

Customer Briefing 1:

Regulatory issues for commercial property

There are a number of regulatory issues that need to be considered when planning and executing changes to the interior of any commercial property. Spaceway will ensure that all relevant regulations are complied with every project but there are certain areas that remain the responsibility of the commissioner of the project i.e. you the customer.

This briefing provides an outline of the key regulations and the obligations that they impose upon you together with an overview of the support we provide throughout.

| <i>Regulation</i> | <i>Customer</i> | <i>Spaceway</i> |
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| Landlords Permission | Advise your landlord of your Intentions with regard to the planned modifications | |
| Planning Approval | Check with landlord, or Local Authority, whether you need planning consent for the planned modifications | |
| Building Regulations | If a mezzanine structure is required, you need to provide us with details of the existing slab to ascertain its suitability to take new loads from the support columns | National Type Approval has been granted for the Spaceway 'FlooriTall™' mezzanine system by our Approved Building Inspector. This enables speedier Building Regulation approval and guarantees that the floor structure has been designed to the relevant British Standards and is fit for its intended use. |
| Fire Safety | | Our Approved Building Inspector will review plans of the works and will advise on requirements for fire protection, surface spread of flame, smoke detection, alarm system, means of escape which will be needed prior to submission for grant of Building Regulations Approval |

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| Construction (Design and Management) Regulations 1994 - CDM | <p>CDM applies to most construction projects. As a client, you have the following duties:</p> <ul style="list-style-type: none"> ▪ Appoint a planning supervisor and ensure they are provided with Health and safety information re the site ▪ Appoint a principal contractor ▪ Be reasonably satisfied that all those appointed are competent for their role ▪ Ensure that a suitable Health and Safety plan has been prepared pre, during and post construction | We can provide advice for all these areas and act as your principal contractor if you wish. |
| EU regulations | | There is an increasing amount of EU legislation regarding the workspace (e.g. lighting, disabled access). We will ensure that all regulations relevant to your project are discussed with you and compliance is built into the proposed designs. |