

STEP

7

# GETTING YOUR SHOP PLANS IN PLACE



# Tenants often have a clear vision in their head of what their shop will look like ...

but they don't always understand  
why they need to have a set of  
formal plans produced. Why can't  
they just explain their vision to  
a shopfitter and get going?!

**It's very important to get your design down on paper so that everyone involved knows precisely what is planned to happen and how it's meant to turn out.**

You'll need your team to produce a complete set of official plans – everything from Elevations to an Electrical Plan, Joinery Details to a Demolition Plan – to help you communicate with the shopfitter who is going to estimate for and build your shop and also with the landlord, certifiers, engineers and more.

Having a detailed set of plans will make it easier for you and your designer, engineer and shopfitter to identify potential issues early on and take steps to avoid them. Most of the items on the following checklist are for your designer, but some require an engineer or shopfitter too.

## TOP TIPS FOR GETTING YOUR PLANS

### #1: THE MORE REVISIONS THE BETTER

Revisions are the amount of times you want to change things in a pretty major way. Many designers will nominate how many revisions are included in their price. Try to get at least two or three revisions included (many designers will only price for one!). Minor changes should be included automatically, but designers will keep an eye on these as even a minor change can mean hours of extra work.

### #2: EXPERIENCE WILL SAVE YOU \$\$\$

In order to save money and work to a tight budget, you are actually better off with a very experienced designer. While a fresh-from-uni designer may produce plans more cheaply, your fitout will run more smoothly when working from the plans of an experienced designer who has worked with the big landlords before and are familiar with their requirements and know how to get value for you without spending a fortune.

Experienced designers will often have relationships with builders, engineers and certifiers that you will need on your team that may save you \$\$\$ too.

#### GET HELP

If you're feeling overwhelmed by the details or need help with any aspect of setting up your shop, give us a call on 0424 113 116.

We can help you get your plans in place from only \$1350 + GST

# HOW TO BRIEF YOUR DESIGNER – GUIDE

Now you've selected a designer to work with, the next step is to brief them on the kind of fitout your business needs.

## INSTRUCTIONS



**This guide will help you communicate your vision and requirements to your designer.**

The clearer your communication, the better your designer will be able to deliver you a great design for your shop.

Keep these points in mind as you assemble your brief:

### 1: BUDGET – FOR BUILD WORKS

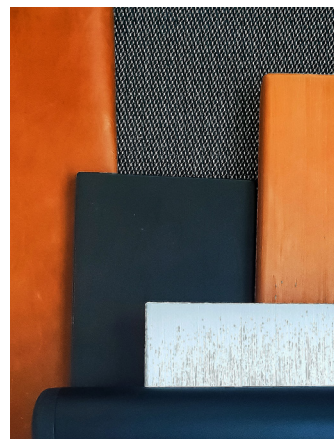
Many people are reluctant to talk about money. But if you don't tell your designer what you want to spend, you may waste a lot of time getting a beautiful design that you cannot afford. Being open about your budget is one of the most important things you can do.

Refer back to the budget spreadsheet you have completed and find the number you allocated for the shopfitter – that's the budget you want to give your designer – along with anything else they might need to include, for example furniture and equipment.

And keep your designer focussed on the budget. Every time they nominate a finish or a product, ask them how much it is.

### 2: INSPIRATION

Design is a visual medium, so it is helpful to find pictures that you like and put them together (like a Pinterest board). The images don't have to be of shops, they can be anything that speaks to you. This is called creating a "mood board", and a good designer will help you figure out what in each image appeals to you. For example, is it the layout, a colour, a piece of furniture, the lighting – there are so many things that contribute to an aesthetic and a great fitout.



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## 3: THE PRACTICALITIES

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Your shop needs to cater for two sets of people: your customers and your staff.

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### Your Customers

Customers are usually the easier part – you probably have some ideas about how you would like the shop to look already. This will form most of your mood board and inspiration images, and your designer will be able to bring those ideas to life. Don't forget about clear signage for things like point of sale, dressing rooms, etc., and sufficient storage for all the things you need – not just stock, but bags, wrapping, receipt rolls, and so on.

- Where do you want your entry door relative to your cash registers or reception desk? Think about this from a customer viewpoint as well as from a security perspective.
- How will you maximize usage of your valuable window-line? What do you want customers outside to see in order to lure them into your store?
- How will your customer circulation work? What items do you want in front the front of the store, and how will they be displayed?
- Where will your storage space be located?
- How/where will you take deliveries?
- How will you handle rubbish, etc.?

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### Your Staff

Staff are often forgotten about, so think about how the day will go, from the moment the first person arrives to open up.

How will they enter the tenancy? Where do they store their coat or bag? Is there somewhere to do paperwork? Will they take breaks in the back of house area? Do you need to provide a bathroom or is there one nearby for them to use? Is there a mirror in back of house to make sure they are smiling and looking smart before they hit the floor?

Smart design will accommodate these things from the get-go so you are not left cramming the items your staff requires into random corners once you've opened.

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## Foodies

For those planning to open a food business, make sure you explain all of the equipment you will want in the kitchen, including things that sit on top of benches. And, of course, you need to let the designer know how many seats you need to meet your revenue targets. Consider if you need a cold room, freezer, how much dry storage, packaging storage, and so on.

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## 4: THE DESIGN GUIDELINES AND FITOUT GUIDE

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It is critical that you pass the Design Guidelines and Fitout Guide on to your designer and emphasise that they must design in accordance with them (see Step 4 for more). There is no point wasting time on reviews and changes because your designer didn't read up on the restrictions that apply to your fitout.

For example, many landlords will not allow roller doors, or will have a maximum open area for your doorway. They may want specific kinds of displays, materials, and signage, and they will reject your design if you do not comply with their rules.

Your designer should read these documents carefully and make sure they comply from the start – that way you won't waste time and money while they fix their mistakes.

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## 5: WHAT SHOULD YOUR DESIGNER'S QUOTE INCLUDE?

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The designer's quote should list each drawing that they will produce for you and the design stages they will go through with you.

You need to have a clear understanding of the design stages so that you do not incur charges for unexpected variations. Your Fitout Guide and/or Design Guidelines (if there are any) will explain what these stages are so that you can tell your designer what they need to allow for.

As we explained in *6.1 The Design Stages Explained*, the basic plan stages are:

- Concept,
- Preliminary,
- Final.

The Fitout Guide and/or Design Guidelines will often also list the exact drawings they want you to submit, so make sure you show that list to your designer and have them price on that basis. The landlord might withhold approval until they have all of the drawings they need.

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## 6: WHAT YOU NEED TO ASK FOR / PROVIDE

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Your designer will expect to receive the Tenancy Plans from you as well as any photos you have. You should provide these to them along with the Fitout Guide and Design Guidelines.

And you need to make sure your designer has allowed for some site visits as well. If possible, the designer should visit the site before they begin designing to get a feel for the space and complete a check measure to make sure the dimensions and notes on the Tenancy Plans are correct. They should also allow for meetings to review each stage of the design with you and a meeting to discuss the plans with the RDM if you are going into a big shopping centre.

You may also want your designer to allow for some time during the build to help the shopfitter if they have any questions. And if you are not comfortable doing the defects inspection yourself, most designers will do this with you as well.

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Yes, all of this will add to your designer's fee. But you will probably be able to engage your designer in stages (e.g. they can provide you with all of the costs so you know what you'll be in for at the start if you need them for every stage, and then you can engage them for the last stages only if you feel you need them at the time).

Lastly, don't forget to confirm the timeframes for each stage with your designer so you know when the plans are due, and make sure you understand their payment terms as well – most designers will expect a deposit upfront.

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# DESIGNER BRIEF & PLANS – GUIDE

Now that you have found a designer, learned about the stages of design, and learned how to communicate your design vision and needs, you're ready to brief your designer.

This guide will ensure your brief includes all the items you'll need.

## INSTRUCTIONS



**Refer to this guide when briefing your designer to make sure they include everything you'll require in their quote. This list will also help you work out where you need other trades to create documents for you.**

To find out more about finding a designer and the different stages of the design process, read *6.1 The Design Stages Explained Guide* and *6.2 How To Find a Designer Guide*.

Generally, you will need the following drawings produced so that shopfitters can price accurately for you:

### 1: FLOOR PLAN OF THE EXISTING TENANCY

Sometimes you can simply use your Tenancy Plan as your Floor Plan, but some landlords don't provide very good tenancy plans and so you'll need a new one generated.

Your Floor Plan should show at least the dimensions of all walls, columns, doors and windows, and the locations of the switchboard, drainage and other services. It should also show the level of the floor and the level outside the tenancy as well.

### 2: DEMOLITION PLAN (IF REQUIRED)

A Demolition Plan shows what the builder needs to remove. You may need a Demolition Floor Plan and Ceiling Plan.

### 3: REFLECTED CEILING PLAN (RCP)

A Reflected Ceiling Plan will show the extent of the ceiling, what it is made of, the height it is to be installed at, any bulkheads or height changes, and will often show services as well, if there is room.

If your tenancy is small or the ceiling is complicated, you might also need a Lighting Plan and Coordinated Services Plan (so that lighting locations don't clash with air conditioning, diffusers or sprinklers).

### 4: ELEVATIONS

An Elevation is what you would see if you are standing in the shop looking at a wall. It should show everything on that wall. There should be one Elevation showing each wall, plus the shopfront.



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## **5: SECTIONS**

A Section is like a slice through the shop from top to bottom. Sections are particularly important if the design is complicated.

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## **6: JOINERY DETAILS**

Joinery Details cover the wooden components of your fitout. Big landlords are going to want your joinery details, but you may be able to get your shopfitter to produce them later for approval.

It can be expensive to have your designer draw every cupboard, especially if they are fairly standard items. However, any specialised joinery or highly specific designs should at least have the design intent developed by the designer.

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## **7: ELECTRICAL PLAN**

For the average specialty shop, the designer can create a simple Electrical Plan to show the location of power and data points. Make sure you review these and make sure they are sufficient for your needs.

If it's a complicated fitout – or a food fitout – you may need an electrical engineer to prepare an Electrical Plan for you.

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## **8: HYDRAULIC PLAN (FOOD/WET BUSINESSES)**

Your designer's Hydraulic Plans will be indicative only, and then need to go to your Hydraulic Engineer for final design. Your designer's plan will show where sinks, taps and drainage are located.

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## **9: SIGNAGE / SHOP DRAWINGS**

A designer may plan your Signage, but if you are in a shopping centre, they will need Shop Drawings instead. You won't need an engineer for these, you can go to a specialised signage contractor.

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## **10: FINISHES SCHEDULE**

A Finishes Schedule is a list that shows the materials required for your fitout, their specifics, and where to buy them etc. Each item on the list will have a corresponding label on the working drawings (e.g. "FL01" meaning "flooring number one") to show where the material is located in the fitout.

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## **11: FURNITURE SCHEDULE**

A Furniture Schedule follows the same concept as the Finishes Schedule but for your furniture items.

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## **12: EQUIPMENT SCHEDULE**

An Equipment Schedule follows the same concept as the Finishes Schedule also, but for your equipment. However, the Equipment Schedule must also list how much power each item needs and whether it needs to be connected to gas. This schedule will therefore have a bit more technical detail included than the other schedules.

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## **13: SAMPLE BOARD**

A Sample Board isn't always required, but a designer will typically put together actual pieces of fabric and other material samples (such as tiles or paint finishes etc.) to create a display board.

Some landlords may specify in your lease or ancillary documents that they will want to see a Sample Board before approving your design.