistically valid exposure data for the controls that have been implemented.

4.28 TRADE TOOLS

Trade tools have the potential to become weapons. Aviation security requires trade tools to be closely monitored while within the site. Tools will be subject to security screening on the way into Airside or Sterile areas in NQA Airports (refer to 4.4 Security Screening Requirements).

It is the Lessee/sub-lessee/**contractors** responsibility to account for all tools while working at NQA Airports, and to take all necessary precautions to prevent access to them by any unauthorised persons.

Should any actions by the Lessee/sub-lessee/contractor force the clearing and re-screening of a terminal sterile hall or aircraft, the Lessee/sub-lessee/contractor will be liable for any costs that impact the airport, airports tenants, airlines, security and DIBP.

4.29 USE OF EXPLOSIVE POWERED TOOLS

The use of explosive powered tools (including all RAMSET equipment) is prohibited at NQA Airport.

4.30 COMMUNICATION EQUIPMENT

The Lessee/sub-lessee/contractor must not use a two-way radio or wireless network system or any other such communications system on the site without the Lessor's prior written consent.

4.31 WORK HEALTH AND SAFETY

The Lessee/sub-lessee/contractor shall accept responsibility for the safety of all workers and others including employees and sub-contractors working in and around their area of work, any visitors, or anyone external to the area of work who may be impacted by the work activity.

Building design and equipment in use must be compliant with the WHS Act, Regulation and associated Codes of Practice i.e. must be 'fit for purpose'.

CA/MA to be advised of all WHS incidents that occur and the Lessee/sub-lessee/contractor is required to ensure where required, regulatory notifications are made in accordance with the requirements of Worksafe Queensland and the Electrical Safety Office

The Lessee/sub-lessee/contractor is to lodge the Building and Construction Industry Notification and Payment Form and pay the Portable Long Service Leave Levy and Work Health and Safety Act Fee, as applicable. A copy must be lodged with the Lessor prior to the issue of the development permit by NQA.

The Lessee/sub-lessee/contractor shall prepare a "work health and safety plan' (Safety Plan) as required by the Work Health and Safety Act and defined under the accompanying regulations. The Safety Plan shall be submitted to the Lessor at least seven (7) days prior to commencement of work for approval

The Lessor may at any time request amendment of the Lessee/sub-lessee/**contractors** Safety Plan. The Lessee/sub-lessee/contractor shall forthwith amend the Safety Plan in accordance with the Lessor's request or provide written justification as to why the Safety Plan should not be amended.

The Lessee/sub-lessee/**contractors** Head Contractor shall perform the duties of the 'principal contractor' for any NQA airport terminal works as defined in the Work, Health and Safety Act. The Lessee/sub-lessee/contractor shall make them aware of, and comply with, the Safety Management Program of the Building Head Contractor.

4.32 SMOKING AND ALCOHOL

Smoking is strictly prohibited within NQA terminals (airside, landside except in designated smoking areas) and all surrounding buildings and areas at all times.

Compliance with CASR Part 99 Drug and Alcohol Management Plans and Testing is mandatory for all those deemed to undertake regular Safety Sensitive Aviation Activities (SSAA) and/or are required to work airside at NQA Airports.

A regular SSAA employee is anyone who is reasonably likely to perform an applicable SSAA at least two or more times every 90 days.

The prime requirement of CASR Part 99 is for organization's to develop, implement and comply with their own CASA compliant Drug and Alcohol Management Plan (DAMP) or elect to be compliant with another organisation's CASA compliant DAMP due to contractual arrangements.

CASA may undertake random drug and alcohol testing at NQA Airports at any time, all Lessee/sub-lessee/contractor members must comply with any direction given by CASA staff or qualified NQA staff in this matter.

4.33 CHASING, DRILLING AND CORING OF NQA BUILDING SLABS

Before any NQA concrete floor slab is chased, cored or drilled it is the Lessee/sub-lessee/**contractors** responsibility to ensure that the slab has been x-rayed. This documentation is to be supplied to the Lessor by the Lessee/sub-lessee/contractor. The documentation must be from an independent structural engineer confirming that the chasing, coring or drilling works will not affect the structural integrity of the floor slab and associated slab in question.

Under no circumstance is any coring, chasing, or drilling of an NQA slab to take place without the written approval from the Lessor. If the Lessee/sub-lessee/contractor undertakes coring, chasing or drilling of the slab without the approval of the Lessor, then the Lessee/sub-lessee/**contractors** works will be stopped immediately (at no cost to the Lessor) until the Lessee/sub-lessee/contractor has x-rayed the entire slab being chased, cored or drilled and a full structural inspection of the entire slab (at the cost of the Lessee/sub-lessee/contractor has taken place by an independent (Lessor nominated) structural engineer. All core holes through building slab must be fire collard and rated by fully qualified personnel and all works must meet acceptable fire standards.

4.34 HEIGHT OBSTACLE CONTROL

The Lessee/sub-lessee/contractor cannot construct a permanent or temporary structure (crane, scaffold etc.) on NQA airport land without having either an application for Height Approval of a Permanent Structure form or an application for Height Approval of a Temporary Structure form approved by the Lessor.

4.35 HOARDINGS WITHIN NQA AIRPORTS

The Lessee/sub-lessee/contractor shall ensure the work area is fully enclosed by hoardings. All hoardings are to be installed a by a Lessor nominated contractor. Hoardings shall be of plywood construction and white laminated panel sheeting and be from floor to ceiling in height. A proposed hoarding layout shall be submitted at least seven (7) days prior to commencement of work by the Lessee/sub-lessee/contractor to the Lessor for approval. The hoarding design must include but is not limited to the following:

1. All retail store and food outlets projects must have specific advertising advising of a store opening - professionally designed and printed. The size of the advertising should be a minimum height of 2000 mm and the width scaled accordingly and visible on all public faces. Any construction signage required should be limited in size and extent on the external hoarding face to mandatory requirements and no advertising or overt

contractor branding is allowed.

2. Keypad type locks to be used and door closers to be attached to all doors.
3. Hoarding location around area of work. All of the hoarding to encapsulate the entire leased area.
4. Dust and debris migration prevention.

Once the hoarding has been installed it will need to display the following:

1. PERCOW and any other NQA permits.
2. Lessee/sub-lessee/contractor to display **contractors** name, QBSA number and site personnel contact details.

The removal of hoarding located in an airside or a secure zone (any locations after security access or security checkpoints).can only be undertaken once the Lessee/sub-lessee/contractor has met all of the NQA security sweep requirements.

4.36 REPORTING ACCIDENTS/INCIDENTS

All accidents and incidents, no matter how minor, involving people or plant must be reported by the Lessee/sub-lessee/contractor to the Lessor. Certain accidents/incidents are also reportable by the Lessor to Workplace Health and Safety Queensland (WHSQ) as per WH&S legislative requirements. The Lessee/sub-lessee/contractor must have their own accident/incident recording and reporting system and upon request submit to the Lessor for review.

4.37 FIRST AID

Lessee/sub-lessee/contractor is to have, as a minimum, a first aid kit suitable for the type of work being carried out for the number of employees.
The Airport Aviation Rescue & Fire Fighting Service has a rapid response vehicle to attend to first aid emergencies.
No Lessee/sub-lessee/contractor is allowed to have less than two personnel working in any area of NQA Airports or buildings at one time.

4.38 PREFERRED CONTRACTORS

Due to the complexity and possible NQA Airports defect liability periods that may still be in existence on base build systems, NQA may nominate a specific NQA contractor who must be utilised by the Lessee/sub-lessee/contractor to modify, change or add onto NQA base build systems. The Lessee/sub-lessee/contractor is to check with the Lessor on their preferred NQA contractors and whether it is required or not.

5 LESSEE/SUB-LESSEE/CONTRACTOR GUIDELINE

5.1 PROGRAMMES AND MILESTONES

At least two weeks prior to the proposed site access date the Lessee/sub-lessee/contractor is to submit a detailed works programme in a bar chart format for on-site and off-site fabrications, to the Lessor.

This programme should show in detail the dates for site measurement, materials delivery and commencement/completion of each subcontract trade activity on a daily time interval. The programme shall be accompanied by a list of all major plant, equipment, and labor to be used for the fit-out works.

The works programme shall include but not be limited to the following:

- Installation of hoarding around areas of works
- Commencement of works
- Key milestone dates
- Completion of works
- Expected day of operation / trading

The works programme will be reviewed by the Lessor and upon acceptance will become binding to the Lease Agreement. The Lessor will monitor progress of all contract activities, however, it is the Lessee/sub-lessee/**contractors** responsibility to ensure that all activities are on or ahead of schedule.

5.2 CONSTRUCTION ACCESS

Access for construction vehicles and personnel will be available from the Commencement Date for works. Personnel access and materials deliveries shall be via the approved site access points. Access to the site will be in accordance with the **PERCOW** (Permit to Commence Works on Airport), **Hot Work** Permit and/or **PERMEX** (Permit to Excavate on Airport).

- **PERCOW–** The Lessee/sub-lessee/contractor will not be granted access to the site until the Lessee/sub-lessee/contractor has obtained a PERCOW (Permit to Commence Works on Airport) from the Lessor. The PERCOW must be submitted by the Lessee/sub-lessee/contractor to Lessor no later than 7 days before the commencement of work.

- **HOT WORKS -** The use of naked flame in any form whatsoever during construction is prohibited unless approved by NQA in the form of a “Hot Works Permit”. This includes welding, angle grinding, use of primus or port-a-gas, oxyacetylene and the heating to extreme temperatures of any material or thing in general.

  Once a Hot Works Permit has been issued, the Lessee/sub-lessee/contractor will contact NQA to arrange isolation of the appropriate fire safety measures. Any costs associated with the temporary disconnection and reconnection of fire safety elements shall be the responsibility of the Lessee/sub-lessee/contractor. Under no circumstances must fire services be isolated for a continuous overnight period without prior consent from the Lessor. The Lessee/sub-lessee/contractor must allow 2 working days to process all “Hot Work Permits”.

- **PERMEX** - The Lessee/sub-lessee/contractor will not be granted access to excavate the site until the Lessee/sub-lessee/contractor has obtained a PERMEX (Permit to Excavate on Airport) from the Lessor. The PERMEX A must be submitted by the Lessee/sub-lessee/contractor to Lessor no later than 7 days before the commencement of work.

5.3 DILAPIDATION REPORTS

The Lessee/sub-lessee/contractor shall provide a dilapidation report, prior to commencing work on the site. The

Lessee/sub-lessee/contractor shall provide any additional details of the existing structures, buildings (interior as well as exterior), roads, access paths, and footpaths adjacent to, around and about the site ("Existing Structures"). The survey must also include a comprehensive photographic record with labelling of existing conditions prior to the contractor having access to the site.

Failure by the Lessee/sub-lessee/contractor to take such action will be accepted as notice that there are no pre-existing defects or damage.

The survey shall include the recording by adequate means as necessary to accurately show the existing condition of these existing structures. If required by the Lessee/sub-lessee/contractor the Lessor can be present when the dilapidation report is being undertaken.

The Lessee/sub-lessee/contractor shall lodge a copy of the survey documents to the Lessor. The Lessor shall use the dilapidation report as a benchmark and any damage identified from this base.

All damage to existing NQA airport structures caused by any works by the Lessee/sub-lessee/contractor shall be made good by the Lessee/sub-lessee/contractor at no cost to the Lessor prior to Practical Completion. Should the Lessee/sub-lessee/contractor notice damage done by others, the Lessee/sub-lessee/contractor must immediately notify the Lessor, so that the Lessor can assess the damage reported by the Lessee/sub-lessee/contractor.

5.4 SITE AMENITIES AND TEMPORARY SERVICES

The Lessee/sub-lessee/contractor must:

- Provide, and keep in good condition, all statutory and necessary amenities and sanitary facilities for the use of all authorised persons on the Site.
- Provide all temporary services necessary for the performance of the works, including the installation of required services in accordance with the requirements of the relevant Authorities. All costs, expenses and charges in connection with the installation and use of services must be borne by the Lessee/sub-lessee/contractor. All power and water connections must be metered. Meter Application Forms are available from the Lessor for all electrical and water connections.
- On completion of the works, disconnect, clear away all traces of all temporary services and amenities and make good the areas affected by these facilities. Meter Disconnection Forms must be completed to avoid further charging beyond the works completion date.

5.5 SITE DELIVERIES

The Lessee/sub-lessee/contractor must, at its own cost:

- Comply with restrictions notified to it by the Lessor in relation to the location and time for deliveries to the site.
- ensure that the wheels, tracks and body of all vehicles and plant accessing or leaving the site are free of mud, ensure that any mud or other material which is discharged from the Lessee/sub-lessee/**contractors** vehicles and plant is removed and the area cleaned immediately and not permit a vehicle to leave or enter the airport laden with any materials unless the vehicle is loaded or covered in a manner that will prevent the discharge or dropping of materials and
- Ensure that persons delivering materials for construction purposes to the site use authorised vehicles and an approved access route.
- Ensure compliance with Airside Operational Policies.

5.6 CONSTRUCTION WASTE RECYCLING

NQA are committed to implementing the principles of ESD such as reduce, reuse and recycle waste, where practicable. It is a requirement that the Lessee/sub-lessee/contractor will make all reasonable efforts to separate and reuse or recycle construction waste materials. Materials to be considered for recycling shall include but not be limited to:

- Metals
- Glass

- Paper
- Timber
- Redundant plant and equipment

5.7 HOURS OF ACCESS FOR CONSTRUCTION

To ensure NQA operations are uninterrupted while Lessee/sub-lessee/contractor works are underway, it may be necessary to prevent or restrict construction activities in some designated areas at certain times. The Lessor will advise the Lessee/sub-lessee/contractor if such restrictions apply. These restrictions when in place must be adhered to at all times.

Any Lessee/sub-lessee/contractor works that must take place when NQA terminal operations are closed will require the Lessee/sub-lessee/contractor to engage Airport Security. The Airport Security engagement will be at the Lessee/sub-lessee/**contractors** own cost and will require 7 days advanced notice, at no time will the Lessor be liable for any charges for the use of Airport Security staff for any Lessee/sub-lessee/contractor works.

At no time can any tenancy or new development works hinder or interfere with NQA operations. A detailed monthly schedule for all flights can be obtained from the Lessor prior to commencement of works on NQA airports.

5.8 TRAFFIC MANAGEMENT

The Lessee/sub-lessee/contractor is responsible for the control and safety of vehicular traffic and pedestrians affected by its operations on all public and/or trafficked roads within NQA airports. The Lessee/sub-lessee/contractor shall prepare and submit to the Lessor for review, a Traffic Management Plan that details:

- provision of traffic control devices complying with the 'Manual of Uniform Traffic Control Devices', issued by Queensland Transport.
- Any other measures to ensure minimal delays to traffic and the protection of traffic, workmen, constructional plant and other property.

5.9 VEHICLE PARKING

The Lessee/sub-lessee/contractor acknowledges and agrees that parking restrictions are applicable and enforced at NQA Airports. The Lessee/sub-lessee/contractor must observe parking and loading zone rules and regulations. Payment of penalties and settlement of parking infringement notices is the responsibility of individuals incurring such penalties and infringement notices. Persons in breach of such rules or regulations may be denied access to the parking facilities.

The Lessee/sub-lessee/contractor may request to be provided with car parking facilities while undertaking their works. Persons parking in these facilities must comply with any parking rules or regulations that are issued from time to time at NQA airports. Persons in breach of such rules or regulations will be denied access to the parking facilities.

Contractor parking is available at all NQA airports for all Lessee/sub-lessee/contractor members while working on Airport projects in designated agreed areas from the Lessor.

5.10 PROTECTION OF STRUCTURES, SERVICES AND OTHER PROPERTY

GENERAL - The Lessee/sub-lessee/contractor shall cooperate at all times with the Lessor to ensure the continual and uninhibited operation of the existing facility is maintained at all times. The Lessee/sub-lessee/contractor shall notify and gain approval from the Lessor prior to any connection, disconnection, or interference with existing structures and services including those shown on the Drawings, including but not limited to electrical cables and survey marks. The Lessee/sub-lessee/contractor shall obtain a PERMEX from the Lessor prior to the commencement of any earthworks, trenching, detailed excavation, or piling. The Lessee/sub-lessee/contractor shall immediately notify the Lessor in the event of damage caused to any water, electric, drainage, sewerage, telephone, fire alarm, control cable or other services in the area.

The Lessee/sub-lessee/contractor must only use hand tools or hydrovac when excavating within:

- Five meters of fuel or gas pipes
- Three meters of electrical cables associated with a precision approach system, including cables to glide path, localiser, runway lighting and high intensity approach lighting and transmission meters
- Two meters of other electrical cables
- Two meters of water pipe
- One meter of storm water drains
- One meter of structures

The Lessee/sub-lessee/contractor shall consult with fuel and gas pipeline operators and obtain their approval before commencing any work within five meters of any fuel or gas pipeline.

ROAD PROTECTION – The Lessee/sub-lessee/contractor shall provide and maintain all temporary roads, pavement crossovers, hard standings, and protection to permanent pavements and roads as required for access and carrying out the works. All existing roads can be used as an access/construction road at the Lessee/sub-lessee/**contractors** risk. Any rectification or upgrade costs of damage by vehicles/weather to return the road to its condition prior to commencement of the works is the responsibility of the Lessee/sub-lessee/contractor. The Lessee/sub-lessee/contractor shall remove temporary roads, pavement crossovers and hard standings at Practical Completion, or when no longer required, and make good all permanent pavements, roads, kerbs and other surfaces to the satisfaction of the Lessor and the relevant authorities.

The Lessee/sub-lessee/contractor shall ensure that any access roads that are damaged from traffic related to these works are reinstated to the satisfaction of the Lessor.

SITE CONTROL AND CLEAN UP –

- Delivery of materials to the site, space for storage of such materials and for building sheds, offices, workshops
- and other temporary structures will be allowed only in accordance with arrangements entered into between the Lessee/sub-lessee/contractor and the Lessor. No new roads or tracks shall be formed, existing roads and tracks altered, fences, water, sewerage or power lines cut or any other thing done that may affect the environment to a significant extent without the prior approval of the Lessor.
- The Lessee/sub-lessee/contractor shall keep the site of the works clean and tidy at all times and pay continuous attention to the removal of litter, waste materials, garbage and refuse including food scraps and the like. Particular attention is drawn to the potential hazards to operating aircraft and public due to airborne debris. All tiled and foot trafficable areas need to be maintained due to possible construction dust and debris.
- The Lessee/sub-lessee/contractor shall monitor this aspect and ensure that all potential debris is disposed of in a secure manner. The Lessee/sub-lessee/contractor is responsible for the supply and removal of bins. Bins shall not restrict traffic in carriageways and must be illuminated at night. Debris must not be stored within stairways, passages, or exits.

- All debris shall be removed from the Site by the Lessee/sub-lessee/contractor. The Lessee/sub-lessee/contractor is required to ensure that the work is kept clean and tidy and that bins are emptied on a regular basis. For dropping refuse, the Lessee/sub-lessee/contractor must use hoppers and shutters, chutes or refuse buckets which are covered or of such a design as to confine the material completely and prevent dust emission.
- Prior to the issue of the Certificate of Practical Completion, the Lessee/sub-lessee/contractor shall remove from the site and all areas used by them for the purpose of the contract, all temporary works, plant, buildings, rubbish, unused materials, construction facilities and other material and equipment belonging to it and its sub-contractors or used under its direction and leave the site and such other areas clean and tidy to the satisfaction of the Lessor.
- The Lessee/sub-lessee/contractor must ensure the site, contractor's compound and areas affected by works are restored, revegetated, or landscaped to minimise erosion during rehabilitation phase at completion of works to the satisfaction of the Lessor.

5.11 WATERPROOFING

When the Lessee/sub-lessee/contractor is waterproofing, the waterproof membrane must be continuous and installed for the full extent of the area in question, wrapping 300mm up the sidewalls and either up the sides of drainage upturns, or into drainage downturns to maintain the integrity of the waterproofing system.

5.12 RUBBISH

The Lessee/sub-lessee/contractor must ensure that on a daily basis the construction site is kept clean and free of all shavings, empty packaging, wrappings and cartons, and other flammable waste resulting from performance of the work. Quantities of goods contained in flammable packaging must not be accumulated on NQA airport sites without prior NQA approval. The storage of all flammable liquids and other flammable substances is at the sole risk and liability of the Lessee/sub-lessee/contractor and must be in accordance with the approved management plans.

If the Lessee/sub-lessee/contractor site is not cleaned on a daily basis the Lessor will shut the site down until it is deemed cleaned. If this lack of cleanliness effects the aesthetics of NQA, NQA will immediately clean as appropriate and all costs and expenses for these works must be borne by the Lessee/sub-lessee/contractor. Any delays to the works will be at the cost of the Lessee/sub-lessee/contractor. All rubbish bins used must have wheels that can be cleaned on a daily basis to prevent NQA airport floor finishes from being damaged.

5.13 FIRE PENETRATIONS AND TERMITE COLLARS

Floor penetrations must be fitted with fire collars and, where applicable, termite collars. All related certificates for penetrations work must be supplied by the Lessee/sub-lessee/contractor to the Lessor. The Lessee/sub-lessee/contractor can only commence floor penetrations work once they have gained approval from the Lessor. If the Lessee/sub-lessee/contractor commence floor penetrations work without Lessor approval, then the Lessee/sub-lessee/contractor will be liable for any costs that the Lessor needs to incur for any investigation works, make good or impact to the operations of the airport.

5.14 ECOLOGICALLY SUSTAINABLE DEVELOPMENT (ESD)

NQA requires all Lessee/sub-lessee/contractors to meet its six mandatory ESD requirements during their design phase of their projects.

- Energy
- Water
- Waste
- Materials
- Indoor Environmental Quality
- Innovation

The Lessor will submit the NQA ESD Compliance checklist to the Lessee/sub-lessee/contractor during the design phase

of their project so that they can be taken into account. The Lessee/sub-lessee/contractor is to complete the ESD Compliance checklist and submit it to the Lessor for approval. If the Lessee/sub-lessee/contractor cannot meet the minimum requirements of the ESD then the Lessor will not approve the works.

5.15 ENVIRONMENTAL MANAGEMENT PLAN

The Lessee/sub-lessee/contractor shall prepare and submit to the Lessor for review, an EMP at least ten (10) working days prior to the commencement of construction. No site works are to commence until the Lessor has reviews and approved the Lessee/sub-lessee/contractors EMP. The EMP must be developed in accordance with Construction Environmental Management Plan Guidelines provided by NQA.

It is expected that the EMP will be brief, but work and site specific.

The EMP should include the following:

- Identifying key environmental risks specific to the works being performed
- Site appropriate and effective control measures to be implemented
- Staff training and induction requirements
- Inspection and monitoring methodology
- Incident reporting and how non-compliances will be addressed on site and reflected in the EMP
- Roles and responsibilities
- Erosion and sediment control plan (if required)

The EMP shall address but not be limited to the following environmental aspects:

- Noise and vibration
- Asbestos
- Dust and fumes (air quality)
- Surface runoff, erosion and sediment control
- Management of contaminated land including acid sulphate soils
- Vegetation and fauna disturbance
- Handling and storage of fuels and other hazardous substances
- Refueling and maintenance of vehicles and equipment
- Fuels/oils spill prevention and response
- Indigenous and non-indigenous cultural heritage
- Waste management and clean up

The Lessor will undertake environmental inspections and/or audits of the Lessee/sub-lessee/contractor against the Lessee/sub-lessee/contractor submitted and Lessor approved EMP.

The Lessee/sub-lessee/contractor can request guidance, material on developing an NQA appropriate EMP, however any costs incurred by Lessor to assist the Lessee/sub-lessee/contractor will be discussed, agreed and then passed on to the Lessee/sub-lessee/contractor to pay.

5.16 SERVICE CHECKLIST

The Service Checklist form has been designed to give the Lessor an understanding of the Lessee/sub-lessee/**contractors** electrical, mechanical, fire services, hydraulic and ICT requirements for their leased area. This document needs to be submitted to the Lessor by the Lessee/sub-lessee/contractor during the detailed design stage of the project for review, comment and approval. (Refer to 8.9 Service Checklist)

5.17 REQUEST FOR INITIAL CONNECTION, METERING CHANGE OR SERVICE ALTERATION

The Request for Initial Connection, Metering Change or Service Alteration form has been designed to give the Lessor a comprehensive understanding of the Lessee/sub-lessee/**contractors** electrical requirements for their leased area. This document needs to be submitted to the Lessor by the Lessee/sub-lessee/contractor during the detailed design stage of

the project for review, comment and approval.

5.18 EROSION AND SEDIMENT CONTROL PLANS

Many projects within NQA Airports require earthworks and/or vegetation removal that require erosion and sediment control plans. The disturbance of vegetation and/or earthworks will require you to hold a PERMEX **(refer to 9.2 PERMEX CA/MA)** for operational works on NQA property.

The Lessee/sub-lessee/contractor erosion and sediment plan should include the following:

- Property boundaries.
- General soil description.
- Existing and final contours - including location of cut and fill banks.
- Existing and final overland flow drainage paths.
- Limits of clearing where applicable e.g. on large properties.
- Location of vegetated buffer strips.
- Stabilised entry/exit point (rumble pad).
- Location of soil and sand stockpiles.
- Location of all proposed temporary drainage control measures.
- Location of all proposed erosion control measures (alternatively, use notes to describe locations) including installation sequence and maintenance requirements.
- Permanent site stabilisation measures.
- A statement of who is responsible for establishing and maintaining all erosion and sediment measures.

5.19 CAT 1 WORKS

In some instances when Lessee/sub-lessee/contractor designs affect the NQA airport base build structure and services, NQA may undertake specific modification works prior or during the Lessee/sub-lessee/**contractors** own works on behalf of the Lessee/sub-lessee/contractor. These works are entirely at cost to the Lessee/sub-lessee/contractor.

6 FIRE PROTECTION SYSTEM ISOLATION PROCEDURES

It is the responsibility of the Lessee/sub-lessee/contractor to ensure that each Fire Protection System Isolation Request form is sent and approved prior to commencement of scheduled/planned works - refer to 8.9 Fire protection system isolation permit and request form.

6.1 AUTHORISED PERSONS

Fire protection systems isolations can be performed and authorised by a Fire System Service Provider. NQA have a nominated Fire System Service Provider. The Lessor upon request can supply these fire service providers to the Lessee/sub-lessee/contractor

The Lessee/sub-lessee/contractor must ensure the following:

- The Lessee/sub-lessee/contractor must notify the Lessor (a minimum of 3 business days) of any required fire protection system isolation requirements.
- The Lessee/sub-lessee/contractor must issue the Fire System Isolation Request form to NQA Technical Services detailing fire protection system isolation requirements and details of works to be carried out.
- The Lessee/sub-lessee/contractor can obtain the NQA Technical Services contact from the Lessor.
- The Lessee/sub-lessee/contractor must ensure that the Fire Protection Impairment Notification has been sent to the NQA Technical Services at least 48 hours in advance or as soon as practical.

6.2 FIRE PROTECTION ISOLATION PERMIT AND REQUEST FORM

Upon a Fire Protection System Isolation Request form being received NQA Technical Services will undertake a preliminary risk assessment on the nominated work area to determine isolation requirements. A Fire Service Provider may be engaged by NQA Technical Services to perform a Full Risk Assessment on the work area to determine required isolation and protection. Once the assessment has been completed, the NQA Technical Services will complete the Fire Protection Impairment Notification and notify the Lessor.

The Lessee/sub-lessee/contractor must then display the Fire protection Permit within their works area.

On completion of work, the Lessor is to complete a site assessment ensuring all isolation locks, tags are removed, and work has ceased for de-isolation. The Lessee/sub-lessee/contractor is to contact the NQA nominated fire protection / isolation contractor and work in conjunction with them to ensure that:

- De-isolation of the Fire Protection System in the requested isolated Zone or Point.
- Requirements are met for testing and reinstatement (e.g. alarming, pressure/leak testing, purging, controlled re-pressurization/re-filling).

The Lessor is to be informed by the Lessee/sub-lessee/contractor and confirm the de-isolation and full reinstatement has been completed.

The Lessee/sub-lessee/contractor is to, within 24 hours, return the completed Fire Protection System Isolation Permit and Request form to NQA Technical Services upon which Fire Protection Impairment Notification “System Restored” must be completed.

6.3 IMPORTANT - FIRE SAFETY

It is a requirement of any isolation request that correct safety procedures are followed.

All on-site personnel are responsible for fire safety within the isolated area and must monitor the area and notify the NQA’s Airport Coordinators of any emergency

A Fire Protection System Isolation Log is located at NQA Technical Services and is updated so that information on the Fire Protection System Isolation is readily available for Fire Services if required.

The Fire Protection Systems Isolation Log contains the following information:

- Date of issue
- Isolations carried out
- General area of where works are being conducted
- Company carrying out works

6.4 EMERGENCY FIRE IMPAIRMENT PROCEDURE, WORKING HOURS

The procedure is the same as for planned impairments, except that no advance notice is made, and the fire impairment documentation is generated after the emergency is under control or the next working day depending on the requirements.

6.5 EMERGENCY IMPAIRMENT PROCEDURE, OUT OF HOURS

Out of hours is a Services Isolation or Fire Impairment scheduled that is undertaken outside of normal NQA Technical Services operating hours of 07:00 to 16:00. Any work outside of this time period is classified as out-of-hours work.

All isolations of equipment, plant, or processes must be reported to NQA Technical Services to enable them to update the Isolation Log (Fire Alarm Isolation Register).

6.6 PLANNED FIRE IMPAIRMENT (SCHEDULED)

A planned fire impairment is a scheduled impairment of the active fire system by the supplier to carry out all project related works.

6.7 EMERGENCY FIRE IMPAIRMENT

Emergency impairments, sometimes called unplanned impairments, occur when an unexpected event impairs the normal function of the protection system or an unforeseeable conjuctionation occurs, which means that the Fire Protection System may have to be isolated. Emergency impairments may affect only one part of the Fire Protection system or in rare instances, impairment may affect the entire site. They can be the result of a fire, accident, or damage incurred to the Fire Protection System, such as a ruptured or leaking pipe or an interruption of the water supply that could pose a possible threat to the integrity of the facility or associated equipment.

6.8 HIDDEN FIRE IMPAIRMENT AND REPORTING

A hidden impairment, or concealed impairment, is one, which is not known to the group authorised to impair the system, therefore, the most serious type of impairment. It occurs when a fire protection system is:

- Inadvertently left out of service upon completion of work.
- Shut down without proper notification.
- Maliciously shut down.

Upon discovery of hidden fire impairment, the person finding the hidden fire impairment should report it through NQA Airport Coordinators.

CA	07 4080 6744
MA	0434 607 658

6.9 COMPLETION OF THE WORK

Once the Fire Protection Impairment has been finalised, the Lessee/sub-lessee/contractor needs to undertake the following:

- Engage the appropriate NQA approved Fire System Service Provider for Cairns and Mackay Airports for De-Isolation.

- Ensure the NQA Airport Coordinator and Aviation Rescue and Fire Fighting is informed the system is fully reinstated.
- Ensure that the Fire Log in the Fire Panel is completed.
- Ensure that all areas are de-isolated and that all tags, lockout devices etc. have been removed from Fire System.
- Ensure that the Fire System is fully operational before departure from site.
- Ensure that all associated hard & soft documentation is updated by the Fire service provider and provided to NQA.
- Ensure that all works paperwork / documentation is provided to the airport NQA Coordinator and that fire technician's license details is on documentation.

6.10 FIRE PROTECTION IMPAIRMENT OF THE ENTIRE FIRE SYSTEM

Entire system isolations are rarely undertaken, however when they are, they could pose a risk to personnel and the public who may be occupying the building at the time of the system isolation

6.11 USE OF FIRE FIGHTING SYSTEMS AND HYDRANTS

The Lessee/sub-lessee/contractor must not take water from an NQA firefighting system or Hydrant without the permission of the Lessor unless the water is taken for firefighting purposes.

7 LESSOR AND LESSEE/SUB-LESSEE/CONTRACTOR RESPONSIBILITIES

7.1 SCHEDULE OF WORKS

This schedule provides a detailed description of the works undertaken by the Lessor and the Lessee/sub-lessee/contractor in relation to items shown in the left column of the table.

CONSTRUCTION

WORKS DESCRIPTION	LESSOR WORK	LESSEE/SUB-LESSEE/CONTRACTOR WORK
Shopfront support frame	Nil	Design, supply and install structural requirements for the shopfront.
Shop sign support	Nil	Design, fabricate and install any shop signage support. Provide structural certification for all support components in relation to the shopfront signage.
Shop sign	Nil	Design, fabricate and install.
Shop signage lighting	Nil	Design, supply and install.
Display windows	Nil	Design, supply and install.
Shopfronts and doors	Nil	Design, supply and install.
Shop anti-theft device	Nil	Design, supply and install.
Inter-tenancy walls	Drywall, comprising sealed gyprock fixed to lightweight steel framing to the nominated ceiling height.	All finishes to wall inside the tenancy. If works affect inter-tenancy wall then the Lessor will note these works.
Demising element	Nil	Finish shopfront up to lease line. The Lessor will provide co-ordination with adjacent tenants.
Shop lighting	Nil	Design, supply, and install. Control and operation of the lighting to be submitted for approval.
Shop floor	Provides a concrete floor, generally 10mm to 50mm below adjoining finish floor level. Floor may not be level.	Design, supply, and install. Floor must be level with adjoining mall floor.
Tenancy ceiling	Nil	Design, supply, and install all ceilings and access panels in accordance with tenancy plans. Lessor may require additional access hatches to be installed by the Lessee/sub-lessee/contractor.
Floor waterproofing	Nil	Design, supply, and install approved waterproofing and falls to drainage on concrete floor prior to floor finish installation.
Leased area design	Review and approve.	Design and documentation.
Emergency evacuation plan	Nil	Certified emergency evacuation plan as per AS3745 and compatible with Lessor evacuation plans and procedures

FIRE PROTECTION

WORKS DESCRIPTION	LESSOR WORK	LESSEE/SUBLESSEE/CONTRACTOR WORK
Sprinklers, smoke detectors, EWIS speakers, Fire / smoke doors	Fire sprinklers, smoke detectors, EWIS speakers and Fire smoke doors to suit open base building layout in accordance with the building fire engineering scheme.	Additional sprinklers, smoke detection and/or EWIS speakers other than that stated will be provided by the Lessor at the Lessee/sub-lessee/contractor's cost. Services will be provided at the nominated ceiling height and Lessee/sub-lessee/contractors shall fit off services in ceiling.
Portable fire extinguishers and blankets	Nil	As required by any Statutory Authority.

MECHANICAL SERVICES

WORKS DESCRIPTION	LESSOR WORK	LESSEE/SUB-LESSEE/CONTRACTOR WORK
Air conditioning	Air conditioning systems comprising central chilled water air handling systems or direct compressor driven AHU's, with insulated sheet metal/flexible ductwork and diffusers to open tenancy plan. Load allowances: General Commercial / Retail 20 w/m2 total power load allowance and 25 w/m2 lighting load allowance Food & Beverage 30 w/m2 total power load allowance and 50 w/m2 lighting load allowance All works must be approved by the Lessor. (Refer BCA Section J6.2)	Design, supply, and install any additional works to suit Lessee/sub-lessee/contractor design by Lessor at Lessee/sub-lessee/contractors cost. Pay cost of any base building adjustments to suit Lessee/sub-lessee/**contractors** Provide detailed engineering of requested design changes and cover all costs associated with modifications to base build systems due to tenancy requirements.

Mechanical exhausts to food and beverage premises	Al adjustments to base building system will be carried out by the Lessor at the Lessee/sub-lessee/**contractors** cost. Lessee/sub-lessee/contractors cost All works must be negotiated with the Lessor.	Design, install and connect high efficiency low air flows exhaust hoods incorporating capture jets or Conventional Hoods incorporation air make-up system (providing 85% nominal outside make-up air) Pay cost of any base building adjustments to suit Lessee/sub-lessee/**contractors** design including fire system required changes. All roof penetrations are by the Lessee/sub-lessee/contractor with permission from the Lessor at the Works external to tenancy to be by Lessor at Lessee/sub-lessee/**contractors** cost and must be negotiated with the Lessor Lessee/sub-lessee/contractor to provide appropriate supply air make up system for approval.

HYDRAULIC

WORKS DESCRIPTION	LESSOR WORK	LESSEE/SUB-LESSEE/CONTRACTOR WORK
Water	1 only 25mm diameter water connection point to F&B tenancies only where water is presently provided or as per what is already located within the tenancy. Where there is no water supplied cost of supply to the tenancy shall be the Lessee/sub-lessee/**contractors** cost. Water supply to F&B tenancies will be metered. Restricted Pressure Zone (RPZ) (backflow prevention). CA to arrange for annual servicing of all RPZ's, costs to be on charged to Lessee/sub-lessee/contractor/Tenants	Any additional works to hydraulic services as required to suit the Lessee/sub-lessee/**contractors** design by the Lessor at the Lessee/sub-lessee/contractor cost. All hydraulic works within the tenancy are to meet AS 3500 and local regional council requirements. Pay costs associated with additional hydraulic works from shop riser. Lessee/sub-lessee/contractor to supply & fit water meter to ground leases Lessee/sub-lessee/contractor will provide water meter with sufficient access for the Lessor to read and bill the tenant on a regular basis.
Sewer	1 sewer point to F&B tenancies only where sewage is provided or as per what is already located within the tenancy, otherwise the cost of connection will be by the Lessee/sub-lessee/contractor.	Sewer application to local regional council. All hydraulic works within the tenancy to meet AS 3500 and local regional council requirements.

GAS

WORKS DESCRIPTION	LESSOR WORK	LESSEE/SUB-LESSEE/CONTRACTOR WORK
Food & Beverage Tenancies	If fitted to Lessor infrastructure	Lessee owned infrastructure Application to gas supplier and all storage, piping, metering, reticulation, fixtures, fittings and appliances

TRADE WASTE

WORKS DESCRIPTION	LESSOR WORK	LESSEE/SUB-LESSEE/CONTRACTOR WORK

Food & Beverage Tenancies	Nil	Trade waste application to local regional council. All hydraulic works within the tenancy to meet AS 3500, local regional council requirements and be in accordance with the Plumbing and Drainage Act 2002. Provision of an approved grease arrestor at source by Lessee/sub-lessee/contractor.

ELECTRICAL SERVICES

WORKS DESCRIPTION	LESSOR WORK	LESSEE/SUB-LESSEE/CONTRACTOR WORK
Power Supply	Electrical Distribution Board, single and three phases, located within the tenancy. Except where an existing DB is already located within the tenancy. Load allowances within CA buildings: General Retail • 65A – Single Phase Food & Beverage • 100A – Three Phase * All tenancies are backed up 100% by Generator on site * Check with the Lessor with regards on the current capacity of the DB located within the tenancy Smaller tenancies may be provided with single phase supply subject to electrical demand. Load allowances for Ground Leases: New and existing ground leases • 80A - Three phase Load allowances greater than 80A will be at the cost of the tenant/Lessee/sub-lessee/contractor as per Ergon Energy regulations	Arrangements for power supply other than that stated will be provided by Lessor at the Lessee/sub-lessee/**contractors** cost. The provision of essential power will attract a yearly surcharge fee. Existing tenancies are already supplied with single or three phase power supplies, verification of existing power supply capacity is required prior to commencement of fit out. Upgrades of existing power supplies are at the Lessee/sub-lessee/contractors cost with Lessor's approval.
Metering	Meter supplied by CA Energy metering located on tenancy distribution board or within the tenancy main distribution board.	Meter to be fitted by Lessor Arrangements for metering other than that stated will be provided by the Lessor at the Lessee/sub-lessee/**contractors** cost.
Lighting	Nil	All retail lighting to suit approved design and Building Code of Australia requirements for commercial fit outs.
Exit and Emergency lighting	Provision of exit and emergency lighting to suit open base plan (if required) to comply with the requirements of the Building Code of Australia.	Additional exit and emergency lighting other than that stated will be provided by the Lessor at the Lessee/sub-lessee/**contractors** cost to suit their tenancy design.
Public Address Speakers	Provision of PA speakers to suit open plan base building layout.	Fit off in ceiling.
Localised PA / Background Music System (BGM)	Nil.	On application localised PA / BGM must be interfaced to Lessor's EWIS / PA system. PA / BGM shall be supplied and installed by the Lessee/sub-lessee/contractor. Interfacing shall be carried out by the Lessor at the Lessee/sub-lessee/**contractors** cost.
Electronic security system	Nil	Design, supply and install wiring, equipment, sensors and monitoring as may be required by Lessee/sub-lessee/contractor as an integrated part of the works.

Electrical for air conditioning	An adjustment to base building system by Lessor at Lessee/sub-lessee/**contractors** cost.	Additional electrical services associated with air conditioning equipment will be at Lessee/sub-lessee/**contractors** cost. Pay cost of any base building adjustment to suit Lessee/sub-lessee/**contractors** design.
General power fixtures	Nil	All power reticulation, fixtures and fittings.
Alternative power supply (stand-by generator)	Nil, other than essential power supply outlined in the Power Supply section above.	All works by the Lessee/sub-lessee/contractor is to the approval of the Lessor. Note that base building limitations may not allow alternative power supplies to be installed and that each application will be assessed by

ICT

WORKS DESCRIPTION	LESSOR WORK	LESSEE/SUB-LESSEE/CONTRACTOR WORK
ICT services	The Lessor is able to offer a wide range of ICT related services and facilities. The NQA ICT services portfolio is under constant review and an increasing range of commercial services are being developed for our airport clients. Please contact your tenancy coordinator to arrange a consultation with the Manager ICT.	Application to provider for voice and/or data services. The provider may also be the Lessor.
Wireless	The Lessor is able to offer a wide range of ICT related services and facilities. The NQA ICT services portfolio is under constant review and an increasing range of commercial services are being developed for our airport clients. Please contact your tenancy coordinator to arrange a consultation with the Manager ICT.	If the Lessee/sub-lessee/contractor implements their own wireless, it must be adjusted to ensure the signal stays within the tenancy boundaries.
Data Cabling	Data cabling into the tenancy is available from the Lessor at the Lessee/sub-lessee/**contractors** cost. Please contact the Lessor to arrange a consultation with the Manager ICT for your data communications requirements.	Lessee/sub-lessee/contractor cannot run external cabling into the tenancy. All applications for network cabling must be made to the Lessor.
Pit and Duct	New developments/subdivisions/roads. NBN and CA separate pit and duct to be provided as per. NBN New developments :deployment of the nbn pit and duct network – Document no NBN-TE-CTO194	All applications for network cabling must be made to the Lessor, generally Pit Type 5 for CA works dependent on location/use.
Active Network Service	Active network services into and between tenancies is available from the Lessor at the Lessee/sub-lessee/**contractors** cost. Please contact the Lessor to arrange a consultation with the Manager ICT for your data communications requirements.	Lessee/sub-lessee/contractor cannot run external cabling into the tenancy. All applications for network cabling must be made to the Lessor.
Computer room rack rental (Equipment co-location/hosting)	Secured computer room rack with AC and UPS. The Lessor is able to offer a wide range of ICT facilities management services e.g. secured computer room rack with AC and UPS. Please contact the Lessor to arrange a consultation with the Manager ICT regarding your facilities management requirements.	Lessee/sub-lessee/contractor cannot run external cabling into the tenancy. All applications for network cabling must be made to the Lessor.

FIDS	FIDS services and **License**s are available at the Lessee/sub-lessee/**contractors** cost. Please contact the Lessor to arrange a consultation with the Manager ICT.	Lessee/sub-lessee/contractor cannot run external cabling into the tenancy. All applications for network cabling must be made to the Lessor.

7.2 SUMMARY OF RESPONSIBILITIES AND WORKS

Component	Who Designs	Who Constructs	Who Pays	Who Owns	Who Maintains
Building Shell Services Building Security	 LESSOR LESSOR	 LESSOR LESSOR	 LESSOR LESSOR	 LESSOR LESSOR	 LESSOR LESSOR
Tenancy Shell Structural Shell Inter-tenancy Walls Non-Structural (STUD) Entry Bulkhead	 LESSOR LESSOR LESSOR	 LESSOR LESSOR LESSOR	 LESSOR LESSOR LESSOR	 LESSOR LESSOR LESSOR	 LESSOR/LESSEE/SUB-LESSEE
Tenancy Finish Shop Front Floor – topping Walls – internal and finishes	 LESSEE/SUB-LESSEE	 LESSEE/SUB-LESSEE	 LESSEE/SUB-LESSEE	 LESSEE/SUB-LESSEE	 LESSEE/SUB-LESSEE
Ceilings	LESSEE/SUB-LESSEE	LESSEE/SUB-LESSEE	LESSEE/SUB-LESSEE	LESSOR	LESSEE/SUB-LESSEE
Services within Tenancies Air Conditioning Exhaust Hood Provision Distribution Board General Power Lighting Exit & Emergency Lighting Waste Water Grease Connection (F&B only) Gas Fire Protection, Detection and Alarms, EWIS Tenancy Security Voice and Data Services Voice & Data Cabling (to nominated point) Wireless & Aerials & Sat Dishes	 LESSEE/LESSOR LESSEE LESSOR LESSEE LESSEE LESSEE LESSEE LESSEE LESSEE LESSEE/LESSOR LESSEE LESSE LESSEE LESSEE	 LESSEE/LESSOR LESSEE LESSOR LESSEE LESSEE LESSOR LESSOR LESSEE LESSOR LESSEE LESSEE LESSOR LESSEE LESSEE	 LESSEE LESSEE LESSOR LESSEE LESSEE LESSEE LESSEE LESSEE LESSEE LESSEE LESSEE LESSEE LESSEE LESSEE	 LESSOR LESSEE LESSOR LESSEE LESSEE LESSOR LESSEE LESSEE LESSOR LESSEE LESSEE LESSOR LESSEE LESSEE	 LESSEE/LESSOR LESSEE LESSEE LESSEE LESSEE LESSOR LESSEE LESSEE LESSEE LESSEE LESSEE LESSEE LESSEE LESSEE
Signage	LESSEE	LESSEE	LESSEE	LESSEE	LESSEE
Survey Lease Plan	LESSOR	LESSEE/SUB-LESSEE	LESSEE/SUB-LESSEE	LESSOR	LESSOR

All base building services have been designed to open plan layout, any variation to these designs will be by the Lessee/sub-lessee/contractor at their cost. Lessee/sub-lessee/contractor to check with the Lessor before making any changes to any base builds system

8 APPENDICES – FORMS AND CHECKLISTS

8.1 NQA HEALTH, SAFETY AND ENVIRONMENTAL POLICY

The Lessor Vision and Ethics towards Health, Safety and the Environment link below.

nqairports.sharepoint.com/teams/WHS/Shared Documents/Forms/AllItems.aspx?id=%2Fteams%2FWHS%2FShared Documents%2FGeneral%2FNQA WHS Policy%2Epdf&parent=%2Fteams%2FWHS%2FShared Documents%2FGeneral

8.2 PERCOW (PERMISSION TO COMMENCE WORKS)

Once this form is completed and approved by the Lessor (refer to 2.8 PERCOW), the Lessee/sub-lessee/contractor will be approved to carry out works on NQA airport land, link below.

https://www.cairnsairport.com.au/business/operations/working-on-airport/

8.3 PERMEX (PERMIT TO EXCAVATE ON AIRPORT)

Once this form is completed and approved by the Lessor (refer to 5.2 Construction Access), the Lessee/sub-lessee/contractor is permitted to excavate on NQA airport land link below.

8142_AST_PERMEX.docx (sharepoint.com)

8.4 HOT WORK PERMIT

Once this form is completed and approved by the Lessor (refer to 5.2 Construction Access), the Lessee/sub-lessee/contractor is authorised to carry out HOT WORKS on NQA airport land. This form must be used in conjunction with the PERCOW link below.

https://www.cairnsairport.com.au/business/operations/working-on-airport/

8.5 APPLICATION FOR HEIGHTS APPROVAL OF A PERMANENT STRUCTURE FORM

Once this form is complete and approved by the Lessor (refer to 4.28 Height Obstacle Control), the Lessee/sub-lessee/contractor is authorised to construct a permanent structure on NQA Airport land. This form must be used in conjunction with the PERCOW. Form available from Operations Department.

8.6 APPLICATION FOR HEIGHT APPROVAL OF A TEMPORARY STRUCTURE FORM

Once this form is completed and approved by the Lessor (refer to 4.28 Height Obstacle Control), the Lessee/sub-lessee/contractor is authorised to construct a temporary structure on NQA airport land. This form must be used in conjunction with the PERCOW link below.

Height Application Form - Temporary (cairnsairport.com.au)

8.7 FIRE PROTECTION SYSTEM PERMIT AND REQUEST FORM – CA / MA

Once this form is completed and approved by the Lessor (refer to 6 Fire Protection System Isolation Procedures), the Lessee/sub-lessee/contractor is authorised to carry out fire protection isolations on NQA airport land. This form must be used in conjunction with the PERCOW link below.

8143_AST_Fire Protection Impairment Notification.docx (sharepoint.com)

8.8 ESD (ECOLOGICALLY SUSTAINABLE DEVELOPMENT) COMPLIANCE CHECKLIST

The Lessee/sub-lessee/contractor must meet all of the Lessor's Mandatory ESD requirements (refer to 5.14 Ecologically Sustainable Development (ESD) link below.

PM-28 ESD Compliance Checklist.docx

8.9 SERVICE CHECKLIST

The Lessee/sub-lessee/contractor must complete the form (refer to 5.16 Service Checklist) and submit the form to the Lessor during the detailed design stage of the project link below.

Engineering - PM-27 NQA Service Checklist.pdf - All Documents (sharepoint.com)

8.10 REQUEST FOR INITIAL CONNECTION, METERING CHANGE OR SERVICE ALTERATION

The Lessee/sub-lessee/contractor must complete the form (refer to 5.20 Request for Initial Connection, Metering Change or Service Alteration) and submit the Alteration form to the Lessor during the detailed design stage of the project. Link below.

8141_AST_Request for Initial Connection Metering Change or Service Alteration.docx (sharepoint.com)