

RETAIL – CONCEPT DESIGN SUBMISSION FORM

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 **Concept 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			Schedule of finishes		
Exisiting layout plan(s)			Initial sustainability statement		
Proposed Layout plan/GA incl.: • Back of House • Front of House • Means of Escape • Delivery Routes • Waste Removal • Storage • Fixtures and fittings • Till location • Likely customer movement and queuing			M&E (indicative) incl.: • Likely heating/cooling/ventilation system to be proposed • Likely routes for cable, pipe, trunking		
Flooring design/layout			Other (e.g.): • Lit graphics and/or digital screens. • Brand specific customary items.		
Shopfront elevations			For F&B: • Likely extract system proposed • Proposed tables and chairs • Night-time / storage seating arrangements		
Signage			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.		
Reflected ceiling plan			Applicant name:		
Lighiting design			Applicant email:		
Sample material board (digital)					
Submission version:		Date:			