

Development and Works Guidelines Hobart Airport

Development and Works Guidelines

Hobart Airport is often the first and last impression for a visitor to Hobart. This first glimpse of Hobart is an opportunity for the Airport to showcase local and regional themes, natural features, resources and history. With this in mind, visitor experience should always be the overriding force in the design of all infrastructure and facilities, while keeping Hobart Airport's functional requirements in mind.

The Hobart Airport Development and Works Guidelines set out specific requirements for any work at Hobart Airport.

This document is intended to be used in conjunction with any contractual obligations, current legislative requirements, your WHS policies, and any additional Hobart Airport policies as displayed on the Hobart Airport website, including the Working on Airport Sites Guide.

We may also notify you from time to time about any new requirements that we expect you to comply with.

Hobart International Airport Pty Ltd (**HIAPL**) may modify this guide at any time during the course of any project in response to new legislation, regulations, standards or changes to site safety and environmental procedures.

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1. Application

This guide is applicable to the following development proposals on Airport leased land, including the design of internal building works and fit out works within Hobart Airport Terminal and Precinct, including on sites occupied by third parties, tenants or concessionaires. For example, this guide is applicable to the design of Terminal retail outlets, food and beverage outlets, lounges, car rental desks, temporary 'pop-up' outlets and any customer-facing services.

1.1 Development application

The sub-lessee or sub-licensee is required to initially submit an application for Planning Approval to HIAPL, as head lessee of the Airport. The proposal shall include the following (with necessary changes where the proposal only involves demolition or civil works):

- A concept report detailing the development proposal;
- Design drawings:
- Site plan with existing and proposed contours and floor level(s) identifying building location, siting, arrangement and dimensions of parking areas, service areas and pedestrian/vehicular circulation
- Building layout, showing internal arrangements of building specifying floor space (use and areas, and the location of all penetrations)
- Elevations, sections and perspectives of the proposed works sufficient to describe the proposal, including external details, materials and colours
- Signage proposal describing all signs, including graphics, materials and lighting.
- Schedule of proposed materials, finishes and colours, and colour swatch samples (external only)
- Plans showing extent, capacity demands, and location of service utilities required for the development.
- Details of finished ground levels
- Landscaping plan showing location, species, and proposed maintenance strategy of all landscape treatment

1.2 HIAPL consideration of an application for planning approval

Not all proposals will be approved. Gaining approval for the development from HIAPL may involve some or all of the following steps, depending upon whether the developer is an existing tenant or not:

- Meetings discussions as to site availability, services requirements, works acceptability and leasing or licence terms (if not already settled)
- If applicable Board approval for the project concept and lease or licence terms (if not already settled)
- Formal written approval from HIAPL for the development, including terms, and any modifications required

- Further meetings and discussions as required to refine the proposal and the lease or licence
- Formal acceptance of HIAPL's offer
- Drafting and execution of the lease or licence.

Many of HIAPL's planning objectives are set out in the AMP, but others may be of a commercial nature, or have arisen since the AMP came into effect.

HIAPL is required to take into account the significance of any inconsistency and, in determining whether to refuse consent because a proposed building activity is inconsistent with planning objectives for the Airport, HIAPL must have particular regard to:

- (a) **The type, location, shape, size, height, density, design and external appearance of the development that will result from the proposed building activity; and**
- (b) **If a building is intended to be constructed — the siting of the building in relation to the size, and shape, of the site it will occupy; and**
- (c) **The relationship the results of the activity will have:**
 - a. **to existing buildings and other structures on adjoining land at the Airport; and**
 - b. **to other approved development on adjoining land at the airport; and**
- (d) **If appropriate — the proposed means of entrance to, and exit from, the resulting development and, in particular, whether adequate provision has been made for loading, unloading, manoeuvring and parking of vehicles; and**
- (e) **If appropriate — the management of travel of vehicles and pedestrians to and from the resulting development; and**
- (f) **The impact the building activity, or resulting development, is likely to have on the environment and, if an adverse impact is likely, whether it is reasonably possible to protect the environment.**

In determining whether it is appropriate to grant a conditional consent, HIAPL must have regard to possible impacts of proposed building activity on:

- (g) **The safety and security of persons at the Airport, in general; and**
- (h) **Airport services and the efficient operation of the Airport.**
- (i) **Culture**
- (j) **Impact on the community**
- (k) **Environment**
- (l) **sustainability**
- (m) **If the application is approved HIAPL is required to formally advise the ABC of its consent to the development proceeding.**

1.3 **Application for building or works permit**

Once Development approval is granted, the developer may proceed to formal works documentation, and to make formal application for approval for building or civil works (or both).

It is the responsibility of the applicant to lodge the appropriate application to the ABC via the application portal; [Airport Building Control online | Department of Infrastructure, Transport, Regional Development, Communications and the Arts](#)

1.4 **Demolition Permit**

If appropriate, an application for a Demolition Permit may also be required.

Further details of the information required to accompany the application are set out on the relevant application form, and in the Regulations.

1.5 **Other Approvals**

Certain developments within the Airport's Security Restricted Area require the approval of the Department of Transport and Regional Services, and Airservices Australia. Food premises, dangerous goods and other approvals not falling within the Regulations need to be obtained, and the ABC will assist in identifying these.

1.6 **Certifications**

A developer may require certain matters certified or inspected by 3rd parties. The ABC in the process of approving building work may rely upon experienced engineers, building works experts and contractors in various disciplines to certify designs, inspections, materials and methods of construction as evidence of suitability. The applicant may wish to, or the ABC may require, certification in the following areas:

Building permit:

- Certificates required under any applicable law, approving arrangements for health and comfort of persons (including heating, insulation, cooling, sanitation, disposal of refuse, sewerage, drainage, lighting and ventilation), fire resistance, fire protection, telecommunications services.
- Certificates given by an appropriate expert approving the structural elements.
- Any certificate or report as required under a performance-based design.

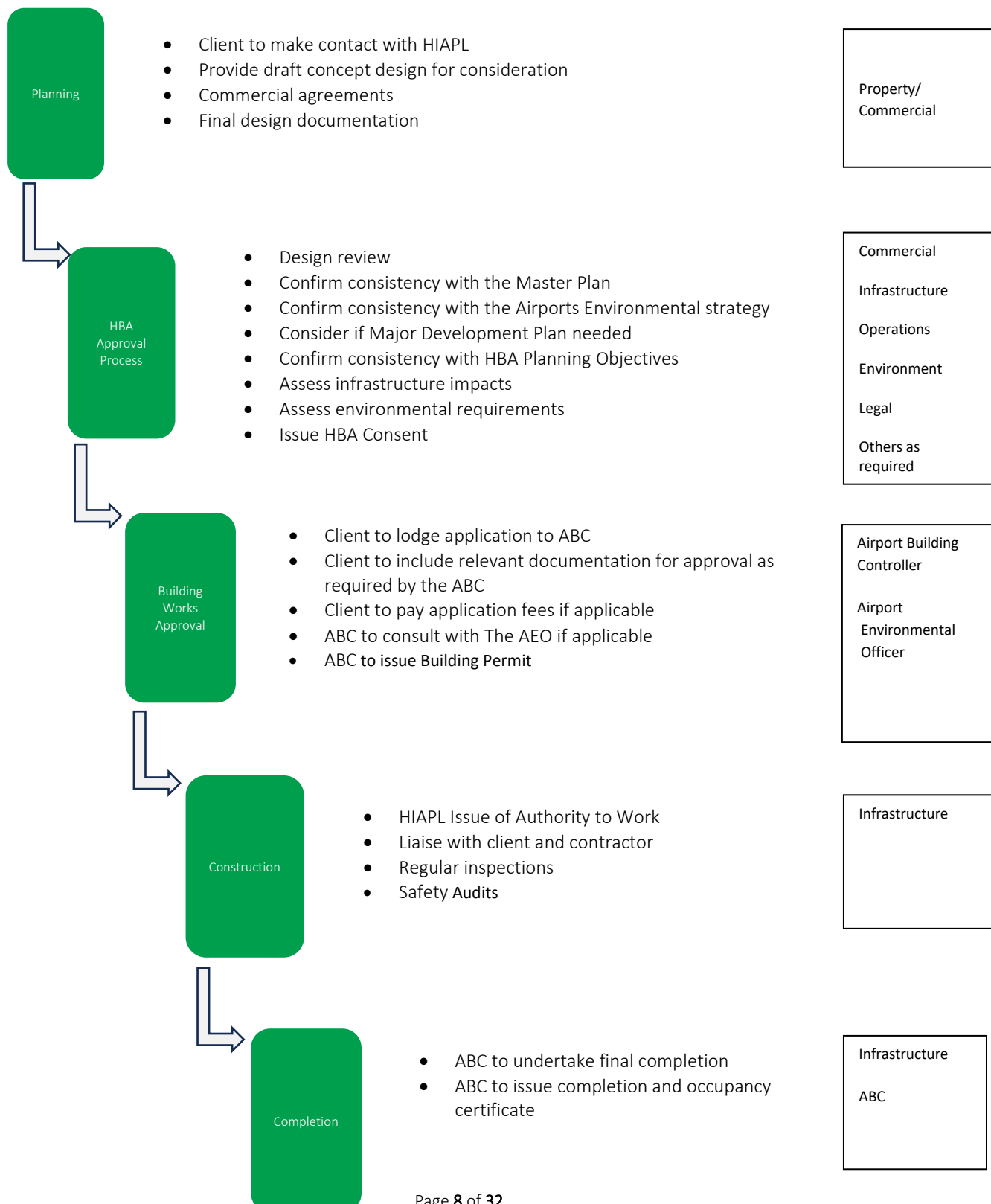
Works permit:

- Certificates required under any applicable law, approving arrangements for sewerage, drainage, lighting and ventilation, fire resistance, fire protection.
- Certificates given by an appropriate expert approving the structural elements.

Demolition Authorisation:

- A certificate given by an expert in demolition procedures or approval of structural elements.

Approval Process



2. Approvals

All works at Hobart Airport require assessment and approval from Hobart Airport and the Airport Building Controller

2.1 Reference documentation

All building and development activities on Hobart Airport must align with both Commonwealth Legislation and HBA Master Planning :

- The Airports Act 1996
- The Airports (Building Control) Regulations 1996
- The Airports (Environment Protection) Regulations 1997
- Airport Environment Strategy (refer to the Airport Master Plan)
- Obstacle Limitation Surface Plan

2.2 Approval Authorities

As the Airport is Commonwealth land no local government, planning or building approvals are required, Airports Act 1996, (Cwth). All developments at the Airport require approval from:

- HIAPL : Planning controls are applied through the AMP, prepared in accordance with the Airports Act 1996. HIAPL is responsible for assessing planning applications except where Commonwealth assessment is triggered (refer 1.5).
- ABC : The ABC is responsible for building, works and demolition issues pursuant to the Airports (Building Control) Regulations 1997 (Cwth). He or she refers to the BCA in assessing applications.
- Airport Environmental Officer (AEO) : The ABC may refer an application for development approval to the AEO, who assesses the environmental aspects of the referred application pursuant to the Airports (Environmental Control) Regulations 1997 (Cwth). He or she refers to the AES and may refer elsewhere, including to the Commonwealth, as he or she deems necessary, in assessing applications.

Approvals required from other authorities, e.g. Licensing Board, Tasmanian Fire Service, Clarence City Council (food premises) etc, may in some instances be coordinate by the ABC or HIAPL.

2.3 Types of Approvals

The following represents the various approvals that may apply to an application depending on the type and complexity.

Approval from the Airport Building Controller (ABC):

- The construction of new buildings or facilities
- The refurbishment , alteration, modification or demolition of existing buildings or facilities
- Tenancy and building fit outs
- All civil projects including bulk earthworks, road and pavement works
- Some types of fencing and structural retaining walls.
- Some free standing signs and signs fixed to buildings
- Service or infrastructure alteration or replacement
- Communications antenna's, dishes, poles, aerials etc.
- Land clearing

2.4 Initial Concept Design Meeting

HIAPL will review the preliminary designs for the project and will provide comment. The initial assessment meeting will identify issues that may require further detail or clarification and this can be facilitated through the Airport Contacts.

2.5 Hobart Airport Consent

Hobart Airport must provide consent / approval for all projects on the Airport. This consent is issued to the ABC under the requirements of the Airports (Building Control) Regulations 1996 and confirms that the proposed development is consistent with:

- Hobart Airport's current Master Plan which also includes the Airport Environment Strategy.
- A Major Development plan if applicable.
- Hobart Airport's Planning Objectives which include:
 - Landscape Master Plan
 - Drainage Master Plan
 - Airport Precinct Plans
 - Obstacle Limitation Surface Plan

- HBA Electrical strategy

Applicants must provide detailed information including complete Architectural, Engineering and Project Report documentation to convey the extent of the proposed project in detail. Additional information may be requested that verifies compliance with Hobart Airports Master Plan and Environmental Strategy.

2.6 Airport Building Controller

The Airport Building Controller (ABC) is a Federally Legislated position. It is the ABC's responsibility to issue a Buildings/Works Approval at Brisbane Airport on behalf of the Department of Infrastructure & Regional Development (DIRD).

2.7 Large or sensitive proposals

A Major Development Plan (MDP) may be required under the Airports Act 1996 including the Airports (Environment Protection) Regulations 1997 where cost, size, function or impact of the proposal may be within criteria specified in the Act. The MDP must receive Commonwealth approval if the proposal is to proceed. The MDP will entail an assessment of the environmental sensitivity of the site and the environmental consequences associated with the development. Depending on the nature of the proposal, developers may need to undertake a range of other impact studies, including social, transport, heritage and cultural etc. All studies will need to be prepared by qualified experts. The MDP will need to be referred for public comment before being submitted to the Commonwealth for consideration and approval. Consideration of the MDP will include compliance with the AMP and any relevant Guidelines.

Where HIAPL has assessed that a proposal is suitable it would co-operate with the developer in preparing the MDP. The MDP approval process may take up to 12 months or more to complete, depending on the quality of documentation, the nature of the project, and the legislated procedures from time to time.

2.8 Preliminary Design

Where Design is the responsibility of a third party contractor to HIAPL (**Contractor**) or a tenant or concessionaire (**Tenant**) HIAPL will require the following to assess a submission for preliminary design approval:

- Building Elevations and plans including layout on site
- floor plans (including layout of display cases, shelves, offices, partitions, major furniture and the like);
- elevations;

- sections;
- reflected ceiling plans indicating all services on the ceiling (not limited to: lighting, power, smoke detection, sprinklers, air registers and hydraulics);
- a schedule of all materials and finishes and, where requested by HIAPL, certificates indicating compliance of the selected materials or safety and technical data sheets with relevant statutory requirements;
- samples of any special materials proposed;
- details of the lighting concept;
- details of site power and heat loads;
- details of any signage concept;
- details on the types of activities that will occur as part of the works.

Scaled drawings at not less than 1:50 scale must be submitted. Coloured drawings and sketches are preferred, to better explain the designer's concepts.

2.9 Final Design

final design documentation to Hobart Airport's CAD Standard must be submitted to HIAPL, and must include the following:



- Architectural Plans
- Hydraulic Plans (including Stormwater)
- Mechanical Plans
- Electrical Plans
- Structural Plans
- Fire Services Report & Plans
- schedule of finishes;
 - samples of materials;
 - specifications;
- computations and certifications where requested by HIAPL; and
 - details of the signage. Including wayfinding

3. Update of design records

Any existing or new records, including drawings, associated with the services or items changed or altered by the works performed are to be updated with a minimum of two copies of 'As Built Drawings and Operation and Maintenance Manuals' for building services maintained by HIAPL. Drawings are to include a CAD format electronic (soft) copy. Other documents are also to be provided in portable document format (PDF) files. Power records are to be updated using the approved HIAPL process.

4. Environmentally sensitive design

HIAPL is committed to minimising impact on the environment while providing an effective Airport operation. Reductions in environmental impacts can be achieved through the incorporation of the following concepts into any Design:

Item	Objective
Water Use Reduction	Maximize water efficiency within buildings to reduce the burden on municipal water supply and wastewater systems. Use high-efficiency fixtures and occupant sensors to reduce the potable water demand.
Construction & Operation Waste Management	Divert construction, demolition and land-clearing debris from disposal in landfills and incinerators. Redirect reusable materials to appropriate reuse. Establish goals for diversion from disposal in landfills and incinerators and adopt a construction waste management plan. Separate recyclables such as cardboard, metal, brick, acoustical tile, concrete, plastic, clean wood, glass, gypsum wall board, carpet and insulation. Designate a specific area(s) on the construction site for segregated or co-mingled collection of recyclable materials, and track recycling efforts throughout the construction process. Identify construction haulers and recyclers to handle the designated materials.
Recycled Content	Prioritise building products that incorporate recycled content materials, thereby reducing impacts resulting from extraction and processing of virgin materials. Establish a project goal for recycled content materials.
Regional Materials	Increase demand for building materials and products that are extracted and manufactured within the region - supporting the use of local resources and reducing the environmental impacts from transportation. Establish a project goal for locally sourced materials. Identify materials and material suppliers that can achieve this goal to quantify the total percentage of local materials installed.
Rapidly Renewable Materials	Reduce the use and depletion of finite raw materials and long-cycle renewable materials by replacing them with rapidly renewable materials. Establish a project goal for rapidly renewable materials and identify products and suppliers that can support achievement of this goal. Consider materials such as bamboo, wool, cotton insulation, linoleum, wheat board, strawboard and cork.
Certified Wood	Encourage environmentally responsible forest management. Establish a project goal for FSC-certified wood products and identify suppliers that can achieve this goal. During construction, ensure that the FSC-certified wood products are installed and quantify the total percentage of FSC-certified wood products installed.
Low-Emitting Materials/	Reduce the quantity of indoor air contaminants that are odorous, irritating and/or harmful to the comfort and wellbeing of installers and

Adhesives & Sealants	occupants. Specify low-VOC materials in construction documents. Ensure that VOC limits are clearly stated in each section of the specifications where adhesives and sealants are addressed. Common products to evaluate include general construction adhesives, flooring adhesives, fire-stopping sealants, caulking, duct sealants, plumbing adhesives, and cove based adhesives.
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5. Design General Information

5.1 Employer's Workplace Health & Safety Responsibilities

Tenants are accountable for implementing this policy in their area of responsibility. The employees of the tenant are responsible for:

- The provision and maintenance of a safe work environment.
- The development, promotion and implementation of health and safety policies and practices
- Training employees in the safe performance of their tasks both on induction and ongoing.
- Ensuring the tenant's contractors or their employees adhere to Hobart Airport WHS requirements and regulations – refer Contractor Induction. If any such breach occurs, Hobart Airport reserves the right to deny entry to such contractors to the Property Area.
- Report all known or observed hazards to their immediate supervisor/ manager and/or health and safety representative.

5.2 Responsibilities and Works

The tenant shall be responsible for and shall undertake the Project as stipulated above and in accordance with the conditions attached to Building works approvals, any other permits and any specific requirements contained in the tenant's agreement with Hobart Airport. The tenant's responsibilities and works also include the following:

- Engagement of its own Consultants and payment of the Consultants' fees.
- Obtaining Building Activity Consent and other necessary permits and payment of the appropriate fees.
- Fees and charges for approvals and inspections that are required by any Authority.

- Insurances for the duration of the Project in addition to that required by the tenant agreement with Hobart Airport.
- Fire extinguishers if required within the Property.

The Lessee acknowledges and agrees that it is the Lessee's responsibility to:

- Inform itself of the local conditions and any of the conditions or characteristics of the Premises affecting or which may affect the performance of its obligations under these
- Design Standards (TDS) and obtain all necessary information as to risk, contingencies and other circumstances that could have an effect on the performance and cost of executing the Lessee's Preliminary Activities and the Lessee's Works including (without limitation) the Terminal access hours and the restrictions with which the Lessee must comply in performing the Lessee's Works in the Terminal Building;
- Satisfy itself completely of the nature of the work in and the materials necessary for the execution of the Lessee's Works and the means of access to and facilities at the Terminal building to and from the Premises and the time within which the Lessee must complete the Lessee's Works;
- Satisfy itself as to the availability of labour and the cost of labour (without limitation) in complying with obligations imposed by any workplace agreements, relating to the execution of construction and building work nationally and in the State of Tasmania;
- Satisfy itself of all requirements of the Authorities in relation to the Lessee's Preliminary Activities and
- the Lessee's Works generally, including (without limitation) any measures that are necessary to protect the environment from any adverse effect or damage arising from the execution of the Lessee's Work.

5.3 Security of the Premises

The tenant shall be responsible for the security and public safety of its Property for the duration of the Project.

The Project site must not be left unlocked or unattended at any time and all tools, materials and equipment must be secured at all times. Failure to observe this security requirement is likely to result in the Project being closed down and the contractors being denied further access to the site, all at the tenant's cost.

5.4 Hobart Airport Access to Site

During the works, Hobart Airport's Project Manager and infrastructure staff will be granted reasonable access to the Property for inspections of the Project. Such infrastructure staff shall be nominated and notified to the tenant. Contractors undertaking works for Hobart Airport requiring access to the Property to complete their works must be given reasonable access to do so.

5.5 Site Survey

While every endeavour has been made to ensure the accuracy of the drawings and information supplied by Hobart Airport, it is the responsibility of the tenant to verify the information by site survey.

Any works undertaken or materials ordered based solely on Hobart Airport supplied information will be regarded as being at the tenant's risk.

5.6 Asbestos

HIAPL have an asbestos register for all buildings on Airport, which is currently available from Infrastructure

5.7 Dangerous Goods

Dangerous goods are substances, mixtures or articles that because of their physical, chemical (physicochemical) or acute toxicity properties present an immediate hazard to people, property or the environment. Types of substances classified as dangerous goods include explosives, flammable liquids and gases, corrosives, chemically reactive or acutely (highly) toxic substances.

Proposed HIAPL tenants that occupy HIAPL buildings including warehouses, workshops or other storage facilities are required to provide details of any storage known to be classified as a 'Dangerous Good' under the Work Health and Safety Regulation 2011. A Dangerous Goods Management Plan will be determined by classification, quantity and volume of the proposed storage.

6. Tenant Design Finishes Standard

6.1 Introduction

This Tenant Design Finishes Standards (TDFS) defines what will be provided under the base build works by Hobart Airport, particularly the infrastructure services' provisions and construction, of a retail concession area, an office and any other non-retail facilities. It includes procedures and design requirements for the tenant so that optimum progress of the Project is achieved.

The guidelines exhibited in this manual govern tenant improvements to storefronts, floors, walls, ceilings, lighting and signage. The intent of the (TDFS) is to encourage quality design and consistent standard for all

The following finishes must be applied to all Designs, and which must not deviate from the Australian Building Codes Board Standards.

Item	Type of Works/Fit Out	Guide	HIAPL responsibilities	Description
Wall Finishes	Offices & Other Public Facing Accommodation	Can re-decorate with HIAPL's approval.	Painted plasterboard walls will be provided.	Depending on use, location and availability walls can be: • Solid framed construction; • Glazed curtain walling; or • Steel mesh partitioning (e.g. storerooms). Walls must not be: • used to provide structural support for shelving, display units and other such fixtures if they are non-structural walls; and • Exposed conduits will not normally be permitted. All the shelving, display units and other fittings must be self-supporting. Maximum point loads: (i.e. safe, heavy equipment, shelving) must not exceed 400kg without HIAPL's approval.
	Property – Storerooms, etc, non-public facing	Can finish to a standard approved by HIAPL.	Plaster board walls will be provided.	

Item	Type of Works/Fit Out	Guide	HIAPL responsibilities	Description
Ceilings	Offices & Other Public Facing Accommodation	Can re-decorate with HIAPL approval.	Standard ceiling tile grid configuration or solid plaster with in-ceiling services (e.g. lighting, EWIS - PA speakers/detection and AC grilles) will be provided.	Tenant may be permitted to install their own ceiling within the Property and, if so, will create and maintain suitable access for HIAPL to maintain above ceiling services. It is Contractor/Tenant responsibility to ensure safe and practical access hatches or that removable panels/tiles are installed (and corresponding clear floor space below for access equipment) to ensure access to above ceiling building services. All equipment loads are to be supported from the roof or slab structure and are to be designed and certified by the Contractor/Tenant's independent structural engineer. Timber or other combustible material ceiling treatments will not be allowed.
	Property – Storerooms, etc- non-public facing	Can finish to a standard approved by HIAPL.	None.	
Floors	NA	NA	None.	Load limits shall not be exceeded without the approval of HIAPL. Any additional live or dead loads imposed on floors are to be certified by a structural engineer with design calculations where required. Waterproofing as required and levelling as required.

Item	Type of Works/Fit Out	Guide	HIAPL responsibilities	Description
Floor Finishes	Offices & Other Public Facing Accommodation	Can replace with HIAPL's approval	None.	None.
	Property – Storerooms, etc- non-public facing	Can finish to a standard approved by HIAPL	None.	None.
Internal Columns	Load	Can finish to a standard approved by HIAPL.	None.	Any additional live or dead loads imposed on columns are to be certified by a structural engineer with design calculations where required.
Flammable Material	N/A	Can finish to a standard approved by HIAPL.	None.	

7. Essential Services

Item	Type of Works/Fit Out	Guide	HIAPL responsibilities	Description
Electrical Services	Offices & Other Public Facing Accommodation	Any additional power or lighting requirements and approved changes to the incoming sub mains or switchboard.	The area will be provided with a metered electrical supply. The power will normally be distributed to socket outlets within the perimeter skirting duct or wall.	- Tenants must advise HIAPL as part of the Works approval process as to their required maximum power demands. - Any temporary planned or potential unplanned increases in site power usage, which could affect the power supplier's contract maximum demand levels, are to be notified in writing to HIAPL prior to works commencing. - The existing electrical systems must remain capable of supporting any new power loads, without compromising airport integrity. - Any increase in maximum demand must be taken into consideration when installing plant and equipment and when installing all incoming mains cables, sub mains, switchboards and circuit protection devices. Back-up generator capacity must meet the requirements of HIAPL Standards and be able to handle ultimate loads. - Increases in site power consumption that affect the Maximum Demand have the potential to significantly increase the ongoing site Contract Demand charge. This charge may be passed onto HIAPL through the electricity supply retailer by the distribution company. Electrical supply boards must be RCD protected. - Existing drawings for any new or altered electrical circuits or switchboard installations are to be updated and must use correct and consistent labelling of items. All AC power distribution Single Line drawings shall be provided to HIAPL. - Transfer switching of low voltage AC supplies at HIAPL Airport sites takes place between mains and standby generator supplies, A/B dual



Item	Type of Works/Fit Out	Guide	HIAPL responsibilities	Description
				feed distribution and AC uninterrupted (no-break [UPS]) power supplies. • Circuit protection device discrimination must not be affected when installing new circuits or altering existing circuits. Proof shall be in the form of a discrimination grading document, demonstrating calculations and graphs with evidence that discrimination has been designed into the project. The discrimination grading document shall indicate how the prevention of unwarranted tripping of protective devices during fault conditions has been considered. • Any new electrical installations are to be incorporated into any existing site energy efficiency systems (such as lighting control systems, high efficiency motors and conversion equipment). • Existing drawings for any new or altered electrical circuits or switchboard installations are to be updated and must use correct and consistent labelling of items. All AC power distribution Single Line drawings shall be provided to HIAPL. • Where plant or equipment is electrically isolated, relevant Lockout and Tagging procedures are to be conducted at the point of isolation. HIAPL must be advised of any isolation of plant or equipment. • Testing leads and valid electrical testing tags are to be used on non-fixed Mains powered equipment. The relevant supply authorities are to be engaged to 'insulate/emphasise' over-head power supplies • HIAPL must be notified prior to any work on Uninterruptable Power Supply, mini-UPS, inverters, rectifiers and batteries.



Item	Type of Works/Fit Out	Guide	HIAPL responsibilities	Description
				• UPS power outlets and Essential Power outlets (where the EPP backs up the normal supply) are not to be used unless approved by HIAPL. Only Non-Essential power outlets should be used for general use. • Metallic ladders are not to be used for electrical work when electrical contact can occur.
Item	Type of Works/Fit Out	Guide	HIAPL responsibilities	Description
Electrical Services	Offices & Other Public Facing Accommodation	Any additional power or lighting requirements and approved changes to the incoming sub mains or switchboard.	The area will be provided with a metered electrical supply. The power will normally be distributed to socket outlets within the perimeter skirting duct or wall.	• Tenants must advise HIAPL as part of the Works approval process as to their required maximum power demands. • Any temporary planned or potential unplanned increases in site power usage, which could affect the power supplier's contract maximum demand levels, are to be notified in writing to HIAPL prior to works commencing. • The existing electrical systems must remain capable of supporting any new power loads, without compromising airport integrity. • Any increase in maximum demand must be taken into consideration when installing plant and equipment and when installing all incoming mains cables, sub mains, switchboards and circuit protection devices. Back-up generator capacity must meet the requirements of HIAPL Standards and be able to handle ultimate loads. • Increases in site power consumption that affect the Maximum Demand have the potential to significantly increase the ongoing site Contract Demand charge. This charge may be passed onto HIAPL



Item	Type of Works/Fit Out	Guide	HIAPL responsibilities	Description
				through the electricity supply retailer by the distribution company. Electrical supply boards must be RCD protected. • Existing drawings for any new or altered electrical circuits or switchboard installations are to be updated and must use correct and consistent labelling of items. All AC power distribution Single Line drawings shall be provided to HIAPL. • Transfer switching of low voltage AC supplies at HIAPL Airport sites takes place between mains and standby generator supplies, A/B dual feed distribution and AC uninterrupted (no-break [UPS]) power supplies. • Circuit protection device discrimination must not be affected when installing new circuits or altering existing circuits. Proof shall be in the form of a discrimination grading document, demonstrating calculations and graphs with evidence that discrimination has been designed into the project. The discrimination grading document shall indicate how the prevention of unwarranted tripping of protective devices during fault conditions has been considered. • Any new electrical installations are to be incorporated into any existing site energy efficiency systems (such as lighting control systems, high efficiency motors and conversion equipment). • Existing drawings for any new or altered electrical circuits or switchboard installations are to be updated and must use correct and consistent labelling of items. All AC power distribution Single Line drawings shall be provided to HIAPL.

Item	Type of Works/Fit Out	Guide	HIAPL responsibilities	Description
				- Where plant or equipment is electrically isolated, relevant Lockout and Tagging procedures are to be conducted at the point of isolation. HIAPL must be advised of any isolation of plant or equipment. - Testing leads and valid electrical testing tags are to be used on non-fixed Mains powered equipment. The relevant supply authorities are to be engaged to 'insulate/emphasise' over-head power supplies - HIAPL must be notified prior to any work on Uninterruptable Power Supply, mini-UPS, inverters, rectifiers and batteries. - UPS power outlets and Essential Power outlets (where the EPP backs up the normal supply) are not to be used unless approved by HIAPL. Only Non-Essential power outlets should be used for general use. - Metallic ladders are not to be used for electrical work when electrical contact can occur.
Standby or uninterruptible power	NA	Can provide by a means subject to HIAPL's approval.	Not provided but may be supplied if available and at an additional cost.	
Air Conditioning	Offices & Other Public Facing Accommodation	Additional or specialised A/C requirements to be agreed with HIAPL.	Air Conditioning as per base build Ventilation in accordance with AS1668.	The existing air conditioning plant capacity must remain capable to support any new heat loads and must not adversely affect other areas.



Item	Type of Works/Fit Out	Guide	HIAPL responsibilities	Description
	Property – Storerooms, etc- non-public facing	Can provide by a means subject to HIAPL's approval.	Can be provided, dependant on availability of existing services.	Any additional air conditioning capacity or ventilation requirements should be determined at the design stage. This should be done by undertaking Heat Load Estimates and Design Calculations. Where changes to ventilation or air velocities and quantities are made, the air distribution system is to be re-balanced. Air-conditioning vents must not be obstructed, or airflows restricted or altered in any adverse manner. Where internal compartments are created within a Property, any doors shall have relief grills fitted to facilitate return air flow. Environmental conditions throughout the entire project must be preserved by providing, operating and maintaining any additional and relocatable portable cooling equipment as required. Any new or altered air conditioning installations must have updated drawings and records supplied. Air flow and schematic diagrams must be done to HIAPL requirements.
Plumbing, Drainage & Sewerage	Offices & Other Public Facing Accommodation	Can provide by a means subject to HIAPL's approval. Properties requiring kitchenettes or	As per base build. Connection points must be provided to meet approved design locations.	Properties requiring a water supply or waste connection should identify their requirements and notify HIAPL as soon as possible of their requirement. HIAPL will provide water and waste connection to the tenancy boundary. Reticulation of plumbing services within the Property is the Tenant's responsibility.



Item	Type of Works/Fit Out	Guide	HIAPL responsibilities	Description
		similar require HIAPL's prior approval.		All floor wastes must be properly banded and sealed to prevent leakage to the area below the floor slab and be fire sealed in accordance with Statutory Requirements.
	Property – Storerooms, etc-non-public facing	Can provide by a means subject to HIAPL's approval.	None.	All equipment including dishwashers, ice makers and hot water units that reticulate water must be installed on a drip tray of suitable capacity. Freezers, chillers and refrigerators that generate condensate must also be suitably drained.
Fire Services	Offices & Other Public Facing Accommodation	Additional or specialised requirements to be agreed with HIAPL.	In accordance with the BCA and AS1851. Reconfigured location to meet approved design.	Where fire services are to be installed by the Tenant, the scope of works shall include updating of HIAPL's Fire As-Installed Drawings by HIAPL's nominated sub-contractor. 'Fire Stopping' of all cable runs, penetrations in services, communication risers, floors, walls and roofs is to be done at the end of each working day and at the completion of all work.
	Property – Storerooms, etc-non-public facing	Additional or specialised requirements to be agreed with HIAPL.	In accordance with BCA standard.	Fire-stop pillows, or other equivalent approved materials are to be used as temporary stopping material until the completion of the work, when permanent stopping treatment appropriate to the service must then be used at all times. This must ensure that there is no loss of fire rating to the surrounding building material. (Note: Failure to do so is an offence as defined within the BCA for modifying an Essential Service). A label is to be provided adjacent to the permanent fire stopping that indicates the date and the name of the company applying the fire stopping. Fire and smoke doors are to be kept closed and not 'chocked' open. Doors leading to or from the Equipment Rooms, Main Distribution Frame, Power and Battery Rooms, or Plant Rooms are not to be 'chocked' or kept open for extended periods.

Item	Type of Works/Fit Out	Guide	HIAPL responsibilities	Description
Public Address & EWIS	Offices & Other Public Facing Accommodation	Additional or specialised requirements to be agreed with HIAPL.	As required and in accordance with the BCA.	An EWIS is located throughout the terminal building. Public Address messages will be directed to these speakers throughout the terminal. Installation by Tenant of entertainment systems within the terminal must seek prior approval from HIAPL; portable systems will not be allowed at any time. If approved, the Tenant's system must have an automatic mute function whenever Hobart Airport's EWIS system is activated. Tenants must not allow the Hobart Airport speakers to be altered, obscured, moved or allow other connections to be made
	Property – Storerooms, etc-non-public facing	Additional or specialised requirements to be agreed with HIAPL.	As required and in accordance with the BCA.	
Communication Services	Offices & Other Public Facing Accommodation	Can provide by a means subject to HIAPL's approval. Properties requiring kitchenettes or similar require HIAPL's prior approval.	None.	Tenants are to arrange commissioning of their communications with their chosen service provider. Any data or voice services beyond the capacity of the Hobart Airport FDP required by the Tenant shall be identified and separately negotiated. Connections to Hobart Airport's internal PABX may be available; however this would be separately negotiated.
	Property – Storerooms, etc-non-public facing	Can provide by a means subject to	None.	

Item	Type of Works/Fit Out	Guide	HIAPL responsibilities	Description
		HIAPL's approval		
Security	Offices & Other Public Facing Accommodation	Additional or specialised requirements to be agreed with HIAPL	Will provide own lock and key unless otherwise specified.	HIAPL must approve any alarm or security systems proposed by the Tenant for the Property. The Tenant must consider issues such as response time to audible alarms (and their effect on the rest of the Terminal) and tolerance of the systems to any variations or interruptions to power supply.
	Property – Storerooms, etc-non-public facing	Additional or specialised requirements to be agreed with HIAPL	Will provide own lock and key unless otherwise specified.	
Frontage	None.	None.	None.	The Project must not interfere with the existing base building or Hobart Airport's essential services (not limited to: detectors, diffusers, lights, EWIS speakers, emergency exit signs, or any other ceiling mounted or concealed service, equipment or structure). All costs incurred as a result of such works will be borne by the Tenant.
Kitchen exhaust ducts	None.	None.	None.	Specific installation/design and maintenance issues shall be discussed with HIAPL. As a minimum, Tenants will need to install a system in accordance with AS1668 and other regulatory requirements as brought to the attention of the Constructor.

8. Fit Out Design Involving Other Services

Type	Fit Out Guidelines Fit Out Design Involving Other Services
Flight info & televise	Can be provided subject to HIAPL's approval noting the following conditions: • feed may be able to be provided at a cost; and • Tenants will not be permitted to install any antennas, satellite dishes or similar inside or outside of the Property.
Food preparation	May be permitted to provide, subject to HIAPL's approval.

9. Glossary

Abbreviation	Definition
ABC	Airport Building Controller
AEO	Airport Environment Officer
AES	Airport Environment Strategy
AHD	Australian Height Datum
Airside	The operational aircraft movement area of the airport; airside access is restricted and controlled.
Apron	The part of the airport intended to accommodate aircraft for loading and unloading passengers, mail or cargo, and for fueling, parking or maintenance.
ARFF	Aviation Rescue and Fire Fighting
ATWP	Authority to Work Permit
AsA	Airservices Australia
ASIC	Aviation Security Identification Card
BA	Building Approval – A permit issued by the Airport Building Controller, granting approval for a proposed building activity.
CAD	Computer Aided Design
CASA	Civil Aviation Safety Authority
CEMP	Construction Environmental Management Plan
DTB	Domestic Terminal Building
EWIS	Emergency Warning Intercommunication System
FID	Flight Information Display
FIP	Fire Indicator Panel
FSC	Forest Stewardship Council
GA	General Aviation (Area & Terminal)
Landside	Areas of Airport land that are not security sensitive
MDP	A development that triggers the Major Development Plan
NCC	National Construction Code (BCA)
NOTAM	Notice to Airmen – A notice containing the information concerning the establishment, condition or change in any aeronautical facility, service, feature, or hazard. The timely knowledge of which is essential to person's concerned with flight operations. NOTAM are published under section 8 of the Air Services Act 1995.
OLS	Obstacle Limitation Surface
PABX	Private Automatic Branch Exchange
PFAS	Perfluorinated compound
RCD	Residual Current Device
SRA	Security Restricted Area
Sterile Area	The area of the terminal once you have passed security screening
VOC	Volatile Organic Compound