

5.2

Project Details:

1.0 Location of Proposed Works

Station:

Unit Number:

Address of Unit:

Unit Name:

2.0 Applicant's Details

Name:

Company:

Address:

Contact Number:

Email:

Signed:

Date:

Project Title (if available):

Concept Submission:

Typically this should include but may not be limited to:

- 1.1 Shop-front elevation @ 1:50 showing signage details as per Landlord specification (See Retail Design Guidelines), detailing material and context relating to adjoining units
- 1.2 Layout plan 1:50 including merchandising layouts, front and back of house equipment and fixtures (Any proposed alterations/penetrations to the structure or fabric of the building or new entrances/exits proposed must be highlighted inc. Internal partitioning)
- 1.3 Lighting Design - fittings, lamp types
- 1.4 Reflected Ceiling Plan 1:50 including ceiling heights and changes of levels
- 1.5 Details on provision of fire for horizontal and vertical means of escape for the occupants of the premises - Give details of occupancy level and plans detailing all horizontal and vertical escapes including number of escapes and their width
- 1.6 External seating concept (if applicable/ approved)
- 1.7 Detail work proposed to the facade or exterior of the premises - Please provide existing and proposed elevation drawings.
- 1.8 **Sub-Surface only** – Details on the construction of Walls, Ceilings and Floors to LU Standard I-085 (Fire Performance of Materials) and fire regulations
- 1.9 **Sub-Surface only** – Details of Finishes to be applied to Walls, Ceilings and Floors to LU Standard I-085 (Fire Performance of Materials) and fire regulations
- 1.10 **Sub-Surface only** – Detail of Fire Separation, Suppression and detection to comply with Sub-Surface legislation
- 1.11 Surface only – Detail of Fire Separation, Suppression and detection (if applicable) to comply with RRO (Regulatory Reform Order) and Building Regulations

5.2

Design Submission Checklist

Detailed Design Submission:

Typically this should include but may not be limited to:

- 2.1 Key plans showing zoning (i.e. back of house, front of house, escape routes, delivery access, waste disposal, customer movements, queue locations). Detail any disabled facilities or disabled access facilities to be installed
- 2.2 Signage details as per Landlord specification (See Retail Design Guidelines) – to include material and **fixing detail**
- 2.3 Slip resistance for all floor finishes (SRV). The use of a risk based approach is permitted
- 2.4 Materials Schedule to include Fire Classifications on Fixtures and Fittings
- 2.5 Internal Elevations of all walls @ 1:50
- 2.6 Details of any openings or holes required to floors/walls/ceilings/soffits @ 1:50
- 2.7 Details of partitions @ 1:50
- 2.8 Fire rating of kitchens, Storage, Electrical cupboards insulation, stability and insulation
- 2.9 Details of any raised (mezzanine) storage areas in the current layout or being created due to the proposed alterations - Give details of its use and layout plans and must include Floor point loadings and fabrication drawings. Consideration to be given to elements of structure and fire resistance as well as fire escape routes and distances
- 2.10 Details of any fire protected shafts in the current layout or being created due to the alterations - Give details of its use and layout plans. Consideration to be given to the elements of structure and fire resistance
- 2.11 Details of any concealed spaces or cavities within the current layout or being created due to the alterations - Give details of the concealed spaces or cavities and the method and materials used to seal and divide those concealed spaces or cavities if required by building regulations
- 2.12 Cable, pipe and trunking routes and details, including support and fixings and penetrations through floors, ceilings and walls
- 2.13 Detail of life safety systems to be installed and layout
Sub-Surface: Fire Alarm system and Suppression to conform to Sub-surface legislation.
Surface: Fire Alarm system and Suppression to conform to Regulatory reform Order (RRO) and Building Regulations (as applicable)

Drawings to include Automatic Fire Alarms, Suppression, Fire detection, Emergency lighting, Locations of Emergency Escape signage, Glass break call points.
All designs and installation to be carried out by 3rd Party European Accredited Contractor
- 2.14 Details on PA/VA device type and provide plans of design in accordance with premises system
- 2.15 Details on number of escapes provided for horizontal and vertical means of escape for the occupants of the premises - Give details of occupancy level and plans detailing all horizontal and vertical escapes including number of escapes and their width
- 2.16 Details of any inner rooms in the current layout or being created due to the proposed alterations - Give plans detailing the inner rooms and describe the arrangements for the protection of the occupants of the inner room
- 2.17 Details of any protected escape routes to be installed as part of the alterations - Give plans detailing the arrangements for the protection of escape routes
- 2.18 Detail of provisions to be made to the escape of disabled occupants of the premises - Describe provisions and provide plans detailing the means of escape for disabled persons in accordance with BS9999:2008.
- 2.19 Details of any temporary works, hoardings, accommodation or temporary on site storage to be installed or used
- 2.20 Details of any disabled facilities or disabled access facilities to be installed
- 2.21 Details of any work proposed to the existing electrical installation which will affect the power supply loading or usage
- 2.22 Loadings of ALL electrical equipment (Electrical Diversity Calculations) to allocated power supply (AMP TPN)

5.2

Design Submission Checklist

- 2.23 Drainage layout (Catering units must include location of grease trap(s) on drawings). Details of any pump or macerator systems must be supplied
- 2.24 Details and layout of any installation (or modification of existing) of any natural or mechanical ventilation systems including air conditioning.- Include details specifically of locations of proposed terminations of any ductwork Give details of the system design showing that it meets present legislative standards for example, fire or smoke dampers, fire protection to ductwork.
- 2.25 Details and layout of any installation (or modification of existing) of any kitchen extract duct work and extract system. Include details specifically of locations of proposed terminations of any ductwork, damper systems/ fire spread prevention, Fire suppression systems (i.e.. Ansul, Perana) and locations of cleaning hatches as per TR19 requirements
- 2.26 Details of installation, removal or modification of any refrigeration equipment for space heating/cooling and/or catering purposes.
Give details of:
All refrigerant types and quantity
All remote condenser locations and proposed heat rejection modes
All evaporator condensate requirements and drain connections
- 2.27 Detail removal of any redundant equipment, if applicable - Give details of equipment to be removed and any making good to the fabric of services infrastructure required
- 2.28 Detail of any new connections to cold water supply
- 2.29 Details and Locations of any heavy plant or equipment to be installed. (Depending on the age of the station, floor loadings can vary)
- 2.30 Detail work proposed to the facade or exterior of the premises - Please provide existing and proposed elevation drawings.
- 2.31 Details of new shop front to be installed (if applicable). See Technical Standards Guidance note on fire to ensure smoke resistance is achieved.
- 2.32 Details of any new signage to be erected or alterations to existing signage proposed other than earmarked within your premises - Please provide existing and proposed elevation drawings
- 2.33 Cause and Effect matrix for shut-down of plant/equipment in a fire condition and fire detection
- 2.34 Details of any penetrations and routes for external mechanical/electrical work from tenants unit to other areas within the station/ TFL Premises
- 2.35 Security measures inc. CCTV, access control