

RETAIL – DETAILED DESIGN SUBMISSION FORM

* The documents submitted must be construction level information.

1 Save form locally on your computer.

2 Fill in the required & relevant fields.

3 Submit to the email below.

The following form and information listed below must be submitted at **Detailed Design** to the London St. Pancras Highspeed Retail Project Manager at retailfitouts@stpancras-highspeed.com.

Station:		Unit number:		Brand name:			
DRAWING / DOCUMENT TYPE*	✓	DRAWING(S) NO. / DOC. REFERENCE / COMMENTS		DRAWING / DOCUMENT TYPE*	✓	DRAWING(S) NO. / DOC. REFERENCE / COMMENTS	
Drawing register				Display fixture and fittings (design, materials and finishes, incl. inbuilt lighting).			
Exisiting layout plan(s)							
Proposed Layout plan / GA incl.: <ul style="list-style-type: none"> • Back of House • Front of House • Means of Escape • Delivery Routes • Waste Removal • Floor mapping/ orientation and category positioning 				Full lighting design incl.: <ul style="list-style-type: none"> • Specifications of light fittings, Kelvin and diffuser • Emergency lighting and PIR • Details of lighting integrated within units • Maintained average lux level analysis 			
Shopfront elevations				All floor, wall and ceiling finishes to include decoration and levelling screeds, Internal partition construction (@1:5-1:10), doors and ironmongery design.			
Sectional elevations							
Main elevation(s) signage @1:10: elevation & section							
Key interface detail with landlord asset/heritage fabric @1:5				Construction hoarding/ vinyl: Plan, elevations, and graphics.			
Sample material board (physical)							
Finishes plan with schedule of finishes				Security system (e.g. CCTV location and specifications, product tagging, door security pedestal)			

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Reflected ceiling plan, including: <ul style="list-style-type: none"> • PA/VA speaker layout • CCTV layout and other Security measures • Lighting • Other Electrical & heating/cooling/ventilation system as applicable • Fire • Access hatches (Legend to be provided) 		
Small power and data layout, incl.: <ul style="list-style-type: none"> • Cabling / trunking routes • Footfall counter (including spec.) • Data and telephone installation, • CCTV 		
Fire strategy, including: <ul style="list-style-type: none"> • Fire alarm system • Sprinkler system • Location of fire extinguishers, fire alarm call points and signage. 		
HVAC layout		

DRAWING / DOCUMENT TYPE*	✓	DRAWING(S) NO. / DOC. REFERENCE / COMMENTS
Plumbing and drainage layout (stating gravity or vacuum waste)		
Structural design (if any)		
Sustainability statement & Accessibility statement (in line with equality and accessibility standards)		
Digital equipment specification		
Specifications documentation for any products and materials proposed for installation		
Stock room specific information		
Other (please clarify)		

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Food & Beverage tenant only: <ul style="list-style-type: none">Any kitchen / catering equipment: catering extract system for cooking, wash up facilities connected to a suitable discharge location agreed with the certifier and approved by the local authority. Fire store or equivalent for cooker hoods. Ansul system for range protection. Leak detector, grease management system, insect-o-cuter etc.		
Specifications for Internal and external tables and chairs, counters etc.		

By submitting this form, the applicant confirms they have read London St. Pancras Highspeed Guide: Retail Works and that the submission is in compliance with the Guide and its annex: London St. Pancras Highspeed Guide: NR(HS) Technical Standards.

Submission version:

Date:

Applicant name:

Applicant email: