



## Information Sheet No.8 Fitout of Retail and Commercial Buildings

**This Information Sheet provides guidance on the type of matters that tenants and licensees need to address when lodging a development application (DA) for the fitout of buildings.**

All of the Harbour Trust's buildings and sites are unique and have Commonwealth, National and/or World heritage significance. Also, in most cases the Trust has carefully restored the heritage buildings.

Because of the significance and sensitivity of the sites and buildings, tenants and licensees must obtain prior written planning approval (prepare and lodge a development application [DA]) before carrying out any works.

As landlord, the Trust issues leases and licences for works on, and use of its land.

The Trust is the Approval Authority for the majority of works on its lands, although in some exceptional circumstances the Commonwealth Minister for the Environment and Heritage may assume this role. Additional approvals from Council and the NSW Department of Planning are not required for works on Trust land.

### Proposed Use

The Harbour Trust encourages the adaptive re-use of buildings when uses are compatible with the heritage values and objectives of an area.

The Management Plan and Conservation Management Plan for each site identify the potential uses for buildings. These can be viewed on the Harbour Trust's website [www.harbourtrust.gov.au](http://www.harbourtrust.gov.au)

When applying for the fitout of a building, applicants must provide details of the following:

- Proposed Use including Business Hours
- Fitout Design including plans
- Signage
- Services and Waste
- Transport and Access

Additional information is required for more complex proposals, eg cafes, childcare centres, major construction or demolition

Applicants must discuss the proposals with the Trust prior to lodging an application.

### Design Details

The following issues apply to the fitout of buildings and should be taken into consideration by the applicant:

- Floors and Walls  
Penetrations to the existing floor and walls will generally not be permitted.

Penetrations associated with the hanging of artwork should be minimised. A hanging system (such as art tracking) may be considered acceptable.

Floor finishes such as carpets and rugs should not be affixed to timber floors, i.e. no tacking, screwing or gluing.

Applicants should provide details of any proposed alterations to the existing floors and walls.



Vision planning and management of Sydney Harbour sites.

- **Partitions**

Partitions should not involve penetrations to the floor, and should be affixed to the walls or ceiling by an unobtrusive method.

Ceiling height partitions should not impact on services.

Applicants should clarify the proposed height and location of partitions, if required.

- **Furniture**

Free-standing furniture which does not require penetrations to the floor or walls is recommended.

Furniture that has the potential to damage polished floors and carpets (e.g. roller ball chairs) will require the use of protective matting.

Applicants should clarify the proposed location and type of furniture to be used.

- **Colour Scheme**

Any changes to the existing colour schemes of floors, walls and partitions require approval.

All works involved in the building fitout must be reversible to the building's original form at the cessation of the lease. This includes all fixtures, fittings and impacts on the building fabric.

### Plans and Drawings

Plans illustrating all works including partitions and services are required.

The plans are to be accurate and to scale, and prepared by a qualified draftsman or architect.

### Fitout Application Checklist

Every DA for a building fitout must include the following:

- Application Form
- Application Fee
- Planning statement (description of works and use and business hours)
- Plans / drawings of all works

### Signage

The following requirements apply to signage:

- Written approval is required from the Trust prior to the installation of any signage.
- Applicants must provide details of proposed signage and its location.
- One external sign is permitted per tenancy. Occasionally, additional signs may be approved, due to specific circumstances eg a tenancy that has two entrances at opposite ends of a building.
- Signs are generally horizontal in shape, and measure no larger than 500 mm x 300 mm (or 1500 cm<sup>2</sup> if not rectangular in shape).
- Internally illuminated/neon signs are not permitted.
- Signage must not damage a building fabric and must be removable.
- Signs must not detract from the heritage significance or setting of a building, group of buildings or place, or interfere with its interpretation.
- Banner signs for temporary events must be installed on banner poles installed for that purpose.

For further guidance on signage, see **Information Sheets No. 7a and 7b.**



Vision planning and management of Sydney Harbour sites.

### Transport and Access

All Trust sites have limited parking and the Trust is aiming to minimise reliance on cars and encourage alternative means of transport.

The following details should be provided:

- The number of employees/visitors that may be generated by the proposed use;
- How these people will access the site;
- When people will require access; and
- The likely range and variations in demand during operational periods.

Discounted parking and/or designated parking spaces are not generally provided for Harbour Trust tenants.

A Transport Management Plan may be required for uses that may generate a large amount of traffic.

### Assessment Timeframes

Tenants and licensees should allow 2-4 weeks for the Trust to complete their assessment of each DA. More complex proposals may require additional time for approval.

### Further Information

Trust Plans, policies and the **Proposed Action Application Form** (DA form) are available on our web-site: [www.harbourtrust.gov.au](http://www.harbourtrust.gov.au), and relevant studies may be viewed at the Trust’s Resource Centre in our office.

Please call the Trust planners or your leasing officer on 8969 2100 if you have any further enquiries, or to arrange a meeting prior to lodging an application.

### Services and Waste

The applicant should provide details on the required services within the building; this includes water, power, telephone, data and TV lines.

Details of any proposed changes to the existing services should be provided to the Trust. However, new fitouts should not require significant alterations to the existing services.

Office waste may be disposed of via the contractors used by SHFT.

Applicants must demonstrate that sufficient sanitary facilities will be available for their staff and clients.



Building 28, Headquarters Training Command. Former World War One military hospital, now Harbour Trust Offices