

**BEFORE THE HEARINGS PANEL**

**UNDER**

the Resource Management Act  
1991 (**RMA**)

**IN THE MATTER OF**

the Proposed Far North District  
Plan (**PDP**)

**ADDITIONAL STATEMENT BY DAVID BADHAM ON BEHALF OF FOODSTUFFS  
NORTH ISLAND LTD**

**PLANNING**

**7 February 2025**

**1. INTRODUCTION**

- 1.1 My full name is David Eric Badham. A full statement of qualifications and experience is within my evidence in chief (**EiC**) that I prepared dated 18 November 2024 on behalf of Foodstuffs North Limited (**Foodstuffs**) as it relates to its submission and further submission on the PDP - Hearing Stream 9.
- 1.2 I virtually attended the hearing on 3 December 2024 to present my evidence and answer questions from the Hearing Panel. I noted three key matters that required follow up post the hearing to assist with the Hearing Panel's understanding of Foodstuffs submission and my EiC:
- (a) The Gross Floor Area (**GFA**) of existing Four Square supermarkets in the Far North District and Northland;
  - (b) More details or information regarding the current optimum standard size of GFA Four Square supermarkets around New Zealand generally; and
  - (c) Consideration of the Reporting Officer's recommended amendments to RSZ-R1 PER-1.
- 1.3 On behalf of Foodstuffs, I address these matters below, and provide this response to assist the Reporting Officer's Right of Reply and the Hearing Panel's consideration of these matters.

## 2. EXISTING FOUR SQUARES IN NORTHLAND

- 2.1 Representatives from Foodstuffs have provided approximate sizing details for 12 Four Square locations in Northland – see Table 1 below. While precise measurements are unavailable due to most of Foodstuffs' Four Square buildings being externally owned, these estimates provide context regarding the sizing of some stores within the Northland network. I have highlighted yellow the existing locations within the Far North District.

**Table 1 – Approximate GFA of Four Squares in Northland**

Store Name	Map Address	GFA
Coopers Beach	9 Coopers Drive, Taipa, Northland Region 0420	644m <sup>2</sup>
Houhora	4139 Far North Road, Te Kao, Northland 0484	450m <sup>2</sup>
Kaeo	13 Leigh Street, Kaeo, Northland 0478	710m <sup>2</sup>
Kaiwaka	1 Kaiwaka-Mangawhai Road, Kaiwaka, Northland 542	790m <sup>2</sup>
Kamo	509 Kamo Road, Kamo, Whangarei 112	560m <sup>2</sup>
Mangawhai Heads	3 Wood Street, Mangawhai Heads, Mangawhai 505	462m <sup>2</sup>
Maungaturoto	163 Hurndall Street, Maungaturoto 520	750m <sup>2</sup>
Parua Bay	1379 Whangarei Heads Road Parua Bay Shopping Centre, Whangarei Heads 174	495m <sup>2</sup>
Ruawai	15 Freyberg Road, Ruawai 530	1,120m <sup>2</sup>
Russell	9/11 York Street, Russell, Northland 202	1,027m <sup>2</sup>
Waipapa	1993 State Highway 10, Kerikeri, Northland Region 0295	506m <sup>2</sup>
Waipu	43 The Centre, Waipu, Northland 510	462m <sup>2</sup>

### 3. SIZE OF FOUR SQUARES ACROSS NEW ZEALAND

- 3.1 Representatives from Foodstuffs have advised that their Four Square brand has gone through a recent refresh. In this regard, I have included in **Attachment 2** Foodstuffs' latest Four Square design guidelines, which provide an understanding of the new design format, what they look like, and what they offer to the wider communities they serve.
- 3.2 The latest design, what Foodstuffs refer to as "4.0 design", is more of a small-scale supermarket offering than a dairy offering, which older Four Squares typically are. The Far North District is a prime example with a higher-than-normal concentration of older format stores that have generally been converted from former dairies. Foodstuffs advise that this revised design enables Four Squares to service the immediate catchment and service the local communities needs, instead of them having to go to a bigger supermarket in larger settlements for their daily or weekly shop.
- 3.3 Foodstuffs further advise that for Four Squares to be able to deliver this service to their communities, the store size needs to ideally be between 500-650m<sup>2</sup>, with the realistic smallest GFA for new stores, now being 500m<sup>2</sup>. This includes retail space and back of house storage areas only. This does not take into account truck turning spaces, secure external back yards to store heating ventilation and air-condition units, and mechanical plants and pallet storage. Foodstuffs advise that this becomes increasingly important in regions where deliveries are staggered, requiring stores to hold more stock than usual.
- 3.4 I originally addressed supermarkets in the Settlement Zone (**RSZ**) in Section 6 of my EiC. In short, I concluded that a GFA of 400m<sup>2</sup> would be more efficient in enabling "supermarkets" to establish and operate in the RSZ, and would provide greater flexibility to accommodate the operational and functional needs of "supermarkets" through a permitted activity pathway. In my opinion, the new information provided by Foodstuffs has demonstrated that:
- (a) There is a variety of existing Four Squares store sizes throughout Northland. Based on the numbers provided for stores in the Far North district, the size varies from 450m<sup>2</sup> – 1,120m<sup>2</sup>.

(b) Foodstuffs approach to the design of current Four Squares shows that they ideally need a minimum GFA of 500m<sup>2</sup> in order to provide the services and storage space expected to serve a regional community.

3.5 As a result, it is my opinion that a minimum GFA of 500m<sup>2</sup> would be more appropriate in the RSZ than 300m<sup>2</sup>, for the same reasons I had outlined in Section 6, and more specifically paragraph 6.13 of my EiC. I have included updated provisions in **Attachment 1** to reflect this.

#### **4. RSZ-R1 PER1**

4.1 I acknowledge specific questions asked by the Reporting Officer and the Hearing Panel regarding my recommendation to delete PER-1 from RSZ-R1. In particular the Reporting Officer sought to clarify if I was aware of the suggested insertion of “controlled or restricted discretionary” to the wording of this rule within the s42A Hearing Report.

4.2 I have reviewed at the wording recommended by the Reporting Officer, and the justification provided within the s42A.<sup>1</sup> My position remains unchanged in relation to what I have outlined in Section 5 of my EiC.

4.3 In short, I continue to consider that PER-1 should be deleted, as I consider that it is more efficient and effective to rely on the activity-based provisions to trigger the necessary resource consents and consideration of activity-based effects, and likewise the standards to trigger consideration of effects related to the infringement of the standards. In my opinion, PER-1 triggers a potentially unnecessary discretionary activity status, when essentially the existing rules and standards should be relied on to do their jobs.

**David Badham**

**Date:** 7 February 2025

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<sup>1</sup> See paragraph 65 of the Settlement Zone s42A Report.

**Attachment 1 – Revised Recommended Amendments to Rural Settlement Zone Provisions**

S42A recommended wording = additions underlined text deletions ~~strikethrough text~~

David Badham EIC recommended wording = additions underlined text deletions ~~strikethrough text~~

David Badham Additional Statement Post Hearing recommended wording = additions underlined text deletions ~~strikethrough text~~

<b>RSZ-R1</b>	<b>New buildings or structures, <u>relocated buildings</u><sup>6</sup> or extensions or alterations to existing buildings or structures</b>	
<b>Settlement zone</b>	<p><b>Activity status: Permitted</b></p> <p><b>Where:</b></p> <p><b>PER-1</b>  <del>The new building or structure, <u>relocated building or extension or alteration to an existing building or structure, will accommodate a permitted, controlled or restricted discretionary</u> activity.</del></p> <p><b>PER-2</b>  The new building or structure, <u>relocated building or extension or alteration to an existing building or structure</u> complies with standards:  RSZ S1 Maximum height;  RSZ S2 Height in relation to boundary;  RSZ S3 Setback (excluding from MHWS or wetland, lake and river margins);  <del>RSZ S4 Setback from MHWS;</del>  RSZ S5 Outdoor living space;  RSZ S6 Outdoor Storage; <del>and</del>  RSZ S7 Landscaping and screening;  <u>RLZ-SX Sensitive activities setback from intensive indoor and outdoor primary production activities; and</u>  <u>RLZ-SY Sensitive activities setback from buildings or structures used to house, milk or feed stock (excluding buildings or structures used for an intensive indoor or outdoor primary production activity).</u><sup>8</sup></p>	<p><b>Activity status where compliance not achieved with PER-2: Restricted Discretionary</b></p> <p><b>Matters of discretion are restricted to:</b></p> <p>a. the matters of discretion of any infringed standard</p> <hr/> <p><b><del>Activity status where compliance not achieved with PER-1: Discretionary</del></b></p>

...

RSZ-R8	Commercial activity	
Settlement zone	<p><b>Activity status: Permitted</b></p> <p><b>Where:</b></p> <p><b>PER-1</b> Any retail activity does not exceed:</p> <ol style="list-style-type: none"> <li>1. GFA of 400m<sup>2</sup> if the site is located in the settlement of Moerewa; or</li> <li>2. GFA of 300m<sup>2</sup> in all other settlements.</li> </ol> <p><b>PER-1A</b> Any supermarket does not exceed GFA of 500m<sup>2</sup> in all settlements.</p> <p><b>PER-2</b> Any office activity does not exceed:</p> <ol style="list-style-type: none"> <li>1. GFA of 200m<sup>2</sup> if the site is located in the settlement of Moerewa; or</li> <li>2. GFA of 100m<sup>2</sup> in all other settlements.</li> </ol> <p><b>PER-4</b> The activity complies with standards: RSZ S5 Outdoor storage; RSZ S6 Landscaping and screening.</p>	<p><b>Activity status where compliance not achieved with PER-1A:</b> <b>Restricted Discretionary</b></p> <p><b>Matters of discretion are restricted to:</b></p> <ol style="list-style-type: none"> <li>a. the location and design of buildings, outdoor areas, parking and loading areas and access;</li> <li>b. hours of operation;</li> <li>c. screening and landscaping;</li> <li>d. wastewater treatment and disposal;</li> <li>e. water supply for drinking and firefighting; and</li> <li>f. stormwater disposal.</li> </ol> <hr/> <p><b>Activity status where compliance not achieved with PER-4:</b> <b>Restricted Discretionary</b></p> <p><b>Matters of discretion are restricted to:</b></p> <ol style="list-style-type: none"> <li>a. the matters of discretion of any infringed standard.</li> </ol> <hr/> <p><b>Activity status where compliance not achieved with PER-1 or PER-2:</b> <b>Discretionary</b></p>

**Attachment 2 – Four Square Project 4.0 Store Guidelines**



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**FOURSQUARE PROJECT 4.0  
STORE GUIDELINES**

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# 1. INTRODUCTION

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Project Objectives

Research and Analysis

Key Drivers

# INTRODUCTION

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## Project Objective

'FourSquare Project 4.0' has focused on creating the next generation FourSquare store and repositioning the brand and store experience. The goal has been to elevate fresh products and the convenience shop, whilst also offering a core range to support the perception of a small supermarket and not a large dairy. The brand, range and design have been rigorously analysed to inform and articulate a new store direction. This direction and design is underpinned by having an accessible pathway for the entire network to follow.

## Research and Analysis

Before the store design and development were addressed, it was important that existing metrics were assessed so the project was underpinned with economic rigour.

Foursquare spend and catchment data was assessed, which provided valuable insights into store performance, ranging, and customer behaviour. Armed with this information and data, a selection of stores were visited that make up a representation of the network. EG, Rural, Beach and Suburban, across Small – Convenience (<300m<sup>2</sup>), Medium – Top Up (320m<sup>2</sup>-620m<sup>2</sup>), and Large – Full Basket (630m<sup>2</sup>+). Sales data was further scrutinised and then categorised into 'indulgence', 'fresh' and 'packaged' goods. The revenue was then overlaid against individual store footprints which highlighted further issues and opportunities for the project.

Concurrently to this process, a customers insights project was undertaken to ensure that our assumptions and the project direction was aligned to feedback from Foursquare and non-Foursquare customers. Additionally, global grocery and convenience trends were identified to ensure that the latest thinking was embedded into the considerations.

## Key Drivers

### Strengthen The Positioning

Foursquares occupy an area between being considered a dairy and a small supermarket. If they have a fresh offer they create a separation from dairies but are still not a supermarket. The strongest element of the Foursquare offer is their connection with 'the local', followed by their fresh offering.

The suggested solution is that Foursquare owns **"Your Local, Fresh Grocer"**. The reintroduction of 'grocer' embraces the heritage and clearly communicates the positioning.

### Introduce Core Essentials

There are currently no minimum standards for the Foursquare network, and fundamental 'best practises' are being missed. By introducing 'core essentials', this creates consistency across the network with a pathway for all to follow. This also allows the network to approach development in stages.

### Redefine The Store Environment

The current store environment is dated and misaligned with the brand positioning and communication. It can not be polished, cold, slick or industrial. The store environment needs to reinforce the positioning and messages of being local. It must promote fresh and also embrace the brand heritage - being a grocer.



# 2. USING THE GUIDELINES

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Updating Items

Undertaking a DIY Project

Undertaking an Assisted Project

The 4.0 Development Process

# USING THE GUIDELINES

## What Pathway Suits You?

The guidelines provide a complete specification of all the fitout and fixtures that you will require to undertake and comply with Project 4.0. The development process is spilt into 4 Stages, to guide you from an initial plan and due diligence report all the way through to construction. You may wish to undertake a project independently and implement the contents of the guidelines, or you may prefer to utilise the FSNI project team. The FSNI project team are very familiar with the guidelines and process, and are well positioned to guide you through the process.

Development Process	Updating Items	Undertaking a DIY Project	Undertaking an Assisted Project
<b>Undertake Stage 1</b> - Due Diligence Report - Retail Plan	N/A	✗ The FSNI project team (RCG) is required to undertake the Stage 1 Report	✗ The FSNI project team (RCG) is required to undertake the Stage 1 Report
<b>Undertake Stage 2</b> - Concept Design - Cost Planning	N/A	✓ You will use the <b>guidelines</b> with your own team to undertake the concept design for your store. <b>However</b> , you may also want to engage the FSNI project team to undertake a retail plan for this stage, before undertaking the build yourself.	✗ - The concept design phase will be undertaken for you, by the FSNI project team - A cost plan will be undertaken by DMP to compile the total project costs
<b>Undertake Stage 3</b> - Construction Documentation - Building Consent Application - Tender the Construction and Refrigeration packages - Select separate supply items and coordinate pricing	✓ - You will use the <b>guidelines</b> yourself or with your own team to <b>select</b> the new signage, paint finishes or fixtures that you require. - Contacts and specifications of all items are included within the guidelines.	✓ - You will use the <b>guidelines</b> with your own team to support the specifications for the construction documentation. - You will undertake the building consent application yourself. - You will coordinate and manage the separate suppliers yourself, using the specifications and contact details within the guidelines.	✗ - The construction documentation will be undertaken for you, by the FSNI project team - The building consent will be submitted for you, by the FSNI project team - The tender(s) will be coordinated and managed for you, by the FSNI project team - The separate suppliers will be coordinated and managed for you, by the FSNI project team
<b>Undertake Stage 4</b> - Construction - Installation of fixtures and separate supply items	✓ - You will use the <b>guidelines</b> yourself or with your own team to <b>implement</b> the new signage, paint finishes or fixtures that you require. - Contacts and specifications of all items are included within the guidelines.	✓ - You will use the <b>guidelines</b> yourself or with your own team to <b>implement</b> the new signage, paint finishes or fixtures that you require during construction - Contacts and specifications of all items are included within the guidelines.	✗ - The construction process will be managed for you, by the FSNI project team - The coordination of the separate suppliers will be managed for you, by the FSNI project team

Contact your business partner if you have questions about the process or would like to be put in touch with the FSNI design team. They will be able to provide you with store examples of who undertook the various processes.

# THE 4.0 DEVELOPMENT PROCESS

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## The 4 Stages of Development

A 4-Stage development process has been established to guide you through upgrading your store to 4.0. The stages have been created to ensure that we canvas the correct opportunity for your store relative to a number of different metrics, then support its realisation with a thorough understanding of the costs and timeframes.

The 4 Stages are as follows:

### Preliminary

- You will receive an 'Operator Checklist' (refer to Appendix B) which will need to be completed and returned to your business partner/FSNI
- You will need to sign and return the engagement letter, provided by RCG before the progression of Stage 1
- Timeframe: **Allow 1 Week**

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### Stage One - Project Scoping

- This phase involves a site meeting/visit with your business partner and RCG. The outcome is a Stage 1 Report which will communicate key market and range considerations for your store, a scope priority list and a potential layout recommendation via a sketch plan. The report is tabled with yourself and FSNI for consideration then approval to move to Stage 2.
- Specifically, this phase is about gathering information to inform a project brief. We come prepared to a site armed with valuable insights around your catchment, range and existing turnover. This allows us to have a robust conversation around the project scope and offer initial insights, identify opportunities and risks - all to inform your direction.
- Timeframe: **Allow 2 Weeks**

01

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### Stage Two - Project Establishment and Concept Design

- This phase is focused on testing whether the project is viable in terms of outcomes and costs.
- We progress the sketch plan into CAD format and accurately design the retail layout to depict the general arrangement and the opportunity. We will often develop the project in 3D and demonstrate what the space will look like internally and externally.
- The preliminary project plans and visuals then proceed to get priced. The costing exercise includes all related project costs, to compile a total project cost outlay.
- The building plans, visuals and cost report are then presented as a Stage 2 Report for the consideration of yourself and FSNI (if they have an interest in the project).
- Timeframe: **Allow 3-4 Weeks**

02

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### Stage Three - Developed and Detailed Design

- This phase is focused on getting the project to a stage where construction / development can commence.
- Once the Stage 2 report is approved, a project consultant team will be compiled to undertake the design and documentation required for consent (Resource/Building) and/or construction. This may include a project manager, structural engineer, civil engineer, fire engineer, services engineer, geotechnical engineer, contamination consultants, planners.
- A separate engagement letter will be provided to confirm the engagement of the consultant team, so you are aware of the costs and timeframes with this part of the process.
- The consultant team will be responsible for preparing all the information required to obtain the Resource Consent and/or Building Consents, and have a construction set of plans ready to commence on site.
- Often, a construction tender will also be undertaken (project specific), which will be run by the project manager.
- Timeframe: Project Specific, however as a guide, **Allow 6-8 Weeks for a fitout, and 5-6 Months for a New Build (not including consent processing time)**

03

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### Stage Four - Construction

- This phase is focused on delivering the project and is where the bulk of the costs are typically incurred.
- Timeframe: Project Specific.

04

# 3. EXTERNAL SPECIFICATION

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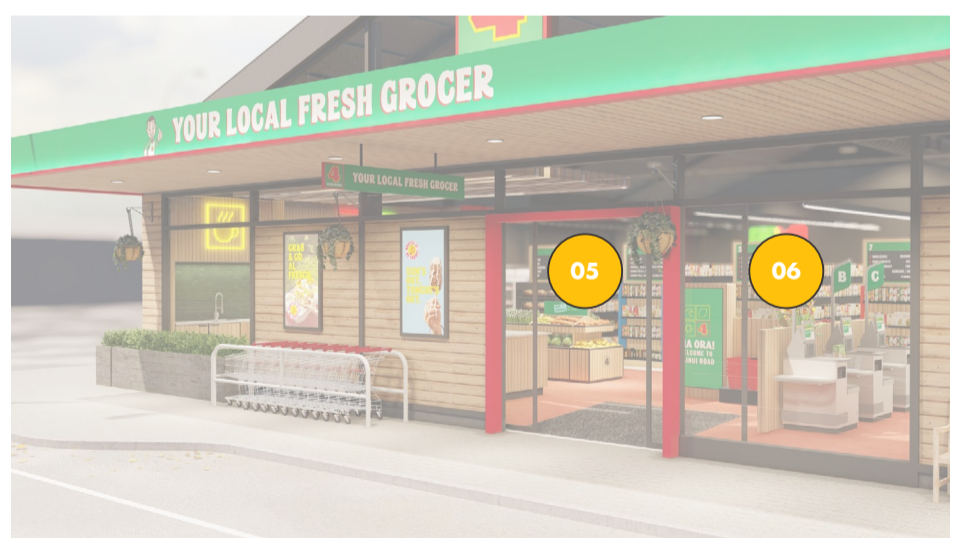
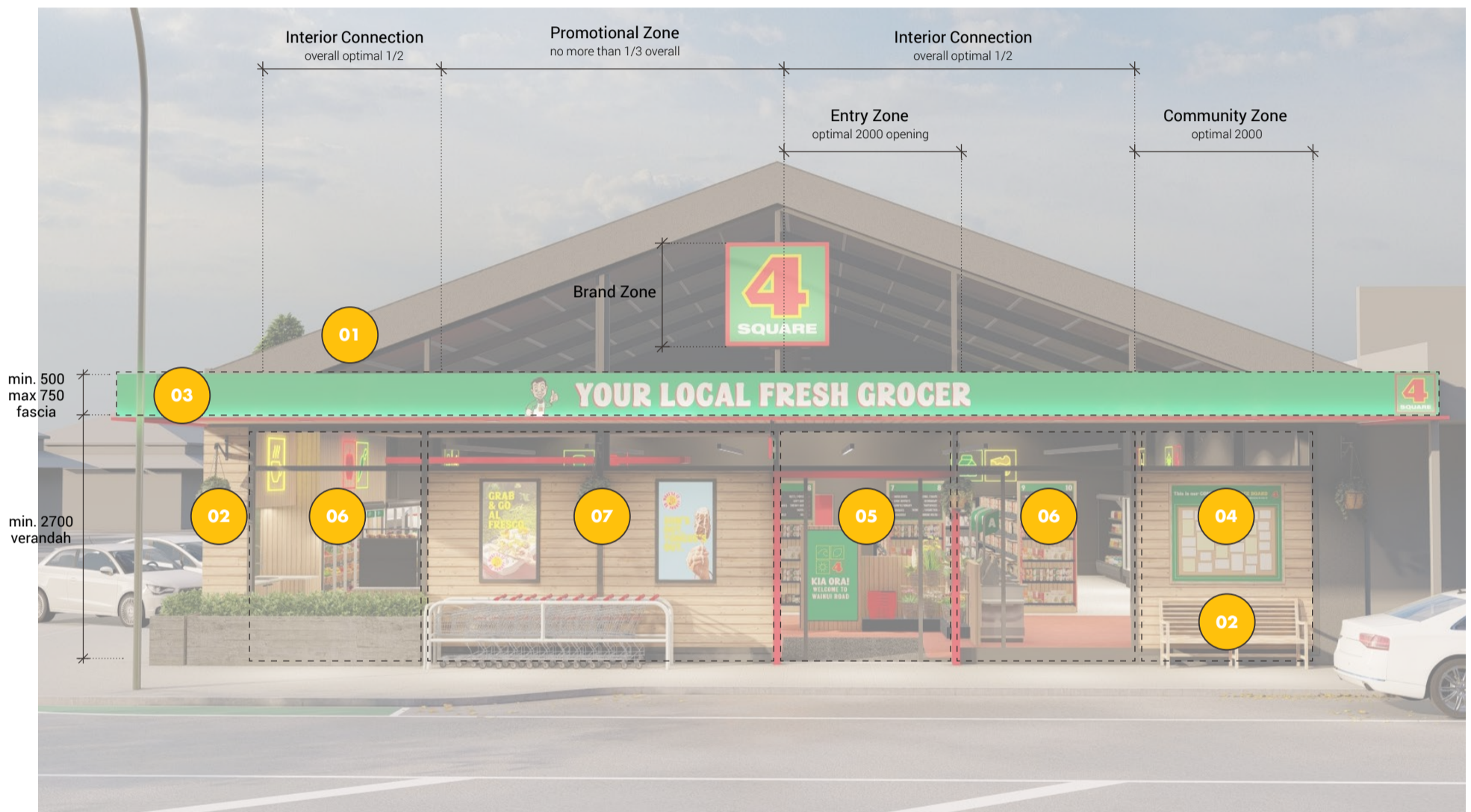
Shopfront Zones

External Brand Components



# SHOPFRONT ZONES

With a brand heritage spanning decades, and some 160+ stores in the North Island network, it isn't surprising that there are some dated and varied building typologies among the network. Subsequently, there isn't a 'one size fits all approach' to the exterior presentation of the stores. Because of this, we have distilled the key components of the typical store design and formulated a commonality to follow. This should be executed for new build stores, and applied as a guide with existing stores.



Shopfront Zone Legend			
01	Primary Building Colour	05	Entry Zone
02	Secondary Building Colour	06	Shopfront Window Zone
03	Building Fascia	07	Promotional Zone
04	Community Zone		

### 01 - Primary Building Colour

To create the appropriate hierarchy, and allow the brand components to take precedence, the primary building colour needs to be recessive and create the backdrop for the brand. With existing stores, items 1,2 and 3 need to be assessed in conjunction and applied as the building typology allows. This colouring can be applied to timber, metal profiles, lightweight concrete systems

**Refer to F01 in the finishes schedule.**

### 02 - Secondary Building Colour

If building new, the secondary colour should be blocked as shown, and used as a **brand zone**. If the store is existing, it is recommended that a section of the shopfront incorporates the material (or colour) to create relief and warmth. If possible the brand logo should be integrated. The proportion of the secondary colour should roughly be 1/3 or 1/4 of the facade. If possible and appropriate, the material should wrap around the side elevation of the building, as per images. **Refer to F02 and F03 in the finishes schedule.**

### 03 - Building Fascia

Most stores have a fascia, of varying sizes and lengths. This is where the brand colour and tagline need to through. The fascia contains the Foursquare Button Sign, FourSquare Tagline and Charlie. In circumstances where an existing fascia does not provide enough depth (<500mm), then the fascia needs to be overlaid with ACM to achieve sufficient depth. **Refer to the signage chapter for further information.**

### 04 - Community Zone

The community zone is for the community. It is a space where people can sit and enjoy products bought at FourSquare. It is a space where they can read the community notice board. It is a space where they can connect with others. This space reinforces messages of local, and puts the community at the heart of the brand. The community zone is sized for a triple timber seat and the community notice board, this is roughly 2000mm in length. **Refer to the signage chapter for further information.**

### 05 - Entry Zone

Where possible, the entry zone should located centrally. The entry zone includes the entry portal, an automatic double door with fixed glazing either side. **Refer to the signage chapter for further information.**

### 06 - Shopfront Window Zone

The shopfront window creates a connection between the street and the store. This space needs to be **free** of any promotional material or 3rd party branding - there has been other space dedicated for this use. The shopfront connection zone would usually be 50% of the street facing shopfront. Larger new build stores may have less as an overall percentage but not less than 4 meters. Existing stores must adapt this as appropriate.

### 07 - Promotional Zone

A dedicated promotional zone is ideally situated in conjunction with a trolley bay or the carpark. In most instances, this will still be highly visible to approaching foot and vehicle traffic. Where possible, these promotional spaces are digital screens.

# SHOPFRONT EXAMPLES

With a brand heritage exceeding 98 years, and some 160+ stores in the North Island network, it isn't surprising that there are some dated and varied building typologies among the network. Subsequently, there isn't a 'one size fits all' approach



Example: Eden Terrace Shopfront



Example: Matakana Shopfront



Example: Te Puna Shopfront



Example: Paeroa Shopfront

# 4. LAYOUT PRINCIPALS

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Optimal Arrangement

Key Principals

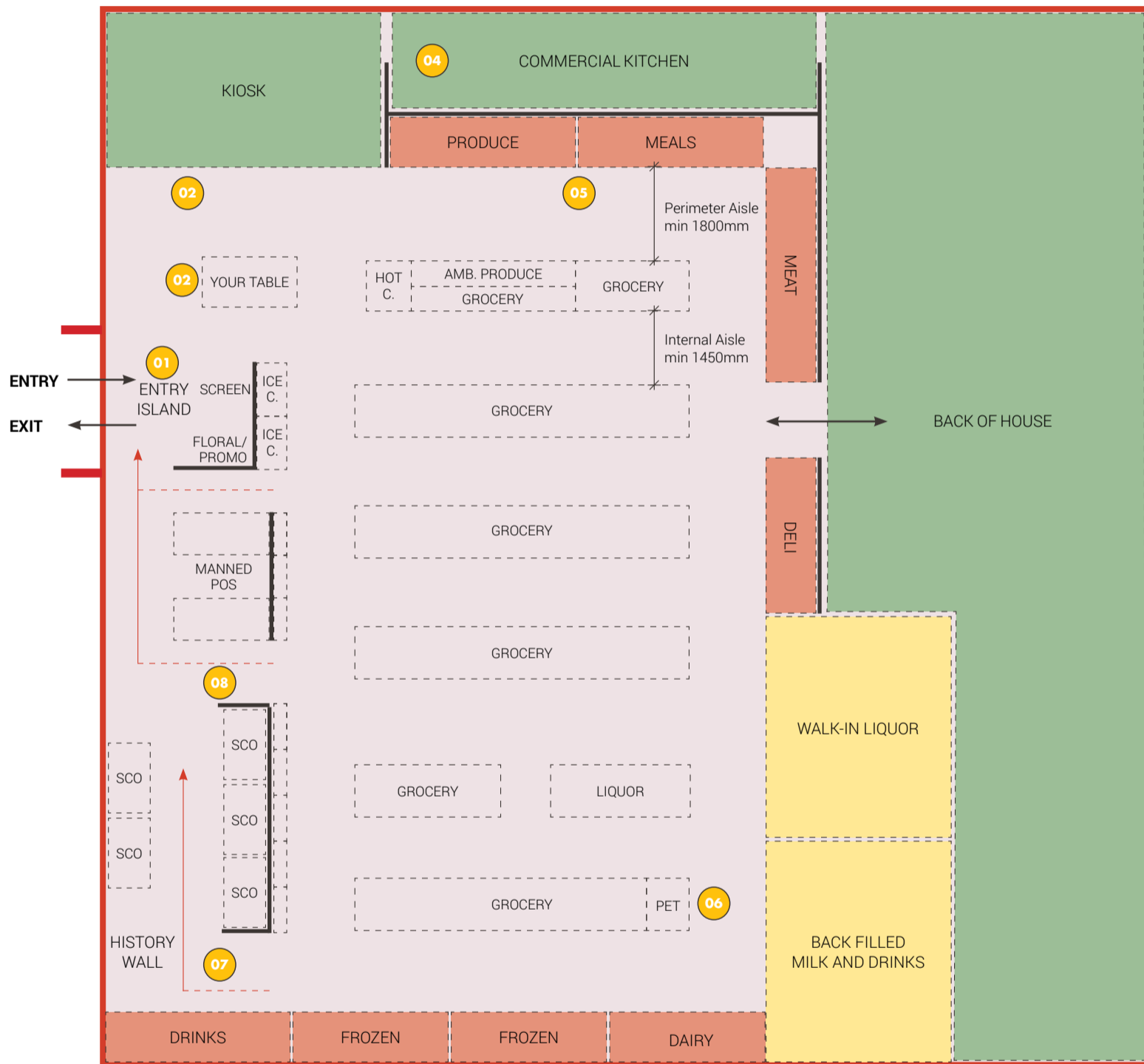
Store Shape Variations

Kiosk Principals

# STORE ARRANGEMENT AND PRINCIPALS

## Optimal Arrangement

As part of Project 4.0, a typical store was hypothesised. This store was designed to an optimal layout which depicts the flow of departments and other BOH considerations. It was acknowledged that every store is constrained by different building shapes and entry locations, so variations have been suggested on how the intent could still be applied. The below is a guide which arranges all the components in an ideal setting.



## Key Principals

### Entry and Kiosk

- 01 Most stores have single entry/exit points. In these instances, the entry island needs to be used to help separate the customer flow.
- 02 The Kiosk and the Food-To-Go offer needs to lead the arrangement
- 03 The first aisle, or at least the entry, needs to be low height. This space will feature the seasonal bakery products and also ambient produce
- 04 It is favourable that the commercial kitchen feeds directly into the kiosk. This is possible with a galley kitchen arrangement, and the multi-tier chillers nestle in front of this.

### Department Arrangement

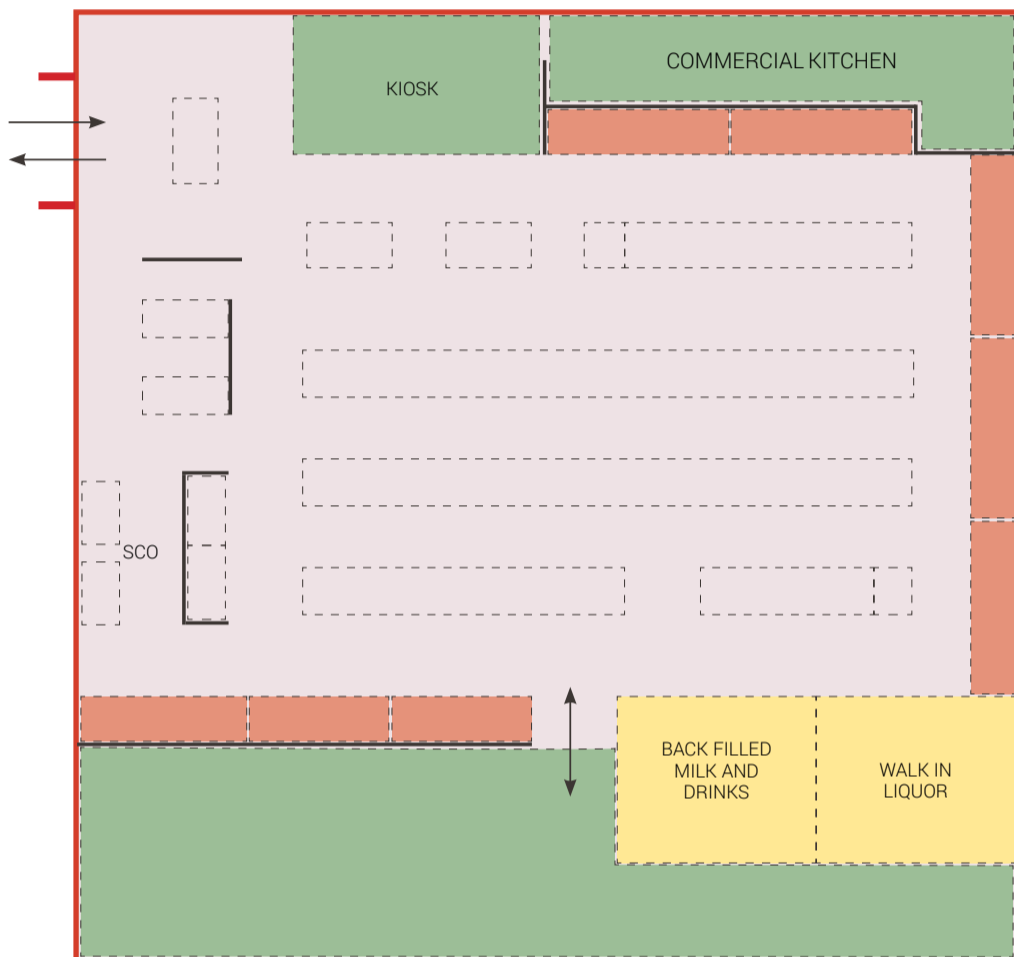
- 05 The department flow ideally needs to be: Produce, Meals, Meat/Seafood, Deli, Liquor, Milk, Dairy, Frozen, Impulse Drinks. Ideally liquor is positioned beside Deli and the coolroom walls also form part of the back filled milk and drinks. In some instances these may be separated (eg, with the BOH door)
- 06 Aisle ends will be hard-working. Front facing aisle ends will be used for promotional space and the rear-facing aisle ends will often be used for adjacent categories - EG, Pet Food

### Point of Sale

- 07 Self-Service checkouts are the priority in the Point of Sale space. They may be integrated as single or double bag units. They can be arranged in a number of different ways and integrated with an impulse offer and also the manned lanes.
- 08 The manned lanes will often be positioned in between the SCOs and the exit, this is to assist with smaller staff numbers and security considerations.

# STORE SHAPE VARIATIONS

The application of the 4.0 principals will need to be reviewed on a store-by-store basis due to the variation in store footprints and building constraints. However, there are some common shopfront/entry arrangements which we have identified below, and iterated the 4.0 principals to support these shapes - should you require them.



## Single Corner Entry

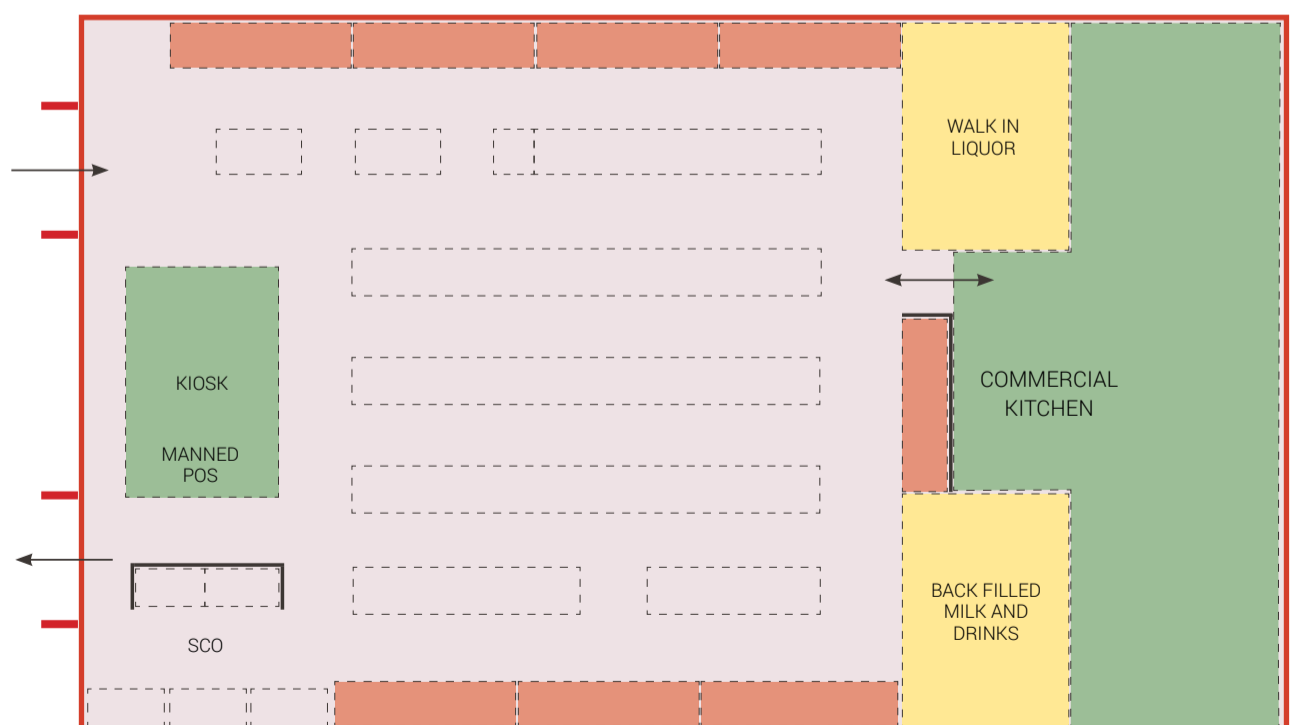
Key differences/considerations include:

- The kiosk remains stacked with the kitchen, but moves further towards the back.
- The BOH location needs to move so the POS can remain close to the entry/exit location. Having the entry doors in one corner and POS in the other corner does not work.
- Additional promotional tables are required at the entry to assist with the stacked kiosk shape.
- The corner entry and side BOH generally means that there will be less aisles, but these will be longer.

## Dual Entry/Exit

Key differences/considerations include:

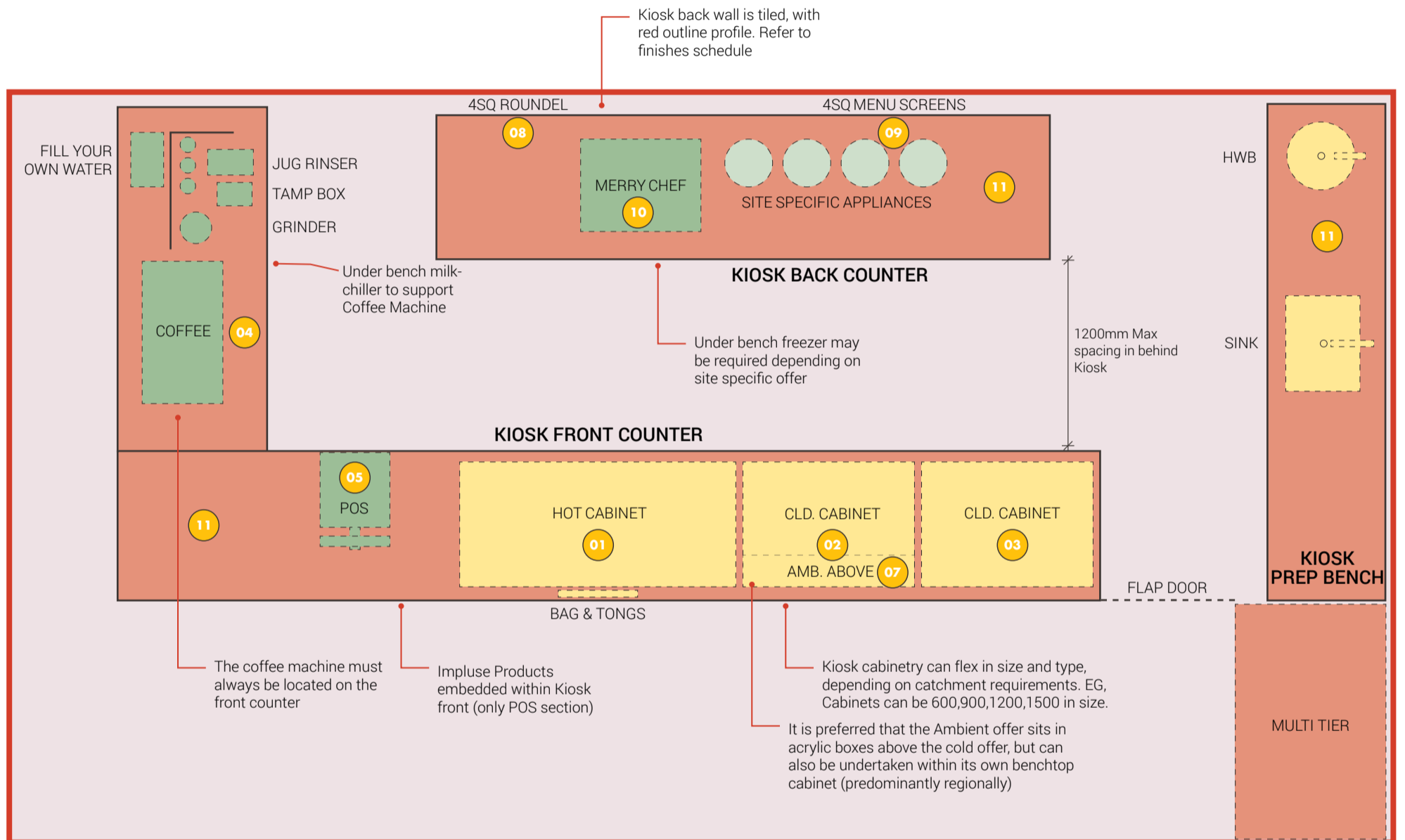
- The dual entry and exit locations can sometimes make activating the store front quite challenging. In these instances the kiosk can be used to help split these functions, and also provide the main manned lane at the checkout space (saving on labour).
- The main negative about this layout is the split kiosk and kitchen functions. It is not possible to stack these 2 components because of the store width.
- The walk-in liquor and back filled milk and drinks form the back wall for this store type.



# KIOSK ARRANGEMENT AND PRINCIPALS

## Optimal Arrangement

The kiosk is the pinnacle of the 'Fresh' and 'Food To Go' offer. It leads the store presentation and is first in flow. It can display the freshly made products from the on-site commercial kitchen, or curates other products from other local suppliers. The kiosk also has the ability to be 'flexed' to suit local catchments and demands - EG, lotto, an icecream offer. It has a full POS setup and can also double as the main manned lane in smaller footprints, to ensure labour costs are acknowledged.



Refer to adjacent page for Kiosk images

## Kiosk Schedule

The below schedule can be read in conjunction with the finishes schedules, located further in this document.

No.	Item	Supplier	Product	Notes	No.	Item	Supplier	Product	Notes
01	Hot Cabinet	Cossiga	Chicken and Chips Pies	Multiple sizes available	07	Ambient Case	Cossiga	Croissants, Donuts	Sits loosely on other cabinets.
02	Chilled Cabinet	Cossiga	Sandwiches, Rolls, Pizza, Pasta, Salads	Multiple sizes available	08	4SQ Roundel	Signage Supplier		Non-Illuminated Direct Fix To Tiles
03	Chilled Cabinet	Cossiga	Single Serve Drinks	Multiple sizes available	09	2x 4SQ Screens	Hyper		2x 43" Screens Required Artwork By FSNI
04	Coffee Machine - Grinder	Flight Coffee		Requires Plumbing and Drainage	10	Merry Chef	Southern Hospitality		
05	POS Equipment	FSNI I.T.		Installation undertaken by FSNI	11	Joinery	Joinery Supplier		

**Note:** Cabinets may change between self serve and serve over, depending on location.



# KIOSK CONSIDERATIONS

Four Square Red, LED Extrusion Light. Suspended over the front counter.

Autex acoustic ceiling feature above Kiosk. Modular to suit desired size. Generally positioned over Front Counter.



Artist Impression of the Kiosk

Hanging baskets are encouraged to add greenery and warmth

Refer to the wall schedule for information on the Kiosk finishes



Artist Impression of the Kiosk

# 5. INTERNAL SPECIFICATION

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Flooring

Ceiling

Lighting

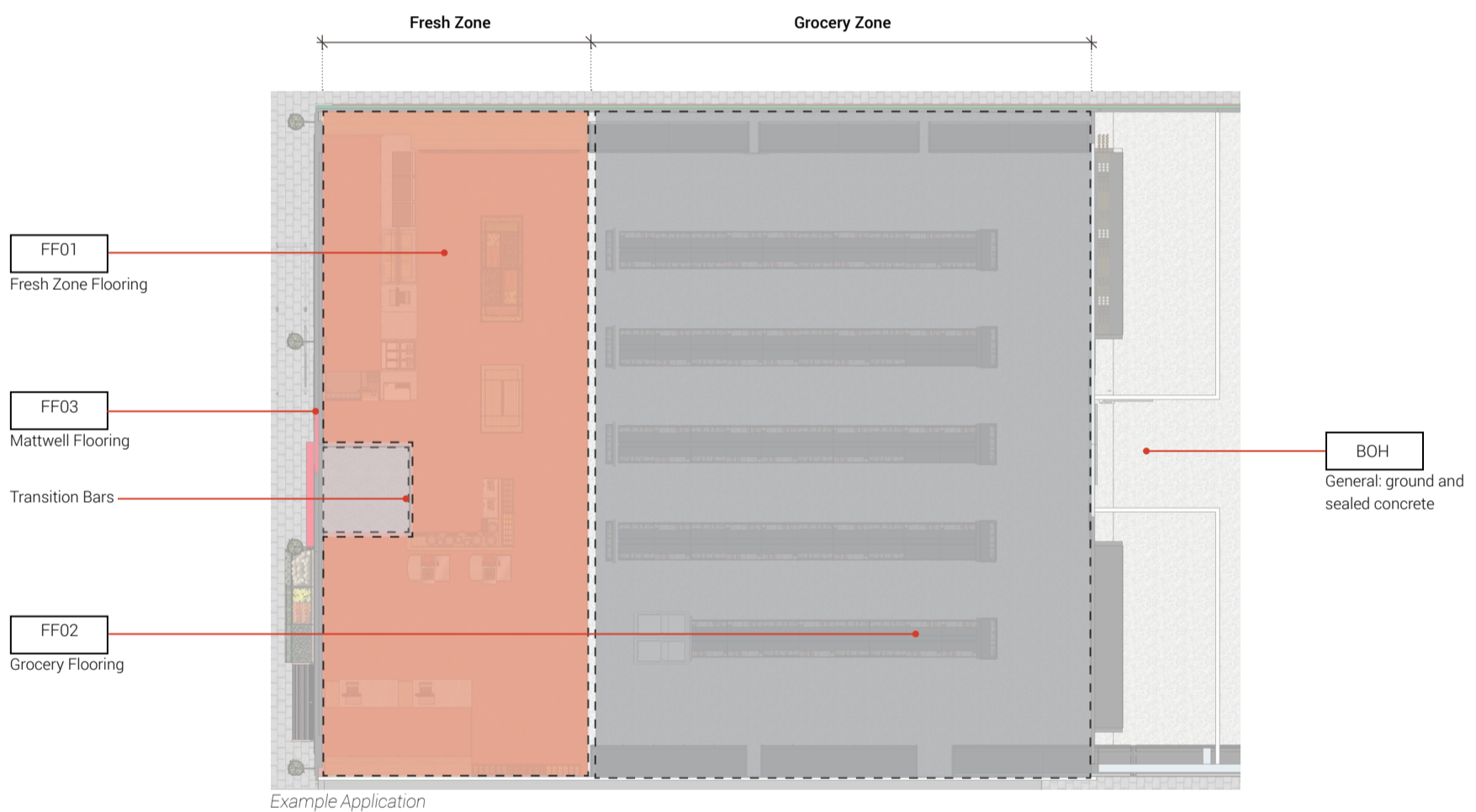
Walls

# FLOORING

The flooring is a critical component - not just from a performance point of view, but also because it has the ability to assist with navigation/circulation and also hygiene. Assessed on a site by site basis, most newer stores will opt for a polished concrete floor to the grocery space and the red vinyl flooring to the fresh zone. To ensure a consistent look and feel is achieved across existing spaces where a polished concrete floor is not appropriate, other flooring products/colours are available to compliment the direction.

## General Flooring Principals

- 1: The specified vinyl below or polished concrete, **are both acceptable** front of house grocery area solutions.
- 2: Where possible, there is to be **differentiation** within the Fresh Zone. This generally runs under the kiosk and food to go area. Often, this will also run under the POS, and will be located within the first 1/3 of the store.
- 3: Matwells are to be integrated as per the specification, **where possible**.
- 4: Dark grey aluminium floor transition bars are to be used between **all changes** in surfaces.
- 5: Ground and sealed concrete is an **acceptable** back of house solution.



NO.	STORE AREA	SPECIFICATION	IMAGE
FF01	Fresh Zone Flooring	Eternal Smaragd Vinyl from Inzide OR Purline Red Robin from Project Floors	
FF02	Grocery Flooring	Polished Concrete OR Purline Warm Two by Project Floors	
FF03	Mattwell Flooring	Shaw Welcome II Steppin Out Mat Charcoal By Jaconsens	
FF04	Office Flooring	Work Stream, Granite By Inzide	

# CEILING

Because Four Square operate out of such varied building typologies, the ceiling treatment will be assessed on a site to site basis. Some newer sites will be able to have an open (sprayed) ceiling because the services are tidy. Some older stores will already have an existing suspended ceiling or flush GIB ceiling, where there might be merit in retaining this. We are proposing to have various options, to respond to the nature of the individual buildings.

## General Ceiling Principals

- 1: Minimum ceiling height of **3000mm** (for new flat ceilings)
- 2: Both flat and raking/angled ceilings are **acceptable**
- 3: Open sprayed ceilings, new grid ceilings (both dark and light), flush GIB ceilings, are **all acceptable** - however your option must be agreed with the FSNI design stakeholders (business partner).
- 3: There must be **differentiation** above the Fresh Zone, (recommended with acoustic battens), unless this isn't achievable and has been agreed with the design stakeholders. The acoustic battens are prefinished in modular segments (of 1200mm), so the sizing is flexible. It is recommended that the battens are located **at least** over the front kiosk counter.

## General Ceiling Components

**CF03**  
Suspended acoustic ceiling treatment to differentiate Fresh zone. This signals importance, and creates visual separation with the rest of the store.

Lighting integrated into Fresh zone ceiling. Refer to appendix for lighting design and specification

**CF01**  
This store application has an open ceiling and is in tidy condition. The larger raking ceiling has been sprayed out.



Example Application

NO.	AREA	SPECIFICATION	IMAGE
CF01	General Ceiling - Option 1	Open Ceiling Sprayed in Resene Foundary FSNI will approve Resene 'Black White' on a site by site basis.	
CF02	General Ceiling - Option 2	1200 x 600 Grid Ceiling White or Black Acoustic tiles/grid depending on site	
CF03	Fresh Zone Ceiling	Suspended acoustic ceiling battens 'Raft Beam' by Autex in American Ash. Contact: Autex	

# LIGHTING

Lighting is a critical component to effectively present and sell product, especially fresh produce and meat. It is an area that has experienced significant leaps, and the technology has become increasingly accessible across the retail realm.

We acknowledge and understand that there are a wide range of existing spaces that have varied lighting solutions. To respond to this, and ensure upgrades are viable, we have selected a range of LED fittings that can be implemented in a number of different ways to suit all spaces.

6 Lighting 'types' have been selected which capture the total requirements of a new Four Square build, all of which can be applied within existing stores.

## General Luminaire Types

**Type 1: LED Downlight** (Recessed or Surface Mounted) - Verandah, Office Illumination. Trim should match the ceiling colour.

**Type 2: LED Linear LED Profile** (Suspended, Surface Mounted) - Fresh Zone General Illumination. 35W White Fitting, integrated into Autex Battens.

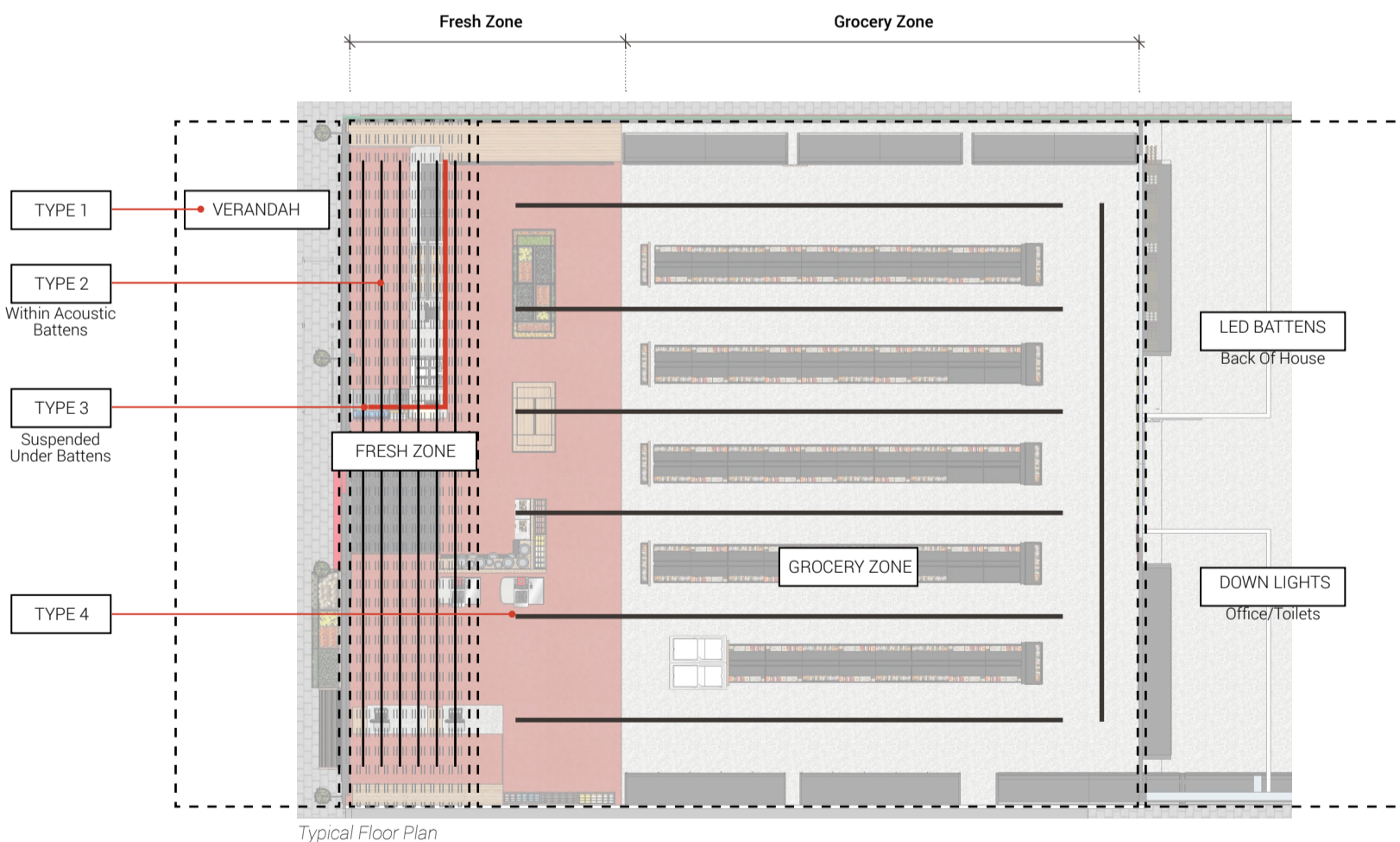
**Type 3: LED Linear LED Profile 2** (Suspended, Surface Mounted) - Fresh Zone Feature Illumination. 35W FS Red, suspended over Kiosk and below Autex Battens.

**Type 4: LED Linear LED Profile 3** (Suspended, Surface Mounted) - General Aisle Illumination, Preferred Option. 35W Black Fitting, continuous Illumination.

**Type 5: LED Panel** (Suspended, Surface Mounted, Grid Mounted) - General Aisle Illumination, Secondary Option.

**Type 6: LED Batten Fitting** (Suspended, Surface Mounted) - General Back of House

## General Application



## Luminaire Specification and Calculations

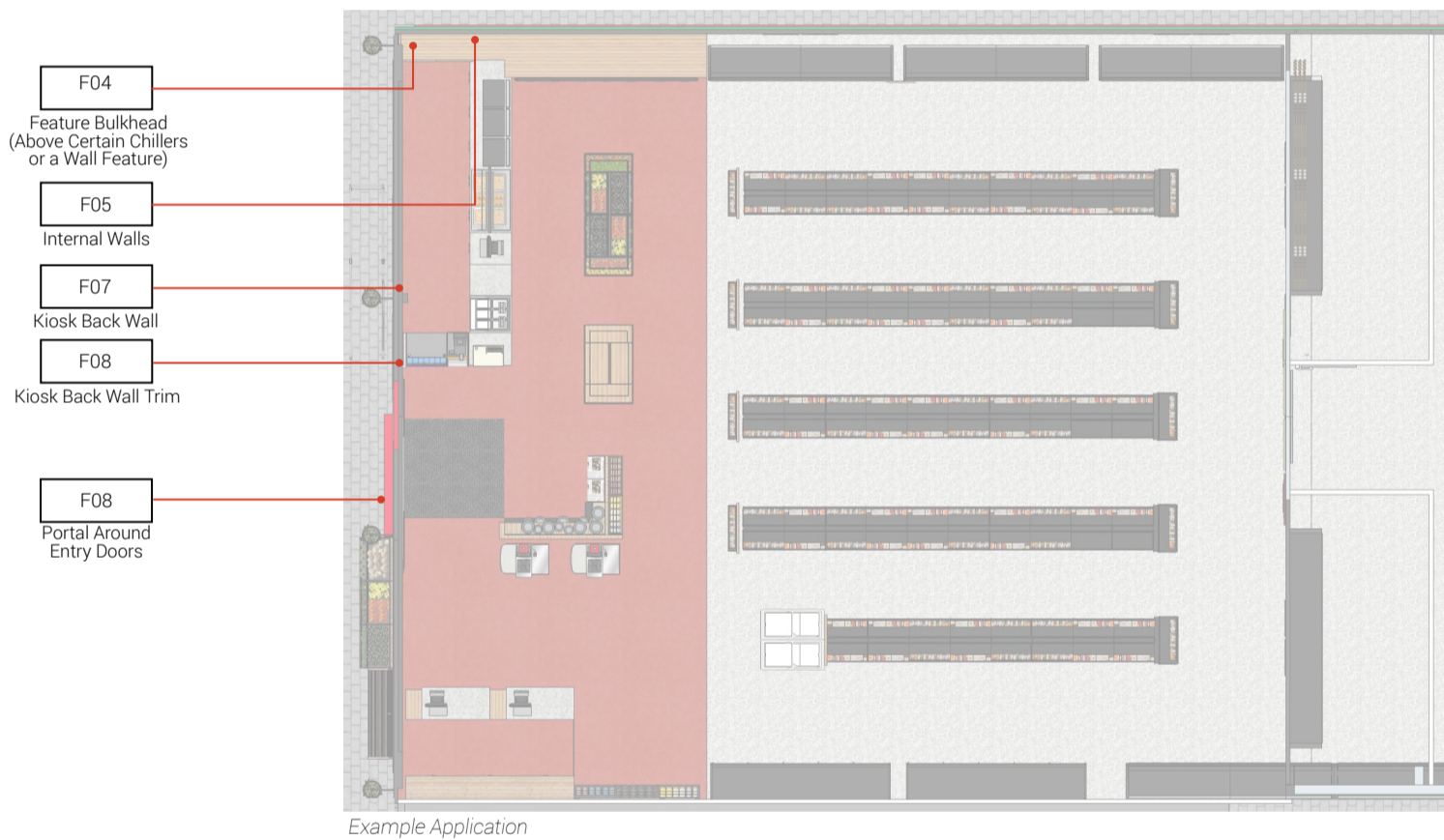
Please refer to appendix for further information

# INTERNAL WALLS

The walls are very much the backdrop that enables the brand and store personality to cut through. The finish needs to be consistent so it is not distracting, and provides the continuous substrate that the space requires. The overall wall colour is somewhat dependant on a store by store basis, and largely based on the ceiling height that is available.

## General Wall Principals

- 1: In most instances, it is suggested that the **darker walls and ceilings** (F05) should be embraced, as the lighting and brand elements are more effective against this backdrop.
2. The pine panelling (F03) may be used sparingly above chillers or as a wall backdrop to add warmth. Typically, this may be implemented across a back wall of a store with a longer footprint. In the example below it wraps above the produce chiller.
3. Mural artwork will be **considered** (by FSNI) on a site by site basis. The intention is to capture the 4SQ DNA through the talents of local artists, where it is appropriate.
4. Green tiles are to be **ONLY** used in behind the kiosk/food-to-go. They must span the width of the kiosk, and run to at least bench-top level.



NO.	FINISH	IMAGE
F04	100mm Grooved Pine Planking (machined), and sealed with a clear matt polyurethane	
F05	Resene Foundry. N33-007-254	
F06	Resene Black White. N93-005-100	
F07	Artisan Moss Glazed Tiles 200x65, Brick Laid From TileSpace	
F08	Four Square Red (Resene)	

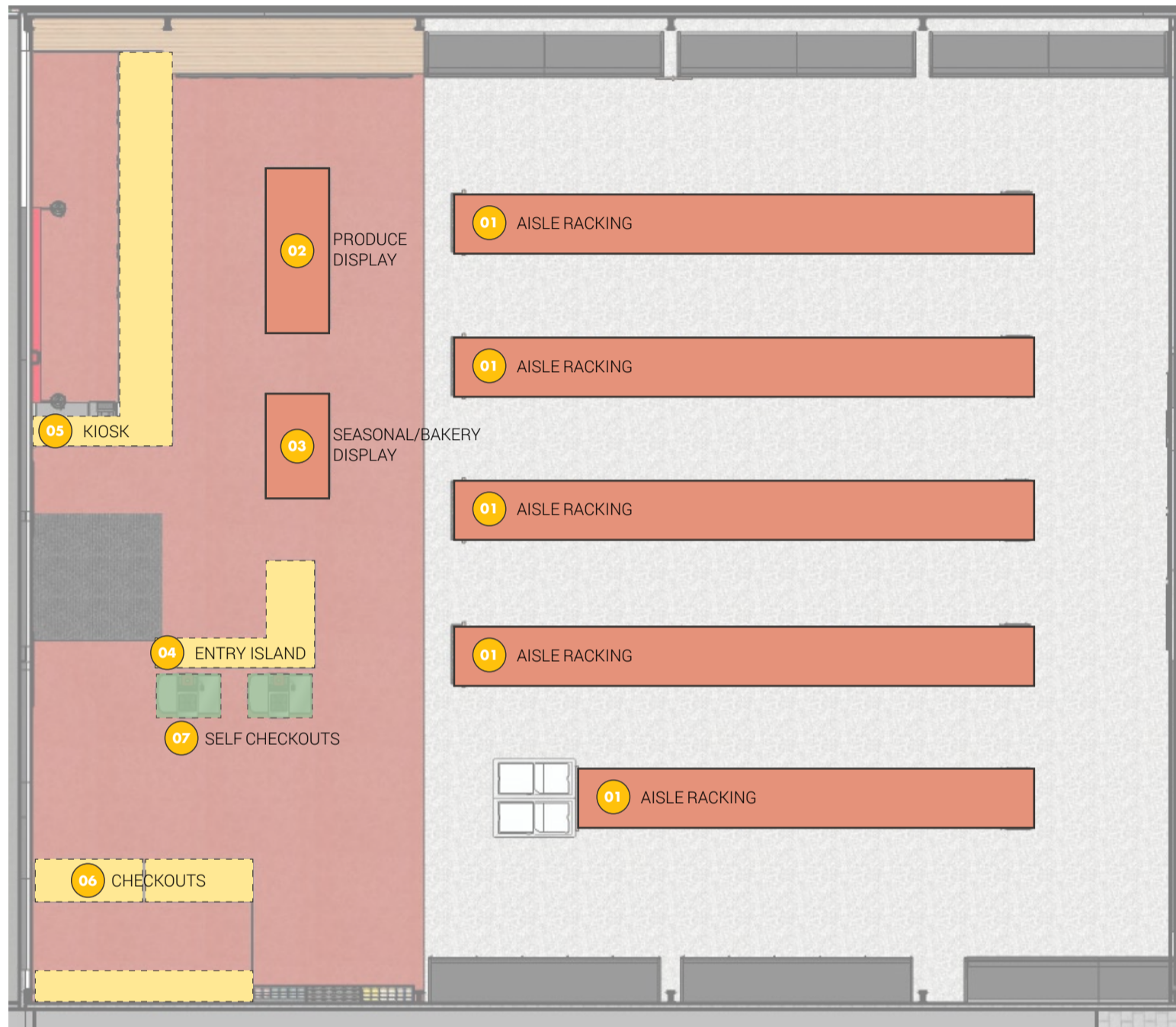
# 6. JOINERY AND FIXTURES SPECIFICATION

---

- Overall Specification
- Aisle Racking
- Checkout Counter
- Self Checkout
- Entry Island
- Seasonal Bakery Table
- Produce Display

# JOINERY AND FIXTURES SPECIFICATION

Here you will find the core joinery and fixtures required for your shop floor, and who to contact to assist with the ordering and supply.



TYPICAL ARRANGEMENT PLAN

## Fixtures Schedule

The preferred suppliers have gone through an onboarding process with FSNI and the contacts below are providing the best industry pricing for 4SQ operators. Ensure you involve your business partner with the ordering so they can confirm the bulk-supplier pricing that has been coordinated. The below schedule can be read in conjunction with the finishes schedules, located further in this document.

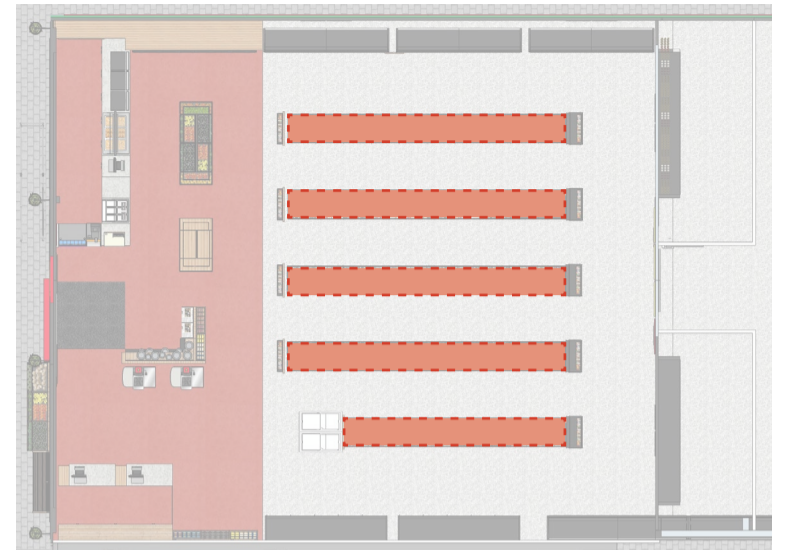
No.	Item	Supplier	Notes
01	Aisle Racking	NZ Retail or Hydestor	Kit can include Aisle Ends, under bay drawers, half bays etc
02	Produce Display	NZ Retail or Hydestor	"Vitable." Various sizes and tiers available. Preferably integrated into aisle.
03	Seasonal Bakery Display	NZ Retail or Hydestor	"Your Table." Various sizes and configurations available
04	Entry Island	Datum FPG Ci Projects	Integrates entry screen, floral and impulse products
05	Kiosk	Datum FPG Ci Projects	Integrates appliances and equipment from others
06	Checkouts	Datum FPG Ci Projects	Various sizes and configurations available. Belt Options can also be sourced through FSNI. FSNI to supply POS equipment
07	Self Checkouts	FSNI	Various sizes available. 4 Month+ Leadtime

Examples and references of the Entry Island, Kiosk and Checkouts can be found as an Appendix

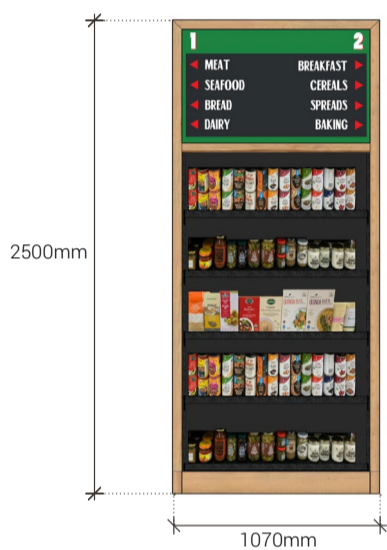


## Aisle Racking

Four Square have developed a specific aisle and aisle-end design for the banner, which must be used for all new build and refurbishment sites.



Locality Plan



Aisle End -  
Standard

- All new Grocery Shelving to be 1070mm wide by 500 deep
- All Aisles Ends are a standard 300mm shelving.
- All Aisles Ends shelving to be black
- Supplied by NZ Retail or Hydestor
- 'Value in Every Aisle' signage ends to be installed as shown, artwork is supplied by FSNI.

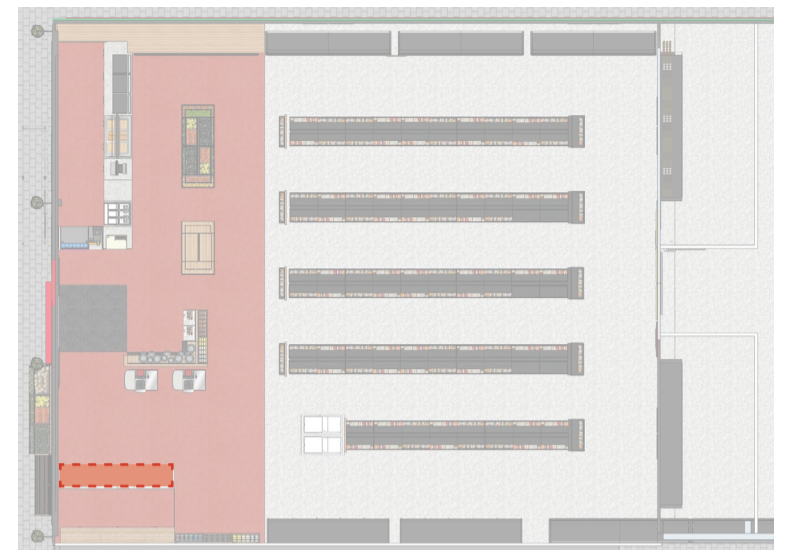


Typical Aisle Shelving Implementation

## Checkout Counter

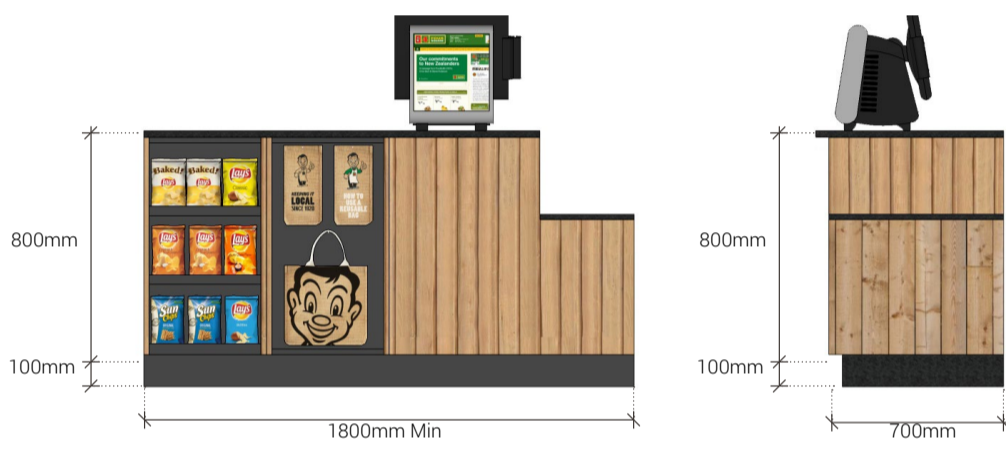
To offer customers flexibility, the point of sale space has been split into 2 options: assisted service and self service. These options and their ratios are assessed on a site by site basis. The assisted checkout counter is largely a timber shroud, staff/customer screens, impulse product and a drop down section for bag packing.

Belt checkouts are also an option and can be discussed with FSNI on a site by site basis.



Locality Plan

### Checkout Counter



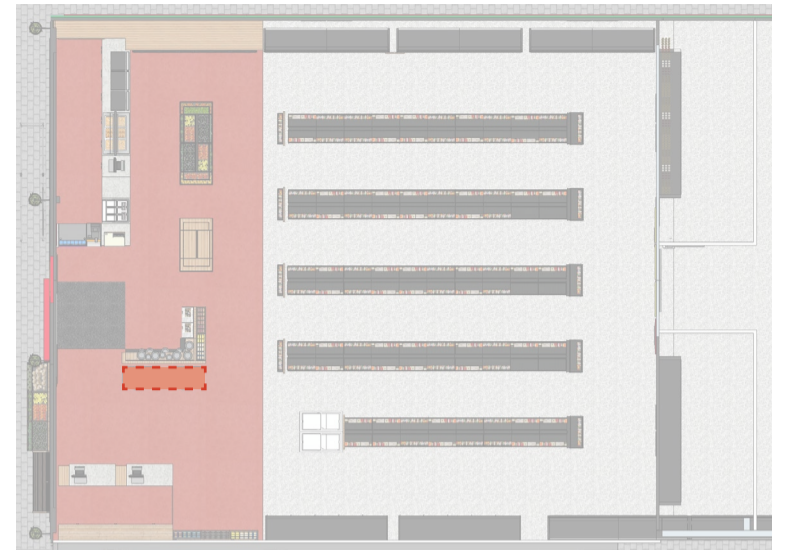
- Black melamine carcass. To include cash drawer, lockable storage, PC+Hardware
- Grooved pine panelling to counter front and sides
- Dark grey HPL counter top
- Dark toe kick , Ebony Powdercoat or similar
- Integrated POS equipment, supplied by FSNI
- Shop drawings to be provided by cabinet maker for approval



Typical Checkout Counter Implementation

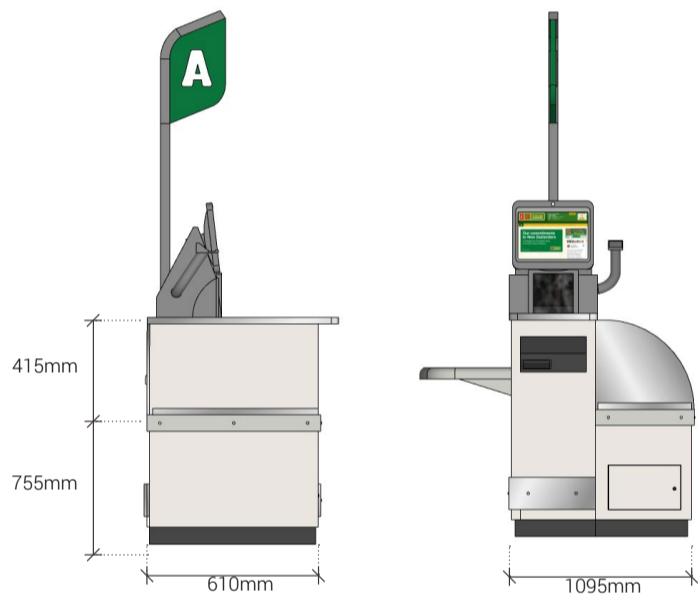
## Self Checkout

To offer customers flexibility, the point of sale space has been split into 2 options: assisted service and self service. These options and their ratios are assessed on a site by site basis. The self service checkout is supplied as a 'plug and play' option through FSNI.



Locality Plan

### Self Checkout



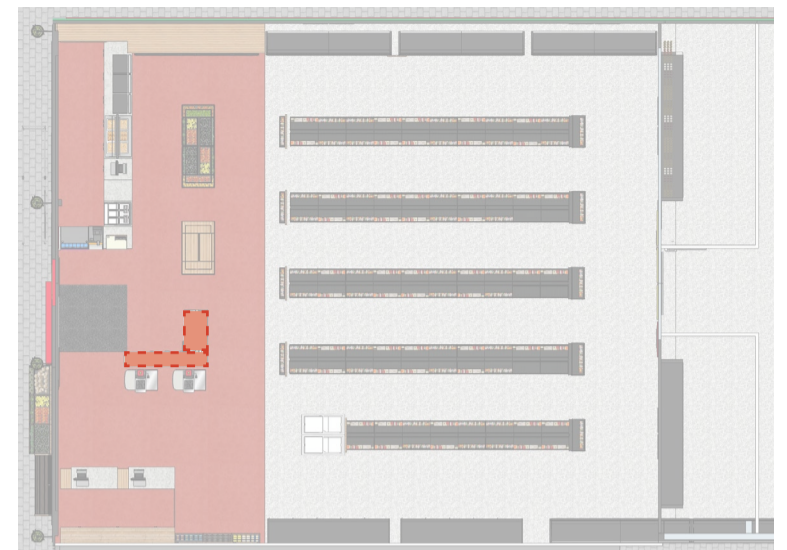
- Supplied through FSNI
- Allow for service connections only
- Single and Double bag options are available



Typical Self Checkout Implementation

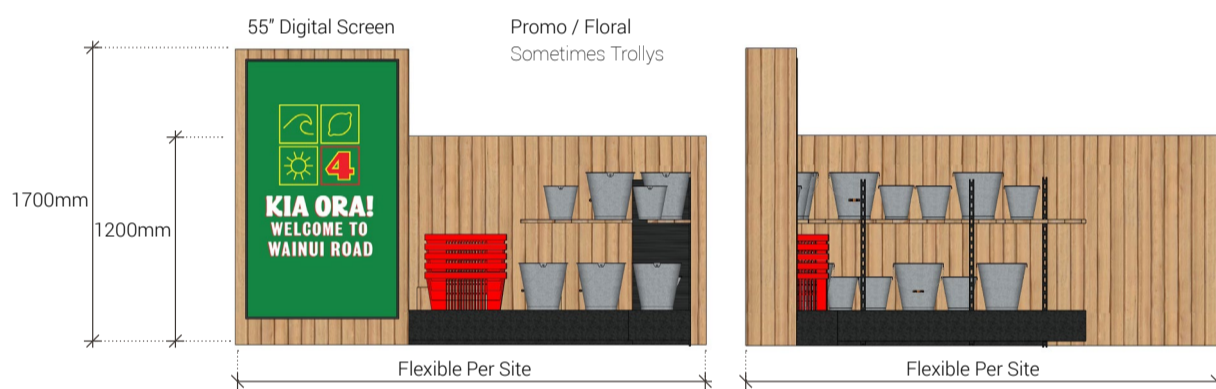
## Entry Island

The entry island is particularly advantageous for stores that have a single entry point. The entry island guides customers into the Fresh Zone. It also displays fresh/daily product (flowers, newspapers, promo). This circulation tool is made up of a small part-height wall and a plinth. The part height wall houses product, while the plinth greets customers and acts as a backdrop to the entry experience. The greeting is also proposed as a custom graphic which is unique to each store - embracing elements which the stores location may be known for - cementing 'the local' as a key pillar in the Four Square experience.



Locality Plan

### Entry Island



- Timber joinery construction
- 55" Digital Screen, supplied by Hyper, connecting to FSNI CMS.
- Part-height wall of timber construction, lined with pine panelling.
- This space can sometimes integrate the trolley bay
- Shop drawings to be provided by cabinet maker for approval

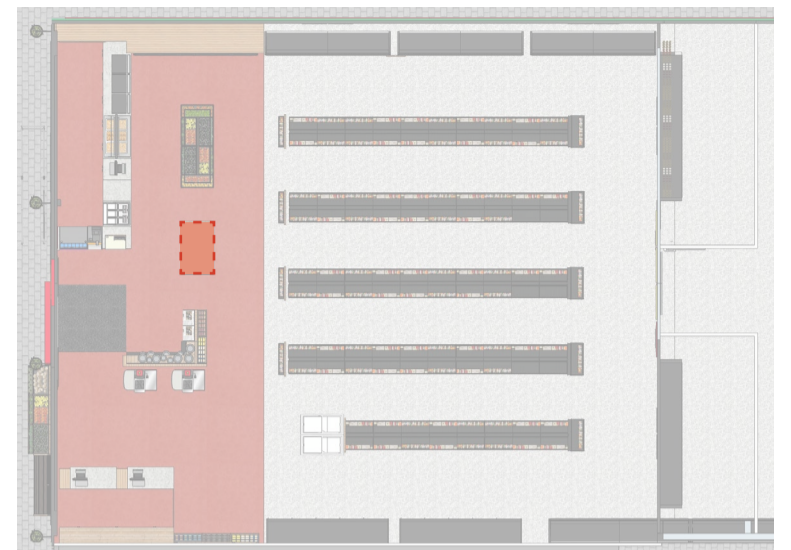


Typical Entry Island Implementation

## Seasonal Bakery Table

The seasonal Bakery table is one of the first areas that customers will engage with. It will offer a changing variety of baked goods, depending on the time of day and season.

The kit can be configured in many different ways and is available in a large array of sizes and configurations.

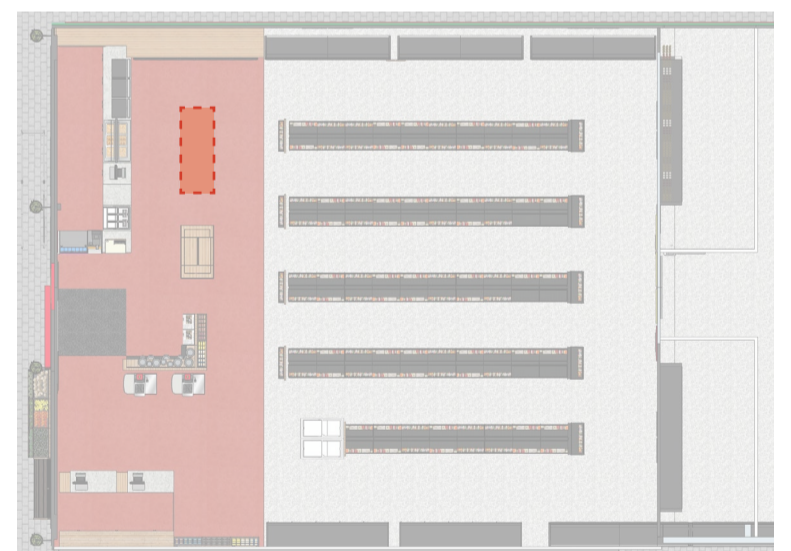


Locality Plan

- Sourced through NZ Retail or Hydestor

## Produce Display

The ambient produce display is available in a myriad of sizes and tiers. It flexibly works with ISO crates but can also accommodate the custom timber or black crates that can also be sourced through the suppliers. The ambient produce display can either be an Island or work within the aisle (preferred).



- Sourced through NZ Retail or Hydestor
  - Differing tiers and heights are available.
- 1400mm is the preferred in aisle height (plus signage header)

## **7. REFRIGERATION SPECIFICATION**

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# REFRIGERATION SPECIFICATION

Here you will find the core refrigeration required for your shop floor, and who to contact to assist with the ordering and supply.

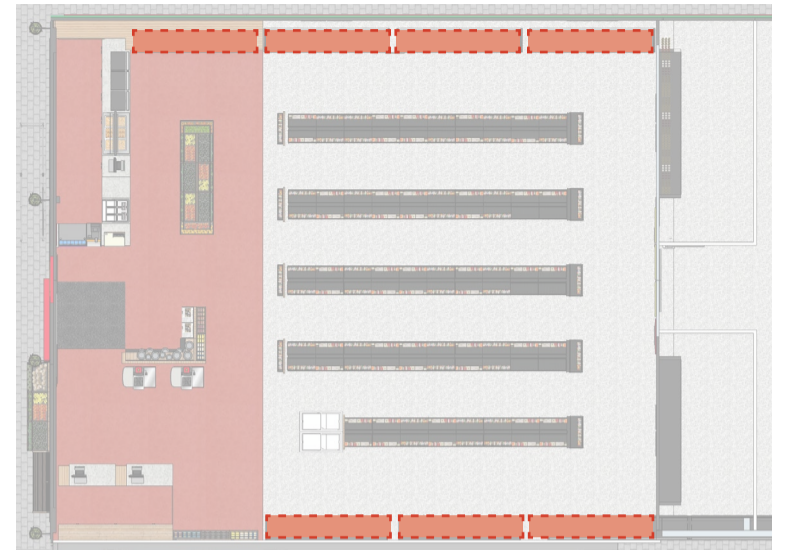


## General Refrigeration Principals

- 1: R404a, R449a and other synthetic refrigerants are not permitted. CO2 and waterloop are currently the only 2 refrigerant systems supported by FSNI.
2. The use of integral cases will be assessed on a site by site basis.
3. The cabinetry must be black.
4. The perimeter multi-tier cases should be 2000mm high.
4. The cabinetry should all have doors, including produce. The doors must be frameless

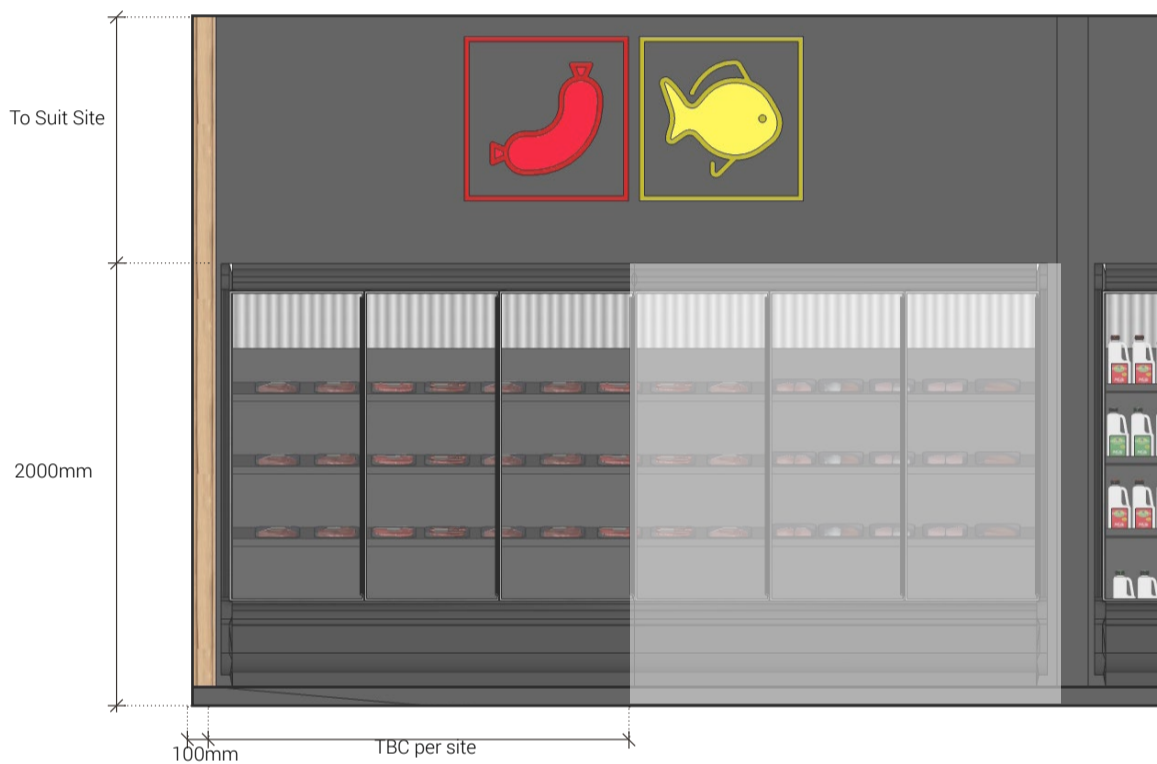
## Typical Chiller Setup

The perimeter of the retail space is largely consumed by an array of chillers and freezers.



Locality Plan

### Example Chiller Setup



- 1 x Chilled Multi Tier cabinet, type TBC depending on requirements. Ideally 2000mm high to keep high level signage zone continuous.
- LED Icon Signage are in pairs above chillers, ensure cables/ conduit are painted to match wall colour.
- Depending on the setout of the walls, cabinets can often have shelving breaks between them to create connected up-sell opportunities and also break the continuous run of glass refrigerated doors.



Typical Implementation



# 8. SIGNAGE SPECIFICATION

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Brand Colours

External Signage Specification

Internal Signage Specification

# FOUR SQUARE BRAND COLOURS

---



## **FOUR SQUARE RED**

- Custom Resene Paint, Four Square Red
- Pantone 186 C
- Vinyl: Avery Medium Red 906 or Arlon GTX with Matte Laminate Digitally Printed on HP Tatex 360
- CMYK: C0 M100 Y100 K0



## **FOUR SQUARE GREEN**

- Custom Resene Paint, Four Square Green
- Pantone 356 C
- Vinyl: Avery Seamos 91580 or Arlon GTX with Matte Laminate Digitally Printed on HP Tatex 360
- CMYK: C85 M27 Y100 K9

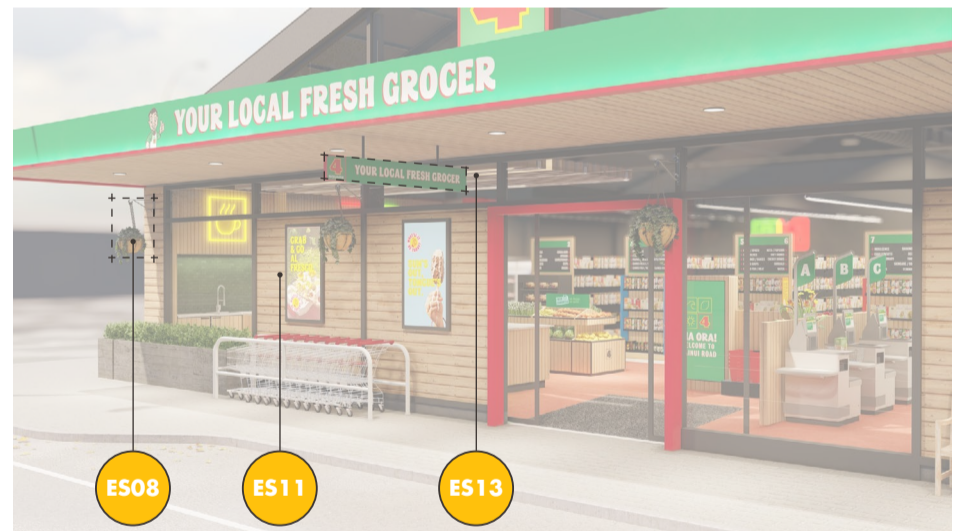


## **FOUR SQUARE YELLOW**

- Custom Resene Paint, Four Square Yellow
- Pantone 116 C
- Vinyl: Avery Bright Yellow 928 or Arlon GTX with Matte Laminate Digitally Printed on HP Tatex 360
- CMYK: C0 M14 Y100 K0

# EXTERNAL SIGNAGE SPECIFICATION

The following components make up the Foursquare 4.0 external signage suite. For new build stores, the signage components must be overlaid against the building zones as indicated on page 10, and as per below. For existing sites, the signage must be overlaid as appropriate and in line with the performance notes and external building zones.



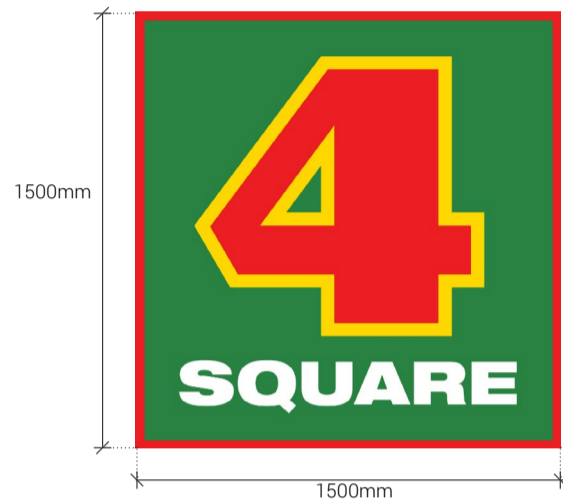
## External Signage Legend

ES01	Four Square Primary Main Sign	ES10	Four Square Fascia Tavern Sign
ES01.B	Four Square Primary Main Sign - Small	ES11	Promotional Digital Screen
ES02	Building Fascia - Four	ES13	Under Veranda Sign
ES03	Building Fascia - Tagline	ES13.B	Under Veranda Sign - Non-Illuminated
ES04	Building Fascia	ES14	Building Location Squares
ES04.B	Building Fascia - Non-Illuminated	ES16	Pylon Sign
ES05	Building Fascia - Third Party Sign	ES17	Carpark Entry & Exit Sign
ES06	Community Notice Board	ES19	Regulation and Hours Sign
ES07	Entry Portal	ES24	Glazing Location Squares
ES08	Hanging Baskets	ES25	Glazing Safety Manifestations

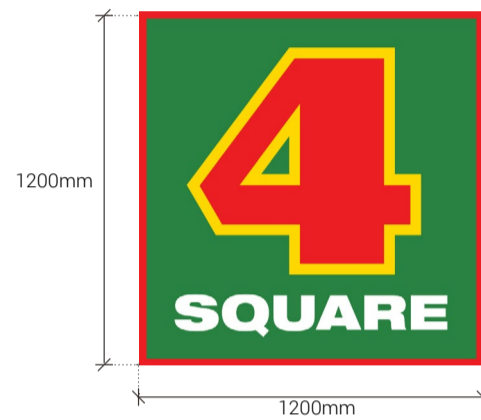
## ES01 Four Square Primary Main Sign

The Primary Four Square Main sign, is a prominent sign with its familiar 4. Always illuminated and fixed to the front and often the side of the building. On large buildings there is always one above the canopy, giving the best visibility for traffic against the primary building colour. Below the canopy there is also an illuminated sign, which is fixed to the timber and helps bookend the store. Depending on the site visibility there may be one on each side of the building to help visibility.

ES01 Four Square Primary Main Sign



ES01.B Four Square Primary Main Sign Small



### TECHNICAL NOTES

- Ideal Size: 1500x1500mm. Option B Small 1200 x 1200mm
- 100mm 4SQRed Aluminium extrusion lightbox
- Internally lit with Cold White LED Illumination
- 4.5mm opal acrylic face
- Digitally printed translucent graphic with matt laminate
- Allow for low voltage power feed and concealed fixings
- Also available in tavern format, which is an acceptable main building sign format



Typical Main Four Square Sign Implementation

## ES02 Building Fascia - Four

The iconic 4 logo is on the fascia end, either left or right depending on each sites sight line to the road. The graphic element is printed as part of the fascia. Used sparingly and used to help advertise the store to customers at a distance.

### ES02 Building Fascia - Four



### TECHNICAL NOTES

- Ideal Size: To suit size of Fascia (EG 500mm+)
- Digitally printed translucent graphic with matt laminate.
- Artwork supplied by FSNI/RCG .

## ES03 Building Fascia - Tagline

The fascia tagline “your local fresh grocer” informs the customer of the offer inside, Cheeky Charlie character is always included on the tagline on the fascia. The text of the Tagline is always positioned centrally over the entry doors.

### ES03 Building Fascia Tagline



### TECHNICAL NOTES

- Sized as per fascia allows. Height = 3/5 of fascia height and aligned centrally on fascia.
- Text must be positioned centrally over entry doors.
- Vinyl artwork over ACM fascia.
- Font; FS Fresh.
- “Four Square Red” drop shadow.
- Artwork supplied by FSNI/RCG.



Typical Building Four & Fascia Tagline Signs Implementation

## ES04 Building Fascia

Ideally, building fascias will be lined with ACM to take vinyl artwork. Building fascia must not be less than 500mm in depth, maximum 750mm. Artwork is Four Square Green with Four Square Red keyline.

ES04.A Building Fascia (Illuminated)



ES04.B Building Fascia (Non-Illuminated)

### TECHNICAL NOTES

- New builds - aluminium ladder frame.
- Retro-fitted - Assessed site by site.
- ACM panels, hidden fixings. Folded edges to avoid bowing
- Arlon GTX with matte laminate, digitally printed on HP Latex 360, to match PANTONE 356C
- Illuminated option - LED uplight cold white.

## ES06 Community Notice Board

Ideally every store to have one to continue the community communication. Smaller stores may not fit, so its assessed site by site. Located near the entry, not above the seating is preferred.

ES06 Community Notice Board



### TECHNICAL NOTES

- Size assessed on a site by site basis. Typical model shown as 1500x1000mm to match the height of the digital screens and ensure alignment. Assessed site by site basis.
- 50mm ACM frame with hinged glazed lockable doors.
- Aluminium display box wrapped DiNoc wood grain film.
- Backing Artwork to be vinyl with autex pinboard to centre. Graphic supplied by 4SQ.

## ES07 Entry Portal

The red entry portal around the entry doors helps define the entry and direct to the customers where to go. Needs to be securely fixed and robust to avoid damage in this busy area.

ES07 Entry Portal



### TECHNICAL NOTES

- Four Square Red to 'wrap' Entry doors. Sized as per door/ glazing opening.
- Vinyl red to wrap the door joinery. **To be 3M 2080 Hot Rod Red**

## ES08 Hanging Baskets

The hanging baskets help keep the shopfront friendly, inviting and with a strong local flavour. Fixed between the glazing, with typically minimum 5 per store. Planting is at the desire of the operator, bringing it personality. They can also be installed internally in the kiosk, on a site per site basis.

### ES08 Hanging Baskets



### TECHNICAL NOTES

- 300/350mm Hanging basket.
- Powdercoated black with natural basket. Sourced from Mitre10.
- Hung on hook by signage contractors 1800mm min to the underside.
- Supplied by Signage Contractor.
- Planting by Client.

## ES10 Four Square Tavern Sign

The tavern sign is used as the primary building sign when there isn't an opportunity to use ES01. The sign is fixed above the fascia or building veranda. This will require engineering advise on a site by site basis. A typical size will be 1200 x 1200mm sq, but this will assessed site by site.

### ES10 Four Square Tavern Sign



### TECHNICAL NOTES

- Ideal Size: 1200x1200mm sq.
- 100mm aluminium extrusion lightbox.
- Red ACM sides to give notch effect.
- Internally lit with Cold White LED illumination.
- 4.5mm opal acrylic face.
- Digitally printed translucent graphic with gloss laminate.

## ES13 Under Vernada Sign

Fixed to the underside of the canopy, in front of the entry. On a site by site basis. Typically illuminated, and only non-illuminated if stores are not allowed illuminated.

### ES13 Under Veranda Sign

### ES13.B Under Veranda Sign - Non-Illuminated



### TECHNICAL NOTES

- Size: 2200mmW x 350mmH x 200mmD (or as permits).
- Check canopy height and ensure 2200mm min to underside.
- ACM frame extrusion in Four Square Red
- Opal face with graphics (double sided print)
- Graphics to both sides.
- Aluminum dropper with tube sleeve length as appropriate
- Located to underside of verandah outside main store entry.

## ES14 Building Location Icons

To recognise and celebrate each different store location, identity squares have been developed for each store to select three that best communicate what they are well known for in the area. There will always be 4 squares, and here "4" at the end. They will typically be positioned in a row, or a square

### ARTWORK EXAMPLE

Exterior - typically side of building, and shopfront glazing.  
Interior - above history wall, and back wall in large stores.



### TECHNICAL NOTES

- Sized to suit the opportunity
- 3mm ACM with digital vinyl print (fixed to building)
- Frosted vinyl, digitally printed (fixed to glazing)
- Always Four Square Yellow border and outline, with Four Square Green background.
- Artwork supplied by FSNI/RCG

### SAMPLE APPLICATIONS



Application: Solid on Side Elevation



Application: Frosted Vinyl on Glazing



Application: Frosted on Glazing



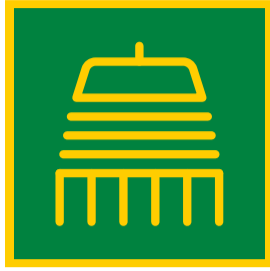
Application: Solid on Front Elevation



**Building Location Icon - Options**



Avocado



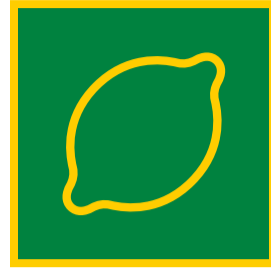
Bee Hive



Bike



Kiwi Fruit



Lemon



Wave



Carrot



Cherry



Cow



Mud Pool



River



Surfboard



Dolphin



Farm Fence



Fishing



Yacht



Sheep



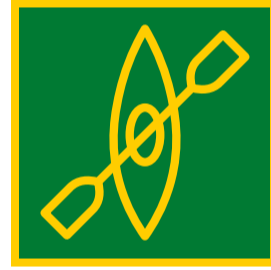
Volcano



Grapes



Ice Cream



Kayak



Bucket and Spade



Strawberry



Wind



Light House



Silver Fern



Rugby Ball



Sunshine



Car



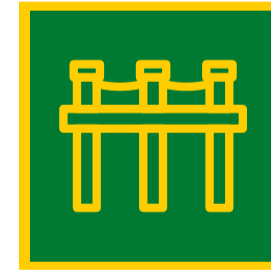
Car



Train



Kowhai



Wharf



Custom

With Approval and  
Input of FSNI

**ES16 Pylon Sign**

Pylon signs should have the logo and tagline. These will be approved on a site by site basis depending on the local sign by-laws and the opportunity available.



**ES17 Carpark Entry & Exit Signs**

These are to be used where entry and exit signage is required within carpark spaces. Artwork can be provided by FSNI. The 4 store icons are also accepted as part of the artwork.



**ES18 Window Decals (Eg, Hours)**

The hours of operation sign, and any other permanent signage (security notes), should be implemented via way of glazing vinyl, as per the artwork shown. Artwork can be provided by FSNI.

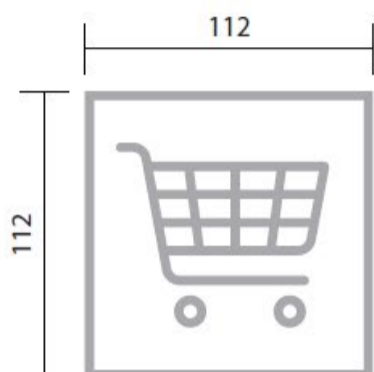


## ES23 Glazing Safety Manifestations

For prevent people from walking into full height windows and doors, glazing safety manifestations are required.

A vinyl film in a pattern to be applied to glazing in a horizontal strip.

### ES24 Safety Manifestations



### TECHNICAL NOTES

- Translucent white vinyl (no background) film applied to inside of glazing at height and size to meet safety regulations.
- Artwork supplied by FSNI/RCG



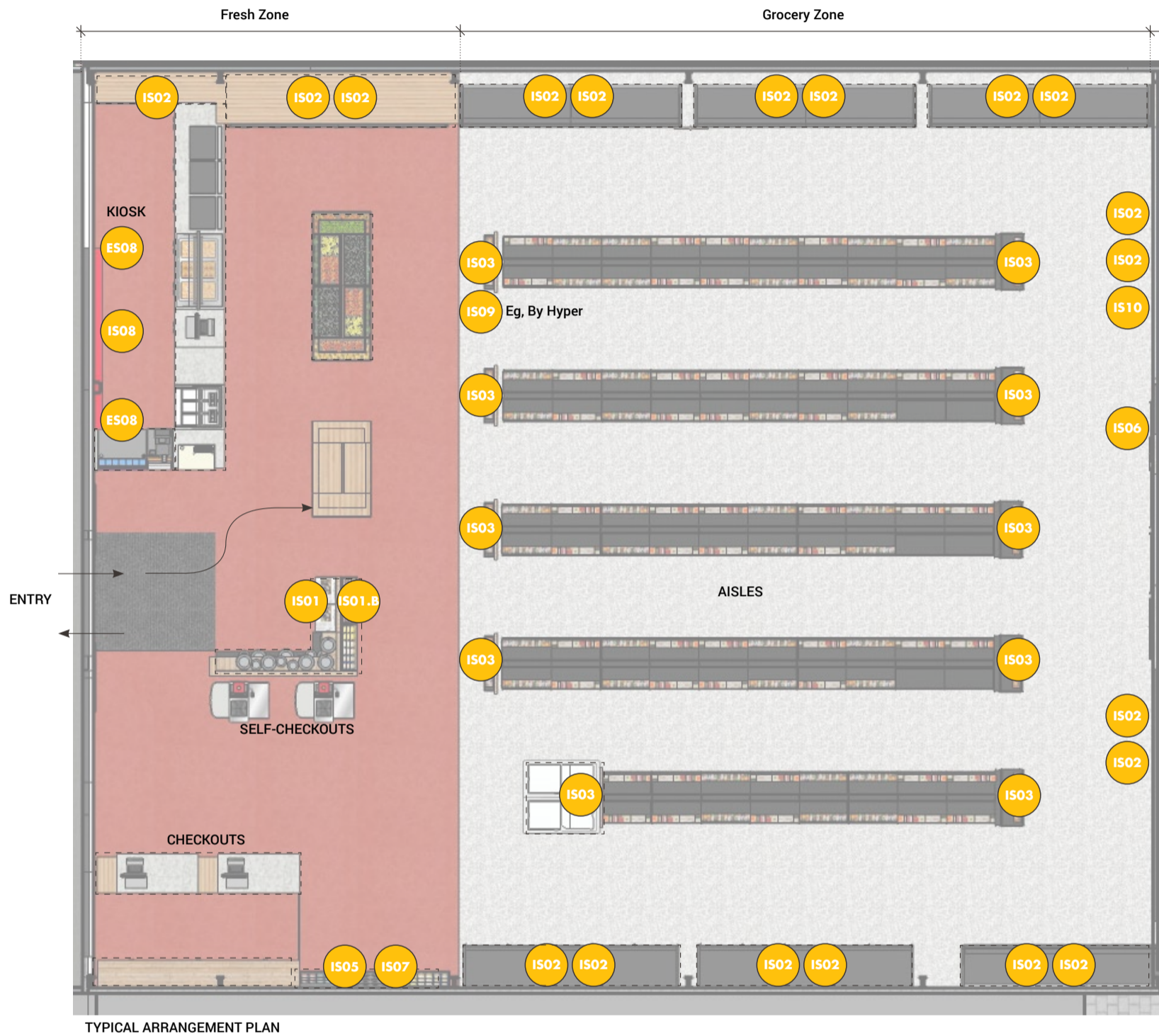
Example only. Full lineup of fresh, grocery and products to be used.



Typical Glazing Manifestations Implementation

# INTERNAL SIGNAGE SPECIFICATION

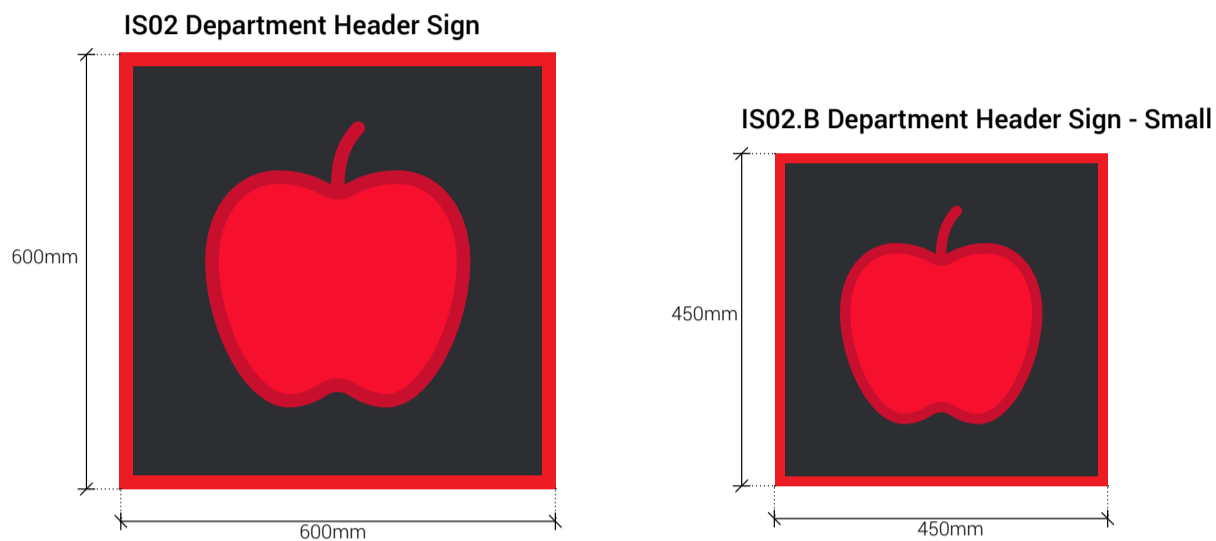
Note: Artwork files supplied by FSNI/RCG unless noted, it is expected that these files are integrated into shop drawings for further approval.



Internal Signage Legend	
IS01	Entry Wall Digital Sign (Refer To Digital)
IS02	LED Department Icon
IS03	Aisle Wayfinding
IS06	Back of House Door
IS07	History Wall Frames
IS08	Kiosk Roundel Sign
IS09	Value in Every Aisle
IS10	Liquor Navigation

## IS02 Department Header Signs

The department headers are a suite of simple icons made of LED and acrylic reminiscent of old neon lighting. These are positioned on the wall or bulkhead above the department. The icons are arranged in pairs, and always in alternate colours.



### TECHNICAL NOTES

- Size: Typical model: 600mm x 600mm Sq.
- LED Neon Signs. Four Square Colours, Red, Yellow and Green.
- Mounted on back-painted acrylic (Foundry to match wall).
- Typically Illuminated. Option B Small 450mm Sq. Option C Non-Illuminated.
- Contractor to allow for LV power fed for each
- Artwork supplied by FSNI/RCG.

#### Produce



.A Apple .B Broccoli

#### Bakery



.C Bread .D Loaf

#### Ready to Go



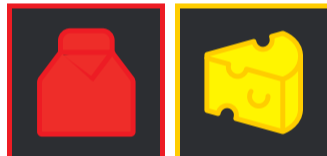
.E Pie .F Sandwich

#### Meat



.G Steak .H Fish

#### Dairy



.I Milk .J Cheese

#### Frozen



.K Snowflake .L Ice Block

#### Beer & Wine



.M Beer .N Wine

#### Drinks



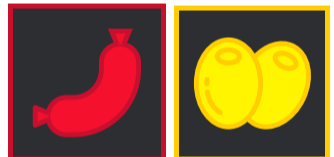
.O Bottle .P Glass

#### Coffee



.Q Cup

#### Deli



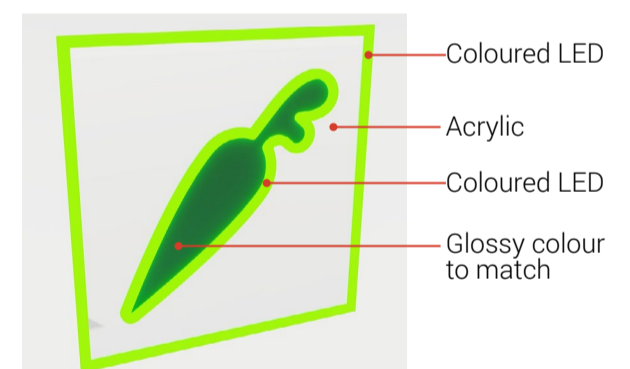
.R Sausage .T Tub

#### Petfood



.U Paw Print

#### IS02 Construction



Typical Department Signs Implementation



Typical Department Signs.B Implementation

**IS02** Department Squares Suite



Petfood



Produce



Produce



Produce



Produce



Dairy



Dairy



Dairy



Frozen



Frozen



Liquor



Liquor



Drinks



Drinks



Bakery



Seafood



Meat



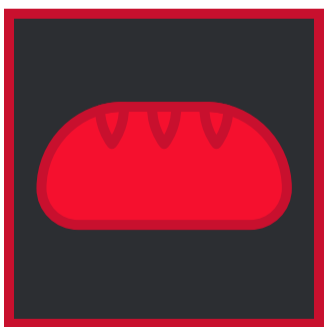
Meat



Meat



Deli



Bakery



Bakery



Ready To Eat



Ready To Eat



Custom

## Aisle Navigational Signs

Navigational signage is fixed within the end of the aisle racking. The racking is provided by the fixture supplier (NZ Retail or Hydestor) and the navigational artwork is provided by the signage supplier. Generally the wayfinding is only on the aisle front, although within larger stores it may be at both ends.

### IS03 Aisle Navigational Signs



### TECHNICAL NOTES

- Size: tbc 1000mm(w) x 550mm(h).
- Fixed header panel at aisle ends.
- Digitally printed graphic on ACM.
- Ranging TBC by FSNI and artwork to be undertaken by signage supplier.



Typical Aisle Navigational Signs Implementation

## IS07 History Wall Frames

History Wall is an area showing 4/5 images of each specific location.

These will help celebrate the community feel and personality each store has developed. Each store operator sends RCG the images they would like to show, (historical images of the store, them in store, or any relevant community history). RCG compose and is printed with timber frames applied. Situated near the counter or kiosk above convenience food, and have the location squares above.

### IS07 History Wall Frames



### TECHNICAL NOTES

- Size: A4, A3, A2 Images 4/5 of mixture.
- Printed on Signex with digital print and matt laminate.
- Pine timber frames.
- Artwork supplied by FSNI.



Typical History Wall Implementation



IS08

## Charlie Roundel, Kiosk Back Wall

The Charlie Roundel on the wall behind the kiosk grabs the customers attention, informs them of the take-out food offer, while references back to the history of Mr Four Square, Cheeky Charlie. Constructed in a solid white 10mm acrylic and fixed off the tiled wall in behind.

IS08 Charlies Take-Out



### TECHNICAL NOTES

- Size: 1000mm, Alterations TBC by site.
- Solid white 10mm acrylic text, vinyl print applied.
- Glue fixed behind to tiled wall.
- Artwork supplied by FSNI.



Typical Charlies Take-Out Self Checkout, Kiosk Back Wall Implementation

## Value In Every Aisle

VIEA is a campaign to educate customers on how they can find value throughout our stores. This is broken down into price drivers and value drivers. VIEA includes semi-permanent signage instore, which is assessed on a site by site basis, and specific to the stores layout. Below are guidelines relating to the use of this kit. This will be assessed and installed by Hyper (FSNI supplier).

### Price Drivers Aisle End Kit

- 2 x front facing Aisle Ends in the most dominant prime location ie. near store entrance as customers enter or if not possible, nearest checkout.
- Any additional aisle ends are store funded.
- The hardware is magnetic side panels to allow for interchangeable messages to communicate the Price Drivers. Every 2 Aisle ends will receive the below kit;
- 2 sets x Special
- 1 set x Everyday Great Price
- 1 set x Value in Every Aisle



Price Driver Artwork

### Value Drivers - Fresh Favourites

We will identify the optimal placement/s for each Value Driver. Fresh Favourites could show up in the following ways;

- Ambient produce
- Headers on display units incl. secondary seasonal messaging for every second header
- Chilled produce, butchery and seafood
- Header, Door sticker or fins dependent on unit. We expect a prominent dedicated drop near the front of the store.



Fresh Favourites Artwork



Typical Aisle Navigational Signs Implementation

## 1509 Value In Every Aisle cont.

### Value Drivers - Easy Eats

We will identify the optimal placement/s for each Value Driver. Easy Eats could show up in the following ways;

- Chilled
- Header, door sticker or fins dependent on unit. We expect a prominent dedicated display drop near the front of the store.
- Frozen
- Header or door sticker.
- Chicken Hutch

### Value Drivers - Good To Go

We will identify the optimal placement/s for each Value Driver. Good To Go could show up in the following ways;

- Dedicated unit (chilled, heated or ambient)
  - Decals or Header
- Kiosk
  - If applicable, visual on digital menu screens.



Easy Eats Artwork



Good To Go Artwork



Typical Easy Eats Implementation



Typical Good To Go Implementation

## 1510 Liquor Navigation

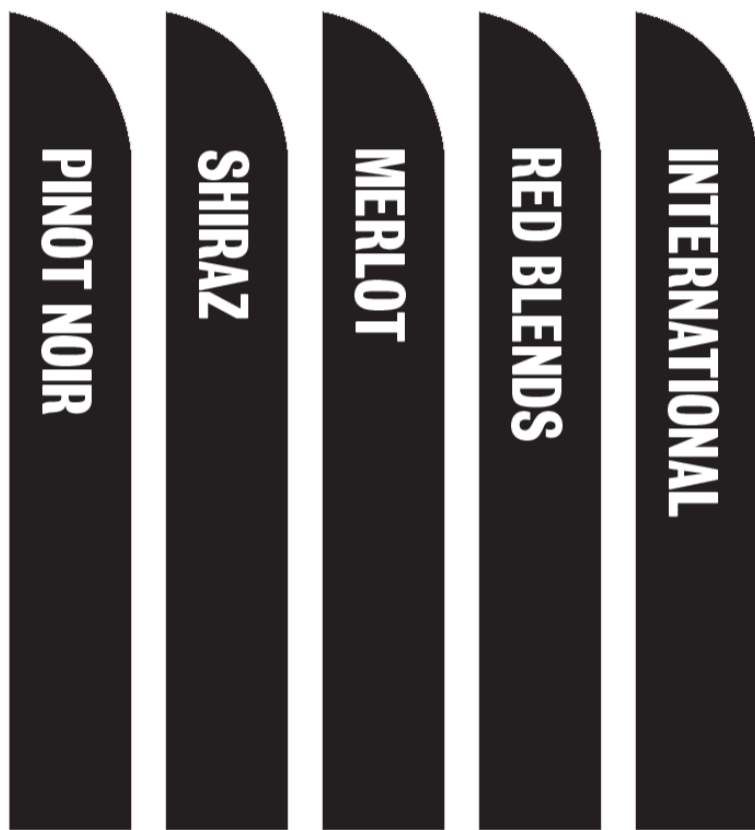
Liquor wayfinding is another opportunity to further categorise the product, and imbed helpful guidance for our customers. The artwork is to be vinyl printed and adhered to the chiller doors as shown in the imagery below. Cardboard 'fins' with Liquor navigation should also be used.

### TECHNICAL NOTES

- Size: TBC dependant on size of chiller doors. Sized to suit.
- Artwork supplied by FSNI.
- Matt vinyl film finish

# SPARKLING & ROSÉ

Example Liquor Fridge Artwork



Example Liquor Fin Artwork



Typical Aisle Navigational Signs Implementation

# MASTER FINISHES SCHEDULE

REF.	LEGEND TYPE
F01	General Finish
FF01	Floor Finish
CF01	Ceiling Finish
ES01	External Signage
IS01	Internal Signage
DP01	Department

AREA	PREFERRED SUPPLIERS
Design and Architecture	RCG
Signage	OnForm
Signage	Signbiz
Fixtures	NZRetail
Fixtures	Hydestor
Joinery	Datum
Joinery	CiProjects
Joinery	FPG
Flooring	Project Floors
Flooring	Inzide
Lighting	Novii

NO.	FINISH/AREA NAME	SUPPLIER	TECHNICAL NOTES
F01	Primary Building Colour Resene Foundary	Resene	
F02	Secondary Building Colour Nuwall	Nuwall	Aluminum cladding, Shiplap 150mm, Pale Manuka Colour
F03	Secondary Building Colour Resene Gold Coast (Brown)	Resene	This is an alternative to F02 (if the building already has weatherboards etc.)
F04	100mm Pine Planking (machined)	Various	Router-cut to achieve panelling effect
F05	Resene Foundary - Interior Wall Substrate	Resene	Colour Code N33-007-254. RGB 44 46 50
F06	Resene Black White - Interior Wall Substrate	Resene	Colour Code N93-005-100. RGB 229 228 219
F07	Kiosk Tiles	Tile Space	Artisan Moss Glazed Tiles 200x65, Brick Laid
F08	Four Square Red	Resene	As per Brand Colour Specification Page
F09	Four Square Green	Resene	As per Brand Colour Specification Page
F10	Ebony Powdercoat (Aluminium)	Dulux Powdercoat Systems	TBC
FF01	Fresh Zone Flooring	Eternal Smaragd Red - Supplier: Inzide OR Purline Red Robin - Supplier: Project Floors	
FF02	Grocery Flooring	Polished Concrete OR Purline Warm Two - Supplier: Project Floors	
FF03	Mattwell Flooring	Shaw Welcome II Steppin Out Mat Charcoal Supplier: Jacobsen	
FF04	Office Flooring	Workstream, Granite Supplier: Inzide	

## 9. DIGITAL SPECIFICATION

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# STORE DIGITAL PACKAGE

FSNI are aiming to standardise the digital communication, presentation and supply. This means that promotional items and banner wide communication can be run centrally for FSNI, whilst still allowing localised content to be created and displayed. FSNI have negotiated the best possible supply rates for the equipment, and have ensured that the content management is run through one channel to ensure consistency and compatibility.

SCREEN	WHO	SPECIFICATION	LOCATION
External Screen No.1	Hyper	65" Screen. Vandal Proof Casing. Supplied Brackets. (140kg)	Within 'Promotion Zone' on Exterior
External Screen No.2	Hyper	65" Screen. Vandal Proof Casing. Supplied Brackets. (140kg)	Within 'Promotion Zone' on Exterior
Entry Island Screen	Hyper	55" Screen. Supplied Brackets. Ensure Coordination with Joinery.	Within Entry Island Joinery.
Kiosk Screen No.1	Hyper	43" Screen. Supplied Brackets. Fixed Through Tiles	On Kiosk Back Wall
Kiosk Screen No.1	Hyper	43" Screen. Supplied Brackets. Fixed Through Tiles	On Kiosk Back Wall

**Note:** All screens require power and data connections, which feed into the content management system (CMS) which is supplied by Hyper as part of their package. As well as the 'supply', these screens are also installed by Hyper. **Please refer to the appendix showing exact fixing locations for each sign.**



External Screen Implementation



Entry Island Screen Implementation



Kiosk Wall Screen Implementation

# 10. APPENDIX

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- A Outline Building Specification
- B Master Joinery Template
- C Typical Store Format Plans



# OUTLINE BUILDING SPECIFICATION

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## 1.0 General Terms

- 1.1 The site shall have a Resource Consent complying with the Four Square Business use [without restriction].
- 1.2 Commercial arrangements to be agreed between the parties.
- 1.3 Lease form: Auckland District Law Society Form (Latest Edition).

## 2.0 General Building Design

**The building shall incorporate the elements outlined below;**

- 2.1 For a stand-alone single level building a free span design without columns to the retail floor area is preferred, unless otherwise agreed. Design should incorporate column free as much as practical as agreed between the parties.
- 2.2 For a multi-level mixed use building some columns are acceptable to be agreed between the parties.
- 2.3 A Mezzanine is to be provided in the rear apex of the space, to accommodate the offices, staffroom and other administrative functions. Mezzanine to have min 2.7m clearance below and 2.4m above.

### Signage

- 2.3 Signage is critical to business performance and it should be maximised for both pedestrian and drive by traffic within local authority rules or covered by the Resource Consent.
- 2.4 Four Square signage must be prominent and meet the Exterior and Interior Signage guidelines, outlined in this document
- 2.5 Lessor responsible for gaining consent for External signage to Lessees design and conforming to Local Authority requirements. Lessor to provide structural frame & electrical supply for a roadside pylon to maximum height allowed by Local Authority on all road frontages and structural and electrical supply to façade signage, where agreed. All other signage by Lessee.

### Exterior cladding

- 2.6 The retail frontage of the building is designed in a way to maximise the brand values of Four Square. The primary cladding material can either be a metal profile, a timber system or lightweight concrete, provided that it meets the colour standards outlined in this document. Please note the specific areas which have been designated for the NuWall aluminium system, which is the backdrop for the main Building Sign.

### Structure

- 2.7 It is preferred that New Buildings are constructed using a lightweight cold rolled steel portal structure.
- 2.8 A concrete slab should be used, with the makeup appropriate for the area, soil conditions and recommendations from the geo-technical and structural engineers. Other in-ground services should be coordinated with the floor slab. A tolerance of + or - 3mm over 3m is acceptable. Machine finished concrete ready for diamond ground exposed aggregate finish.

## 3.0 Car Parking

- 3.1 Any development must meet or exceed the local Building Consent Authority (BCA) requirements in terms of parking ratios.
- 3.2 Parking must be to be on grade with easy access for the public to access the retail store, or if in a basement, a ramp or travelator must be provided adjacent to the exit point. The landlord shall ensure the property meets all

the requirements for disabled access.

- 3.3 Parking spaces must be a minimum width of 2500mm, but ideally 2700mm wide.
- 3.4 Parking design must consider the impact of truck movement as part of their layout (minimum being single axle truck with 10mtr radius turning circle at 99 percentile)
- 3.5 Parking shall provide adequate fall for drainage to ensure no pooling of excess water
- 3.6 Lessor to provide all car park areas including marking, kerbs, crossings, footpaths, landscaping and lighting subject to review & approval by Lessee.

## 4.0 External Services

- 4.1 Deliveries will be accommodated by way of a service area. It is intended that the roof form extends to create a canopy to the side of the rear of the building, where possible. This will have a separate vehicle access (min height of 4.5m).
- 4.2 An automatic roller shutter door of suitable commercial grade is to be installed to the delivery bay area.
- 4.3 The delivery bay must be able to accommodate the 99th percentile truck manoeuvring for a single axle 12mtr truck. (10mtr radius turning circle).
- 4.4 2 x flood lights or similar shall be provided to the delivery bay area.
- 4.5 Lining to loading canopy is to be lined to prevent bird congregation.
- 4.6 Lessor to provide suitable screened service area for rubbish skips, refrigeration plant, potential generator connection and pallet & box store. Area to be a min 10mx5m. All within the screened/sheltered service area.
- 4.7 Service area is to have suitable wash down water supply and waste catchment drainage. Area required to be agreed, but generally as detailed in the attached preliminary plan.
- 4.9 The building design shall ensure there is sufficient fall from all egress doors of the building.
- 4.10 A rubbish enclave including gates is to be provided adjacent to the roller door to house one 3.5 cu.m. waste bin. This should be constructed using materials which match the building.

## 5.0 Carpentry Works

### Interior lining

- 5.1 Generally all retail interior walls are to be lined full height with Gib board stopped to level 4 and painted.
- 5.2 Walls in the store area are to be lined with plywood to a height of 1.2m above floor level. Plywood is to be a clear polyurethane finish
- 5.3 Office space ceilings are to be lined with Gib board stopped to level 4 and painted or suspended ceilings.

### Interior finishing

- 5.4 Generally all skirtings, architraves and cornices are to be single bevelled radiata pine for paint finish
- 5.5 Any other interior finishing timber necessary i.e. is to be Radiata pine for paint finish.

### Ceiling

- 5.6 No suspended ceilings to be provided (unless agreed with FSNI), open retail and delivery ceilings.
- 5.7 Office areas and administration areas to have GIB ceiling.
- 5.8 As a minimum a 50mm insulation blanket is to be installed under roofing for the purposes of insulation. This must comply with H1 regulations.

### Soffit lining

- 5.9 Soffits to the entry, exit & footpath canopy's are to be lined with an agreed material. Colours to be as per finishes schedule.

## 6.0 Joinery

### Interior doors

- 6.1 All interior doors are to be solid core flush doors for paint finish with painted timber jamb liners and architraves.
- 6.2 Generally all doors are to have a head height of 2.0m high unless otherwise specified.

### Joinery fittings

- 6.3 Provision should be made for a kitchen sink bench unit to be fitted to the staff room by way of contribution.  
Tenant to build and install as part of fitout.

## 7.0 Painting and Decorating

### Exterior

- 7.1 Exterior products to be painted are as follows:
  - 7.1.1 Plaster entry walls sealer 2 coats acrylic
  - 7.1.2 Titan board cladding sealer 2 coats acrylic
  - 7.1.3 Soffit lining sealer 2 coats acrylic

### Interior

- 7.2 Interior products to be painted are as follows:
  - 7.2.1 Gib walls sealer 2 coats acrylic
  - 7.2.2 Plywood walls to store 2 coats clear sealer
  - 7.2.3 Doors & jamb liners primer 2 coats enamel
  - 7.2.4 Window jamb liners primer 2 coats enamel
  - 7.2.5 Finishing timber primer 2 coats enamel

## 8.0 Hardware

- 8.1 Generally all hardware is to be of an acceptable commercial quality.
- 8.2 In all cases door furniture, door stops, towel rails, grab rails and toilet roll holders are to be provided.

## 9.0 Air Conditioning and Ventilation

- 9.1 Air conditioning, fresh air intake and toilet extraction to Lessee store layout with zoning control will be provided to the Premises by Lessor to allow an equipment/lighting load of 40 watts/square metre. Diffusers and grills will be configured to the Lessee's store layout. Lessee responsible for additional extract requirements.

## 10.0 Electrical

### A minimum dedicated level of power must be provided to the site as follows;

- 10.1 160AMP 3 phase supply to a dedicated metered distribution board
- 10.2 The power feed shall be capable of supporting time of use monitoring.
- 10.3 The main switchboard shall be able to accommodate the following additional services.
  - Air conditioning system
  - Security system
  - Telephone and data system
  - Refrigeration

## 11.0 Lighting

- 11.1 Interior lighting to main retail area is to be LED lighting where possible to provide 1000 Lux at 900mm above floor level. Refer to Appendix B for the Lighting specification
- 11.2 All other interior lighting is to be LED units to provide 500 lux at 900mm above floor level.
- 11.3 Exterior exit and entry canopy's are to be fitted with recessed LED down lights.
- 11.4 The Exterior loading area is to be fitted with a wall mounted flood light over the roller door [under the canopy].
- 11.5 Car park lighting is to be provided at a level suitable to provide "safe" illumination for customers & the public
- 11.6 Provision is to be made for up to four single phase power supplies suitable for exterior illuminated signage
- 11.7 Entry / Exit / Delivery bay.
- 11.11.1 Suitable levels of lighting are to be provided to the entry & exit of the store, types TBC.
- 11.8 External lighting.
- 11.12.1 Provision is to be made for up to four single phase power supplies suitable for exterior illuminated signage.

## 12.0 Telephone and Data Cabling

- 12.1 As a minimum 5 pairs are to be made available from the Tele network to an agreed termination point within the premises
- 12.2 The Tenant is to supply their specific Telephone & Data equipment and systems.

## 13.0 Plumbing and Drainage

The Landlord will provide access during the construction phase for Four Square to carry out plumbing and drainage works that occur as part of the tenant fit out including but not limited to such activities in or below the floor slab to suit the Four Square layout. This includes location of core holes and sub-floor drainage requirements.

**As a minimum the landlord shall provide;**

### Dedicated Water Supply

- 13.1 A new 25mm water main to be provided to an agreed location.

### General

- 13.2 All internal hot & cold water pipework to generally be "Dux Secure fit" pvc, unless otherwise specified.
- 13.3 All tapware is to be single lever ceramic disk.
- 13.4 A 30mm cold water supply complete with isolation valve at a point within the ceiling space adjacent to the perimeter wall of the Premises too be provided.
- 13.5 Five drainage points (100mm diameter) will be provided to the lessor to each corner and Kiosk area. All other internal drainage works to be undertaken by Lessee. Lessor to make available all slab cuts & trenches for lessee services (waste, refrigerant, water, power and data), OR – coordinated as part of the new build which we would expect.
- 13.6 A single trade waste point (size to be determined) and grease trap (min – 2000L Hynds GT2000) will be provided to the Premises

**As a minimum the following is to be provided as part of the landlords works at agreed locations within the premises:**

### Toilets

- 13.7 Lessor responsible for supplying fully furnished staff & public toilets to Local Authority requirements, but at minimum providing 1 public toilet and 2 staff toilets to the Lessee's layout.

### **Cleaner's cupboard**

- 13.8 1 Stainless steel cleaners sink.
- 13.9 1 set of tapware.

### **Staffroom facilities**

- 13.10 2 HWC's, 1 x 180L + 1 x 45L – location advised by tenant. Allow reticulation pump for continuous HW.
- 13.11 Dishwasher connections, and backflow prevention (dishwasher supplied by Tenant).
- 13.12 One exterior hose fittings. Locations to be agreed between the parties.

### **Sanitary Sewer**

- 13.13 The landlord is to provide all Sewer pipe works as necessary for building consent.
- 13.14 Four Square will require a grease trap of an appropriate size & design to support their business use. This is to be submitted as part of the overall building consent by the landlord, installed as part of landlord works (2000L Hynds GT2000).

## **14.0 Gas Suply**

No gas will be required

## **15.0 Disabled Facilities**

Site Shall Comply

## **16.0 Entry, Exit and Shopfront**

- 16.1 Exterior door and window joinery is to be powder coated Aluminium joinery of a commercial grade complete with all associated flashings, sill trays, threshold strips etc.
- 16.2 Aluminium framed auto opening doors are to be provided to entry and exit & are to be oversized in terms of entry height with a minimum of opening clearance of 2100mm. Refer to Guidelines imagery for guidance.
- 16.3 A rear pedestrian access is to be provided adjacent to the roller door.
- 16.4 Both Entry & Exit doors are to be keyed alike & provide access externally and be mode controlled internally. The doors must provide push button operation for after hours or emergency exit.
- 16.5 Glazing to Aluminium exterior doors and windows is to be to the thickness and strength as required for the size and position.
- 16.6 Glazing is to be double glazed to be a minimum of 3m high. External facing doors must be sheltered by canopies.
- 16.7 Glazing is to meet NZBC current insulation requirements.

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- 16.7 Glazing is to meet NZBC current insulation requirements.

## 17.0 Fire Protection, Fire Egress and Emergency Lighting

- 17.1 A fire alarm system is to be installed as recommended by the Fire Engineer & of a suitable standard to support Four Square business use.
- 17.2 Note: In most instances Four Square expects an automatic alarm system using heat detectors with manual call points at exits, sounders throughout the premises, & a fire alarm panel adjacent to front door shall be the requirement. However all works will need to comply with the NZBC for their business use.
- 17.3 Smoke detectors are not suitable.
- 17.4 Lessor to provide fire egress signs and emergency lighting to meet NZBC requirements.

## 18.0 Plant Access

Plant is to be located on the roof, or at a suitable agreed location. The landlord shall provide adequate access provisions to all plant areas.