



#### Documents to be submitted for approval

- Lessee's contact details ie email, postal, phone #, ACN if company and proof of ownership ie rates notice, crown lease etc
- Builder's contact details ie email, postal, phone #, ACN if company, cola license # and nominee's name and cola #
- An approved Waste management plan from TAMS
- An asbestos control plan (if asbestos is to be removed include asbestos removers details)
- Structural Engineers drawings including design certificate (if applicable)
- ACT health clearance if preparation of food is on premises
- Certification from an electrical engineer that artificial lighting complies with Part J of the BCA and applicable Australian Standards
- Certification from a mechanical engineer that mechanical systems comply with Part J of the BCA and applicable Australian Standards
- Certification that glazing if changed complies with the energy efficiency requirements of the BCA
- If floor area is greater than 500m<sup>2</sup>, clearance from the Fire Brigade

#### Consideration should be given to the following:

- Exit and emergency lighting AS 2293
- Fire extinguishers to be installed to AS 2444
- Fire hose reels to be installed to AS 2441
- Any alterations to mechanical or fire safety systems will require engineer's certification.
- Fire hazard properties of all internal lining materials must be in accordance with specification C1.10 of the BCA
- Access is to comply with AS 1428.1 2009