SHEPPARD ROBSON

Tenant Fit Out Design Guide

PROJECT **Pall Mall, Manchester**

CLIENT **Bruntwood SciTech**

DATE May 2025



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1.0 Introduction

This Tenant Fit Out Design Guide (hereafter referred to as 'The Tenant Design Guide') is referred to within the Tenants Lease. This Tenant Design Guide is supplementary to the Tenant's Lease. In the event of any conflict between this Guide and the Lease, the Lease shall take precedence. Similarly, any specific Landlord's Specification attached to the Lease will supersede general descriptions within this Guide.

The following descriptions are therefore provided as a general statement of the basic principles of the Landlords works together with clarifications on particular details of the design and the interfaces with the Tenants fit-out.

It also establishes the requirements and guidelines to be observed by Tenants in designing and fitting out their demise / unit, any signage and all future works by way of repair, alteration or addition.

Works approved by the Local Planning Authority (LPA), Manchester City Council, via Planning Permission Ref. 133879/FO/2022 and Listed Building Consent 133880/LO/2022 and any subsequent and associated c.73 and / or s.19 applications are set out within this design guide in so far as they pertain to tenant fit out. This tenant fit out guide will be / is formally approved by the LPA via compliance with planning and listed building consent conditions and sets out parameters for works deemed not to impact the special interest of the building, those already within the remit of the original Planning Permission and Listed Building Consent, as well as setting out parameters for specific works to form a basis for further discussion with MCC in relation to the potential need for additional Listed Building Consents.

Additional listed building consent (or planning permission) is not required for any works set out in this Design Guide deemed to be within the remit of the original Planning or Listed Building consent or not to impact the special interest of the building on the basis that the tenants accord exactly with the details set out. Should there be any deviation from the design details in this Design Guide then tenants will need to engage directly with LPA to discuss whether additional consent is required. Where the guide identifies works that require further engagement with MCC to assess the need for Listed Building Consent, no works as outlined should be undertaken until such conversations have been undertaken and the relevant permissions progressed as required.

Whilst every care has been taken in the preparation of this Guide, the accuracy cannot be guaranteed and it does not constitute any offer or contract.

The Landlord shall accept no claims from Tenants in respect of loss of trading due to non-compliance with the requirements in this Guide.

2.0 Definitions

In this Guide the following words and expressions are defined as follows;

- **BREEAM** – Building Research Establishment Environmental Assessment Method
- **BWIC** – Builders Work in Connection
- **CAT A** – Landlords shell, core and landlord supplied fittings
- **CAT B** – Tenant Design and 'Works'
- **EPC** – Energy Performance Certificate
- **EPD** – Environmental Product Declaration
- **LPA** – Local Planning Authority
- **Grade II Listing** – defined as "Buildings of special interest, warranting every effort to preserve them"
- **Heritage Specialist** – Specialist consultant, accredited to Institute of Historic Building Conservation (IHBC), or agreed equivalent body, to provide advice on heritage impact and harm to listed asset.
- **Landlord** – means any company within the Bruntwood company groups including any subsidiary or holding company of the Client.
- **Listing Designation**
- **LBC** – Listed Building Consent
- **LTA** – License to Alter
- **MCC** – Manchester City Council
- **NZC** – Net Zero Carbon
- **RAF** – Raised Access Floor
- **Tenant Fit-Out** – interchangeable with 'Works'
- **Works** – means those construction fit-out works (including where relevant their design and/or the selection of materials and goods therefore) described in and to be executed under the a Building Contract whether by the Contractor or the Sub Contractors.

3.0 General

3.01 Listing Summary

Listing No: 1246934
Grade: II
Date First Listed: 04 Dec 2000
Listing Entry Name: PALL MALL COURT, INCLUDING RAISED PIAZZA AND PODIUM TO THE WEST SIDE

Summary

Pall Mall Court was constructed in 1966-1968 to the designs of Harry Teggin of Brett, Pollen & Teggin in association with A H Brotherton and Partners; the engineers for the project were Cyril Blumfield and Partners. The building was commissioned as a prestige headquarters office building for London Assurance Ltd. London Assurance was taken over by the Sun Alliance Group as work on the building began, resulting in the building being in multi-occupation upon its completion instead of its originally intended sole use.

The partnership of Brett & Pollen was formed in 1959 and Harry Teggin joined shortly afterwards, later working in partnership with David Taylor as Teggin & Taylor. Teggin's partner, Major Lionel Gordon Baliol Brett, 4th Viscount Esher had previously designed 25-6 Pall Mall, London (now demolished) for London Assurance in 1956; hence the architect firm's involvement in the Manchester project and possibly also the reason for the location of the new building alongside Manchester's Pall Mall. Teggin's other building commissions include council offices constructed for Portsmouth City Council (1970s) and the Grade II listed Sekers building in Sloane Street, Kensington & Chelsea (1963-4).

Teggin conceived the building 'to have the impact of a jet stone by the use of bronze glass, sharp angles and opaque facets', although the cleaning of the surrounding stone buildings has subsequently tempered its illusional effect. Pall Mall Court won a Civic Trust Award and the RIBA Regional Award in 1970.

Reasons for Designation

Pall Mall Court is listed at Grade II for the following principal reasons:

- Architectural interest: it is a good example of a high-quality post-war office building with a striking design that is resolutely of its time, but which respects, and responds well to, its site and Victorian streetscape

- Design interest: its unusual Z-shaped plan and stepped elevations form a strong massing and composition, with rows of oriel-style windows creating a rhythmic pattern and movement across the principal facades. This strong level of stylistic detailing is enhanced by the building's use of bronze painted-aluminium and glass, and grey-bronze mosaic cladding, which create a dramatic contrast to the other buildings on King Street

Full listing included to appendix.

3.02 Redevelopment Principles

The landlord’s principal aim was to create an iconic development which enhances the existing building, immediate surroundings and provides tenants with exciting, innovative and flexible sustainable workplace.

The redevelopment works encompassed:

- Comprehensive, sensitive like for like overhaul of the heritage façade to improve thermal, air tightness and weather performance in accordance with the client's industry leading sustainability agenda
- EPC A (increased from EPC G)
- BREEAM Very Good
- Sensitive restoration of external and internal handmade mosaic tiles
- Structural interventions at basement, lower ground floor and ground floor level to improve the occupier arrival experience
- Introduction of additional storeys to Marsden Street and King Street volumes
- Introduction of occupier rooftop terrace
- CAT B fit out to include serviced suites
- Hospitality led arrival to improve occupier amenity, inc. cafe, gym, cycle storage/showers, breakout and meeting facilities
- Complete overhaul of mechanical and electrical systems to support a low carbon approach
- New vertical transportation installations
- Landlord areas NZC in design and construction

Full works particulars can be accessed by Manchester City Planning Portal: https://www.manchester.gov.uk/planning

Listed Building Consent LPA Ref: 133880/LO/2022
Planning Application LPA Ref: 133879/FO/2022

3.03 Landlord Shell Specification

This guide is to be read in conjunction with the Landlord Shell Specification, which sets out the design criteria and performance of the tenant demise, together with all relevant technical information required for the tenant to design their fit-out.

The criteria presented in this manual provide the tenant with an orderly framework for the design of their demise. Creative design solutions which respond to the ambience of the development shall be actively encouraged.

The design must maintain maintenance access to the cores, ceilings (where included), and building exterior.

3.04 Landlord Contractor Specification

All works to be progressed in accordance with the Landlords Contractor specification, the specification coordinates all aspects of Contractor interface with the Landlord and the Building Management team, including:

- Health & Safety Procedures
- Health & Safety Risk Assessments
- Method Statements
- Building Access
- Common Area Exclusion Zones
- Contractor Transport
- Delivery protocols
- Vertical Transportation Access
- Communications
- Noise restrictions

- High risk procedures
- Insurances

The above list is not exhaustive and is subject to issue of the latest revision from the Bruntwood SciTech Operations team.

3.05 Tenant Fit-Out

Tenant fit-out should be designed and constructed as such to preserve and enhance the historic character of the building. If in any doubt, the contractor should contact the Landlord's Tenants Coordinator.

Tenants shall be expected to achieve the highest quality design throughout their demise; the tenants will expect a similarly high level of design from each other. All elements of the design, such as furniture, signage, partitioning, and colour scheme must be designed to provide an attractive working environment, which will serve to enhance the other spaces in the building.

Externally and internally the landlord wishes to maintain visual consistency of the building as a whole, and the sections below highlight how this should be achieved.

To encourage this, the landlord has developed this Design Guide, which sets out a framework for their design.

The Tenant Fit-out will comply with the Landlord submittal procedures for Pall Mall, which will include:

- LTA submittal
- Detailed specification of works to be undertaken
- Detailed mechanical and electrical alterations from CAT A design
- Building Control Status/Pathway

3.06 Sustainability

The redevelopment of Pall Mall is routed in providing a truly sustainable workplace within the historic shell of a Grade II Listed Building.

The redevelopment embodies this approach by being cognisant of the challenges the built environment can respond to with sensitive procurement and specification of the Pall Mall systems and material palette.

The key sustainability target for Pall Mall was that it is net zero in operation with low energy consumption. All electricity supplied to the building will be derived from renewable sources, and intelligent building management technology is incorporated throughout to ensure energy use is optimised.

Pall Mall switched from gas heating to hybrid variable refrigerant flow (HVRF), with an air source heat pump (ASHP) serving domestic hot water and air handling unit (AHU) coils providing a significant reduction in the overall carbon emissions and set the building on a trajectory for zero carbon as the grid emissions reduce.

The façade renewal (see Section 04.09) formed a significant element to the long-term sustainability of the project, increasing the thermal performance to compliment the sustainable mechanical and electrical systems.

The internal material selection considered whole life costing and circular economy to both the landlord common areas, and the landlord serviced office floors resulting in a net carbon zero fit-out design principles. Whilst this is not a pre-requisite for occupation, it is encouraged that material selection considers whole life and circular economy to align to the values of the development and the curated occupants within.

Extensively researched material selection focused on low embodied carbon credentials, guidance included below should be considered when selecting key internal materiality to align to the wider aspiration for the building;

	Standard Specification			Pall Mall		
Category	**Manufacturer**	**Product**	**Carbon Intensity (kg/CO2/m2)**	**Manufacturer**	**Product**	**Carbon Intensity (kg/CO2/m2)**
Carpet	Figure used is the average embodied carbon from Sustainable Office Specification analysis		9.10	Tarkett	Grezzo	4.30
Raised Access Floor	Kingspan	RMG600	52.08	RMF	Eco Range	10.37
Ceilings	SAS	SAS130	28.16	Autex Acoustics	Frontier	
Partitions	Optima	Aluminium Framed Glazed Partition	81.00	Optima	Oak Timber Frame Glazed Partition	70.00
Lights	Whitecroft	Cascade Flex	9.20	LDL	Millie	8.20
HVAC	Mitsubishi	VRF	25.00	Mitsubishi	HVRF	21.00

It is preferable for selected products to hold an Environmental Product Declaration (EPD)

3.07 Approvals

3.07.1 Planning Permission and Listed Building Consent

Works approved by the Local Planning Authority (LPA), Manchester City Council, via Planning Permission Ref. 133879/FO/2022 and Listed Building Consent 133880/LO/2022 and any subsequent and associated c.73 and / or s.19 applications are set out within this design guide in so far as they pertain to tenant fit out. This tenant fit out guide will be / is formally approved by the LPA via compliance with planning and listed building consent conditions and sets out parameters for works deemed not to impact the special interest of the building, those already within the remit of the original Planning Permission and Listed Building Consent, as well as setting out parameters for specific works to form a basis for further discussion with MCC in relation to the potential need for additional Listed Building Consents.

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3.07.2 Building Regulations

The Landlord has received Building Regulation Approvals in respect of the Development
The Tenant is required to obtain separate Building Regulation Approvals for fit-out and for its own use of the unit.

Building Regulation Application shall be made to Manchester City Council. Applications to approved Inspectors will be permitted, subject to Landlord's approval. The Tenant is responsible for maintaining all permanent and temporary means of access/escape during their fit-out works, subject to agreement with Building Control/Fire Officer.

3.07.3 Design

The Tenant shall meet the design standards laid down by the Landlord for both the interior and any plant required. The Tenant is to submit for authorisation all drawings and any supplementary information requested by the Landlord's Tenant Coordinator to fully describe the fit-out. As a general guide, the level of information should be at least equivalent to RIBA Stage 4. Where appropriate, the Landlord may request further detail to ensure the Tenants proposals are satisfactory.

4.0 Fit Out Design Guide

4.01 General

This Design Guide has been prepared to assist tenants undertaking works within Pall Mall, Grade II listed building where sensitivity to historic fabric and statutory obligations is paramount. It is not intended to serve as a step-by-step instruction manual, nor to constrain creativity. Rather, it sets out key parameters and reference points which are both contextually appropriate and compliant with statutory requirements.

The guide outlines essential considerations, such as the treatment of the existing fabric, appropriate material selections and integration of new internal design elements, and is intended to inform and underpin design decisions.

For the purpose of this design guide the extent of works that can carry be carried out are exclusively within the tenant demise zone, to the CAT A Floors 7-10, as indicated on the drawing 'SK111' as part of the appendix. No alterations can be made to landlord areas beyond this zone, particularly to heritage sensitive items such as mosaic tiling and replacement heritage doors.

The fire strategy for the building limits the occupant load to 60 persons for each floor. The design and layout of the tenant fitout must be designed in such a way not to exceed a density of occupation of 60 persons per floor.

Designers are encouraged to use this document as a framework to exercise their professional judgement, ensuring that innovation and design quality are achieved in balance with the heritage setting.

4.02 Material Palette

Project Design Principles

The wider Pall Mall development utilises a material palette characteristic of mid-century modernist architecture and interior design, reimaged in a contemporary manner. The design aesthetic emphasises natural textures, clean lines and a restrained and purposeful use of finishes.

Warm toned timber is present throughout the scheme, located at principle core entry doors (Sapele) and through the amenity areas oak and walnut within the internal fittings, cabinetry, fixed furniture and glazed partitions. It has been selected for its rich grain and tactile quality.

Complementing the timber, are smooth plastered and painted surfaces providing both neutral and contrasting back drops to the rich palette. These are supplemented by applied textured wall panelling's providing acoustic qualities and visual textural interest.

Fabrics are textured and rich in colour, providing depth to the ensemble, whilst providing further tactile applications throughout the building.

Metals are used sparingly, featuring in fixtures, trims, ironmongery and furniture detailing, introducing a subtle engineered aesthetic contrasting the warmer material tones.

Flooring to commons areas and amenity introduce terrazzo patterned ceramics, terracotta effect ceramics in both large and small format sizing. Additionally, woven plank vinyls are included to lobbies providing texture to the flooring installations. The flooring palette offers durability alongside understated elegance.

Carpets are selected to complement the wider interior intent but include textured patterns to contrast to the formality of the façade, structural frame and wider palette.

Wall tiles offer smaller format ceramics, with contrasting trims and grouts. This reflects the heritage fabric of handmade mosaic tiles, located externally on the facade and internally to lift cores.

Internal glazing is formed using timber framing with contrasting panelling, interpreting mid-century demountable partitioning systems in a contemporary manner.

Ceilings are used sparingly to feature areas, the ceiling finishes are selected to improve acoustic performance of the accommodation. Utilising textured mineral wood fibre and acoustic linear battens. Noting the original installations c.1970 utilised a central baffle to the primary office locations.

The overall style reflects a balance between organic warmth and modernist simplicity, with an emphasis on honest expression of materials.



Fig. 01 - Pall Mall Material Palette 01
(Wider Pall Mall Concept Board provided by ID:SR, Interior Design Sheppard Robson)



Fig. 02 - Pall Mall Material Concept Palette 02
(Wider Pall Mall Concept Board provided by ID:SR, Interior Design Sheppard Robson)

Works Deemed to be Within the Remit of the Planning Permission and Listed Building Consent (133879/FO/2022 and 133880/LO/2022)

- Selection of materials and finishes to be in accordance with the palette as described above which is deemed to be in line with the Planning Permission (133879/FO/2022) and Listed Building Consent (133880/LO/2022) and relevant materials samples agreed with MCC on site and submitted under application ref. 143486/JO/2025 and 143431/JO/2025, and therefore will not require listed building consent.
- *Refer to individual sections on subsequent pages for further details of works*

Should there be any deviation from the design details as set out above or additional works are required then tenants will need to engage directly with LPA to discuss whether additional consent is required and progress this accordingly.

4.03 Superstructure

Project Design Principles

The building is constructed with a substantial cast in-situ reinforced concrete frame. Stability to the buildings is provided by concrete shear walls to the elevations and stair and lift cores, together with the inherent stiffness of a substantial concrete frame.

The floors are cast in-situ concrete ribbed floors spanning between beam strips on the column lines; the main tower columns themselves are inset from the façade by approx. 1.8m. The slab between the columns and the glazed façades is formed with a solid concrete cantilevered slab with a sloping soffit.

In-situ construction control techniques at the time of construction varied, the quality of the soffit varies from zone to zone, floor to floor and with differing degrees of finesse. The reimagination of

Pall Mall has exposed the structure in its raw state. This design aesthetic was two fold, one, the reduction of applied finishes is aligned to the overall building sustainability strategy to reduce the embodied carbon footprint of the development and two, provide increased floor to soffit/floor to service heights within a floor to floor originally designed for natural ventilation (and without a service zone within the floor construction). The soffit has spray applied paint finishes (RAL 7044 'Silk Grey'), covering the extent of the soffit, coffered ribbed floors with limited remediation to the raw finished concrete before application.

Existing concrete columns have received plaster repair to concrete and a neutral paint finish, or maintains the original concrete finish.

New steel columns have been coated with an intumescent fire resisting paint, which must not be penetrated, damaged or removed. The specification of the intumescent paint enables a compatible decorative coat to be applied, to suit the tenants internal design aesthetic. Specification compatibility to be confirmed with Sherwin Williams and agreed prior to application.

Works Deemed to be Within the Remit of the Planning Permission and Listed Building Consent (133879/FO/2022 and 133880/LO/2022)

- Respraying of soffit in line with Landlord Consented colour finishes (RAL 7044 'Silk Grey')
- Like-for-like plaster repair or boarding of existing columns and neutral paint finish.
- Repainting of intumescent topcoat to new steels in line with manufacturers guidance..
- Selection of materials and finishes to be in accordance with the palette as described in Section 4.02 Material Palette which is deemed to be in line with the Planning Permission (133879/FO/2022) and Listed Building Consent (133880/LO/2022) and relevant materials samples agreed with MCC on site and submitted under application ref. 143486/JO/2025 and 143431/JO/2025, and therefore will not require listed building consent..

Should there be any deviation from the design details as set out above or additional works are required then tenants will need to engage directly with LPA to discuss whether additional consent is required and progress this accordingly.

4.03.1 Fixings

Project Design Principles

Fixings to the superstructure are permitted, however no fixings are permitted to the underside of the ribbed slabs, all fixings shall be located on the vertical face of the ribbed slab, as per diagram below. This is to maintain structural performance and reduce the number of visible fixings to the down stand edge.

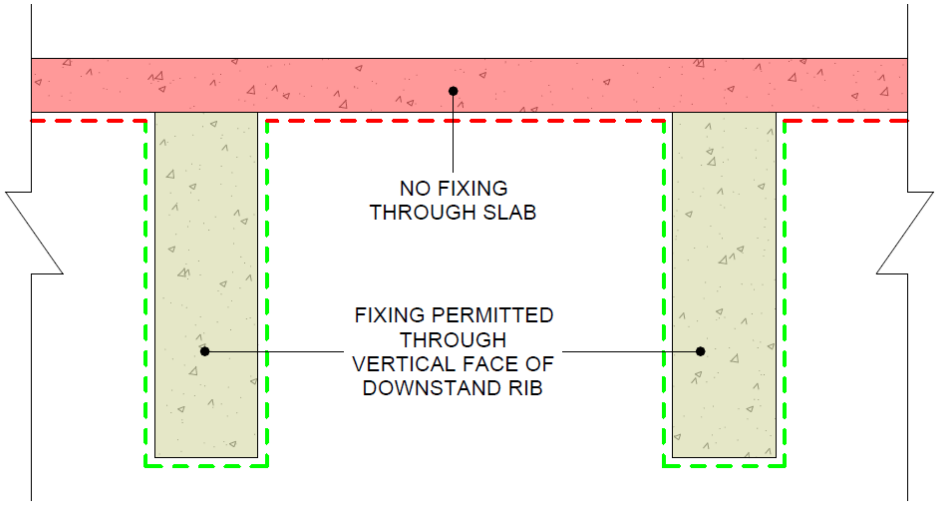


Fig. 03 – Section Diagram of Ribbed Slab Fixing Parameters
(Sketch provided by Sheppard Robson)

Tenant Fit Out Guide Parameters

- Fixing locations to ribbed slab in accordance with internal functional arrangement to be set out as described above and in accordance with sketch Fig. 03.
- Selection of materials and finishes to be in accordance with the palette as described in Section 4.02 Material Palette which is deemed to be in line with the Planning Permission (133879/FO/2022) and Listed Building Consent (133880/LO/2022) and relevant materials samples agreed with MCC on site and submitted under application ref. 143486/JO/2025 and 143431/JO/2025, and therefore will not require listed building consent.

Given the nature of fixing works and the potential for this to impact the special interest of the building, no fixings to the superstructure of the building are permitted until engagement has been undertaken with the LPA to discuss whether additional Listed Building Consent is required, and this has been progressed accordingly.

4.04 Partitions

4.04.1 Generally

Project Design Principles

The subdivision of any office space must be in accordance with the Landlord's mechanical and electrical (M&E) design. Any amendments to the M&E design should be communicated and agreed with the Landlord.

Whilst it is acknowledged that fit out requirements will be developed to suit the functional requirements of the tenant, fitouts should aim to limit the number of partitions to avoid a cellularised floorplate, keeping partitions to a minimum to increase light and transparency to the unique Z-form plan externally. An example of a typical office floorplate is included in the appendix (SK121) – this is to serve as a 'worse-case' scenario for the volume of partitions and sub-division of the floorplate. Tenant's fitouts should aim to reduce cellularisation of the floorplates as much as possible.

At the perimeter of the office space, partitions must terminate on a solid wall, a glazing mullion or a column. Termination between mullions will not be permitted.

Partitions have the ability to be installed slab to soffit (subject to modification of RAF) or RAF to soffit (subject to confirmation of weight to the installed RAF system), selection of method will be in accordance with the performance requirements of the partition.

The profile of the partitions should be designed to accommodate the Landlord perimeter façade bulkhead, should the bulkhead require modifications to ensure acoustic and/or fire performance the bulkhead should be reinstated upon tenancy exist.

The tenant should be aware of the Landlord Fire Compartmentation as set out in the Fire Strategy document. The tenant is not permitted to form holes/chases through fire rated partitions, or to remove any void protection/cavity barriers, or to carry out any works that may compromise fire compartment zones that may have been installed as part of the Landlord Shell and Core works.

The tenant is responsible for developing a Fire Strategy for approval by Building Control as part of their fit-out proposals, which links into the wider Fire Strategy for the building.

The tenant is responsible for reinstating all landlord shell finishes, fire barriers, acoustic seals etc following installation of partitions where it is affected by the tenant fit-out. The tenant will be responsible for obtaining Building Regulation approval for all works within their demise, including providing evidence to show the reinstatement of fire barriers etc, where applicable. The landlord may request copies of such evidence and Building Control approval.

Where the tenant fit-out requires formation of BWIC through Landlord shell partitions/demise walls, e.g. to allow for cable distribution below raised access floors, the tenant must provide details of such works for landlord approval, including details of how reinstatement of fire barriers etc will be carried out.

Tenant Fit Out Guide Parameters

- Technical performance of partitions, including specification, partition thickness and instruments to satisfy performance criteria as required to suit the fitout.
- Partition design to be developed to suit the functional requirements of the tenant operations, with example floorplate (SK110) included in Appendix A used as the baseline for partitions and defining maximum volume of partitioning and sub-dividing of the floor plate.
- Partitions to follow the set out principles as defined in Section 4.04.4
- Amendments to mechanical and electrical installations, providing setting out principles are maintained (refer to Sections 4.13 and 4.14 for details of the mechanical and electrical design).
- Landlord installed perimeter bulkhead to be reinstated following any partition installation.
- Any amendments to any RAF, firestopping, acoustic seals and BWICs to ensure performance of each is maintained following amendments.

Given the nature of partitioning works and the potential for this to impact the special interest of the building, no partitioning is permitted until engagement has been undertaken with the LPA to discuss whether additional Listed Building Consent is required, and this has been progressed accordingly.

4.04.2 Façade Abutments

Project Design Principles

Partitions which abut the curtain wall mullions under no circumstances are not permitted to fix into the glazing system. Selected partition systems should utilise a rockwool abutment to a completed assembly with acoustic and/or intumescent seals. Subject to manufacturers certification.

Partitions that abut to façade mullions are to be single stud partitions, and not twin wall construction, to limit the depth of the partition visible through the glazing.

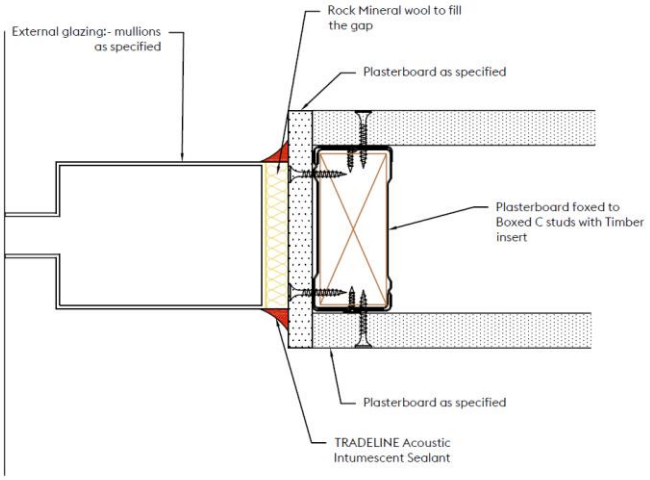


Fig. 04 – Partition Abutment to Heritage Curtain Wall Mullion Detail
(Sketch provided by Topline Interiors and Tradeline)

Any damage to the PPC curtain walling from installation of adjoining partition systems will require professional surface repair.

Tenant Fit Out Guide Parameters

- Technical performance of partitions, including specification, partition thickness (provided they are single stud construction) and instruments to satisfy performance criteria as required to suit the fitout.
- Partition abutment details which conform to the indicative detail shown in Fig. 04 and Detail 07 on SK113 in the Appendix B.
- Partitions to centre line of façade mullions (see section 4.04.4 for further setting out principles).
- NB. The volume of partitioning is not to exceed that set out on drawing SK110 in Appendix A.

Given the nature of partitioning works and associated façade abutments and the potential for this to impact the special interest of the building, no façade abutments are permitted until engagement has been undertaken with the LPA to discuss whether additional Listed Building Consent is required, and this has been progressed accordingly.

4.04.3 Soffit Abutments

Project Design Principles

The ribbed beams within the soffit present designers with a setting out challenge within the design. The regular nature of the façade vertically aligns with the wider external fabric, however the internal in-situ ribbed beam coffers are subject to a setting out inaccuracy at the time of pour. This creates a setting out inconsistency between the façade and the vertical deflection head, abutments often terminating within the middle of the coffer.

In this event, coffers should be bridged to the underside of the coffer, spanning between the downstands flush with the underside. Partition setting out can then be aligned to the façade curtain walling mullions, utilising a deflection head consistent with the infill deflection detailing accordingly.

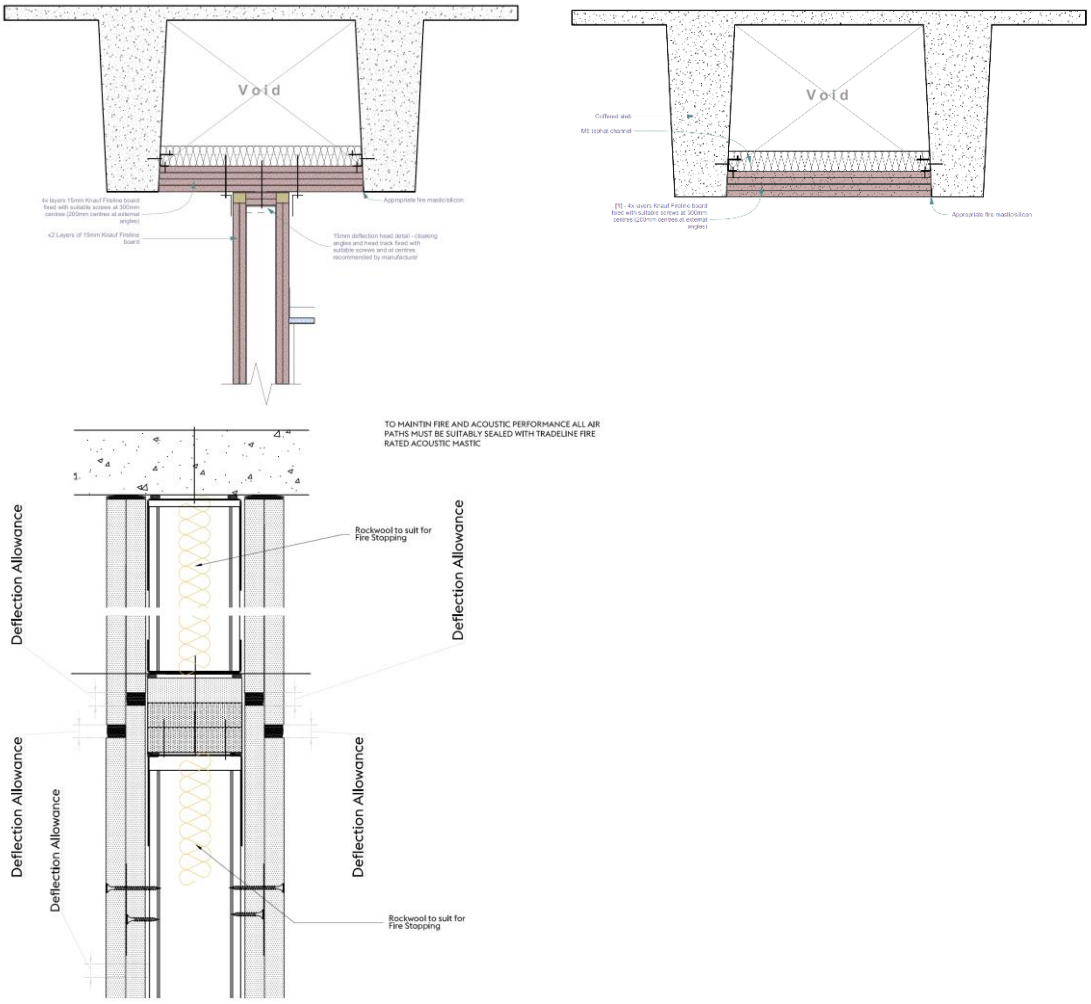


Fig 05. – Partition Head Details to Coffers
(Sketches provided by Topline Interiors and Tradeline)

Where partitions are set out perpendicular to the ribbed beam downstand coffers, the coffers should be infilled with drylining (not acoustic baffle, fire batt, or similar). The drylining infill is to confirm to the performance requirements aligned to the fire strategy. Integrated to this assembly the downstand infill should include the deflection head to align with the partitions which align to the current walling mullion setting out.

Indicative detailing is included within the appendix. Engineered assessed detail, by others, tenant to obtain appropriate certifications within chosen systems, design and installation.

Tenant Fit Out Guide Parameters

- Tenant to determine technical performance of partition sofit deflection head detailing, including specification, partition thickness and instruments to satisfy criteria.
- Coffer infill details to be as described above and conform to the indicative detail in Figure 05.

- Partition deflection details to be as described above and to conform to the indicative detail in Fig. 05 and as shown in details 3-6 on SK113 included in Appendix B.
- NB. The volume of partitioning is not to exceed that set out on drawing SK110 in Appendix A.

Given the nature of these works and the potential for this to impact the special interest of the building, no soffit abutments are permitted until engagement has been undertaken with the LPA to discuss whether additional Listed Building Consent is required, and this has been progressed accordingly.

4.04.4 General Setting Out Principles

Project Design Principles

For the avoidance of doubt, the façade setting out takes precedence over the alignment of the internal structural soffit. The hierarchy of setting out is as follows;

1. Alignment to external façade mullions (1* note FCU requires relocation)
2. Alignment to structural columns
3. Alignment to structural soffit

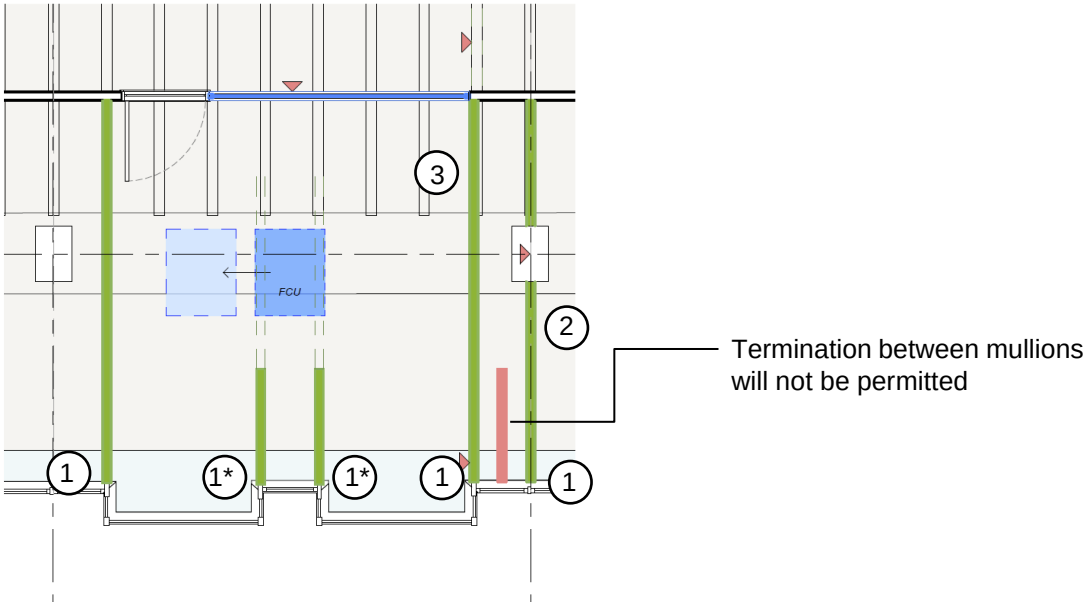


Fig 06. – Partition Setout Parameters
(Sketch provided by Sheppard Robson)

Tenant Fit Out Guide Principles

- Layout to be determined to suit functional requirements of the tenant and following the principles set out in the Tenant Fitout Guide Parameters. NB. The volume of partitioning is not to exceed that set out on drawing SK110 in Appendix A.
- Partition abutment setting out to be in accordance with the diagram in Fig.06 and as shown on the Partition Parameters on SK110 included in the appendix.
- Partitions to centreline of mullions/columns.
- Central shifts to installed MEP systems allowed to suit, relocation of MEP items to maintain a considered alignment to the façade pattern.

Given the nature of these works and the potential for this to impact the special interest of the building, no partitioning is permitted until engagement has been undertaken with the LPA to discuss the proposed setting out and whether additional Listed Building Consent is required, and this has been progressed accordingly.

4.04.5 Glazed Installations

Project Design Principles

It is preferable for cellular partitions parallel to the curtain walling to utilise internal glazing to increase transparency across the floor plate. Perpendicular abutments are acknowledged to be plasterboard partitioning to achieve the required performance, however, should the design/performance allow, a fully glazed partitioning system would enhance the external appearance.

As described in Section 4.02 Material Palette, glazed screens are to be timber construction. The glazed screens can either be fully glazed or include a solid base panel (up to 850mm above FFL). Indicative set out examples are shown in Fig. 08 and 09.

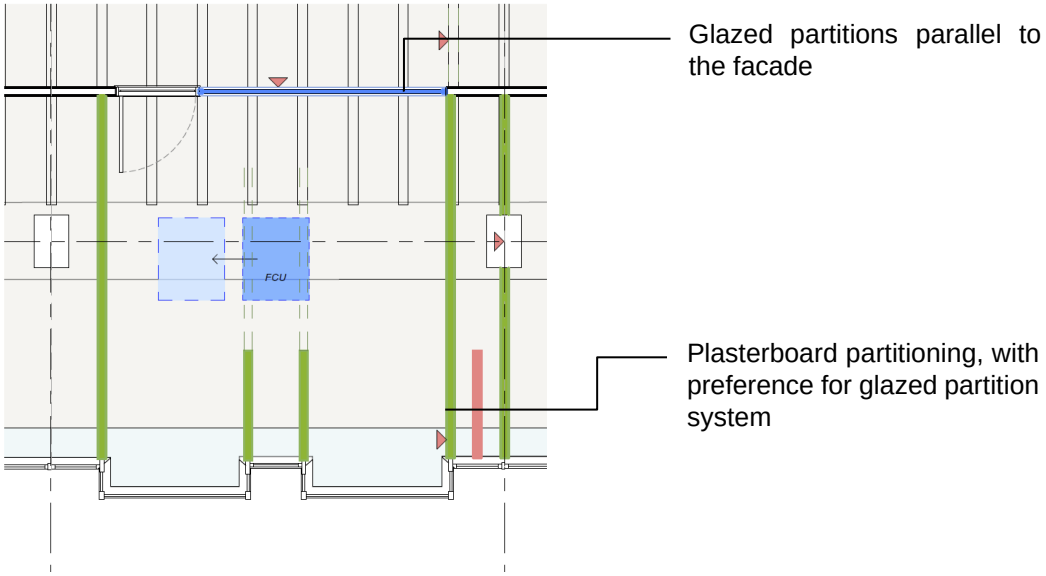


Fig. 07 – Glazed Partition Setout Parameters
(Sketch provided by Sheppard Robson)

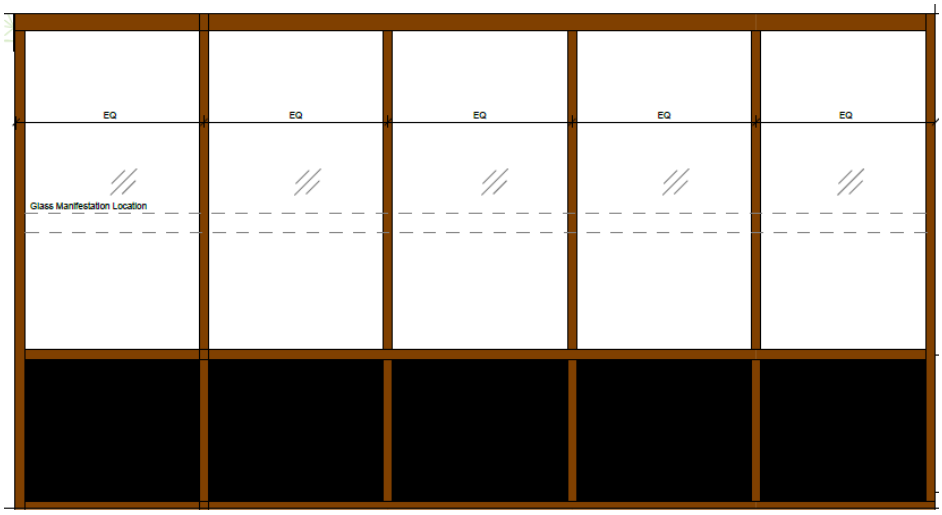


Fig. 08 – Glazed Screen Example Type 1
(Sketch provided by Sheppard Robson)

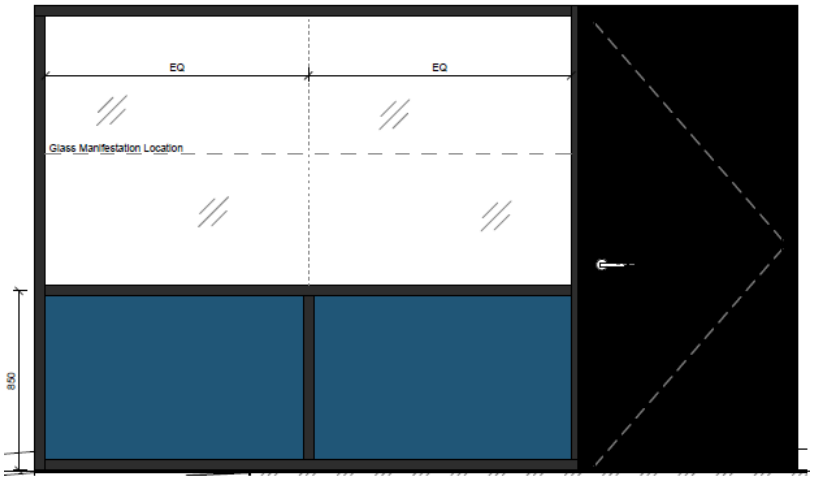


Fig.09 - Glazed Screen Example Type 2
(Sketch provided by Sheppard Robson)

Tenant Fit Out Guide Principles

- Layout to be determined to suit functional requirements of the tenant and following the principles set out in the Tenant Fitout Guide Parameters. NB. An example layout is set out on drawing SK110 in Appendix A.
- Introduction of glazed partitions parallel to façade.
- Introduction of plasterboard partitions perpendicular to façade (with preference for fully glazed system where viable).

Given the nature of these works and the potential for this to impact the special interest of the building, no partitioning is permitted until engagement has been undertaken with the LPA to discuss the proposed layout and style of glazed partitioning to establish whether additional Listed Building Consent is required, and this has been progressed accordingly.
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4.05 Floors

4.05.1 Generally

Project Design Principles

Flooring construction and coverings form one of the most carbon intensive internal installations within both fit out and base build.

At Pall Mall, the floor construction has been carefully evaluated to align to the carbon reduction strategy of the development. The principal floor construction is a re-used raised access floor panel. Reclaimed floor panels are carefully removed from redundant installations and 'detackified' of previous carpet adhesive and tested for compliance. The reused floor panels are installed onto new pedestal under structure performance specified to PSA MOB PF2/PS-SPU. Utilising this floor construction reduces the embodied carbon by c.80% against all new installations.

For the avoidance of doubt, the RAF installations is performance specified as a new installation and complies with all technical standards and warranties of a new system.

Soft floor finishes are typically carbon intensive products, consideration of their impact should be evaluated within the material selection. Additionally, where possible it is a preference for reduction in carpet tile adhesives. Design team should evaluate the feasibility of magnetic flooring grip specifications, such as IOBAC MagTabs to assist in further prolonging the usable life of the RAF panels.

Typically, at structural interfaces (cores, columns) with the floor construction timber skirting boards are installed.

At façade perimeters, typically a bottom transom/floor trim is present which allows the soft floor finish to abut, if sealed surfaces are applied, a compatible silicone floor seal is permitted to the façade. Silicone specification will require a declaration to ensure no adverse impact occurs to the curtain walling installations, e.g. impact to PPC finish.

As the original heritage build was not intended to include for a RAF there are several instances where the RAF will abut up to glazing at low level - this is mediated through a PPC aluminium closer angle (offset by 25mm) from the glazing/frame, colour matched to the window fame. This serves to prevent views into the underside of the RAF from external and provide a neat edge internally, that still allows for cleaning of the glazing from internal.

In isolated locations, due to existing building tolerances between the structural frame and the façade installations, a gap may be present at low level spandrels. This gap is to be infilled with non-intrusive closed either a push fit aluminium pressing colour matched to the curtain walling system, or proprietary trim to match flooring finish. Note: no physical fixing is permitted to the façade.

Works Deemed to be Within the Remit of the Planning Permission and Listed Building Consent (133879/FO/2022 and 133880/LO/2022)

- Installations or alterations to the floors and interfaces as outlined above.
- See sections 4.05.2 and 4.05.4 below for further specific details.

Should there be any deviation from the design details as set out above or additional works are required then tenants will need to engage directly with LPA to discuss whether additional consent is required and progress this accordingly.

4.05.2 Floor Construction

Project Design Principles

The floor construction within the tenant demise comprises of raised access flooring as part of the CAT A installations. Abutments to the façade are foiled taped with a gasket closer. The grid is 600 x 600mm panel, which allows installations of small power and data boxes. The height of the RAF has to be set to allow sufficient installation of small power and data, whilst being cognisant of maintaining a suitable floor-to-ceiling height above. Any adjustments to the height of the RAF are not recommended as this would likely impede the available head height within the suites and also disrupt sightlines when viewed externally.

Any modifications to the CAT A RAF to suit internal arrangements are permitted, subject to modifications being carried out in a manner which does not impact on the warranty of the CAT A installations.

RAF is graded as 'Medium' therefore partitions systems have the ability to be loaded to the system (subject to confirmation of weights), pedestal bridging/stiffening may be required to suit installations. All proposals are to be submitted to Landlord for approval aligned with the system warranty.

At time of original construction, the development did not include RAF installations, therefore a nominal ramp is present at suite entry and egress thresholds. Ramps do not require handrails to comply with Building Regulations, however should a staff member of the tenancy have specialist accessibility needs, installation of a handrail should be returned to the structural floor slab.

At refreshment/tea point locations alternative floor constructions are permitted to limit impact of spillages within the void. Assessment of risk to be undertaken by tenants, as required.

- Option 1: Omit RAF and install void formed and screed assembly (screeds to be finished to perimeters with soft abutment movement joint)
- Option 2: Adjust RAF pedestal heights to suit material choice, inclusion of continuous subbase, floor finish.
- Option 3: Amend void to bund areas of high-water usage
- Option 4: Retain as CAT A installation

Where fire barriers are installed below the RAF, these have been identified with a tape to visible surface of the RAF. Any adjustments to RAF to ensure that any disruptions to RAF fire barriers are appropriately remediated in line with the fire engineers report.

The tenant should be aware of the Landlord Fire Compartmentation as set out in the Fire Strategy document. The tenant is not permitted to remove any void protection/cavity barriers, or to carry out any works that may compromise fire compartment zones that may have been installed as part of the Landlord Shell and Core works. Any amendments to suit internal configuration to be agreed with the Landlord.

Works Deemed to be Within the Remit of the Planning Permission and Listed Building Consent (133879/FO/2022 and 133880/LO/2022)

- Adjustments to RAF to suit functional requirements of the tenant and following the principles set out in the Tenant Fitout Guide Parameters.
- Amendment to RAF to allow installation of partition systems to facilitate slab to soffit internal construction.
- Amendments to RAF to allow provision of electrical and data floor boxes to suit the requirements.
- Addition of void former and screed to locations, in lieu of RAF.

- Perimeter detailing to remain as existing, as shown on Detail 8 on SK113 included in the Appendix, with particular note to façade abutments and trims.
- Retention of existing specification as per base build installations, including fixing of pedestals.

Should there be any deviation from the design details as set out above or additional works are required then tenants will need to engage directly with LPA to discuss whether additional consent is required and progress this accordingly.

4.05.3 Floor Material Palette

Project Design Principles

The material palette is at the discretion of the designer to suit the desire aesthetic and functionality of the fitout. Aforementioned, sustainability and wider material palette considerations should infer a general direction to be sympathetic to the historic fabric in the spirit of the wider carbon reduction goals. All materials should be installed in accordance with the parameters as set out within Section 4.02.

Works Deemed to be Within the Remit of the Planning Permission and Listed Building Consent (133879/FO/2022 and 133880/LO/2022

- Installation of floor finishes to suit functional requirements of the tenant and following the principles set out in the Tenant Fitout Guide Parameters (as per Section 4.02).
- Selection of materials and finishes to be in accordance with the palette as described in Section 4.02 Material Palette which is deemed to be in line with the Planning Permission (133879/FO/2022) and Listed Building Consent (133880/LO/2022) and relevant materials samples agreed with MCC on site and submitted under application ref. 143486/JO/2025 and 143431/JO/2025, and therefore will not require listed building consent.

Should there be any deviation from the design details as set out above or additional works are required then tenants will need to engage directly with LPA to discuss whether additional consent is required and progress this accordingly.

4.06 Ceilings/Soffit

4.06.1 Generally

Project Design Principles

The tenant's demise to Pall Mall is an exposed painted soffit with exposed services suspended from the soffit, services are painted out to match the soffit to provide a neutral backdrop to the primary services when viewed externally.

To installed floors (floors 1, 2 & 6) a central bulkhead is provided aligned to the spirit of the original design intent as a slatted ceiling system installed (source Architects Journal 1970). The presence of a central bulkhead within the space is preferable to any open plan fit out to provide a reference. The central bulkhead desire line aligns to the natural circulation route within the floorplates. The inclusion of the bulkhead offers opportunity for acoustic treatment to the floor plate, whilst maintaining a clear sight line to the perimeter of the façade.

Tenant Fit Out Guide Parameters

- Installation of ceilings/soffits to suit functional requirements/layout of the tenant and following the principles set out in the Tenant Fitout Guide Parameters.

- General ceiling installations are to be in accordance with elements outlined within sections 4.06.1 – 4.06.4, see each section for further details.
- Preference of the introduction of a central ceiling system/finish in the spirit of the original design intent, as outlined in SK111 and SK112 included in the appendix.
- Selection of materials and finishes to be in accordance with the palette as described in Section 4.02 Material Palette which is deemed to be in line with the Planning Permission (133879/FO/2022) and Listed Building Consent (133880/LO/2022) and relevant materials samples agreed with MCC on site and submitted under application ref. 143486/JO/2025 and 143431/JO/2025, and therefore will not require listed building consent

Given the nature of these works and the potential for this to impact the special interest of the building, no works to the ceiling / soffit beyond the central bulkhead is permitted until engagement has been undertaken with the LPA to discuss the proposals and establish whether additional Listed Building Consent is required, and this has been progressed accordingly.

4.06.2 Perimeter Installations

Project Design Principles

The perimeter of the tenant demise is finished with a bulkhead to close off the façade. With the exception of blind boxes, no other fittings, accessories are to be attached to the perimeter detail to maintain clear external sight lines.

Any additional ceiling proposals are to commence beyond the leading edge of the luminaires to maintain a setting out desire line set away from the façade edge.

The perimeter bulkhead colour is to retain a neutral palette to reduce the impact of to the external façade. No deep/dark colours will be accepted. It is noted where ceilings are offered up to the perimeter bulked, the horizontal face may require a tonal colour change to assist colour coordination. The vertical face and the closing return to bulkhead is to retain the landlord neutral colour for consistency.

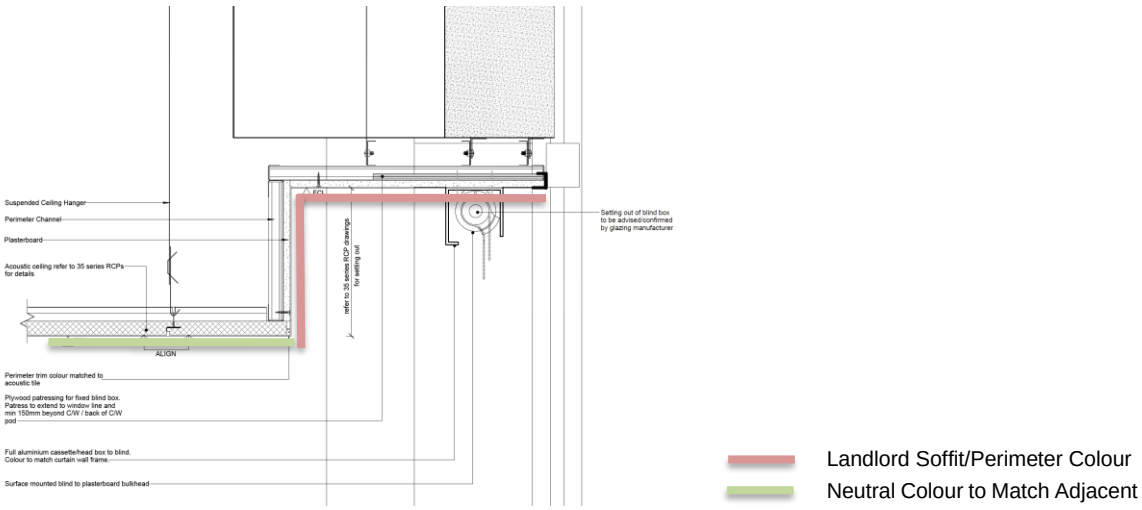


Fig. 10 – Perimeter Bulkhead Sketch
(Sketch provided by Sheppard Robson)

Tenant Fit Out Guide Parameters

- Amendments to the perimeter bulkhead, where interfacing with a new ceiling, as described in the section and in accordance with illustrated sketch in Fig. 10 and as per Detail 1 on SK113 included in the appendix.
- Any amendments to the perimeter bulkhead, where not interfacing with a new ceiling, as described in the section and in accordance with illustrated sketch in Fig. 10 and as per Detail 2 on SK113 included in the appendix.
- Selection of materials and finishes to be in accordance with the palette as described in Section 4.02 Material Palette which is deemed to be in line with the Planning Permission (133879/FO/2022) and Listed Building Consent (133880/LO/2022) and relevant materials samples agreed with MCC on site and submitted under application ref. 143486/JO/2025 and 143431/JO/2025, and therefore will not require listed building consent

Given the nature of these works and the potential for this to impact the special interest of the building, no perimeter installations are permitted until engagement has been undertaken with the LPA to discuss the proposals and establish whether additional Listed Building Consent is required, and this has been progressed accordingly.

4.06.3 Soffit

Project Design Principles

The neutral soffit colour (RAL 7044 Silk Grey) is to be retained to all tenancies.

On the occasion a feature ceiling is adopted to suit internal functionality, alternative colours will only be considered if suitably positioned away from the façade deep within the plan. Viewing angles from the building indicate any variance to the soffit colour should be located **2m** from the façade edge to maintain external consistency.

Tenants will need to discuss any proposed alternative soffit colour / feature ceiling with the LPA to agree whether LBC is required.

4.06.4 Feature Ceilings

Project Design Principles

It is acknowledged that feature ceilings may be required to provide acoustic comfort to meeting rooms, breakout spaces, focus areas. The ceiling design should be sensitive to the geometry of the building, with any requirements commencing beyond the leading edge of the luminaries.

It is recommended that any feature ceilings form an acoustic requirement, rather than just a material feature. This will retain the sustainable ethos of utilising materiality for purpose.

Tenant Fit Out Guide Parameters

- Installation of feature ceilings/soffits to suit functional requirements of the tenant and following the principles set out in the Tenant Fitout Guide Parameters.
- Interface with perimeter bulkheads in accordance with requirements set out in 4.06.2 Perimeter Installations.
- Selection of materials and finishes to be in accordance with the palette as described in Section 4.02 Material Palette which is deemed to be in line with the Planning Permission (133879/FO/2022) and Listed Building Consent (133880/LO/2022) and relevant materials samples agreed with MCC on site and submitted under application ref. 143486/JO/2025 and 143431/JO/2025, and therefore will not require listed building consent.

Given the nature of these works and the potential for this to impact the special interest of the building, no installation of feature ceilings are permitted until engagement has been undertaken

with the LPA to discuss the proposals and establish whether additional Listed Building Consent is required, and this has been progressed accordingly.

4.07 Internal Doors

4.07.1 Replica Heritage Doors

Project Design Principles

Doors from the principal landlord cores are replica heritage solid core doors in Sapele veneer finish. This element whilst replica, is to be considered historic fabric. The door format includes a full height vision panel in accordance with the original design intent. Ironmongery is black metalwork (full height) as per the historic installations.

It is not permitted to either remove/replace or apply a paint finish to the Landlord core Sapele doors to the suite entrances, for the purposes of the Listing, the doors are to be considered as historic fabric.

No amendments permitted to the appearance or set out of the heritage replica doors.

4.07.2 Tenant Fit-out Internal Doors

Project Design Principles

Internal doors will be by selection of the designer to match functional and performance criteria, the designer should reference the format of the replica heritage doors, where any vision panelling is maximum full height, subject to door performance requirements.

Works Deemed to be Within the Remit of the Planning Permission and Listed Building Consent (133879/FO/2022 and 133880/LO/2022)

- Installation of doors to suit functional requirements of tenant fit out and following the principles set out in the Tenant Fitout Guide Parameters.
- Arrangement of the doors to follow format of replica heritage doors (.ie. full height vision panels).
- Selection of materials and finishes to be in accordance with the palette as described in Section 4.02 Material Palette which is deemed to be in line with the Planning Permission (133879/FO/2022) and Listed Building Consent (133880/LO/2022) and relevant materials samples agreed with MCC on site and submitted under application ref. 143486/JO/2025 and 143431/JO/2025, and therefore will not require listed building consent.

Should there be any deviation from the design details as set out above or additional works are required then tenants will need to engage directly with LPA to discuss whether additional consent is required and progress this accordingly.

4.07.3 Riser Doors

Project Design Principles

Riser doors are fire rated metal door assemblies. The doors are primed and painted to match the adjacent core walls. As Landlord core walls/doors are located within the tenants demise, it is acceptable for these doors to be painted to match the design aesthetic of the internal fit out.

Doors are to remain accessible for planned and unplanned maintenance. No fixed items are to be located which will impede access.

Fabric curtains will deemed acceptable providing when curtains are in their open position the fabric does not impede door opening.

With the exception of paint, no applied finishes will be permitted to the riser doors due to their fire performance rating.

Works Deemed to be Within the Remit of the Planning Permission and Listed Building Consent (133879/FO/2022 and 133880/LO/2022)

- Adjustment of paint finish to riser doors to align with aesthetic of internal fitout.
- Selection of materials and finishes to be in accordance with the palette as described in Section 4.02 Material Palette which is deemed to be in line with the Planning Permission (133879/FO/2022) and Listed Building Consent (133880/LO/2022) and relevant materials samples agreed with MCC on site and submitted under application ref. 143486/JO/2025 and 143431/JO/2025, and therefore will not require listed building consent.

Should there be any deviation from the design details as set out above or additional works are required then tenants will need to engage directly with LPA to discuss whether additional consent is required and progress this accordingly.

4.07.4 Ironmongery

Project Design Principles

To be selected, as required for functional and security within the demise. Reference to the full height ironmongery (as installed to replica heritage doors) would be beneficial, but not a prerequisite.

Tenant Fit Out Guide Parameters

- Installation of ironmongery to suit functional requirement of tenant fit out and following the principles set out in the Tenant Fitout Guide Parameters.
- Reference to full height ironmongery beneficial.
- Selection of materials and finishes to be in accordance with the palette as described in Section 4.02 Material Palette which is deemed to be in line with the Planning Permission (133879/FO/2022) and Listed Building Consent (133880/LO/2022) and relevant materials samples agreed with MCC on site and submitted under application ref. 143486/JO/2025 and 143431/JO/2025, and therefore will not require listed building consent.

Given the nature of these works and the potential for this to impact the special interest of the building, no installation of ironmongery is permitted until engagement has been undertaken with the LPA to discuss the proposals and establish whether additional Listed Building Consent is required, and this has been progressed accordingly

4.08 Fixed Joinery

4.08.1 Generally

Project Design Principles

Fixed joinery should be designed to meet the functional requirements of the occupier. Any fixed joinery located to the perimeter should consider either a neutral colour palette or warm tone timbers in accordance with Section 4.02 of this Design Guide.

Joinery is to be fixed to RAF or adjacent wall assembly. It is not permitted to fix and/or restrain to the perimeter curtain walling.

A suggested area for the location of teapoints and kitchenettes has been indicated on SK111, this follows the principles of lower floors within the Tower and allows for simplicity of connection to drainage runs and risers. Alternative locations of teapoints and kitchenettes will be permissible on the basis that they do not run parallel, directly abutting up to the windows (requiring multiple windows to be covered/need manifestation) or cause significant disruption to the visual connection through the floorplate'.

Tenant Fit Out Guide Parameters

- Installation of fitted joinery design to suit functional requirements of tenant fit out and following the principles set out in the Tenant Fitout Guide Parameters.
- General joinery installations providing design is in accordance with elements outlined within this section.
- Selection of materials and finishes to be in accordance with the palette as described in Section 4.02 Material Palette which is deemed to be in line with the Planning Permission (133879/FO/2022) and Listed Building Consent (133880/LO/2022) and relevant materials samples agreed with MCC on site and submitted under application ref. 143486/JO/2025 and 143431/JO/2025, and therefore will not require listed building consent.

Given the nature of these works and the potential for this to impact the special interest of the building, no fixed joinery is permitted until engagement has been undertaken with the LPA to discuss the proposals and establish whether additional Listed Building Consent is required, and this has been progressed accordingly

4.09 External Facade

4.09.1 General Principle

Project Design Principles

The curtain walled façade underwent complete renewal in 2025, the system sympathetically replicated the 1970's façade which provided poor environmental performance and was at the end of life.

As noted within the Listing Designation, the façade design and materiality is highly stylised with a "rhythmic pattern"/setting out. The metal work is bronze/sepia brown (RAL 8014) with glazing units tinted bronze (colour matched to original 1970's installations). The solid vertical cores are clad in handmade mosaic tiles, aligning to geometry which is subtly replicated within the footprint of the building and its inherent setting out.

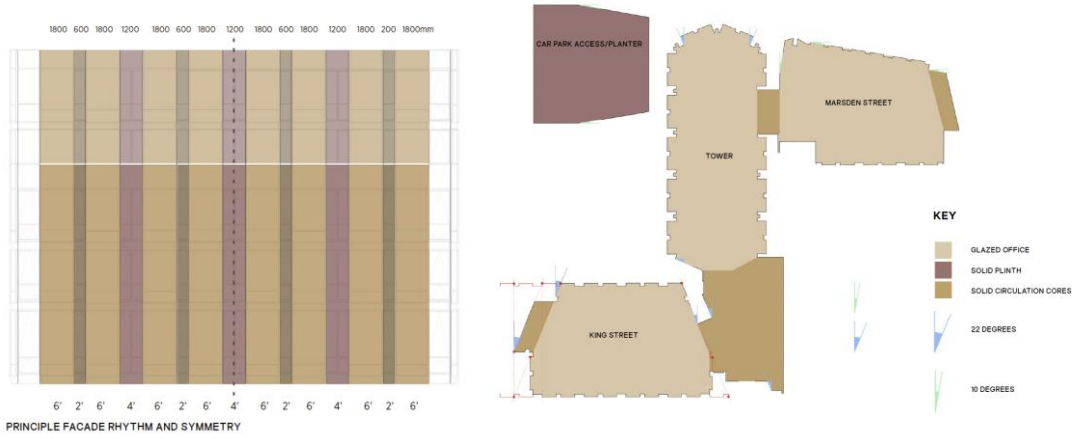


*Fig.*11 – *Heritage Façade & Form Principles*
(Sketch provided by Sheppard Robson)

Internal design aesthetics should be carefully considered in the context of the bronze glazing to ensure the external appearance is not impacted by internal design direction. Consideration should be taken to align designs to a contextualised or complimentary colour palette utilising a contemporary approach to enhance the external appearance.

Whilst the curtain walling assembly is a new installation, the new façade will, aligned to the purposes of listing under listed building definition will be considered as original fabric. Therefore, no major interventions to the façade will be considered under this design guide, with the exception of items aforementioned, e.g. abutment detailing.

Full listed building consent/planning permission will be required should any alteration to the external appearance be required to accommodate tenant requirements.

Designers to be aware of, and respond to, contextual heritage façade, in regards to the proportions and aesthetics, when developing internal fitouts.

No amendments ae permitted to the external façade.

4.09.2 Blinds

Project Design Principles

Blinds have the ability to impact the external appearance of the listed building, therefore this design guide states that all installed blinds will conform to the following:

- Type: Roller
- Blind Box: PPC Aluminium to match window frame
- Fabric: Roe Fabric – Dark Grey
- Horizontal Bar: PPC Aluminium

Floors completed at time of application included blinds by Roe Fabric, however other manufacturers will be acceptable, subject to submission and approval, as long as the aesthetic is matched to existing installations.

PPC aluminium blind boxes are to be included, by tenant. End caps are required to blind boxes to form a three sided blind box, with the fourth side abutted to the curtain wall installation. The colour of the blind boxes are to match the curtain walling RAL.

The blind must not show any graphic, logo, slogans or any other imagery.

Works Deemed Not to Affect the Special Interest of the Building

- Given its specificity installation of blinds in accordance with the specification of the Landlord blind specification as described above are not deemed to affect the special interest of the building and therefore will not require listed building consent.

Should there be any deviation from the design details as set out above or additional works are required then tenants will need to engage directly with LPA to discuss whether additional consent is required and progress this accordingly.

4.09.3 External Signage/Graphics

Project Design Principles

Under no circumstances should applied signage/graphics be adhered to the glazing installations, the glass is to remain clear as per the landlord base build offer. This is to maintain the clarity of the external appearance.

No signage or graphics to be permitted to the windows or external façade.

4.10 Lighting

4.10.1 Generally

Project Design Principles

Lighting set out generally has adhered to a strong rhythmic grid using the setting out of the façade as a design driver. Principle lighting is set to centre lines of the curtain walling assembly, coordinating carefully with the mechanical ventilation. This rhythm provides a strong and consistent external appearance both in daylight and darkness.

Lighting is supplemented by circular downlighters set to centre line of the façade.

The lighting mounting level creates a datum below the mechanical assemblies, drawing the eye away from the exposed services. The on floor lighting is black to reinforce the datum, further reducing the impact of the exposed services.

The lighting has been set out to allow configuration of the floor plate to suit internal needs, amendments to lighting layouts to be communicated to the landlord for agreement.

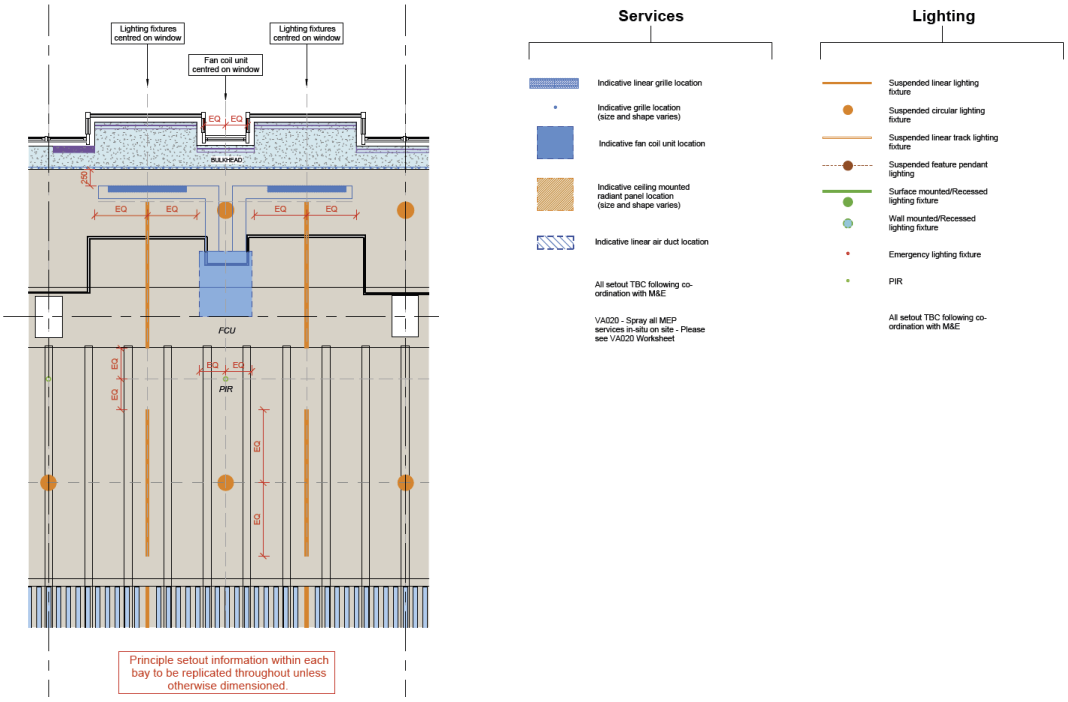


Fig. 12 – Lighting & MEP Setout Principles Sketch
(Sketch provided by Sheppard Robson)

Lighting layouts are provided as the CAT A installations, a sample coordinated drawing is included within the appendix on SK112, defining the horizontal setout and rhythm of the lighting.

Works Deemed to be Within the Remit of the Planning Permission and Listed Building Consent (133879/FO/2022 and 133880/LO/2022)

- Minor amendments to base build CAT A installations to suit tenant functional requirements and following the principles set out in the Tenant Fitout Guide Parameters.
- Quantity and general setting out principles to be maintained to reinforce the rhythm of the external façade.

Should there be any deviation from the design details as set out above or additional works are required then tenants will need to engage directly with LPA to discuss whether additional consent is required and progress this accordingly.

4.10.2 Linear Lighting

Project Design Principles

It is preferable for consistency that linear lights are adopted to the general office environment, either as suspended or recessed;

Liner light specification: LDL Lighting Millie

Linear tapes are suggested to highlight features within fixed furniture.

Works Deemed to be Within the Remit of the Planning Permission and Listed Building Consent (133879/FO/2022 and 133880/LO/2022)

- Minor amendments to base build CAT A installations to suit tenant functional requirements and following the principles set out in the Tenant Fitout Guide Parameters.
- Quantity and general setting out principles to be maintained to reinforce the rhythm of the external façade.
- Lighting specification as outlined within this section.

Should there be any deviation from the design details as set out above or additional works are required then tenants will need to engage directly with LPA to discuss whether additional consent is required and progress this accordingly.

4.10.3 Feature Lighting

Project Design Principles

Feature lighting is included within the common parts and amenity spaces, the feature light selection is a contemporary representation of the era of the building. Occupiers are to consider this within their lighting selection.

Works Deemed to be Within the Remit of the Planning Permission and Listed Building Consent (133879/FO/2022 and 133880/LO/2022)

- Installation of feature lighting to suit tenant functional requirements and following the principles set out in the Tenant Fitout Guide Parameters.
- Feature lighting to be set no closer than 2000mm from façade edge.
- Selection of materials and finishes to be in accordance with the palette as described in Section 4.02 Material Palette which is deemed to be in line with the Planning Permission (133879/FO/2022) and Listed Building Consent (133880/LO/2022) and relevant materials samples agreed with MCC on site and submitted under application ref. 143486/JO/2025 and 143431/JO/2025, and therefore will not require listed building consent.

Should there be any deviation from the design details as set out above or additional works are required then tenants will need to engage directly with LPA to discuss whether additional consent is required and progress this accordingly.

4.11 Signage

Project Design Principles

Signage/graphics included within the tenant demise should be positioned logically to suit the functional requirements of the fit out design. Placement of signage/graphics on internal architectural elements should take due consideration of the internal location and the impact the signage has on the external appearance. Preference for signage to be positioned internally to the tenancy and set back from the façade line.

Landlord signage and wayfinding forms part of the arrival and core arrangement design. No supplementary signage is to be adhered to the replica heritage doors (tenancy side). Directories and suite signage will be updated in accordance with the landlord core signage principles.

Works Deemed to be Within the Remit of the Planning Permission and Listed Building Consent (133879/FO/2022 and 133880/LO/2022)

- Installation of signage to be installed to suit tenant functional requirements and following the principles set out in the Tenant Fitout Guide Parameters.
- Signage should be located central to the plan and not within 1000mm of façade edge.

- Selection of relevant materials and finishes to be in accordance with the palette as described in Section 4.02 Material Palette; and will not affect the special interest of the listed building and therefore will not require listed building consent.

- Selection of materials and finishes to be in accordance with the palette as described in Section 4.02 Material Palette which is deemed to be in line with the Planning Permission (133879/FO/2022) and Listed Building Consent (133880/LO/2022) and relevant signage strategy submitted under application ref. 143486/JO/2025 and 143431/JO/2025, and therefore will not require listed building consent.

4.12 Landlord Areas

No amendments to Landlord areas will be considered.

To a number of floors heritage mosaic tiles have been retained and restored, no fixings are to be applied to the mosaic tiles.

4.13 Mechanical Installations (Tenant)

4.13.1 Design Performance Criteria

External Temperatures	
Winter Extremes	-5°c db, 100% rh
Summer Extremes	32°c db, 22°C wb

Internal Temperatures	
Offices (resultant)	24°c +/-2 Summer
	21°c +/-2 Winter

Humidity	
Offices	40-60% (no control provided)

Noise Levels	
Offices/Meeting Rooms	NR35 (41dBA)

Occupancies	
Offices	1 person/8m2 in open plan

Ventilation Rates	
Offices	12l/s per person
Air Temperature	To be a minimum of 16°C

Air Conditioning Loads	
Solar Gains	To be calculated

Metabolic	12 W/m2 sensible, 4 W/2 latent
Lighting	10 W/m2
Equipment	25 W/m2

Air Movement	
Offices	0.1 – 0.5 m/s
Index Diversity	
Offices	<100%
Control Zones	
Perimeter	<30m2
Internal	<45m2

4.13.2 HVRF Air Conditioning

Office heating and cooling is provided via Mitsubishi Electric R2 type Hybrid Variable Refrigerant Flow (HVRF), City Multi Range (PURY-MYNW-A range) providing simultaneous heating and cooling via ceiling mounted direct ducted Fan Coil Units (FCU). HVRF utilises direct expansion pipes between the outdoor condenser and Hybrid Branch Control (HBC) box, and heated and chilled water from the HBC box to the FCU. The lower GWP refrigerant R32 is used rather than R410a.

The CAT A HVRF systems for the main tower has one system per floor, with 2nr HBC boxes on to 16nr FCU's. Marsden and Kings St 1nr HVRF systems per floor each system with one HBC's. Appropriately sized standard Ceiling Concealed Ducted Indoor Units (PEFY-P-VMA-E) are to be utilised throughout. Air will be discharged by a forward curved centrifugal fan horizontally out of the front of the unit to allow for supply ductwork and appropriately sized new swirl diffusers to distribute air into the room at the required volumes. Return air will be brought in through the rear of the unit.

Central control is to be provisioned with 3nr AE200 centralised control units and 3nr EW50 expansion packs, all located in the main mechanical BMS control panel. The HVRF systems are connected to the fire alarm, via an interface located within the BMS panel. The HVRF controls are supplemented with 2nr PAR U02 controllers per system, located within the office floor areas. All outdoor units are to be located at roof level, on a suitably sized proprietary steel support system which is designed and installed by Strutfoot systems.

On the floors all horizontal indoor pipework is to be sat on an 80mm flanged tray, which is supported on a bracket system of 8mm threaded rod and 41mm x 41mm unistrut. All the riser pipework is to be clipped to unistrut with a compression clip. A condensate line shall be installed to each fan coil unit. This shall be installed and insulated all as per the standard specification. Minimum size of condensate pipes to be 25mm copper or plastic, insulated and gravity fed from each fan coil under the floor to the nearest rainwater down pipe within the suites. Drains to run 1:80 minimum falls.

4.13.3 Ventilation

Primary office ventilation is to be provided to the office floors are served via 3No separate AHU's as follows AHU01 - Kings St Office Block (Floors 1-4 with future allowance for GF) AHU02 - Marsden Street Office Block (Floors GF-5) AHU 03 - Tower Office Block (floors 1-10) main roof mounted Air Handling Units (AHU). The AHU's are positioned externally on the roofs of the blocks they serve.

AHU's have integral DX to heat and cool the incoming supply air along with heat exchange via a thermal wheel.

The AHU's shall distribute air, via a ductwork distribution system to a series of fan coil units located within the open plan offices. The air will be extracted from the floors via a single exposed bell mouth extract. Ductwork within the open plan offices shall be exposed. The supply and extract ductwork routed through risers located adjacent to the stair cores. Secondary ventilation ductwork is directly provided off the fan coil plenum box, supplying Swirl type discharge diffusers. Supply ventilation ductwork located to the office floors (Primary and Secondary) is to be all internally pyrosorb insulated.

Attenuators are provided on the supply and extract downstream of the AHU to limit noise generation to below the levels defined as part of the general planning requirements.
Supply ventilation is demand controlled and modulated based on CO2 readings from sensors in VAV boxes (Variable Air volumes) and additional CO2 sensors located on the floors. The volume can vary from max occupancy down to low/no occupancy provision, down to a minimum AHU supply volume of 60% of supply capacity.

Toilet extract ventilation is via a single AHU located on the main roof. The unit heats the air via an electric heating coil and heat exchange through a thermal wheel. The extract air is through an air valve in each toilet cubicle and supply air is through grilles positioned in the main WC space.

4.13.4 Tenant Amendments

Any amendments to the Landlord mechanical installations to suit internal spatial requirements, require design and technical submittal to Landlord. Landlord to confirm acceptance prior to commencement of any works.

The tenant should be aware of the Landlord Fire Compartmentation as set out in the Fire Strategy document. The tenant is not permitted to form holes/chases through fire rated partitions, or to remove any void protection/cavity barriers, or to carry out any Mechanical works that may compromise fire compartment zones that may have been installed as part of the Landlord Shell and Core works. If any amendments are required to suit the tenants functional requirements, a full fire strategy report will be required.

Works Deemed to be Within the Remit of the Planning Permission and Listed Building Consent (133879/FO/2022 and 133880/LO/2022) and Condition Discharge Application (CDN/23/0516)

- Amendments as required to suit functional layout of tenancy, under the condition setting out principles (as described within this guide) are maintained and fire compartmentations are not compromised.

Should there be any deviation from the design details as set out above or additional works are required then tenants will need to engage directly with LPA to discuss whether additional consent is required and progress this accordingly.

4.14 Electrical Installations (Tenant)

LV Distribution

A newly installed Landlord LV switchboard is provided within the basement area. The switchboard is fed by a newly installed 2MVA transformer (also located in the basement) and provides supplies to:

- Large mechanical plant items
- Landlord electrical DBs
- Landlord and Tenants Vertical rising busbars
- Tenant electrical supplies
- HVAC control panel
- Comms / server room DB
- Passenger lifts

The existing vertical rising busbars provide electrical floor distribution power to each tenant floor via dedicated tenant distribution boards; 1 No. per tenant per floor, fed from busbar tap of units as identified on the LV Schematic. The tenant distribution boards are split load & split metered distribution boards in accordance with Part L of the building regulations. The existing landlord vertical rising busbar has also been re-used to provide landlord distribution boards strategically located throughout the building as identified on the LV Schematic.

Metering, Monitoring and Improving Behaviour

The metering strategy for the building has been provided in accordance with Building Regulations Part L, TM54 and 'Bruntwood Guide to Net Zero Operational Carbon'. The incoming electrical supply is bulk metered at High Voltage. MID approved meters are provided for each tenant for billing purposes as required and MODBUS ready sub meters are provided to monitor:
- Heating
- Cooling
- Auxiliary (pumps and fans)
- Ventilation
- Hot water
- Small Power
- Lighting
- Servers
- Lifts

Lighting Controls

Control of the lighting should be based on a strategy of "default to off, demand to run and automatic switch-off", via absence detection. In transient spaces such as corridors, "automatic on, automatic off" control should be provided. Where possible daylight dimming control should also be installed to conserve energy in daylit spaces.

Data Cabling

Tenants will be responsible for providing their own ICT server equipment (floor distribution cabinets) and server loads should be confirmed with Bruntwood at the time of the lease agreement. The existing load allowance for IT loads is 15kW per 1,000m2 in accordance with BCO requirements. Cabling to data point outlets will be Cat 6A UTP cable with LSZH (low smoke, zero halogen) insulation and sheath.

Life Safety Generator

A 250kVA life safety diesel generator is provided for the refurbished building, located within a dedicated plant room in the basement. A dedicated switch room is provided for the generator supplied secondary life safety switch panel, which is located adjacent to the generator plant room. This provides power for the following:
- Fire fighting lift
- Fire fighting shaft lighting and power
- Smoke vent louvres
- Building maintenance unit

Each load is provided with both a primary and secondary supply, terminated in to an automatic transfer switch adjacent each item of equipment as per BS 8519. Each supply is wired in a PH120 rated cable (FP600s), with the secondary cable routed separately from the primary.

Works Deemed to be Within the Remit of the Planning Permission and Listed Building Consent (133879/FO/2022 and 133880/LO/2022) and Condition Discharge Application (CDN/23/0516)

- Amendments as required to suit functional layout of tenancy, under the condition setting out principles (as described within this guide) are maintained and fire compartmentations are not compromised.

Should there be any deviation from the design details as set out above or additional works are required then tenants will need to engage directly with LPA to discuss whether additional consent is required and progress this accordingly.

5.0 Directory

Pall Mall Landlord Design Team

This list has been provided for information, this directory provides contact information for the project team who were instrumental in developing the original design and contributing to the creation of this design guide. While there is no obligation to utilise this team for future work, they possess a deep understanding of the project's foundational principles and design intent. Any engagement of these team members is solely at the discretion of the tenant, and the client assumes no responsibility for the selection, performance, or contractual agreements made with any individuals or firms listed within this directory.

Details correct as of 18/06/25

Role	**Name**	**Contact**
Client – Project Lead	Bruntwood SciTech	Sam Markowicz [redacted]
Architect	Sheppard Robson	Alex Smith [redacted]
Interior Designer	ID:SR	Marie Leyland [redacted]
Consulting MEP Engineer	Ramboll	Stuart Moses [redacted]
Structural Engineer	DW Consulting	Chris Corrigan
Fire Consultancy	Bespoke Fire	Craig Howard [redacted]
Carbon Assessment	Ramboll	Tom Harley-Tuffs [redacted]
Planning Consultant	Deloitte	Katie Wray [redacted]
Heritage Consultant	Stephen Levrant Heritage Architecture (SLHA)	Kirsten McKnight [redacted]
Specialist Lighting Designer	Artin Lighting	Luke Artin [redacted]
Signage Designer	Placemarque	
Main/Fit-out Contractor	Dragonfly Contracting	Andy Penza [redacted]
MEP Engineering/Sub-contracting	Cubic Works	Andy Mckee [redacted]
Electrical Engineering/Sub-contracting	Carter Electrical Services	Darren Carter [redacted]
Partition & Ceiling Design/Installation	Top-Line Interiors	Ben Waddacor [redacted]
Building Control	Stroma Building Control	Maria Cauldield [redacted]
Lighting Supply (general)	LDL Lighting	Stephen Hill [redacted]

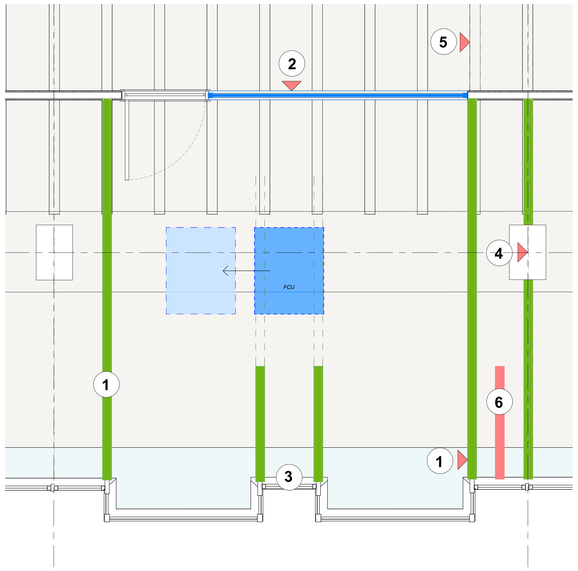
6.0 Appendix

Information provided with the appendix is to supplement and be read alongside the Tenant Guide Fitout Guide.

All information is provided to act as a guide for future tenant fit outs, it sets out key principles and reference points which are both contextually appropriate and compliant with conservation requirements.

All information is shown for illustrative purposes only and should be accompanied with the necessary technical and specialist design information.

Appendix A – 7240-SRA-ZZ-03-DR-A-SK110

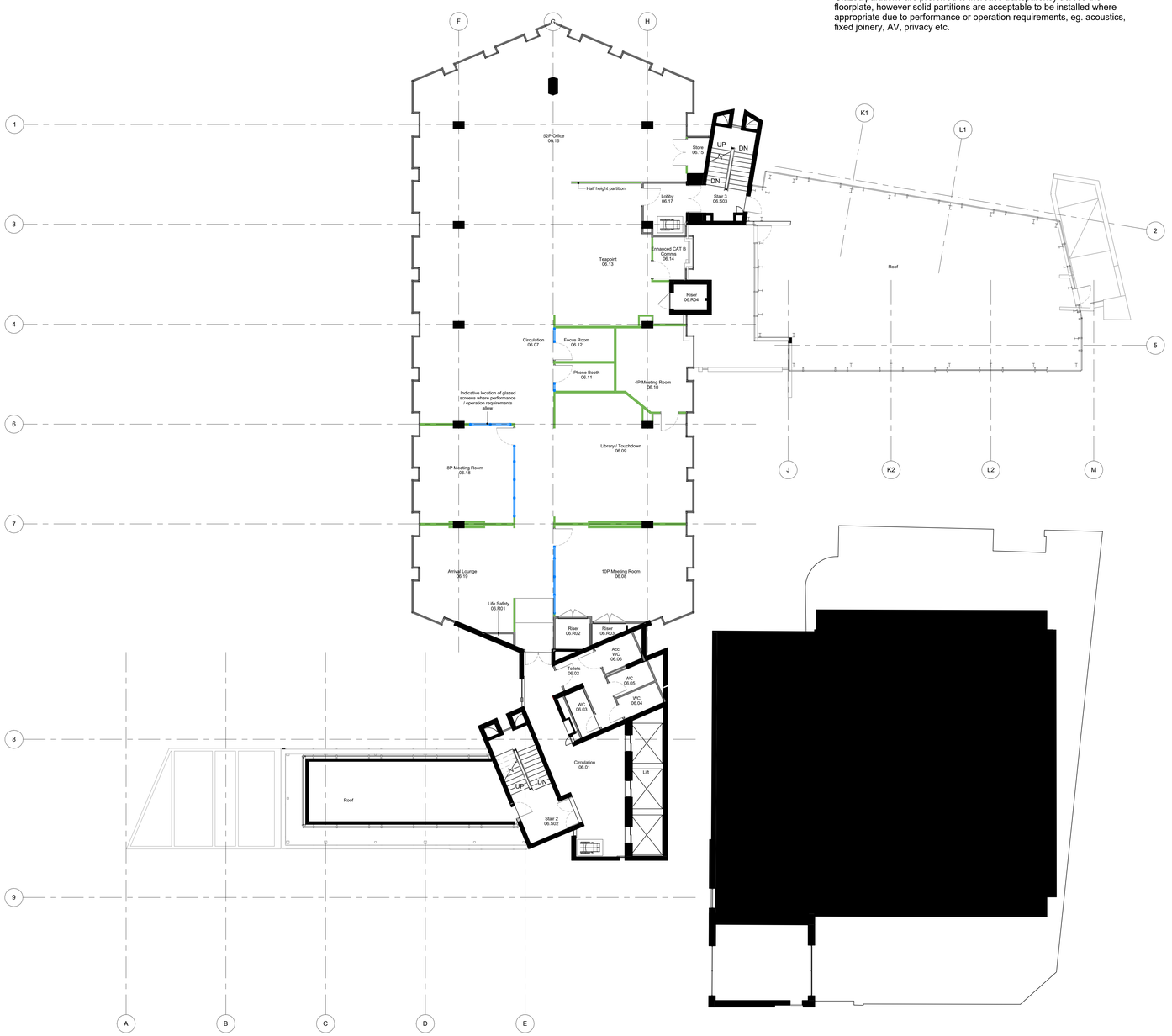


PARTITION PARAMETERS
(Hierarchy of Setout Principles)

1. **Solid partitions running perpendicular to the floor plate to separate offices aligned to curtain wall mullions**
2. **Glazed partitions to run parallel to the floor plate to provide transparency through the building**
3. **Partitions to align with external curtain wall mullions (location will require adjustment to MEP items)**
4. **Partitions to be aligned with columns**
5. **Partition heads to meet coffered ceiling ribs**
6. **No Partitions to abut windows**

LEGEND

- Solid Partition
- Glazed Partition
- Partition in incorrect position



0 1 2 3 4 5 10 m

LEGEND

- Solid Partition
- Glazed Partition
- Landlord Installed Partitions
- Existing Walls

EXAMPLE FIT OUT FLOOR LAYOUT
1:100

Example of a single tenant demise floorplate. Tenant ’s fitouts should aim to reduce cellularisation of the floorplates as much as possible.

Glazed partitions are preferred to increase transparency across the floorplate, however solid partitions are acceptable to be installed where appropriate due to performance or operation requirements, eg. acoustics, fixed joinery, AV, privacy etc.

A0

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REV.	DATE	AMENDMENT
P01	15.10.2025	TFOG Issue
P02	23.10.2025	TFOG Update

NOTES

- Please note that there are areas with limited access. Some areas may differ from the survey information. Structural Slab not surveyed, dimensions to be checked on site prior to construction. Proposals subject to detailed site investigation and opening up works.
- All dimensions to be checked on site and any discrepancies to be highlighted prior to construction.
- Pall Mall Court is Grade II Listed. If in doubt about any element of the works, please consult the Architect before proceeding. Any proposed works that deviate from this drawing are to be reviewed by the Architect prior to carrying out these works.
- Special care to be taken when working adjacent to heritage features such as mosaic tiles or brick floors to stair cores, so as not to disturb or damage these features. Ensure adjacent elements are not damaged.

KEYPLAN



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DRAGONFLY

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PROJECT
Pall Mall Court

SCALE@A0	DATE	ORIGINATOR	CHECKED	AUTHORISED
As indicated		JI	ASM	ASM

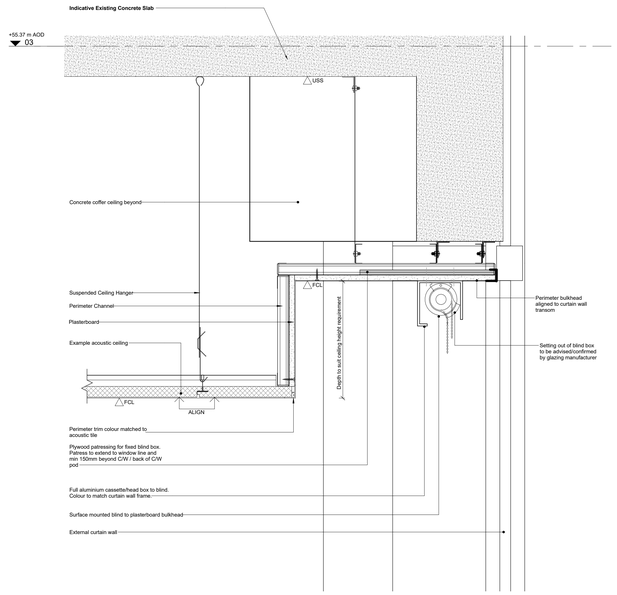
Tenant Fit-Out Guide
6th Floor Example Layout

STATUS	PURPOSE FOR ISSUE	SR NO.
A5	Tenant Fit-Out Guide	7240

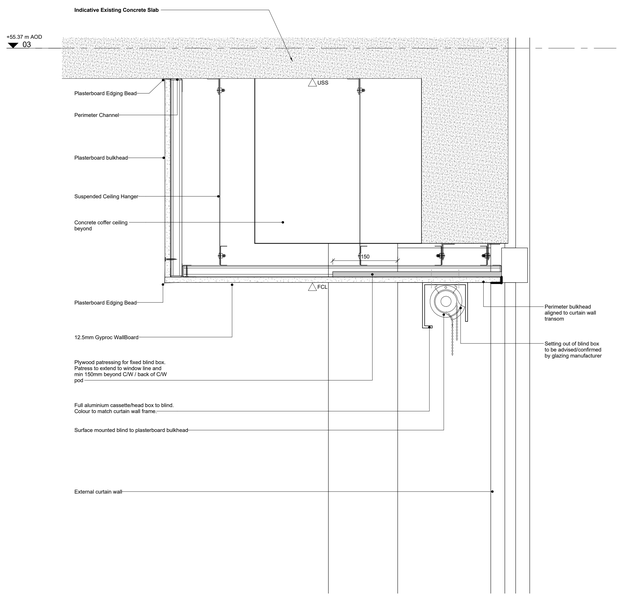
DRAWING NO. REV.
7240-SRA-XX-06-DR-A-SK121

Appendix B – 7240-SRA-XX-ZZ-DR-A-SK113

PERIMETER BULKEAD DETAILS

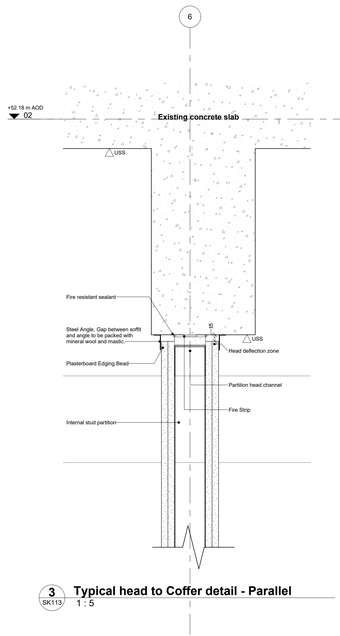


1 SK113 **Acoustic Ceiling Bulkhead to Curtain Walling Detail with Blind Box**
1 : 5

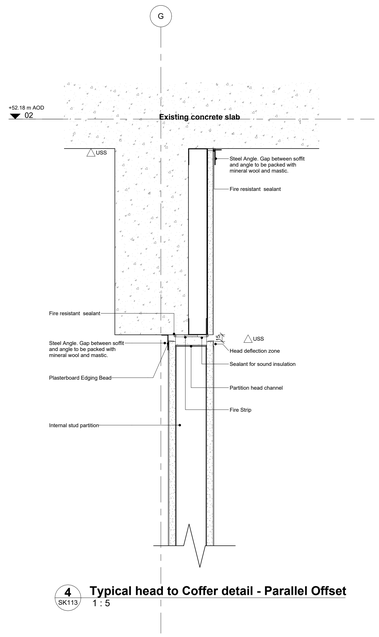


2 SK113 **Bulkhead in Exposed Ceiling Areas to Curtain Walling Detail**
1 : 5

PARTITION HEAD DETAILS (PARALLEL WITH COFFER)

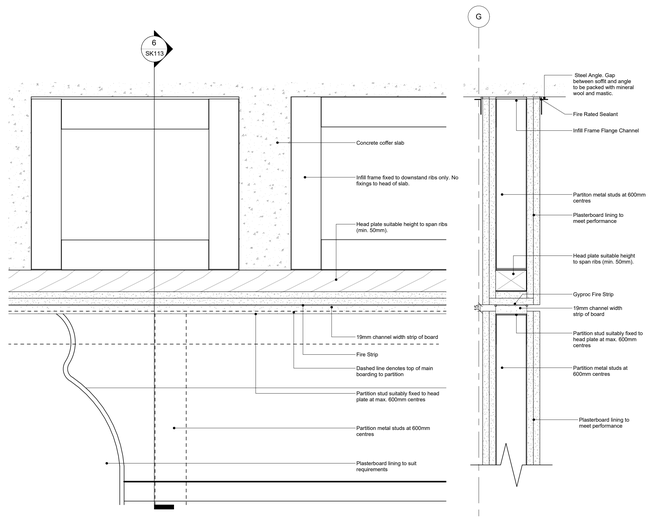


3 SK113 **Typical head to Coffer detail - Parallel**
1 : 5



4 SK113 **Typical head to Coffer detail - Parallel Offset**
1 : 5

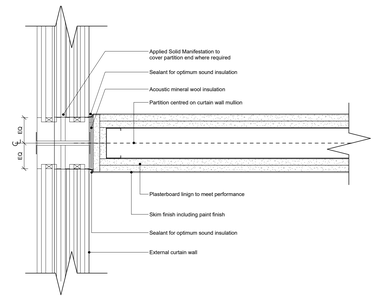
PARTITION HEAD DETAILS (PERPENDICULAR TO COFFER)



5 SK113 **Perpendicular Partition to coffer detail elevation**
1 : 5

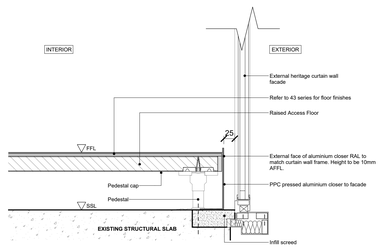
6 SK113 **Perpendicular Partition to coffer detail section**
1 : 5

PARTITION PLAN DETAIL (INTERFACE WITH HERITAGE CURTAIN WALL)



7 SK113 **Partition to External Curtain Walling Center Junction Detail**
1 : 5

RAISED ACCESS FLOOR (INTERFACE WITH HERITAGE CURTAIN WALL)



8 SK113 **Raised Access Floor Detail Interface with Facade**
1 : 5

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TENANT FIT-OUT GUIDE PARAMETERS

Information has been prepared to assist tenants undertaking works within Pall Mall, Grade II Listed Building where sensitivity to historic fabric and statutory obligations is paramount.

The information is to be read alongside The Tenant Fitout Design Guide.

All information is provided to act as a guide for future tenant fit outs, it sets out key principles and reference points which are both contextually appropriate and compliant with conservation requirements.

Should there be any deviation from the design parameters or details in this Design Guide then tenants will need to engage directly with LPA to discuss whether further additional consent is required.

All information is shown for illustrative purposes only and should be accompanied with the necessary technical and specialist design information.

NOTE

ALL DETAILS SHOWN ARE FOR ILLUSTRATIVE PURPOSES ONLY TO DEFINE PARAMETERS AND KEY REFERENCE POINTS TO INFORM THE FITOUT DESIGN.

TENANTS ARE RESPONSIBLE FOR PROVIDING FULL DETAILED DESIGN FROM SPECIALISTS AS REQUIRED.

REV.	DATE	AMENDMENT
P01	08.07.2025	TFOG Isue

NOTES
- Please note that there are areas with limited access. Some areas may differ from the survey information. Structural Slab not surveyed, dimensions to be checked on site prior to construction. Proposals subject to detailed site investigation and opening up works.

- All dimensions to be checked on site and any discrepancies to be highlighted prior to construction.

- Pall Mall Court is Grade II Listed. If in doubt about any element of the works, please consult the Architect before proceeding. Any proposed works that deviate from this drawing are to be reviewed by the Architect prior to carrying out these works.

- Special care to be taken when working adjacent to heritage features such as mosaic tiles or brick floors to stair cores, so as not to disturb or damage these features. Ensure adjacent elements are not damaged.

KEYPLAN



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PROJECT
Pall Mall Court

SCALE@A0	DATE	ORIGINATOR	CHECKED	AUTHORISED
As indicated		**LM**	**JI**	**ASM**

Tenant Fit-Out Guide
Example Interface Details

STATUS	PURPOSE FOR ISSUE	SR NO.
A5	**Tenant Fit-Out Guide**	**7240**

DRAWING NO. REV.
7240 · SRA · XX · ZZ · DR · A · SK113