



BMW – Project Footprint Tender Return

70 Park Lane, London, W1K 7TT

Monday 22nd November

Address

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Presentation delivered by   

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01

Executive Summary

 INNOVATIVE THINKING. EXCEPTIONAL WORKPLACES.



**DREES &
SOMMER**

STRIDE TREGLOWN



“A journey of a thousand miles
begins with a single step”

Executive Summary



Jessica Soper
Account Manager
07920 411 473
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Area are delighted to be invited to provide a tender response for the forthcoming fit out of 70 Park Lane, on behalf of Drees & Sommer and BMW. Having thoroughly reviewed the Tender documents, we can confirm that our submission is compliant with your tender requirements.

Our commercial offering in our submission has been put together following extensive communication with our supply chain over the past 4 weeks and fully reflects the tender scope of works. Although price is always an important factor, buildability, resource and material procurement has been a major part of our selection criteria. We believe that Procurement, Programme and Phasing are going to be key to delivering this project successfully. Within section XX of the proposal, we have put together a detailed phasing plan to demonstrate how Area would tackle this project to ensure least disruption to the BMW team and their customers.

We understand that we will be required to integrate in to an established Client Project Team and take design responsibility for the specified CDP items which include; The Mesh Portal Entrance, JCW Mesh ceiling panel, Mechanical and Electrical fixings, Lighting Control and the Cable Containment,

together with managing a robust pre construction sign off and approval programme. Within the design section of our proposal, we have also taken the opportunity to visualise the scheme, this resource would be available through out the project and is a great tool for staff and stakeholder engagement.

Area Team

Within section 03 of the proposal, you will see an organogram with our proposed project team. The team, their experience and can-do attitude is going to be fundamental to the project success. The Area Team put forward for this project, should we be fortunate enough to be appointed, have direct experiencing of delivering successful projects of this nature. We have carefully selected a team that have experience of delivering projects of a similar scheme together and have previously worked with Drees & Sommer. The benefit of this means that our work is concise, accurate and timely thereby enabling us to identify unforeseen issues quickly and find solutions through great communication techniques, that precisely deliver against the project needs.

Being the right partner for Drees & Sommer, BMW and Stride Treglown

Partnering with the right company who you can trust is a critical decision to ensure success. Our dedication to delivering the highest quality design, build, relocation and consolidation projects for

clients has led us to achieving the position of one of the market leaders in the UK.

In a competitive market where businesses strive for advantage, the real differentiator is the team you will work with. Area take great care and time in employing the right people with the right skills. Our team is passionate about creating the UK's best workplaces and take pride in establishing long lasting relationships with our clients.

We trust our proposal meets with your expectations and covers all aspects needed for you to make a shortlist selection. We would be delighted to meet with you in person, introduce our team and go through our proposal in more detail.


Jessica Soper
Account Manager
Corporate Accounts





02

Who are Area?

 INNOVATIVE THINKING. EXCEPTIONAL WORKPLACES.



**DREES &
SOMMER**

STRIDE TREGLOWN

Sheer Driving Pleasure

Who are Area

Area is one of Europe's most progressive and successful workplace design and fit-out specialists. We work directly with occupiers, landlords, developers and professional teams across a broad range of business sectors through design and build, detail and build and traditional procurement routes.

Our teams share a common passion for the workplace and a collective purpose of delivering an exceptional experience for our clients and their employees.

Setting the highest standards in everything we do starts with employing the best talent in our sector and ensuring they share similar values and commitment to our 'client for life' philosophy.

Services



Workplace consultancy



Office furniture



Office design



Client support



Office fit-out



Moves and relocation



Office refurbishment



“ Our success comes from combining our years of industry experience with our ability to generate fresh ideas for each client. Our team are passionate about the workplace which is reflected in the quality and delivery of our work. This in turn has contributed to Area and the wider Fourfront Group being one of the most successful and financially stable organisations in the commercial sector. ”

Gary Chandler

CEO



Sheer Driving Pleasure

The Group

Area is part of Fourfront Group, a family of companies that help bring workspaces to life. We create inspiring workplaces that not only embody your culture and values but also foster productivity and wellbeing. Our comprehensive service offering includes office design and fit-out, detail and build, traditional fit-out and workplace consultancy, as well as commercial furniture solutions, move management and archiving.

WORKTECH™ ACADEMY

Being part of Fourfront Group, the UK's leading workplace specialist, means we can be true innovators within our industry and have access to the latest thinking in the workplace sector. In our continued efforts to source knowledge and be part of the wider global conversation, we are core founding members of WORKTECH Academy. The worldwide knowledge community focuses on exploring the changing nature of work and workplaces.



fourfront group

STRONGER TOGETHER



WORKPLACE
CONSULTANCY



DESIGN AND FIT-OUT
SPECIALISTS



FURNITURE, LOGISTICS,
MOVES AND INSTALLATION



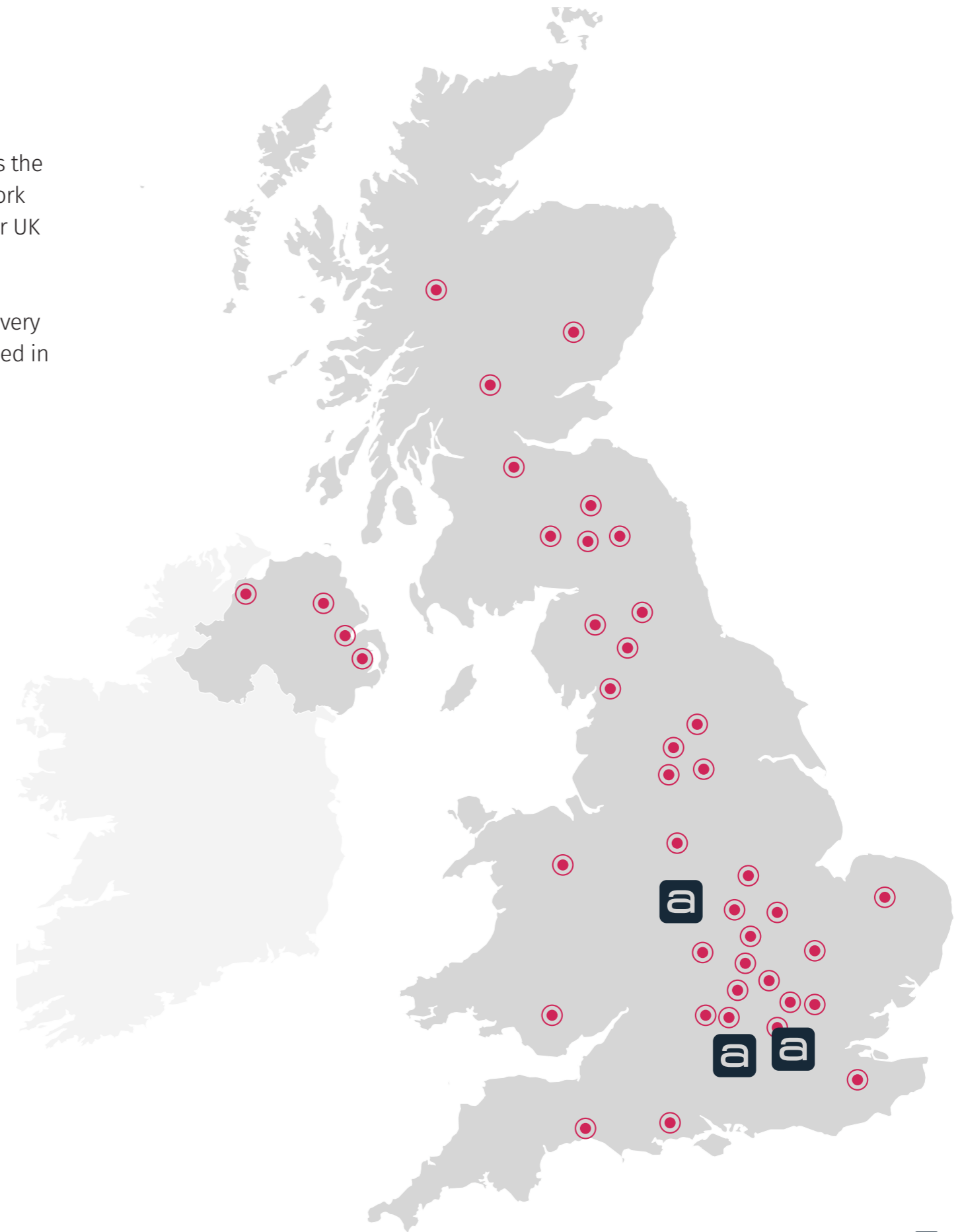
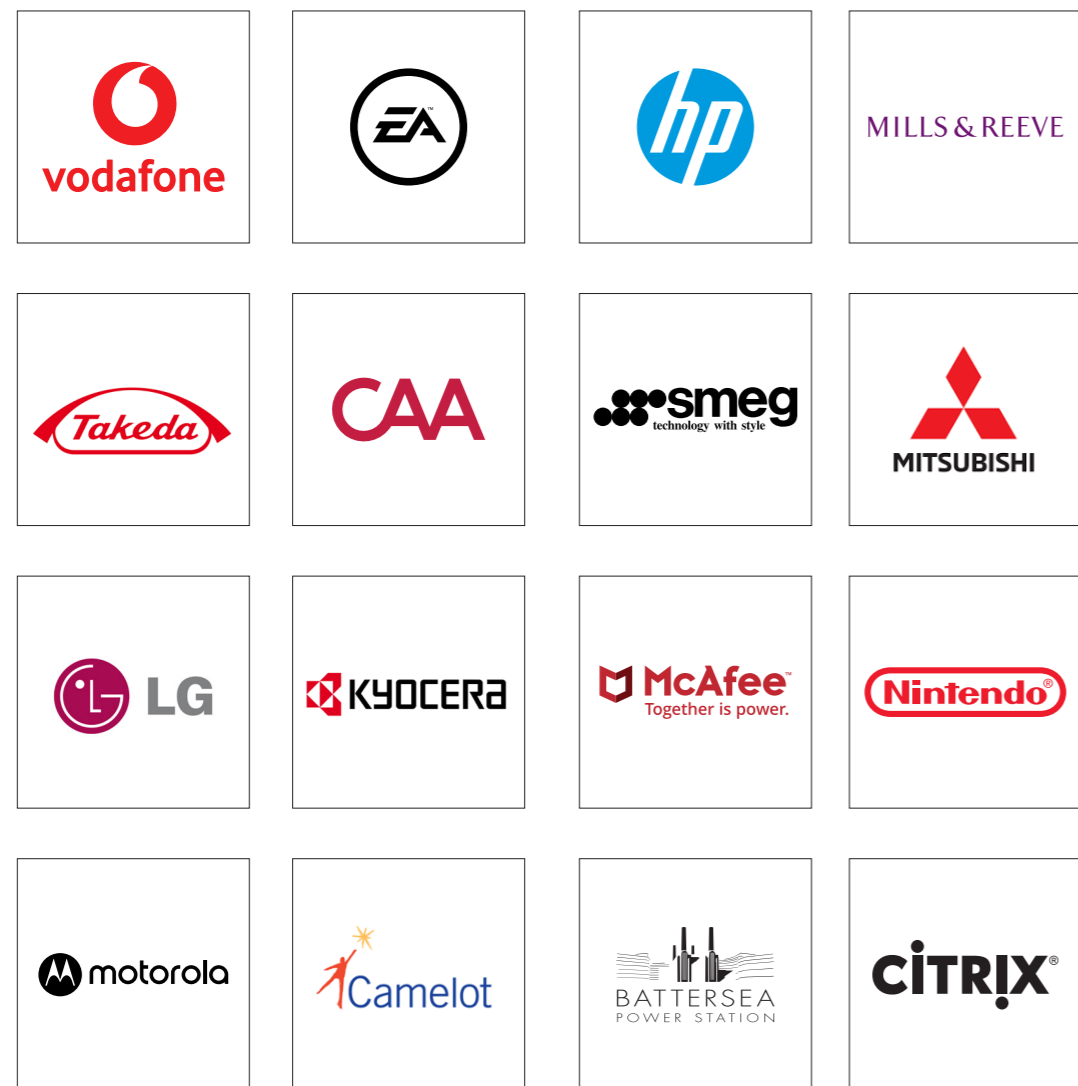
INNOVATIVE THINKING. EXCEPTIONAL WORKPLACES.

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UK experience

Since Area's launch in 2000, we have undertaken thousands of workplace projects across the UK for clients from all sectors. We are proud to say that many of our clients choose to work with us time and time again, which often means we deliver projects for them across their UK and European portfolios.

Regardless of whether a project is in the most southern, or northern regions of the UK, every client receives a dedicated project team and the same consistent service, which is outlined in our Excellence in Delivery programme.



INNOVATIVE THINKING. EXCEPTIONAL WORKPLACES.



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European Coverage

Area is proud to be a UK business, but we recognise that our clients are increasingly operating on a global scale.

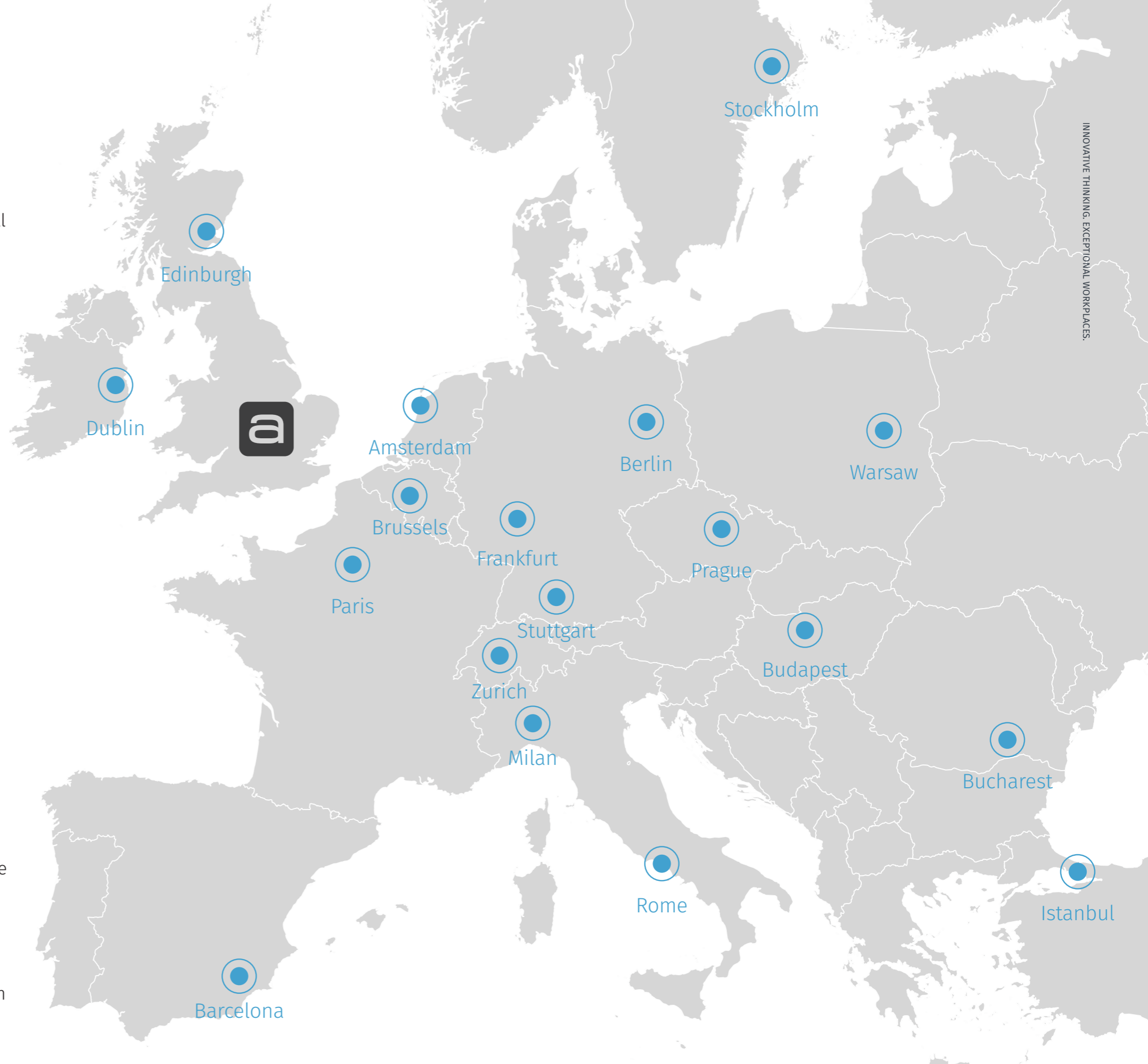
Our partner network extends to twelve countries across Europe. Our dedicated European team, alongside a support network of suppliers and partners, ensure our clients receive the perfect balance of understanding your business combined with local knowledge.

Each European project is delivered in line with the intricacies of local codes and regulations, and the stringent standards that are set out in Area's Excellence in Delivery programme.

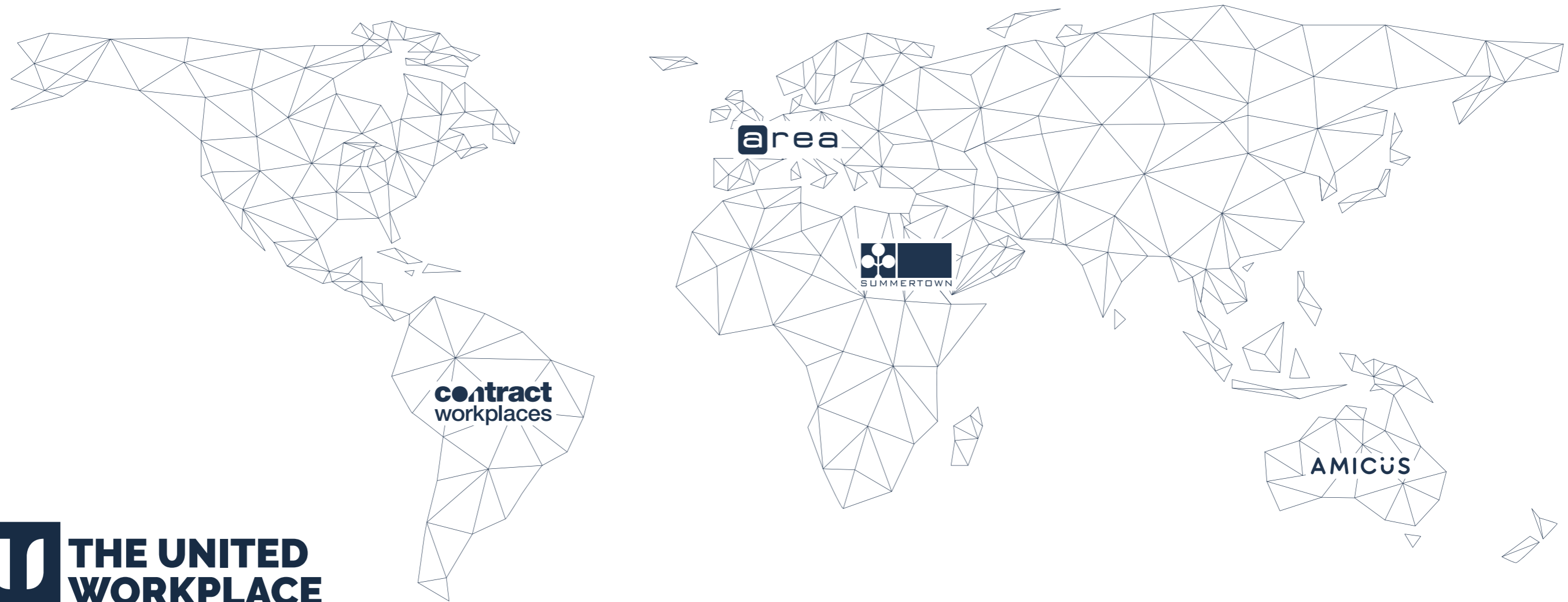
The network coverage we offer are primarily located in the following countries but with experience of cross border link.

Our vision is to be the leading globally connected workplace specialist. We provide a dedicated service for our clients to support their international workplace requirements. Wanting to deliver a consistent service to our clients on a world-wide scale has led us to create The United Workplace (TUW), a global network of workplace experts who offer our clients a consistency of service level outside Europe.

We have partnered with workplace design and fit-out specialists in the US, South America, UAE, Asia Pacific and Australia. Area has a strong track record in delivering workplace projects in mainland Europe.



Global Reach



The United Workplace (TUW) is a network of workplace specialists – inspiring design, innovation and a culture of collaboration underpins everything we do.

All members bring with them a wealth of knowledge and experience. The fundamental goal of The United Workplace is to provide consistency of service and local insight on a global scale, and to fulfill your workplace consultancy, design, fit-out or commercial furniture consultancy and installation needs.

Globalisation is accelerating and having the ability to link businesses, exchange best practices and share knowledge is seen as a distinct advantage.

Beginning with the founding partners Fourfront Group in the UK and Amicus in Australia, The United Workplace has attracted additional members including Summertown in the Middle East and Contract Workplaces in Latin America.

The United Workplace partners

- Each partner has been carefully selected on the basis of their financial stability, track record, quality of service, ethics and shared values to create a network of likeminded businesses
- Your workplace needs can be fulfilled on a global scale – with consistency of service and quality
- All members have been trading for at least 10 years, bringing with them a wealth of knowledge and experience in the industry – so you can rest assured your project is in safe hands
- Each partner provides local insight which in turn means you get the best perspective on your international projects



Our Values

We are bound to our sister companies in the Fourfront Group by a number of shared values, which we call The Fourfront Way. Encapsulating the essence of our business, who we are, how we behave and what make us different, The Fourfront Way has helped us recruit and retain the very best talent in our industry.

1. WE ARE FAMILY

Ok – occasionally we might disagree, but we stick together. We enjoy working and celebrating together. We are stronger together.

2. UNIQUE... AND DIFFERENT

We recruit people who are talented, regardless of their race, beliefs or which football team they support. Every one of us brings something individual to the business.

3. BE THE BEST YOU CAN BE!

Never accept the status quo. Always push the boundaries.

4. WE DO WHAT WE SAY... AND WE SAY IT AS IT IS

We never look at the small print as a way out, not with colleagues, partners or clients.

5. DO UNTO OTHERS

Morals and ethics don't stop at the office front door. There is a bigger world out there and we take our social and environmental responsibilities seriously.

6. DON'T BE AN ARSE

We don't take to them too well, however good they may be at their job.

7. ATTITUDE IS AN IMPORTANT AS APTITUDE

We believe and invest in training – but we also believe there are some things you can't teach.

8. PROFIT IS NOT A DIRTY WORD

Our ability to invest in our future depends on it.

9. CLIENTS ARE AT THE HEART OF EVERYTHING WE DO

Always remember they are our past, present and future.

10. YOU GET WHAT YOU DESERVE

True in life and true in Fourfront. We believe in recognising and rewarding talent,



Sheer Driving Pleasure

Our Clients



INNOVATIVE THINKING. EXCEPTIONAL WORKPLACES.

ballymore.

Openwork.

badoo

RewardGateway
the employee engagement people

ARVAL
BNP PARIBAS GROUP

Virgin HOLIDAYS

CUSHMAN & WAKEFIELD

lenovo



Infosys



TECH CITY



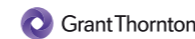
rise london



SMART FOCUS



Handelsbanken



Centerbridge

serco



Firmenich



M&S
EST. 1884

easyJet



CITRIX

McCANN

exertis



opentext

Dunedin

gategroup

STELLA MCCARTNEY

Tabcorp



Motability



Accreditations




Tender Return Project Footprint - 70 Park Lane, London, W1K 7TT



03

Meet the Team

 INNOVATIVE THINKING. EXCEPTIONAL WORKPLACES.



**DREES &
SOMMER**

STRIDE TREGLOWN

Meet the team

Area's policy is to attract and retain the best people in the industry. Our Group Training Academy ensures that our staff have up-to-date knowledge of the latest industry regulations and sustainability requirements whilst also nurturing personal and professional development on an individual basis.



Jessica Soper
Account Manager



Colin Pye
Corporate Accounts Director



Nicol Lee
Creative Director



Neil Hanson
Senior Contracts Manager



Ben Griffiths
Pre-Construction Manager



Piush Shingla
Senior Technical Designer



Matt Sibley
Site based Project Manager



John Scott
Technical Services Manager





Jessica Soper
Account Manager
7 years with Area

Jessica has many years' experience in Design and Office fit out. Her wealth of knowledge and passion for excellence has been instrumental in developing our market leading position.

Jessica plays an active role at the front end of the business, working with our major clients and ensuring our client for life approach philosophy underpins everything we do.

Jessica continues to stay close to the project team and client through out the build process and during the aftercare process, she ensures there is always one point of contact for the client to communicate with.

Project Experience

Great Sutton Street
30a Great Sutton Street
London, EC1V
Value £2.2m

Sycamore House
London, EC1
Value £2.3m
Duration 19 weeks

Battersea Powerstation
London
Value £Undisclosed
Duration 18 weeks



Nicol Lee
Creative Director
3 years with Area

Nicol has produced successful designs for some of Area's most high-profile projects.

Nicol who has a background designing for the Government and Cabinet Office, has been involved at the bid stage, working closely to ensure a design programme, design matrix and schedule of design deliverables is fully co-ordinated between design stage and construction stage.

Nicol will also be the link between our design studio and our site based operational team to ensure that buildability and quality is of the highest standards. Building control sign off, client approval and onsite coordination will all fall within Nicol's remit. Under CDM, Nicol is responsible for ensuring that all drawings issued for construction, ensure the project can be built in the safest way possible

Project Experience

IMO Convex
The Scalpel Building
London, EC3
Value £9.2m

Battersea Powerstation
London
Value £Undisclosed
Duration 18 weeks

Great Sutton Street
30a Great Sutton Street
London, EC1V
Value £2.2m



Colin Pye
Corporate Accounts Director
17 years with Area

Colin has worked in the commercial office interiors market since leaving college in 1986.

Throughout this time, Colin has worked on a number of prestigious projects both in Central London and the surrounding area, gaining both a wealth of experience and collecting industry awards in the process.

Colin joined Area in 2003 and has participated in the growth of the company, being actively involved in projects including BAA, Pharmion, Serco, HP and United Therapeutics. He has fulfilled the role of Corporate Accounts Director for the past ten years. Colin has Overall Responsibility for Health and Safety across all Corporate Accounts Projects.

Project Experience

Sycamore House
London, EC1
Value £2.3m
Duration 19 weeks

Great Sutton Street
30a Great Sutton Street
London, EC1V
Value £2.2m

Battersea Powerstation
London
Value £Undisclosed
Duration 18 weeks



Neil Hanson
Senior Contracts Manager
6 years with Area

Neil is an experienced Contracts Manager who has been managing projects within the fit out industry for over 15 years, and has been with the business for nearly 8 years, overseeing numerous projects across all of the different business streams.

Neil is responsible for the overall delivery of the project, and will coordinate with all of the project's stakeholders, both internally and client-side, to ensure that work is completed on time, on budget and to the client's full satisfaction.

Project Experience

Great Sutton Street
30a Great Sutton Street
London, EC1V
Value £2.2m

IMO Convex
The Scalpel Building
London, EC3
Value £9.2m

Lego
New Fetter Lane
London
Value Undisclosed
Duration 18 weeks





Ben Griffiths
Pre-Construction Manager
1 years with Area

Ben is a Senior Pre-contracts manager working in the corporate accounts team at Area. He has been working in the construction industry for 8 years. Prior to joining Area, Ben worked his way up the ranks to manage a commercial team for another fit-out company, gaining experience in both pre-contracts and commercial management. Now fully focused on the pre-construction side, Ben's aim is to coordinate our client's budget to meet their fit-out aspirations, always managing their expectations every step of the way.

Outside of work, Ben enjoys golfing and holidays abroad. He is also a keen DIY enthusiast

Project Experience

Sycamore House
 London, EC1
 Value £2.3m
 Duration 19 weeks

Great Sutton Street
 30a Great Sutton Street
 London, EC1V
 Value £2.2m

Battersea Powerstation
 London
 Value £Undisclosed
 Duration 18 weeks



Matt Sibley
Site based Project Manager
3 years with Area

Matt has over 25 years experience working within construction, including the last 10 years working as a Senior Project Manager for some of the UK's largest drywall and Joinery contractors in London before joining the group three years ago as a Contracts Manager where he works closely with his contractors and client to ensure a smooth delivery of every project from start to finish, his eye for detail and his positive energy always ensure he delivers projects to a great standard and the client issuing great feedback after completion.

Project Experience

Sycamore House
 London, EC1
 Value £2.3m
 Duration 19 weeks

Great Sutton Street
 30a Great Sutton Street
 London, EC1V
 Value £2.2m

Battersea Powerstation
 London
 Value £Undisclosed
 Duration 18 weeks



Piush Shingla
Senior Technical Designer
3 years with Area

Piyush works alongside the Corporate Accounts team to support them with technical, as well as creative design solutions.

Piyush handles the development of the initial brief, to delivering and seeing the job through to completion, co-ordinating the services and conceptual design for a smooth construction process.

He aims to deliver high quality architectural production drawings and information for both costing and construction purposes from project inception to completion, as well as prepare architectural tender and construction information.

Project Experience

Sycamore House
 London, EC1
 Value £2.3m
 Duration 19 weeks

Great Sutton Street
 30a Great Sutton Street
 London, EC1V
 Value £2.2m

Battersea Powerstation
 London
 Value £Undisclosed
 Duration 18 weeks



John Scott
Technical Services Manager
4 years with Area

John is a Technical Services Manager (TSM) for Area. He has been with the company for over 6 years and has been part of the structured and steady growth in the company's design and build market sector.

Prior to joining Area, John gained valuable experience at both sub-contractor and main contractor levels, including an initial full trade apprenticeship. John is involved with the mechanical and electrical services on projects through pre-con, purchasing, design development, approvals, commissioning and most importantly final client handover.

When not working, John enjoys most sports, especially rugby. He is currently trying to improve his skiing and golf depending on the time of year.

Project Experience

IMO Convex
 The Scalpel Building
 London, EC3
 Value £9.2m

Battersea Powerstation
 London
 Value £Undisclosed
 Duration 18 weeks

Great Sutton Street
 30a Great Sutton Street
 London, EC1V
 Value £2.2m



References



References for all of the above candidates:

.....
Matt Hartley - Convex
.....

.....
Scott Grant - Battersea Power Station Development Ltd
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Contact details available on request

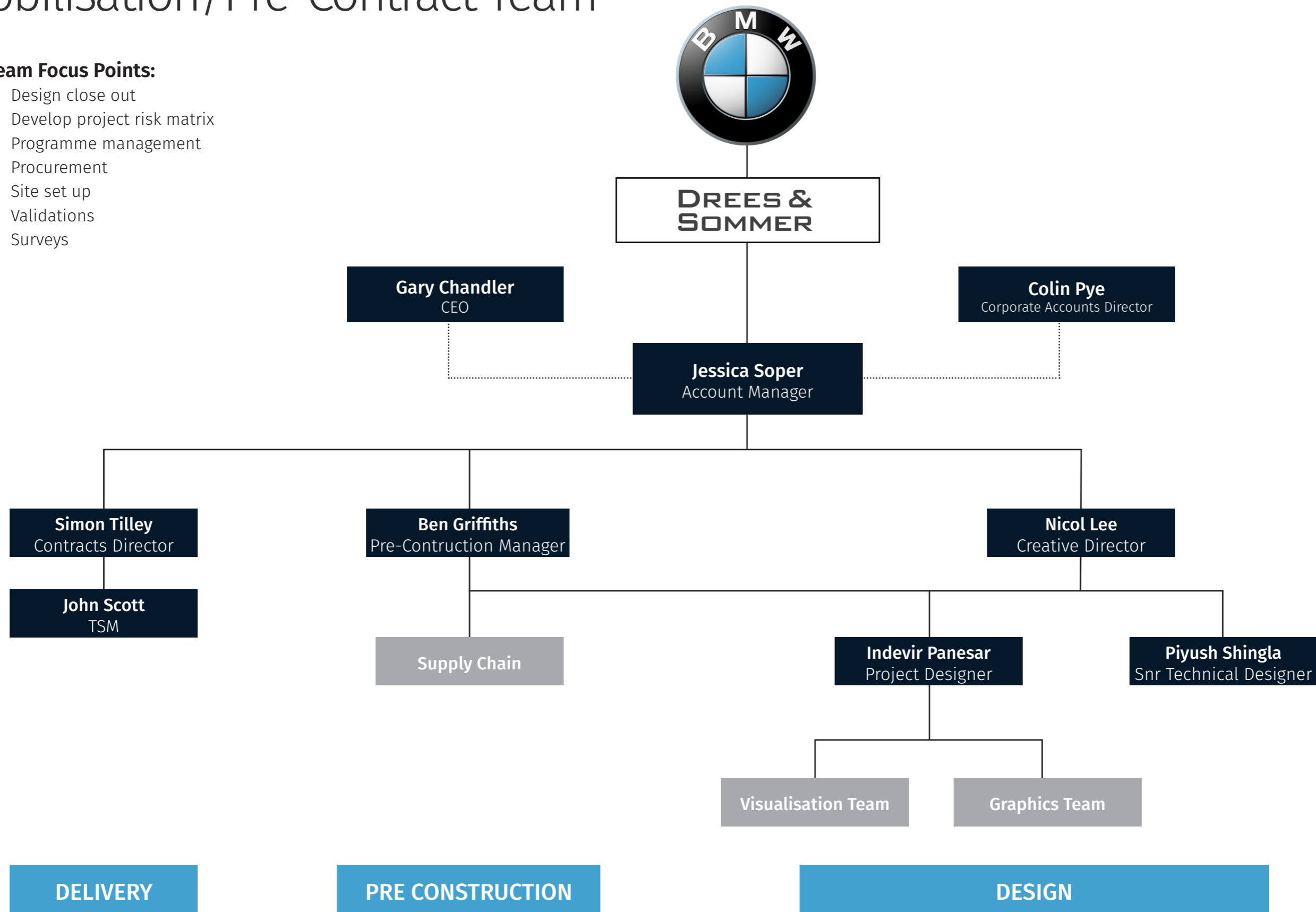


Mobilisation/Pre-Contract Team



Team Focus Points:

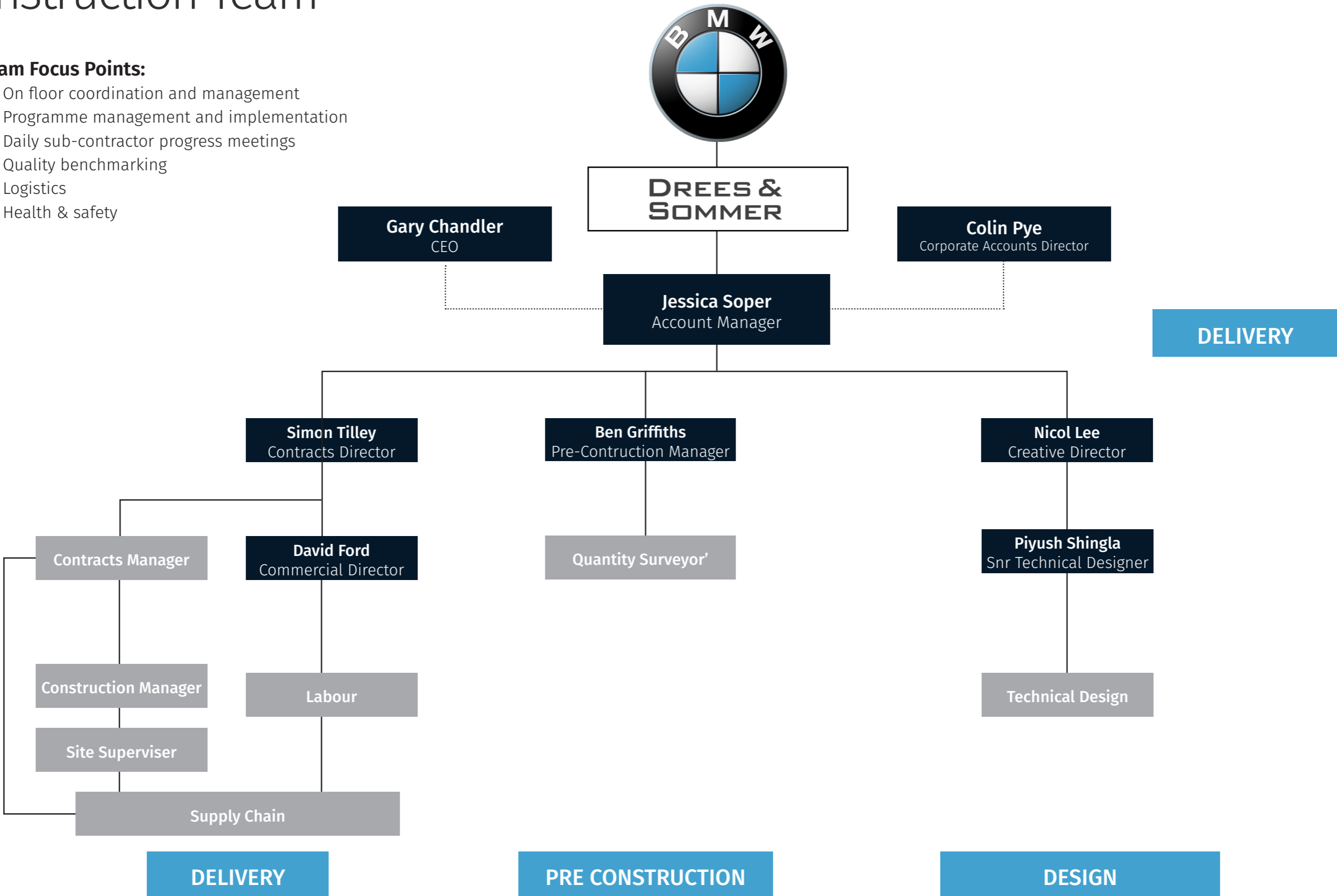
- Design close out
- Develop project risk matrix
- Programme management
- Procurement
- Site set up
- Validations
- Surveys



Construction Team

Team Focus Points:

- On floor coordination and management
- Programme management and implementation
- Daily sub-contractor progress meetings
- Quality benchmarking
- Logistics
- Health & safety



Group Health & Safety - Director

Peter Barlow - CV



“It is my goal to ensure all our staff are equipped with the best health and safety advice necessary to complete the project and their day to day works. I am always available to the client and professional team should they have any health, safety concerns.”

Peter has over 13 years' experience working within the construction industry and is the company full time Fourfront Group Health and Safety Director.

Working together with strategic consultants such as RoSPA, TPS, CITB and CHSG, he ensures that we have the depth of support, guidance and knowledge required for both general and construction related health and safety advice.

KEY RESPONSIBILITIES

- Provide H&S advice to the Fourfront Group Directors
- Provide updates on changes to the H&S legislation to the staff
- Regularly visit the projects across the Fourfront Group and audit their H&S performances against the Fourfront Group procedures
- Liason with HSE as and when required

TRAINING & QUALIFICATIONS


- Chartered Member of the Institute of Occupational Safety & Health
- Incorporated Member of Association of Project Safety
- Member of the International Institute of Risk and Safety Management
- CIEH Environmental Management Level 3
- CIOB Site Managers Safety Training Scheme
- CSCS Safety Manager
- CSCS Quality Manager
- CSCS Environmental Manager
- NEBOSH Certificate
- NVQ4 Occupational Health
- Level 2 Award in Working in Medium Confined Spaces
- BS EN ISO 9001 Internal Auditor
- Fire Assessor
- COSHH Assessor
- Site Safety Supervisor CITB
- City and Guilds Field Engineering
- Practical Pollution Prevention
- Hazmat Supervisor
- PASMA
- Face Mask Fit Tester





04

The Design Process

 INNOVATIVE THINKING. EXCEPTIONAL WORKPLACES.



**DREES &
SOMMER**

STRIDE TREGLOWN

About the Design

Our objective is clear: to interpret BMW's vision as directed by Stride Treglown and in turn maximise the potential of your workspace in order for your business to achieve their goals and ideals taking you into a successful future.

We believe working as a team in a truly collaborative and cohesive way is the key to the successful implementation of the design scheme and language of this project. The understanding of the vision and the translation of Stride Treglown's original design intent has begun through some initial consultation and early stage dialogue. We have interpreted the vision, bringing the design to life through a selection of visuals, which demonstrates our detailed understanding and translation of this concept. Where possible we have offered solutions with emphasis on build-

ability whilst remaining loyal to the scheme. It has been hugely enjoyable delivering this initial proposal and being given the opportunity to display to you the 'how' behind our design process.

The in-house design team at Area are a dynamic and creative collective of individuals, who work collaboratively to achieve successful projects in the desired time frame. All situated on one floor, the creatives, architectural technicians and visualisation team work side by side, creating an energised, reactive and focused studio. Our in-house 3D visualisation team can assist your designs at any time throughout the BMW project.

Our in-house CGI capability allows clients to visualise the end result prior to project commencement. We believe by adopting this approach our clients can 'buy in' all the way along the design journey knowing

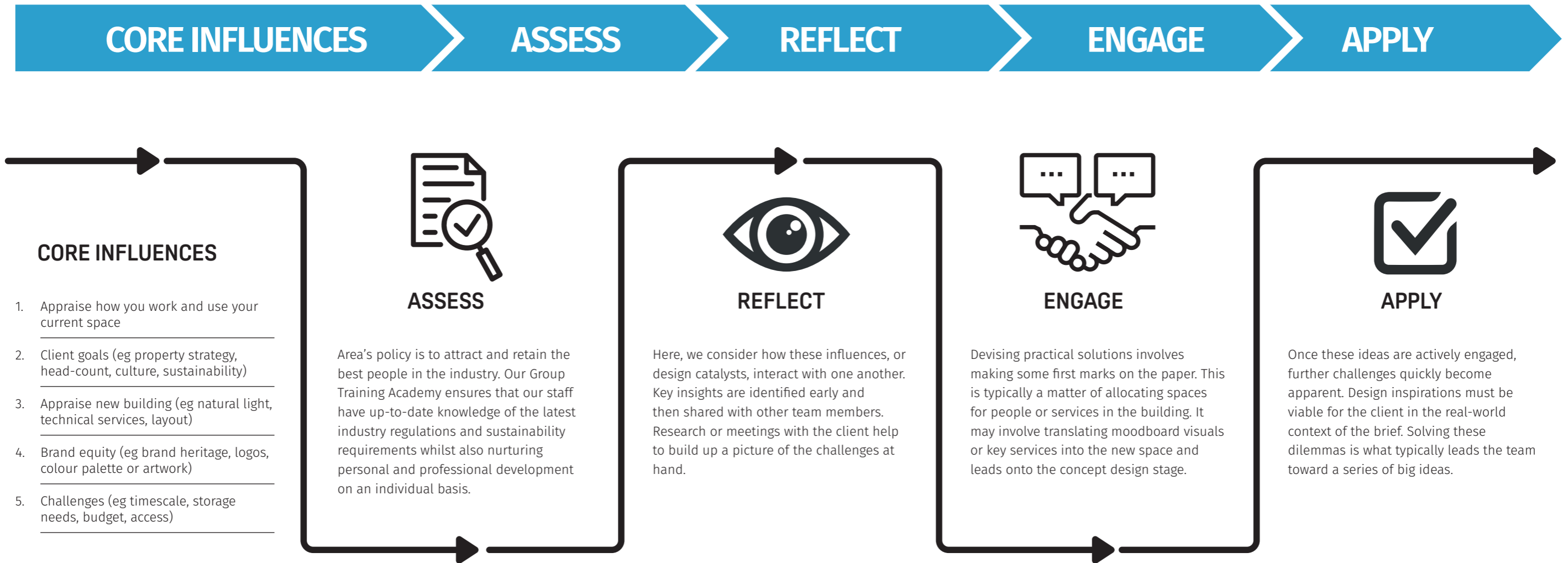
the accuracy of the final design will be guaranteed and their expectations will be delivered. We have approached the design as a 'ready to build' approach, with the interpretation of the Re-creation design staying true to the fixtures and fittings as displayed in the Stage 3 Drawings and Specifications pack. We have then explored areas of focus where we believe we can add value from a build-ability perspective. Our intent is always to recognise and respect the design by Stride Treglown whilst finding innovative solutions to help build the scheme in the tight time frames of the programme

Nicol Lee
Creative Director



Our Design Philosophy

Great design is about solutions. It's about gathering the pieces of the puzzle in order to fit them together in the way that truly satisfies each client's needs, whether or not these are fully specified at the outset of a project. Every company is different. Every building is different. This is why we describe our design philosophy as a process. It is a rigorous method that acts as a proven path to creative excellence and one that relies as much upon flexibility as it does tenacity.



In the reflect stage we often revisit the core influences

Strong design must be underpinned by diligence and understanding.



Sheer Driving Pleasure

The Ultimate Driving Experience

The Brand. The Building. The Family.



INNOVATIVE THINKING. EXCEPTIONAL WORKPLACES.



HISTORY

The BMW and Stride Treglown vision for the refurbished showroom on Park Lane undeniably exudes quality and interest. It is clear BMW wanted to create two distinct spaces respecting their own philosophies while strengthening their family bond with MINI. Stride have taken visitors on a journey, to forget that they are in a showroom, removing the technical areas so that only the pleasure of discovery remains. They have chosen brick, smooth concrete and steel, raw materials to create a universe of character that is both classic and vintage. A nod to the brand's past as the car's shine bright, a display of their future. Each of these two defined spaces is thought out, imagined and designed to best meet the ambitions of the concessionaire, which is to offer a unique experience to its visitors.



EXPERIENCE



UNIQUE




IMPACTFUL





04.01

Your'e in the driving seat
Your vision in 3D

 INNOVATIVE THINKING. EXCEPTIONAL WORKPLACES.



**DREES &
SOMMER**

STRIDE TREGLOWN



THE ULTIMATE DRIVING EXPERIENCE

TAKE CONTROL



CLICK HERE TO VIEW ANIMATION



Sheer Driving Pleasure

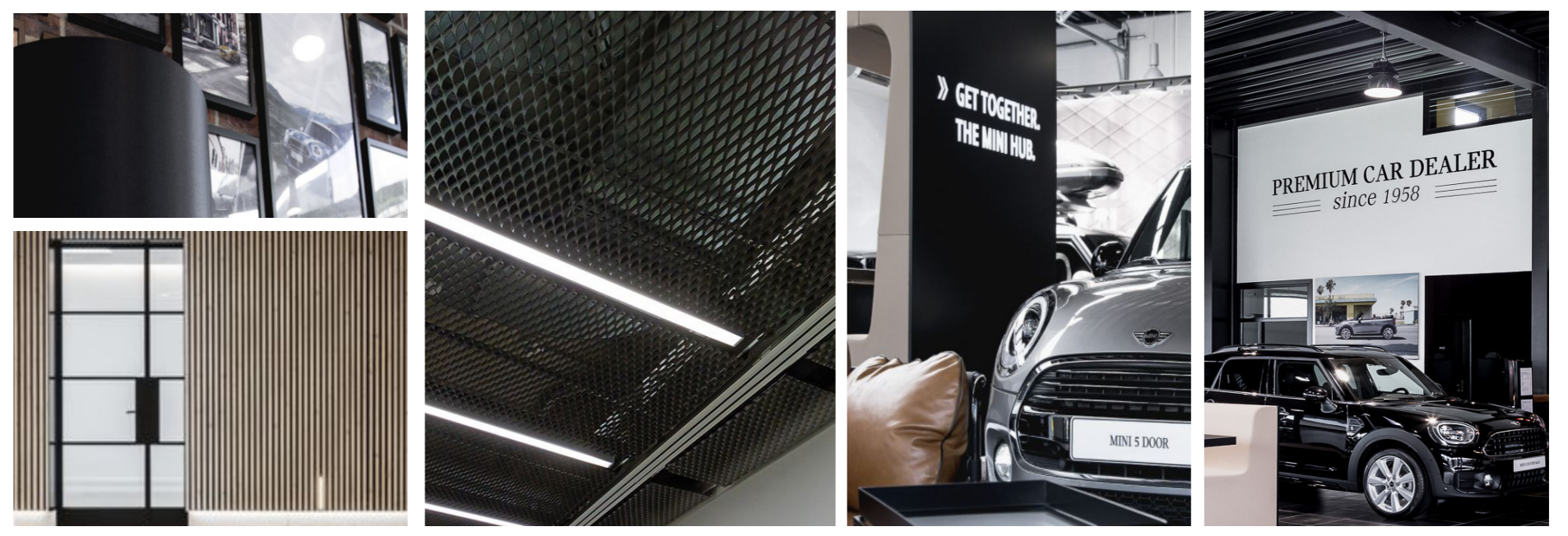
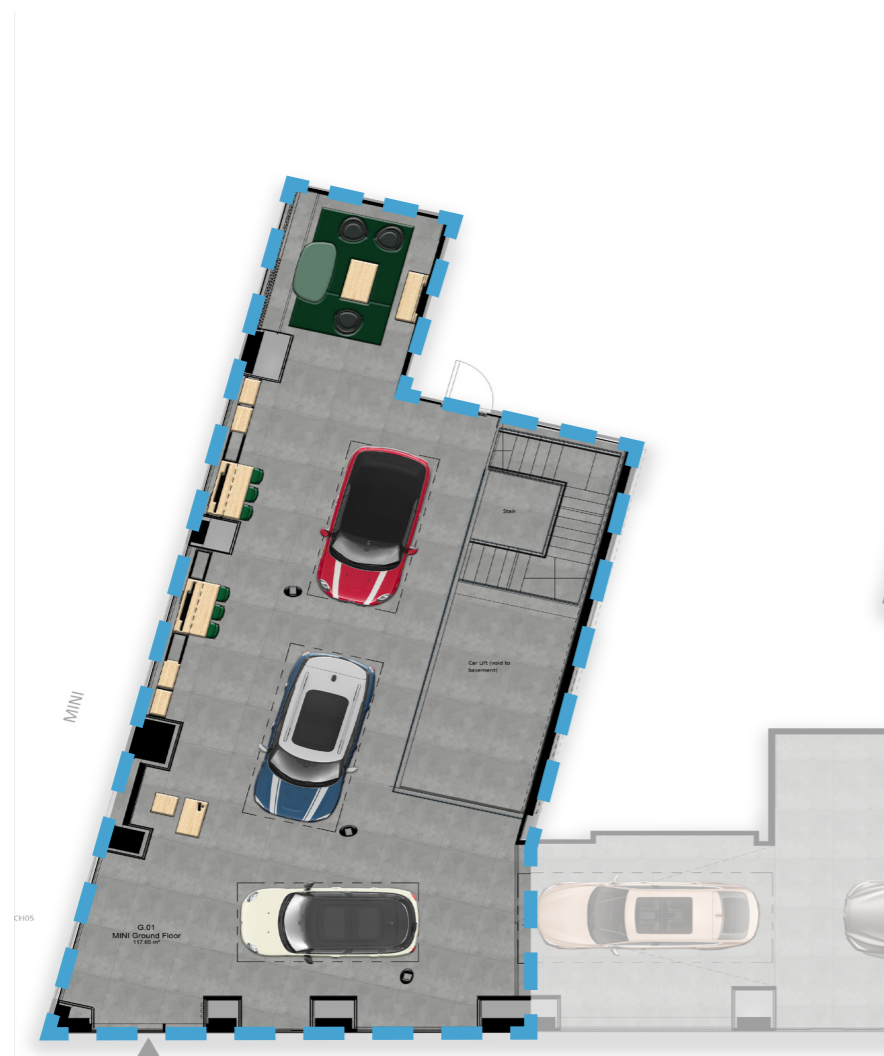
Let's Motor

Ground Floor - Zone A

Riding a MINI means joining the club of enthusiasts of an emblematic automobile brand that is constantly reinventing itself. The organization is articulated around different zones, each answering a specific function: reception, sales service, delivery, offices, a lifestyle zone and a dedicated space for "EV" and "JCW" for the most passionate. The entrance to the new MINI showroom is located on the ground floor level to the South West of the BMW showroom floorplate. We have interpreted Stride Treglown's vision with regards to the finishes, all furniture has been applied in keeping with the design & is subject to further information from the Stride / BMW team.

"A designer knows he has achieved perfection not when there is nothing left to add, but when there is nothing left to take away."

ANTOINE DE SAINT-EXUPÉRY



MINI



Park Lane
Mayfair

Mini Electric
Mini John Cooper Works

WELCOME

SN3 4PE

125 UYP

SN3



Mini Electric
Mini John Cooper Works



WELCOME TO
MINI PARK LAN.

Park Lane

Mayfair

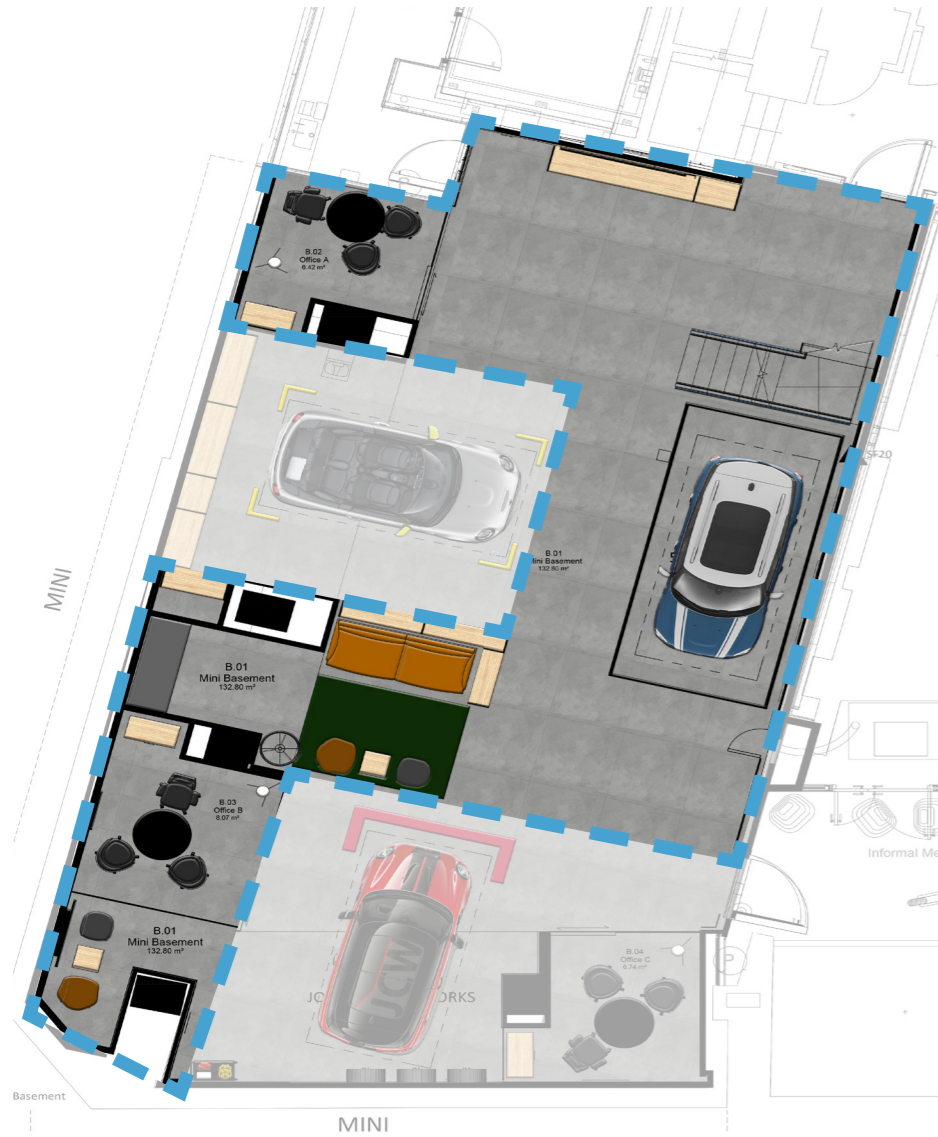
Sheer Driving Pleasure

Licence to Fill

Basement

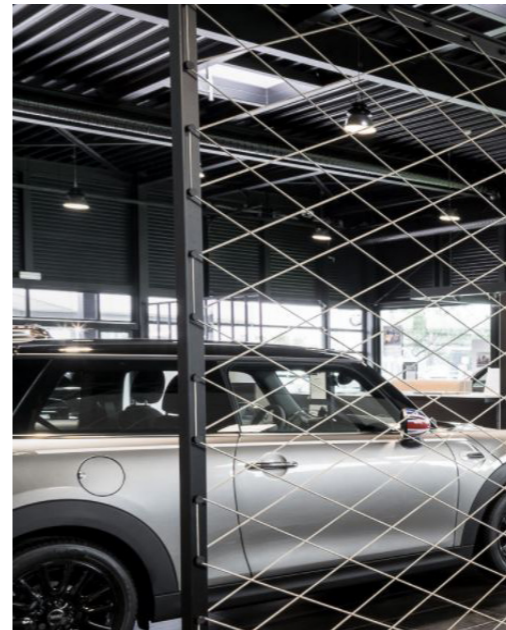
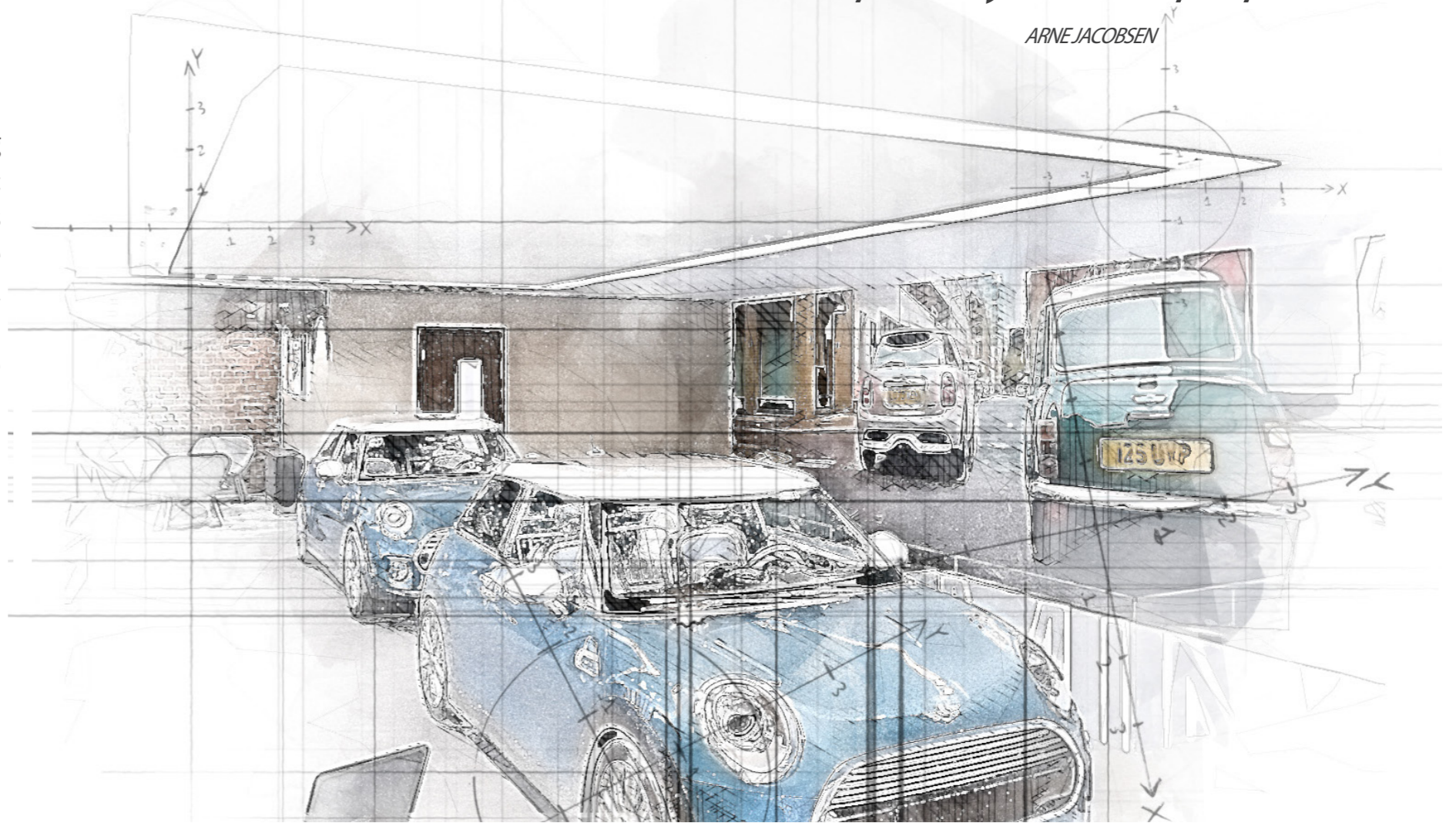
Here there is clear three distinct spaces while respecting their own identities while reinforcing their relationship; Hatchback, EV and JCW. The design clearly wants visitors to forget that they are in a showroom, by removing all the technical areas, only the pleasure of discovery remains.

We have interperated Stride Treglown's vision with regards to the finishes, all furniture has been applied in keeping with the design & is subject to further information from the Stride / BMW team.



"The primary factor is proportions"

ARNE JACOBSEN





Sheer Driving Pleasure

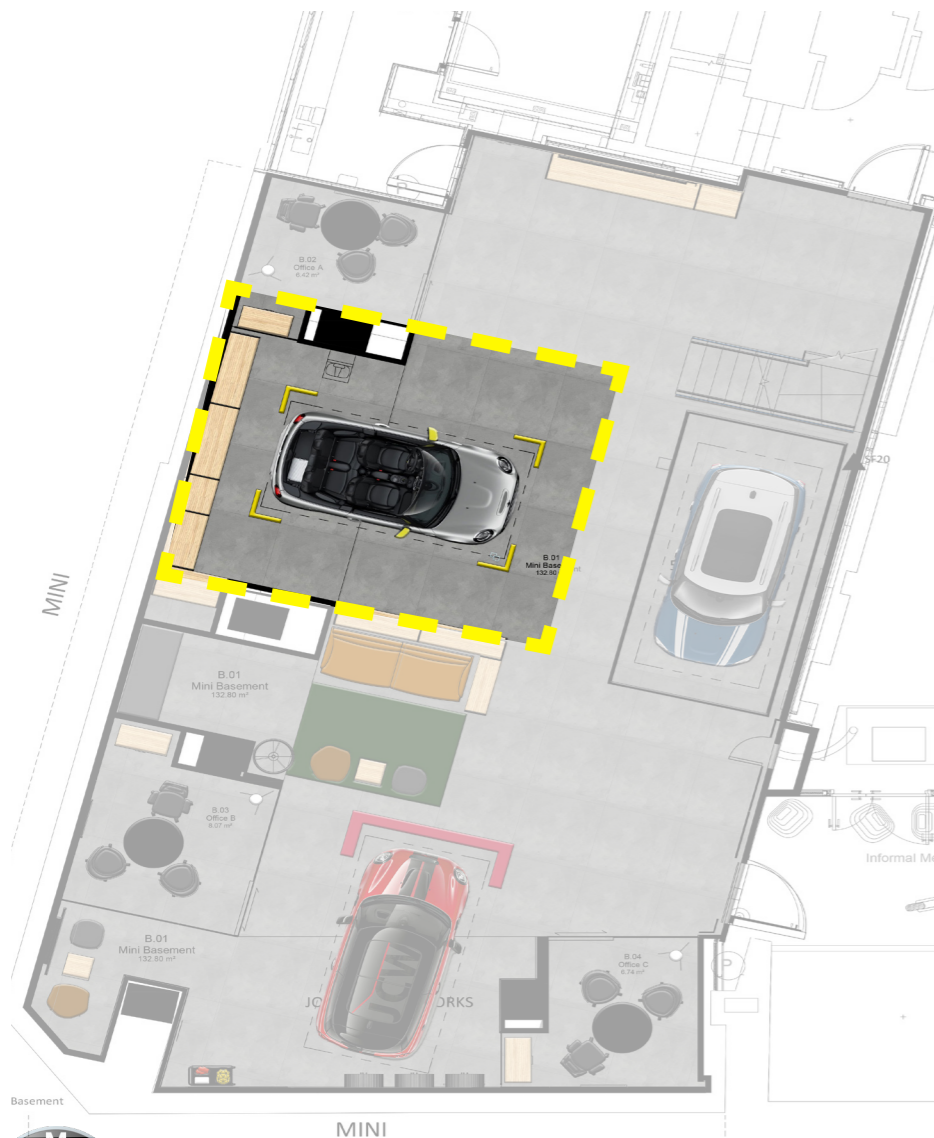
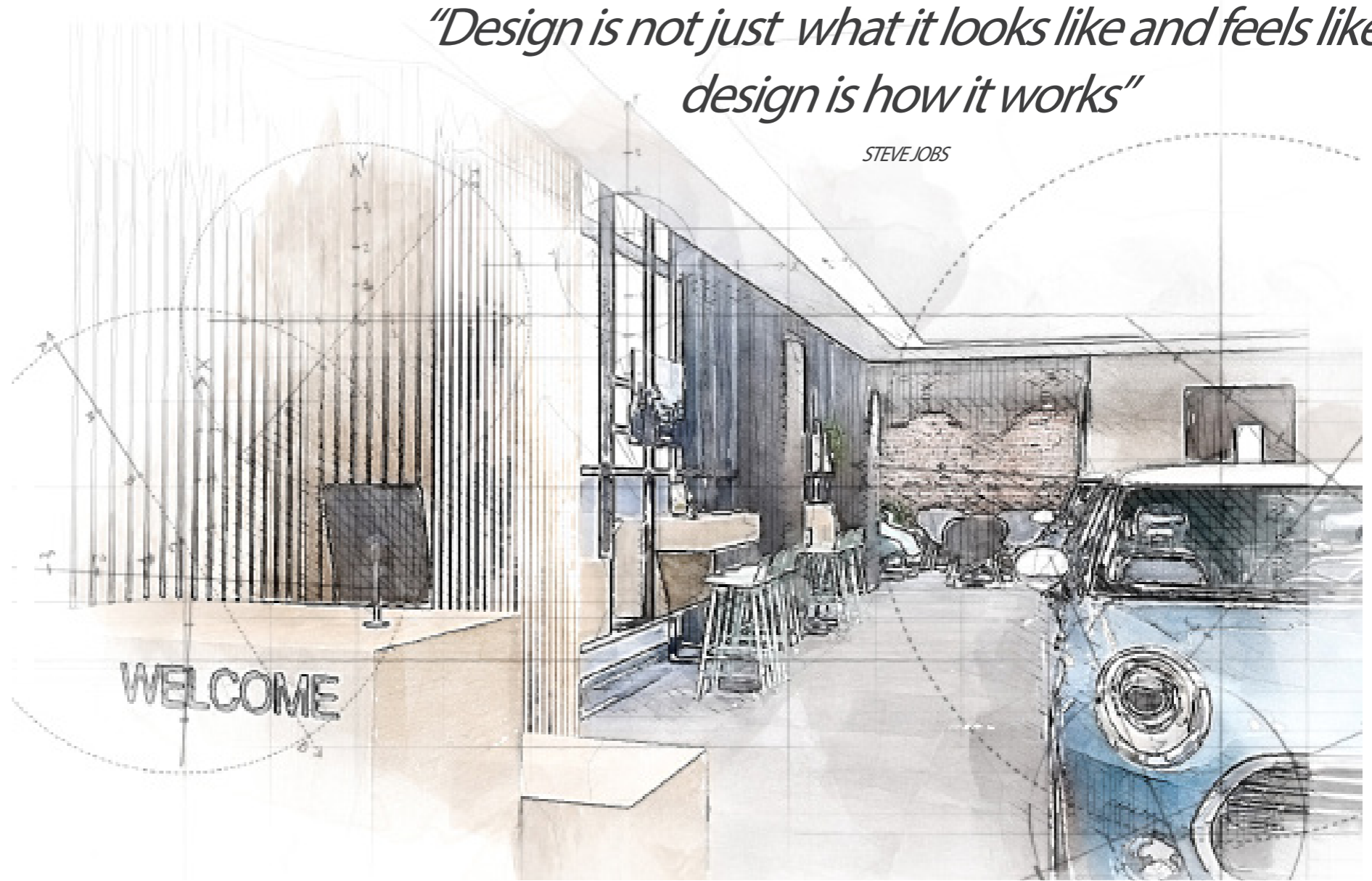
Charged with Passion Basement

The Electric Vehicle area is located on the basement level to the North West of the floorplate. Driving MINI into a new era – with the first fully-electric MINI, this area is also unique combination of the iconic MINI design but electrified for you and your everyday life. We have interpreted Stride Treglown’s vision with regards to the finishes, all furniture has been applied inkeeping with the design & is subject to further information from the Stride / BMW team.

*“Design is not just what it looks like and feels like,
design is how it works”*

STEVE JOBS

INNOVATIVE THINKING. EXCEPTIONAL WORKPLACES.





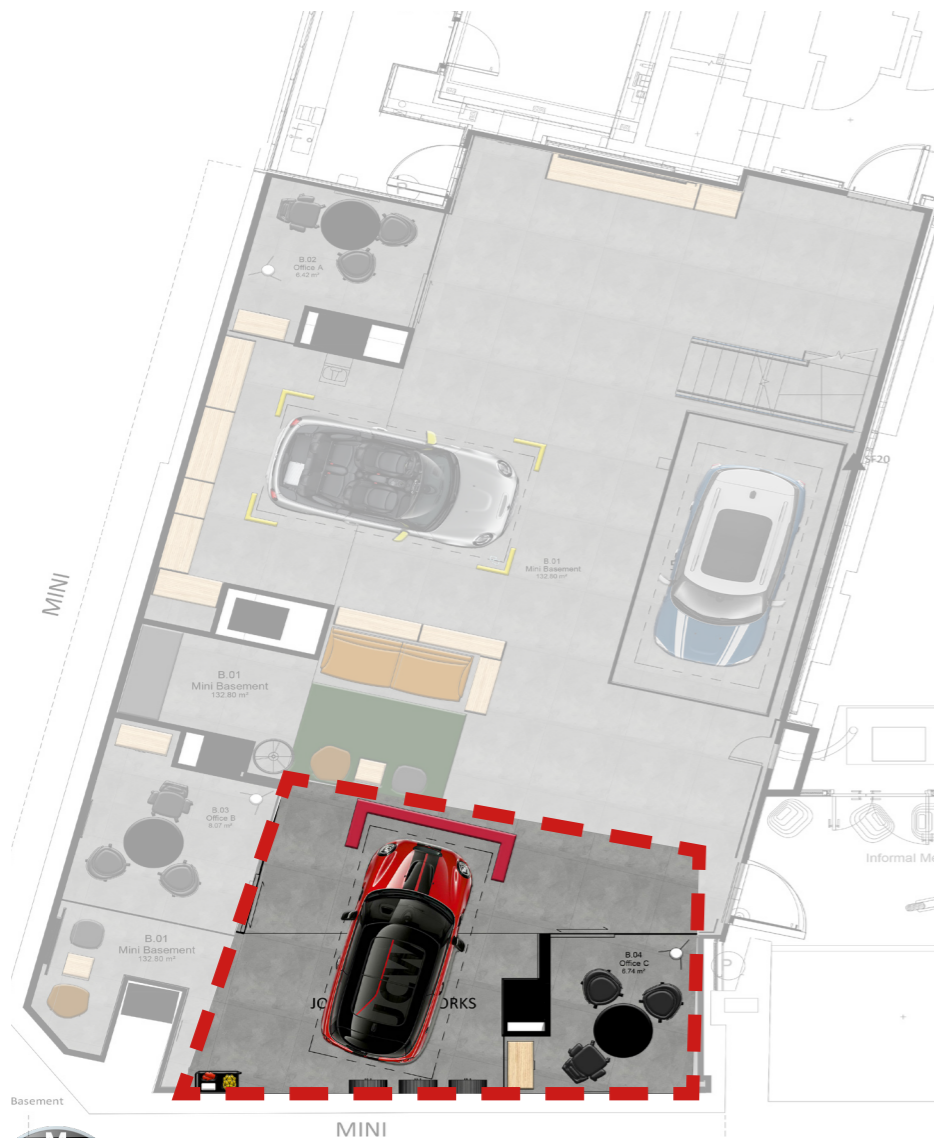
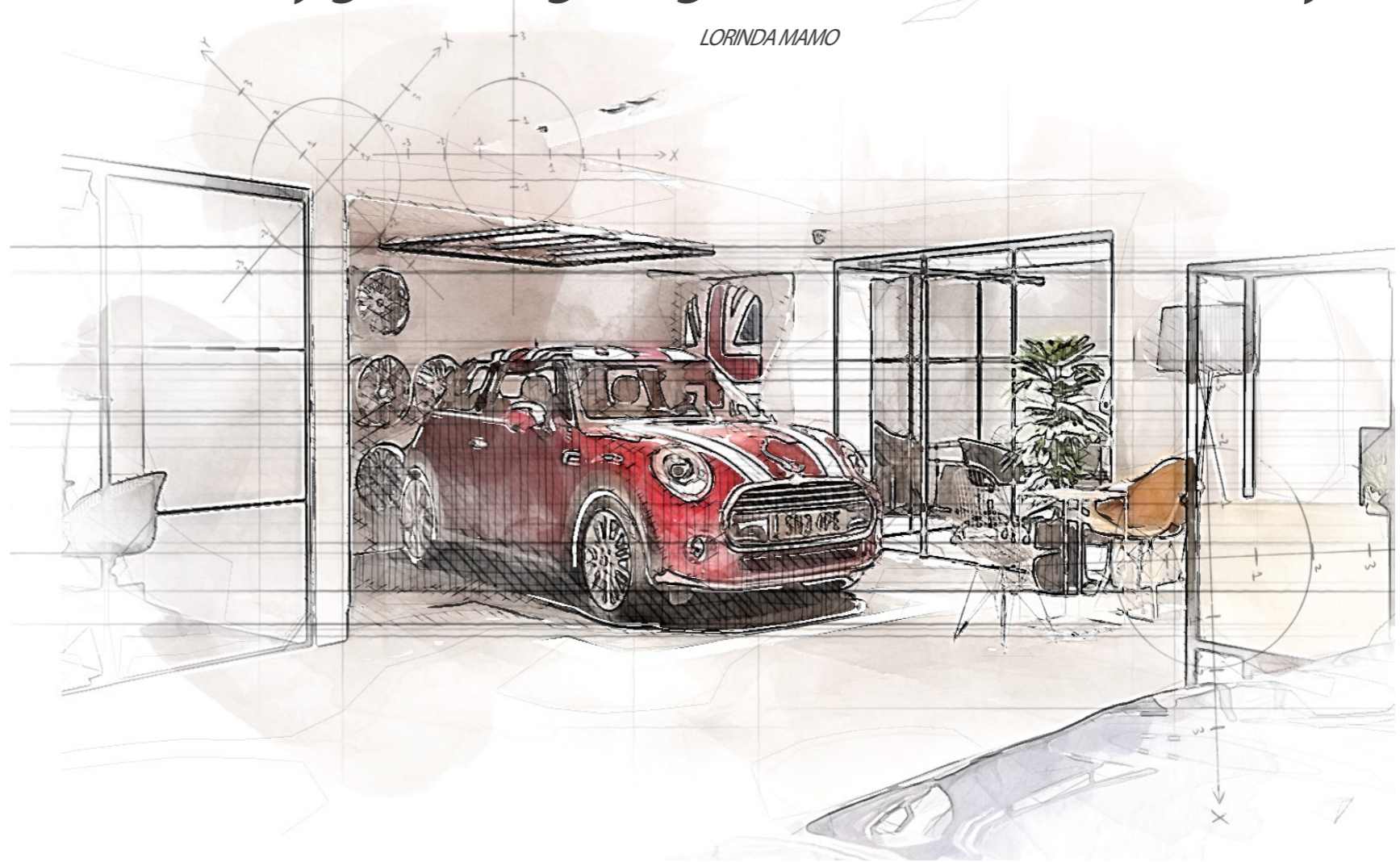
Sheer Driving Pleasure

Need for Speed Basement

The John Cooper Works area is located on the basement level to the South West of the floorplate which explores MINI's history with John Cooper Works. It benefits from no sunlight so really captures the dark side of MINI. This area is built for extraordinary performance with exclusive bold styling. We have interperated Stride Treglown's vision with regardsto the finishes, all furniture has been applied inkeeping with the design & is subject to further information from the Stride / BMW team.

"Every great design begins with an even better story"

LORINDA MAMO





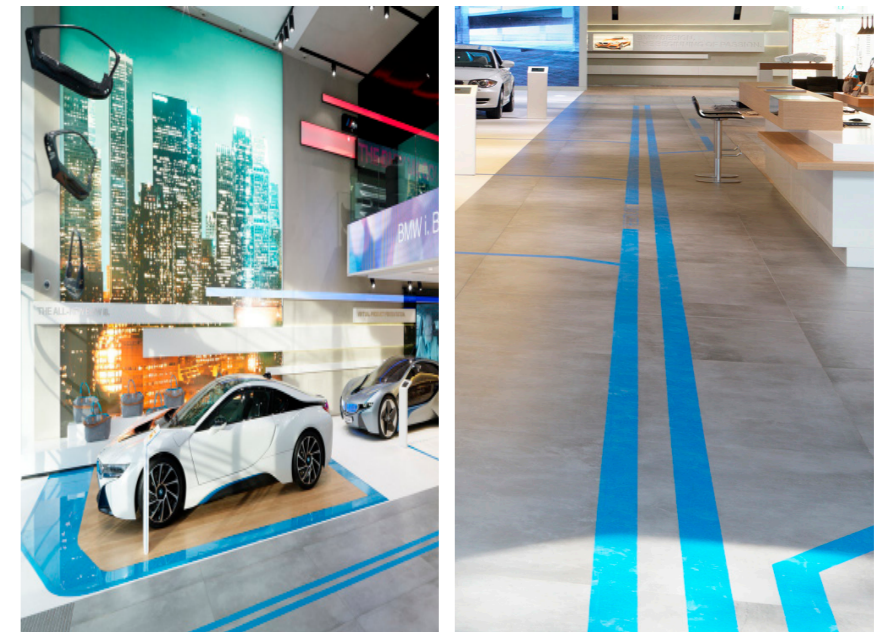
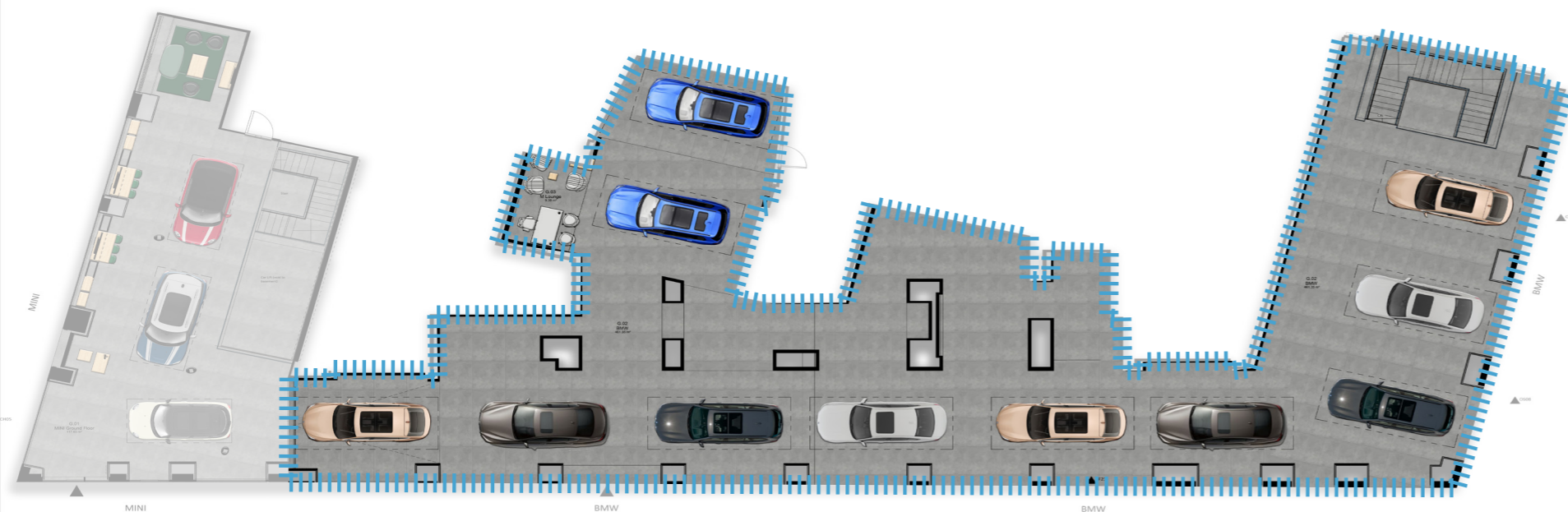
Sheer Driving Pleasure

Driven by Relationships

Ground Floor - Zone B

Today's car buyers are a savvy bunch, procuring all the information they need before setting foot into a dealership. To reach these connected consumers and stay ahead of the curve, BMW shift gears from the traditional sequential sales model to focus on relationship building. From the moment you enter this zone, you are in the driving seat, taken on a prestigious journey, with an experience that is fully engaged at every turn with a bespoke experience as refined as the cars themselves.

We have interpreted Stride Treglown's vision with regards to the finishes, all furniture has been applied in keeping with the design & is subject to further information from the Stride / BMW team.







WELCOME TO
MINI PARK LANE





Sheer Driving Pleasure

Fueling the Brand

High performance is the heart of the BMW driving experience, and with Stride a retail design concept has been developed to experience the brands within the family, to celebrate the freedom and movement of the open road. The BMW retail environment invites customers to visit, interact, and experience the forefront of auto innovation, taking the BMW lifestyle for a spin. We have interperated Stride Treglown's vision with regards to the finishes, the retail landscape is polished, powerful, and versatile as the BMW itself. That's the future of car buying.



*If you invest in beauty, it will remain with you
all the days of your life"*


FRANK LLOYD WRIGHT





04.02 *Building Analysis*

Understanding your new home

 INNOVATIVE THINKING. EXCEPTIONAL WORKPLACES.



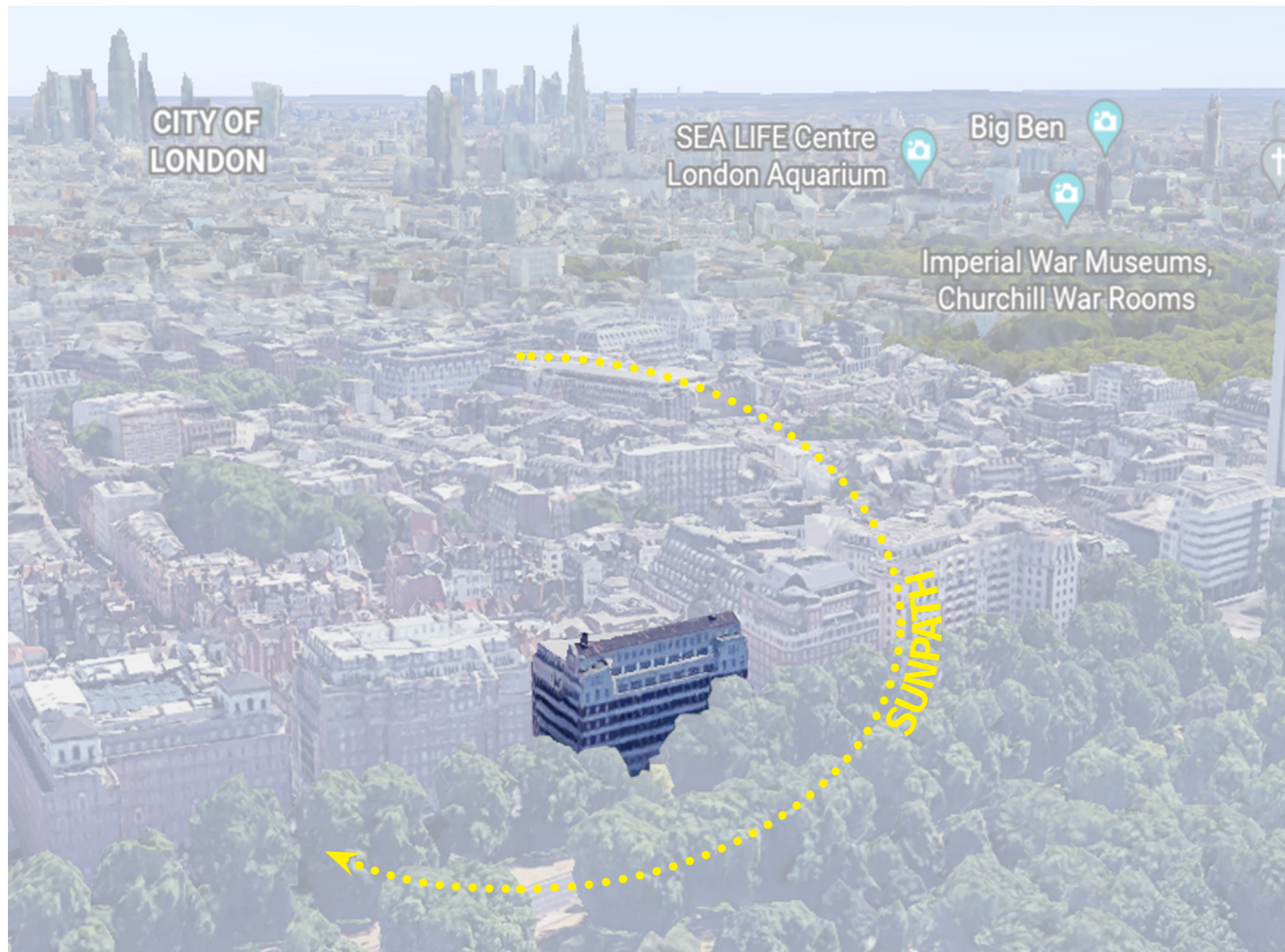
**DREES &
SOMMER**

STRIDE TREGLOWN

Sheer Driving Pleasure

Building Analysis





When analysing a building it is hugely important to understand the sunpath and how the natural light will translate into the building. Fortunately 70 Park Lane has the wonderful element of windows around all aspects of the building. Running parallel with Park Lane and Hyde Park the exceptionally long 78 meter historical building façade with 17 existing display windows separated by 18 stone columns was the primary challenge and subsequently the backbone in the conception of both exterior and interior of the London BMW showroom. The sun rises in the east to the right hand side of the building & sets in the west to the left. This information can also enable us to cater for the comms zones in the darkest parts of the building.



Building Analysis


Our Observations:

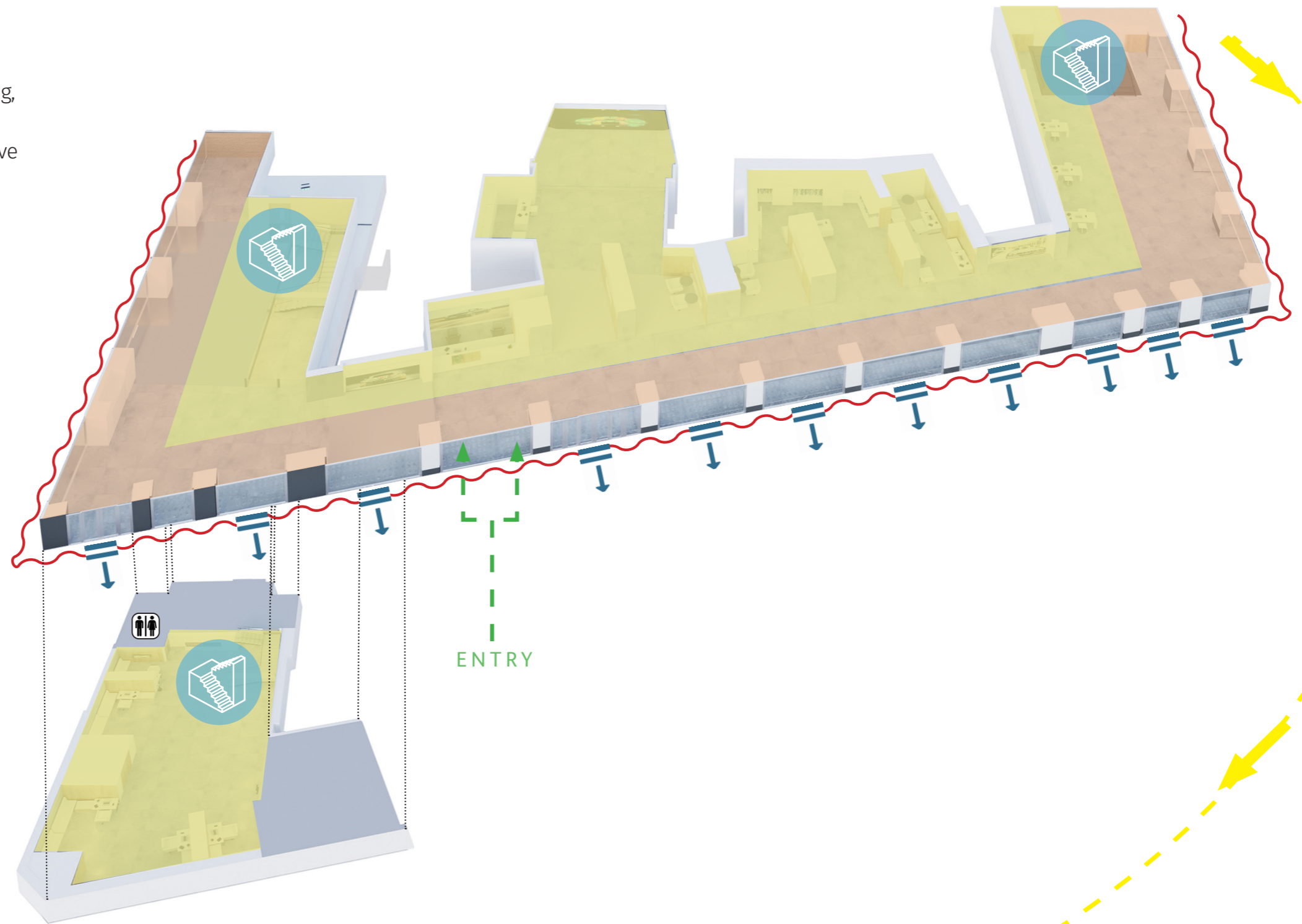
As The Bower Building is North East facing, it is clear from the zoning plans that the natural light & views to the perimeter have been utilised where ever possible.

-  Abundant natural sunlight
-  Reduced natural sunlight
-  Primary Views
-  Solar heat gain


Stairwells
General use &
Fire escapes


Toilets
Male & female WC's inc.
Cleaners cupboard



Risers
Mechanical & Electric





04.03

*GA'S & Contractor
Design Portion
Fueling the Brand*

 INNOVATIVE THINKING. EXCEPTIONAL WORKPLACES.



**DREES &
SOMMER**

STRIDE TREGLOWN

Sheer Driving Pleasure

The BMW & Stride Vision

Capturing Your Showroom

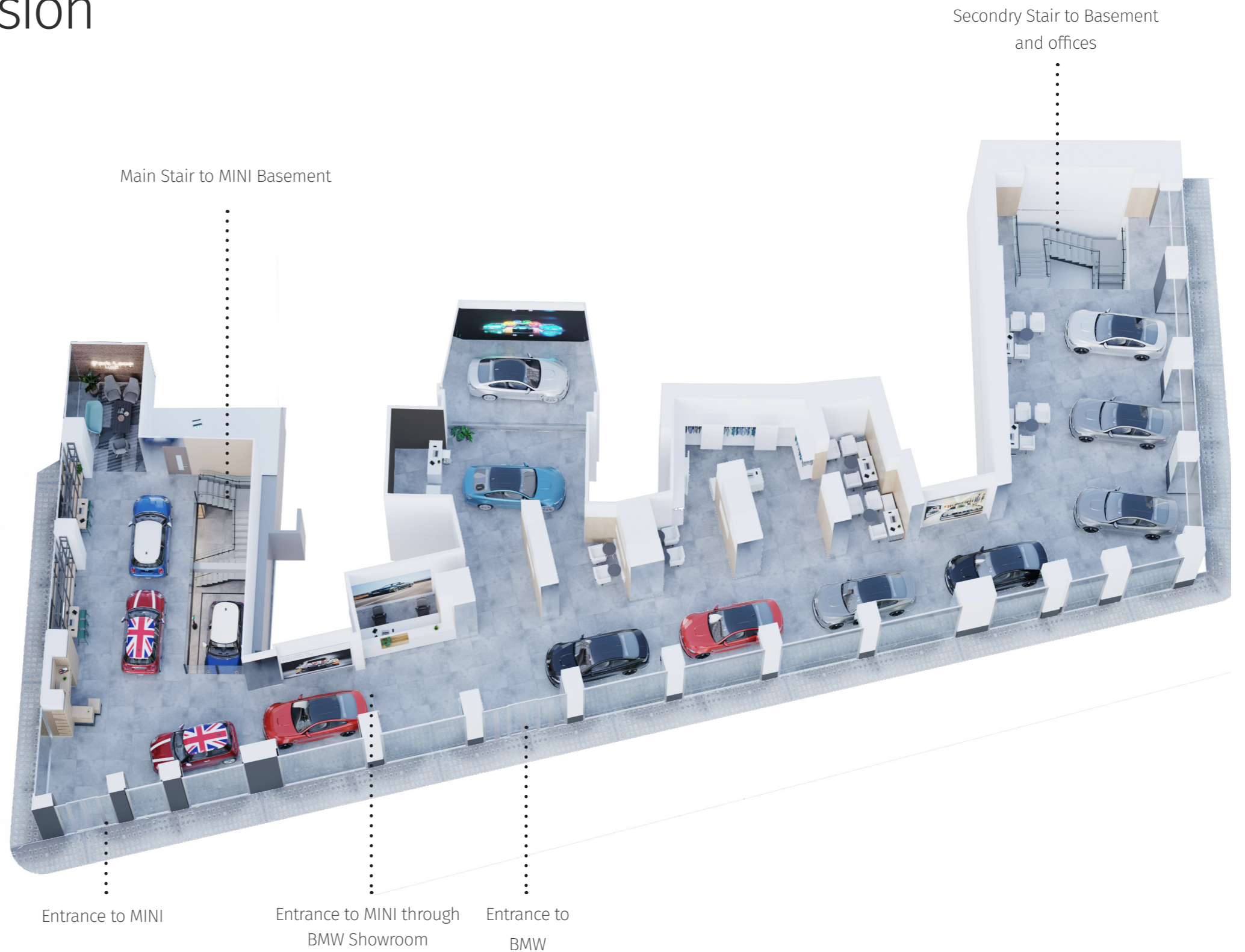
Ground Floor

The BMW and Stride Treglown vision undeniably exudes quality and interest, either left for MINI or right for BMW. As you enter the showroom of Park Lane you immediately feel the volume within the space, an impressive welcome into the new BMW and MINI car showroom with an exhilarating refresh to bring the two brands together in one location.

The line of sight from Reception takes you through to the MINI showroom, with a subtle yet defining mesh portal above, defining the space, this clearly transforms the showroom into the MINI Brand within the famous Central London showroom, in a memorable landmark on one of London's most iconic roads.

"Every great design begins with an even better story"

LORINDA MAMO



Sheer Driving Pleasure

The BMW & Stride Vision Capturing Your Showroom

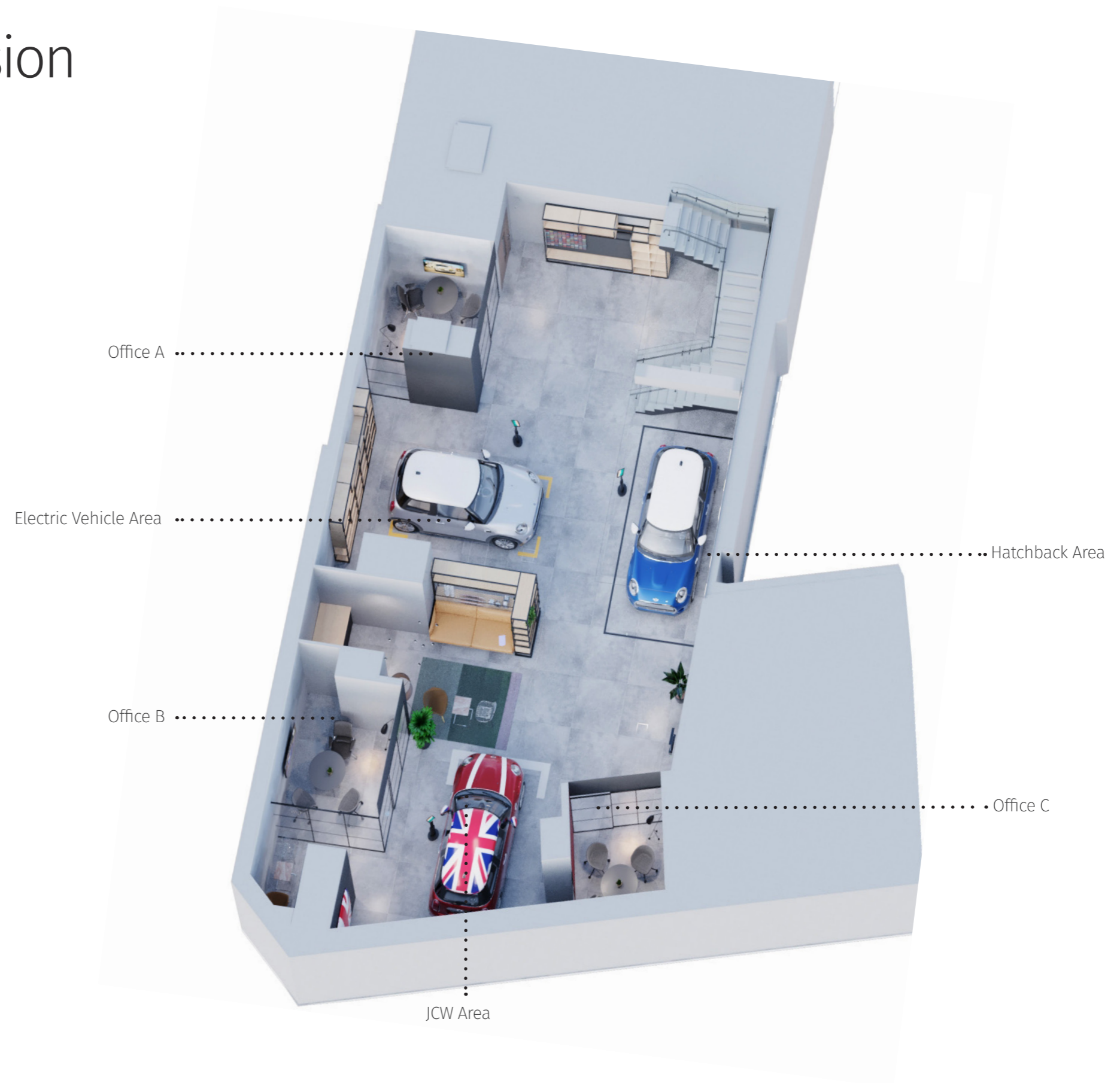
Basement

The entrance to the basement floor is set back within the heart of the MINI showroom, creating an experience as you move through the space, with its large video wall and oversized MINI logo, it takes the visitor on an experience from the moment they enter the space. Drawing you down the feature staircase the key areas of focus are three defined zones of the brand, John Copper works as a nod to its past, Hatchback as its present, and EV as its future. Taking you on an exhilarating journey...

Great care and attention has gone into the specifications which stay true to the visualised scheme. Loose furniture has been implemented to finish the look. The specifications compliment the scheme and are based on the information we have received.

“A designer knows he has achieved perfection not when there is nothing left to add, but when there is nothing left to take away.”

ANTOINE DE SAINT-EXUPÉRY



INNOVATIVE THINKING. EXCEPTIONAL WORKPLACES.



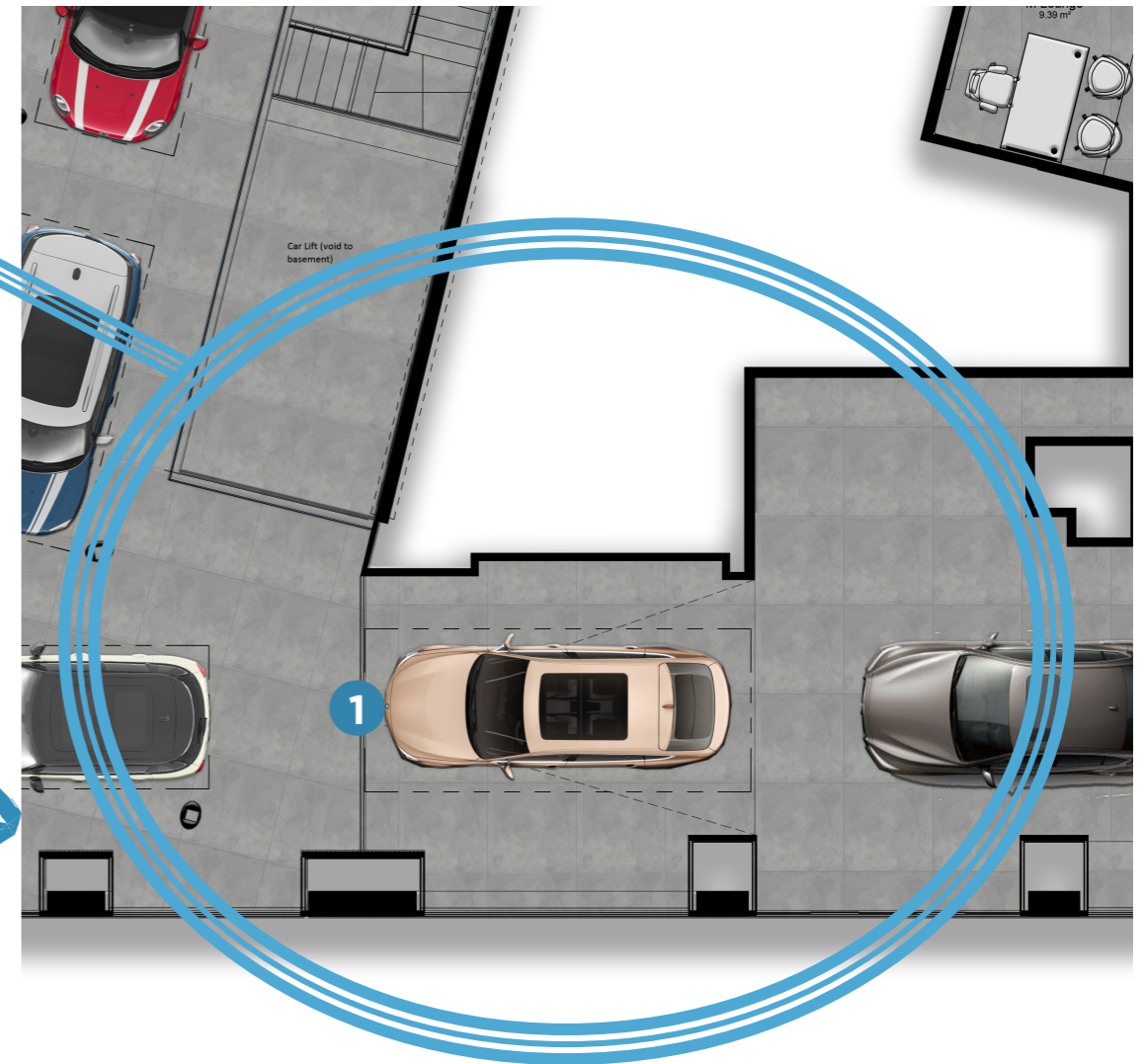
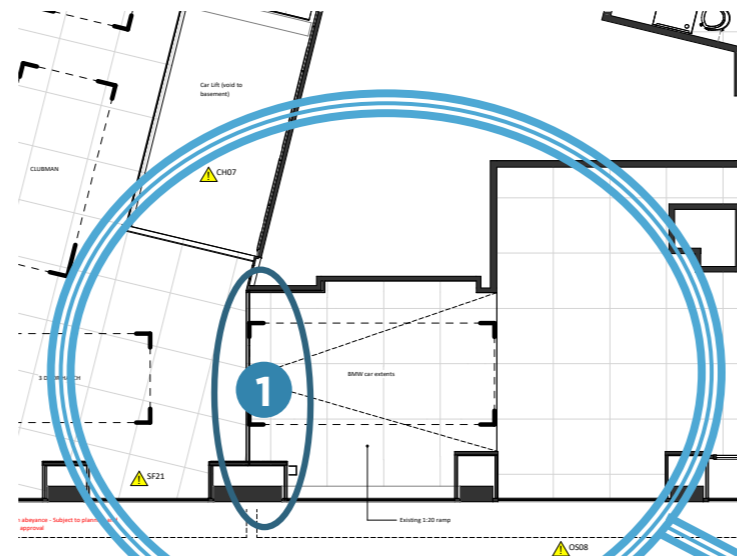
Tender Contractor Design Portion

Ground Floor MINI Portal Entrance

It is clear a great deal of detail has gone into creating the MINI showroom design and the integration with BMW as a family of brands. The portal into the MINI area from BMW is one that reflects the darker but fun side of the brand. We have stayed true to the scheme whilst developing on our CDP elements of the design.

Our thinking...

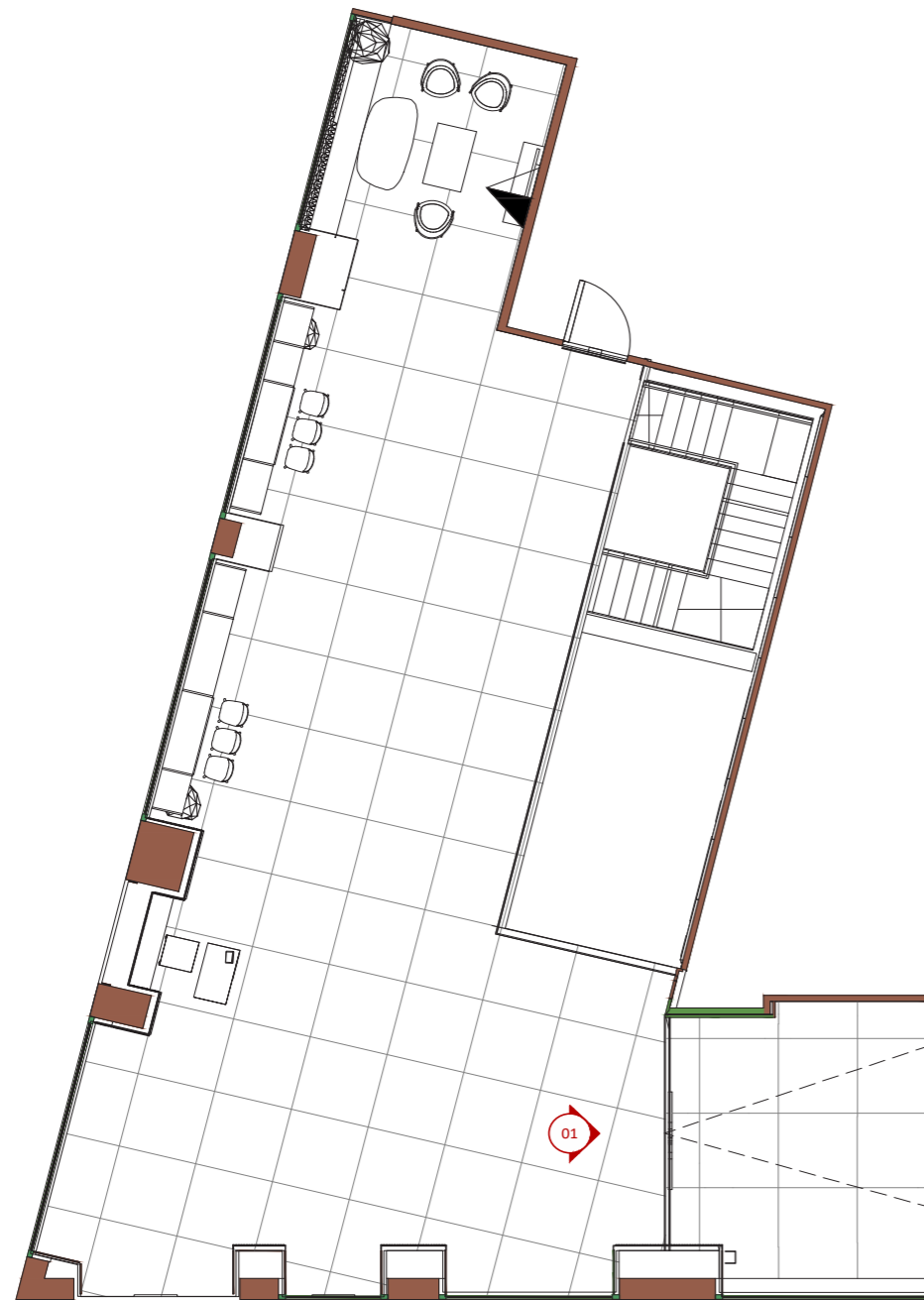
- 1 30h x55w mm Aperture with an 8mm Woven wire mesh insert in a Black RAL 9005 finish. 20mm Metal U frame channel in Black RAL 9005 finish. 30mm opal acrylic face for the MINI logo, Face and edge illumination with Black vinyl edging. This NeonPlus sign is to be mounted onto the mesh panel with black acrylic at the back with stand offs in black.



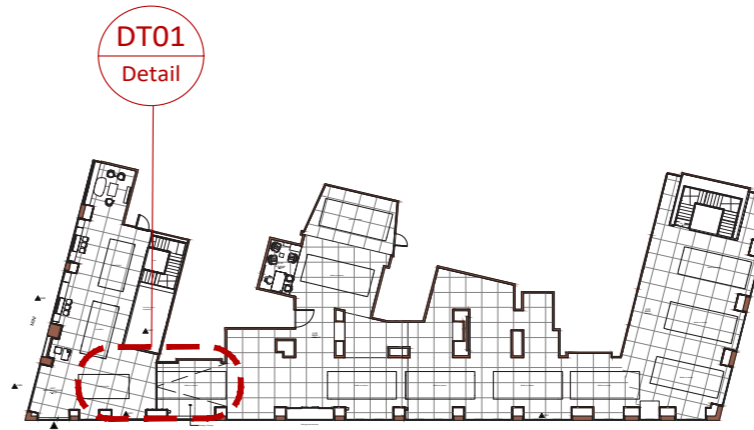
Sheer Driving Pleasure

Tender Contractor Design Portion

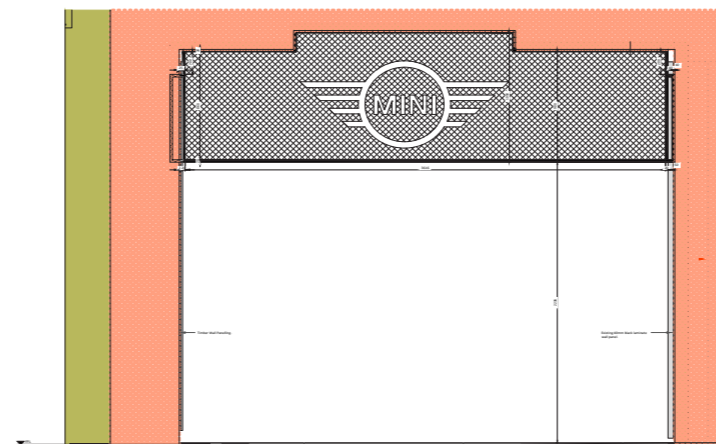
Ground Floor MINI Mesh Portal



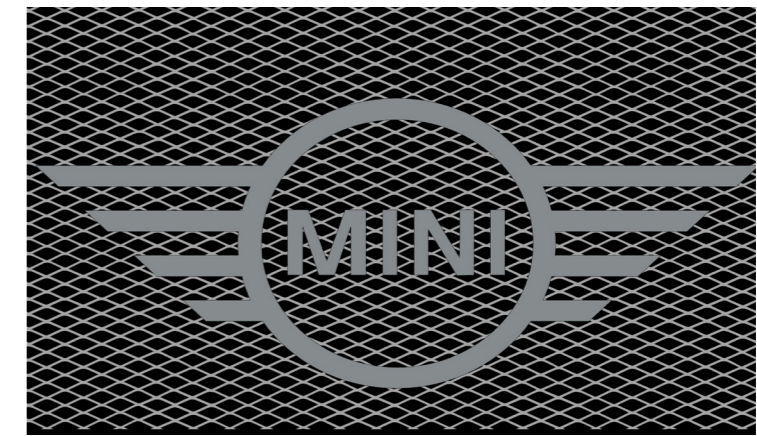
Plan



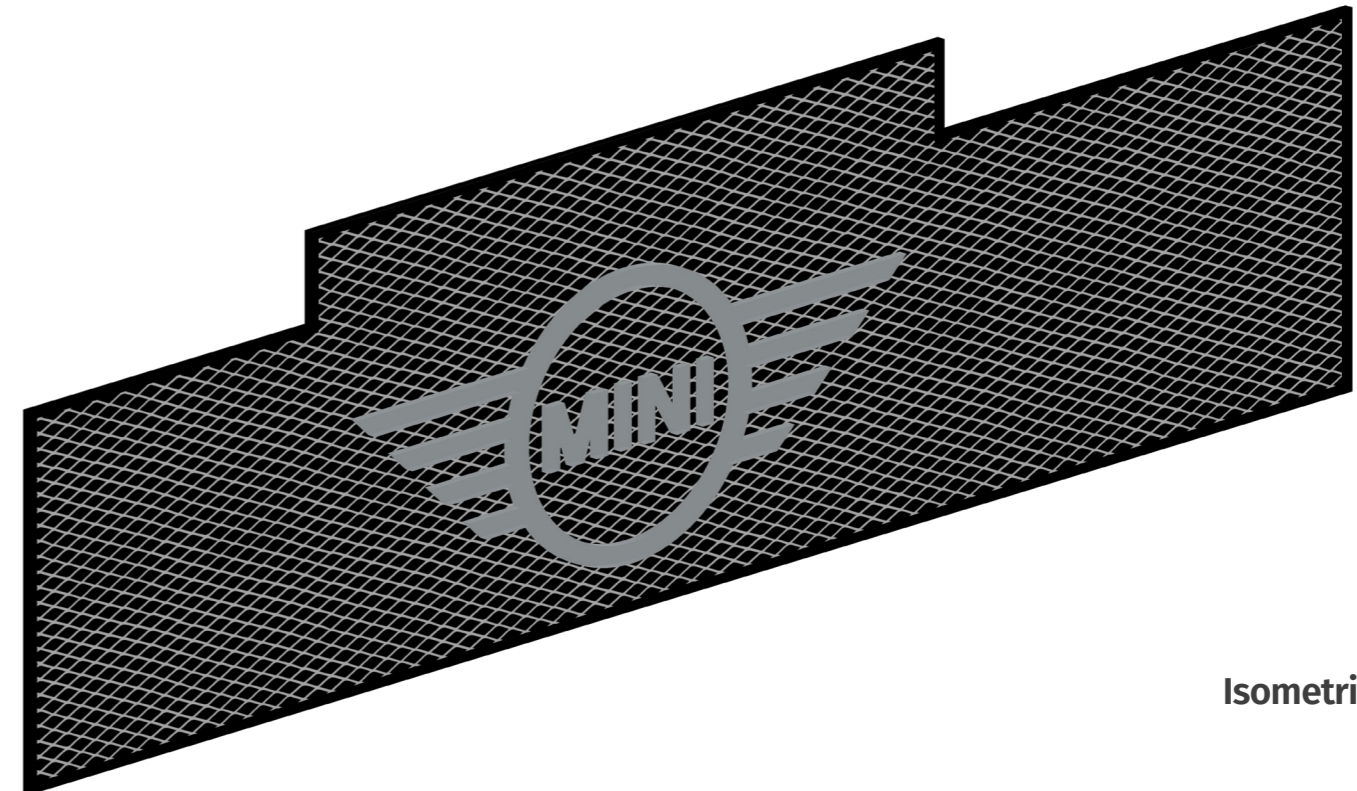
ELEVATION LOCATION PLAN
SCALE 1:500



Elevation 01



Elevation Detail 01



Isometric





area

EXPERIENCE THE FUTURE

TAKE CONTROL

PROGRAMME



SITE LOGISTICS



PHASES



CLICK HERE TO VIEW ANIMATION



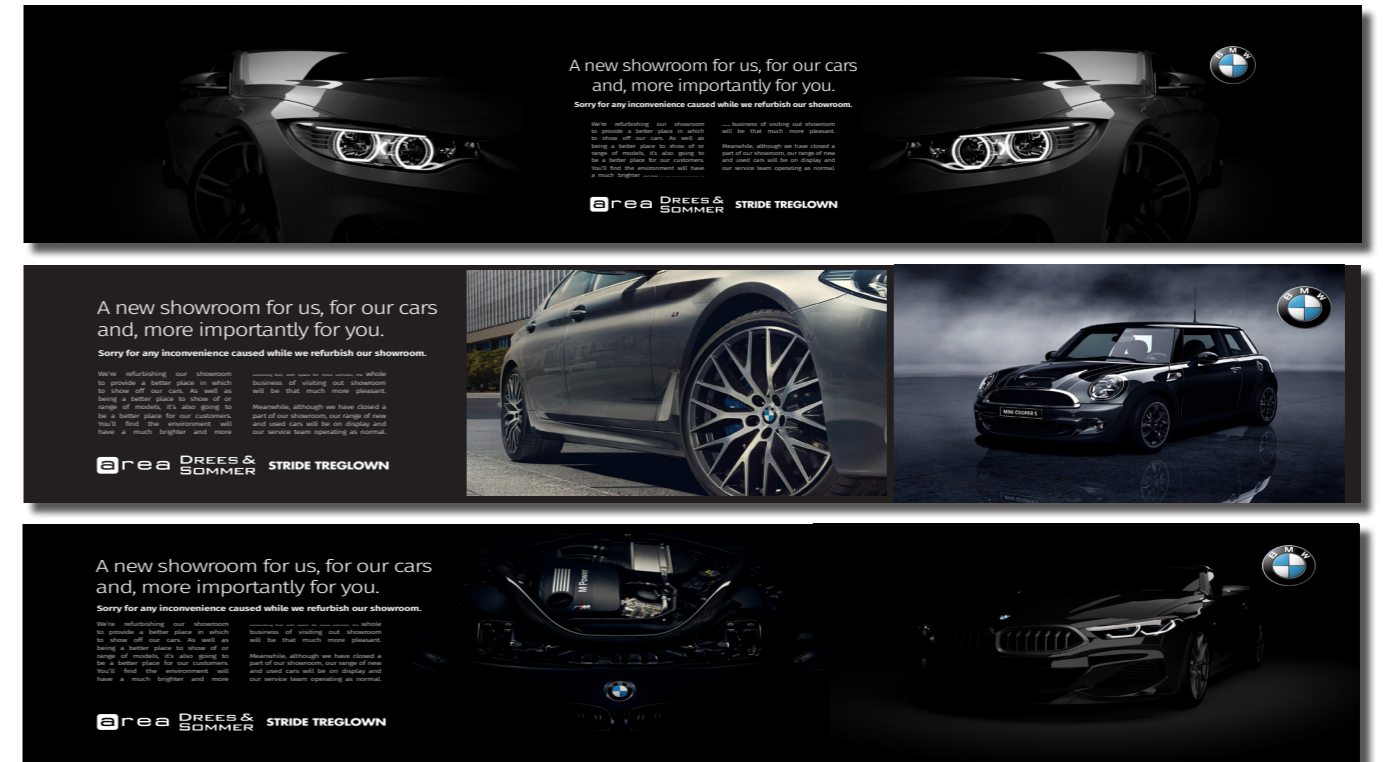
Phasing Hoarding Capturing Your Showroom

Construction Hoarding Banners


Great care and attention has gone into the construction phases to allow the showroom to remain operational during our planned programme of works. To ensure the environment is retained as a working showroom and maintaining that exhilarating feeling a purchaser feels when they go on journey when purchasing a vehicle, we have put together a number of design's to be displayed both window and inside the BMW showroom, retaining that prestigious feeling when purchasing a BMW or MINI.

We're refurbishing our showroom to provide a better place in which to show off our cars. As well as being a better place to show of or range of models, it's also going to be a better place for our customers. You'll find the environment will have a much brighter and more exhilarating feel, with space for more vehicles, the whole business of visiting out showroom will be that much more pleasant.

Meanwhile, although we have closed a part of our showroom, our range of new and used cars will be on display and our service team operating as normal. Taking you on an exhilarating journey



Phasing Hoarding

A new showroom for us, for our cars and, more importantly for you.


Sorry for any inconvenience caused while we refurbish our showroom.

We're refurbishing our showroom to provide a better place in which to show off our cars. As well as being a better place to show of or range of models, it's also going to be a better place for our customers. You'll find the environment will have a much brighter and more

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area DRES & SOMMER STRIDE TREGLOWN




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area DRES & SOMMER STRIDE TREGLOWN






04

Environmental Project Target

 INNOVATIVE THINKING. EXCEPTIONAL WORKPLACES.



**DREES &
SOMMER**

STRIDE TREGLOWN

Setting Standards In Sustainability



Positioned at the forefront of sustainability in the built environment, Area takes a refreshingly positive approach to sustainable design, fostering collaboration and creativity.

Driven by the consideration of people, regulations, design, environment and technology, Area have proved that 'going green' and commercial pragmatism can happily co-exist.

Area are ISO 14001 UKAS certified and benefit from having an internal team of sustainability professionals. Our aim is to deliver a whole life carbon vision for the project.

Area want to leverage the project's sustainability strategy, and decarbonize the Cat-B fit-out to create a climatepositive asset.

Area's vision for The Bower Building is to deliver a healthy, resilient, and positive place for people to work, built responsibly, and showcasing leadership.

THIS WILL INCLUDE THE FOLLOWING INITIATIVES:

- Attain a Ska "Gold" rating
- Put in place a circular economy plan to ensure all waste is dealt with efficiently
- 'Well-enable' the CAT B elements to demonstrate a focus on wellbeing
- Achieve NZC for the project
- Provide you with a sustainable building user guide
- Evaluate and improve operational energy performance using CIBSE TM54 - we call this 'Design for performance'



Advance Net Zero Carbon (NZC) Building Operations

AREA WILL ACHIEVE NZC IN CONSTRUCTION:

1. MINImise energy use on site during the strip out and fit-out works and keep good records of the amounts and types of energy used.
2. MINImise the amount of material sent to landfill by maximising the amount of stripped out material that is reused in high grade forms or recycled. This has a benefit to the project and wider society by reducing carbon emissions associated with producing new materials or products. In addition to carbon emission reducing the amount of new materials that need to be produced has other environmental benefits such as reduction in the loss or damage to habitats and ecosystems.
3. Specify materials and products that have a lowcarbon impact.

AREA WILL PLAN AND SUPPORT TO ACHIEVE NZC IN OPERATION:

1. Operational energy modelling will be carried-out to compare predicted energy use against RIBA Energy Use Intensity (EUI) targets, understand the biggest impact areas and to drive down operational energy usage in order to achieve NZC in operation.
2. Metering strategy will ensure sufficient detail to enable monitoring in use.
3. Area will provide robust commissioning, handover and aftercare processes to MINImise operational energy use and limit the performance gap.



Our proposal has been designed to comply with the building's Excellent BREEAM rating



Greenbuild Commercial Refurbishment of the Year winner 2013 for CMG Holborn Bars



ISO 14001 UKAS Certified



Area have achieved 31% of the Ska Gold Certifications that have been certified to date – this makes us the leading provider in sustainable office refurbishments



In-house BREEAM, Ska, LEED and WELLbuilding consultants



We work very closely with RICS, RIBA and BRE Global, and regularly provide CPD sessions to their members



Achieving a Net Zero Carbon (NZC) Project



1. EMBODIED CARBON

The carbon emissions associated with the extraction, processing and transportation of the materials that make up the refurbishment as well as the construction processes

2. OPERATIONAL CARBON

The carbon emissions associated with the building's energy use

The strategies for meeting the requirements to achieve UKGBC NZC verification are as follows:

EMBODIED CARBON STRATEGY:

- Reuse as much of the strip-out material as possible
- Avoid sending strip out waste to landfill (align with London Plan requirement to divert 95% of construction waste from landfill)
- Engage with companies that will recover strip out waste for reuse and recycling (e.g. Globechain)
- Where new materials are specified, ensure high recycled content
- Source materials / products locally
- Specify materials with EPD
- Specify energy efficient lighting & HVAC

Area will conduct a lifecycle carbon analysis (LCA) of the design in line with RICS Embodied Carbon modelling framework to set a baseline target to demonstrate improvement against, understand where the embodied carbon 'Hot Spots' are in the proposals and outline opportunities for the project to reduce the embodied carbon. Incorporate outlined improvements into design.

CONSTRUCTION PROCESSES:

- Area will monitor electricity and water usage throughout strip out and fit out.

- Area will monitor waste streams, quantities and destinations throughout strip out and fit out.

NZC VERIFICATION:

- We will measure carbon emissions using ISO 14064 (Greenhouse Gas validation and verification)
- Our report will be verified by a third party offsetting company
- Residual carbon emissions to be offset through an approved international or domestic carbon standard as listed by ICROA or UK Environmental Reporting Guidelines.

MATERIALS

Area will MINImise the lifecycle impact of construction materials both on the building occupants and the wider environment. We will use materials and products as efficiently as possible, design for layout and functions and prioritise recycled content and recyclability.

We will use materials that conform to the following guidelines;

- A/A+ rated on the BREEAM Green Guide to Specification
- FSC sustainable wood, joinery and timber
- Materials with an environmental product declaration (EPD 14025)
- Low-VOC materials

LIGHTING STRATEGY

- Specify highly efficient lighting i.e. LEDs
- Provide lower illuminance levels throughout and provide task lighting for specific tasks that require higher lux levels
- Zone the lighting so that if the office is not fully occupied, the lighting can be turned off in those areas that are not occupied
- Ensure the lighting control strategies within the zones

includes presence detection so lighting is not on when it's not required, and daylight detection so lighting is not on when the required lux levels are provided via daylight

- Zoning of building services to allow for equipment to be turned off when areas are not in use.
- Ensure metering strategy is sufficiently detailed to enable the following end uses to be monitored in use:
 - Heating and cooling
 - Ventilation
 - Fans, pumps, controls
 - Lighting
 - Small power
 - IT / Server room

Area will undertake operational energy modelling in line with CIBSE TM54 methodology to provide a prediction of the operational energy consumption to highlight areas where reductions can be made.

COMMISSIONING, HANDOVER AND AFTERCARE PROCESSES:

Ensure a robust commissioning strategy and schedule is put in place including seasonal commissioning and management and maintenance plans.

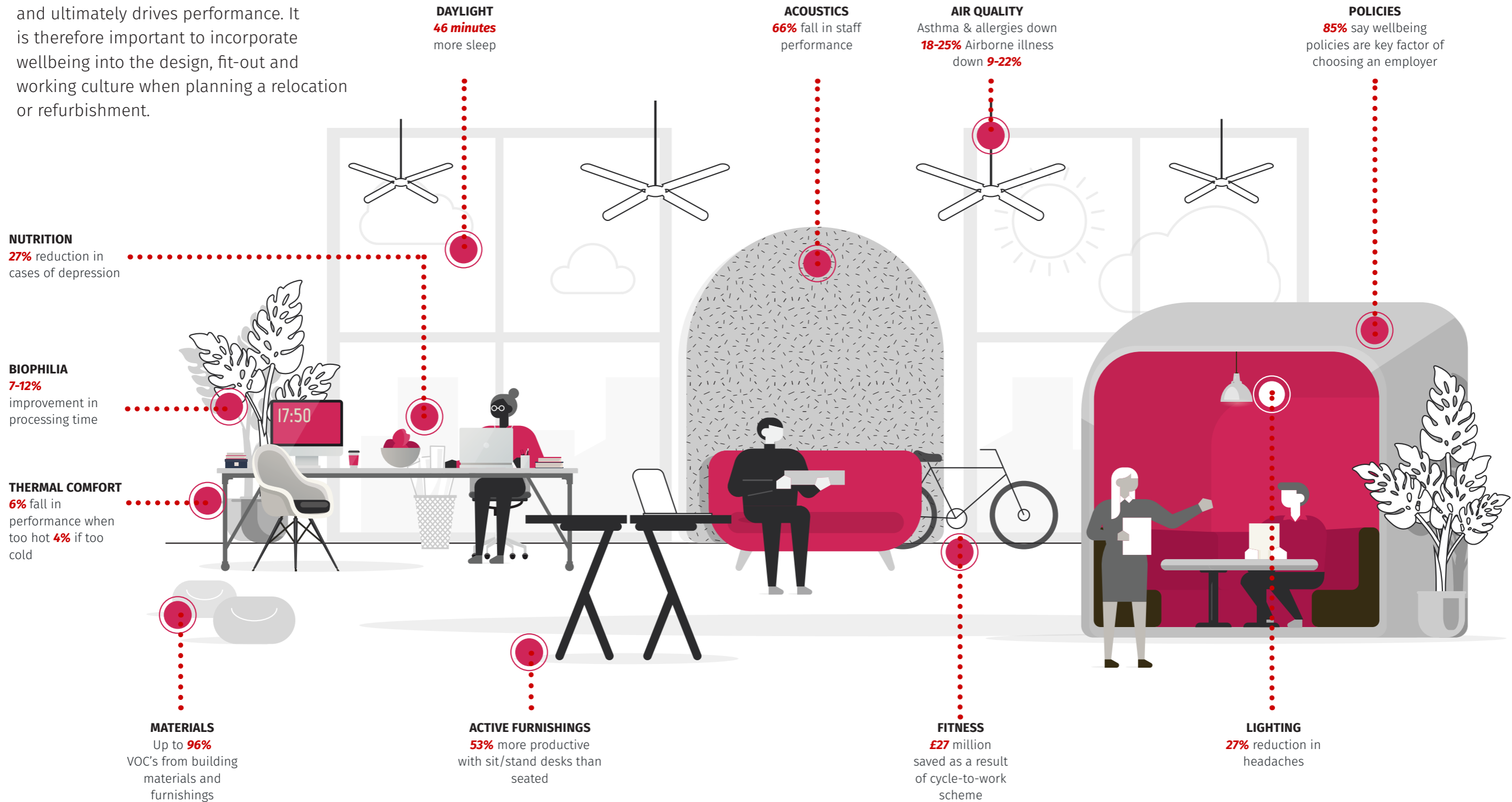
Set-out a handover process that includes training and the production of a building user guide for users and for the FM team.

Aftercare process to be developed to monitor energy usage and identify opportunities for improvement.



Wellbeing In The Workplace


Every aspect of a workspace impacts on our sense of wellbeing. A well-designed workspace encourages creativity, innovation and ultimately drives performance. It is therefore important to incorporate wellbeing into the design, fit-out and working culture when planning a relocation or refurbishment.





04

The Building Control

 INNOVATIVE THINKING. EXCEPTIONAL WORKPLACES.



**DREES &
SOMMER**

Building control

Socotec building control is one of the uk's largest private sector building control bodies. They fully understand the importance of compliance and communication at each stage of the building project. Through a collaborative approach with clients, socotec's expertise and comprehensive list of consultancy services can add value to the design and construction process and deliver cost savings across the lifetime of the building.

Socotec building control is licensed by the government to advise on building regulations and to approve design and construction. Their credentials are demonstrated by their own accreditation, having gained independent certification of our quality, environmental and health and safety systems to iso 9001:2008, iso 14001:2004 and bs ohsas 18001:2007 requirements.



David Baker Bsc CBuild E MCABE
Senior Building Control Project Manager
T: 01252 616631 / M: 07917 678972

SOCOTEC Building Control Limited
2 Blue Prior Business Park, Redfields Lane, Church Crookham, Hampshire GU52 0RJ
Tel: 01252 616631



Kathryn O'Callaghan-Mills
Area
The Old Post Office,
33 Station Road,
Egham TW20 9LA

Our Ref: DB Canon Preapp

Your Ref: AR 30452

2th September 2021

Dear Kathryn,

**THE BUILDING ACT 1984
THE BUILDING REGULATIONS 2010
THE BUILDING (APPROVED INSPECTORS ETC) REGULATIONS 2010**

**Proposed alterations to create open plan and cellular spaces
on ground first and second floors of existing office building.**

Canon The Bower 4 Roundwood Avenue Uxbridge

Further to a review of the GA plans as received on 16th September 2021 including subsequent discussion via email over the following week, I confirm the principles shown can be followed and compliance with The Building Regulations 2010 achieved.

Detailed design as normal is expected to follow on in due course but we see no reason why any complications will arise;

I note there are some isolated areas which do push travel distances for means of escape to beyond normal limits which means we are reliant on a good standard of fire alarm coverage to help compensate for the shortfall. Opportunity to design these out is always advised.

Please contact me should you, your client or other parties require any further information at this stage.

Yours sincerely

David Baker C. Build E MCABE
Senior Building Control Project Manager



SOCOTEC Building Control Limited
Registered Office: SOCOTEC House,
Bretby Business Park, Ashby Road,
Burton upon Trent, DE15 0YZ
Registered in the UK: 3183083
www.socotecbuildingcontrol.co.uk



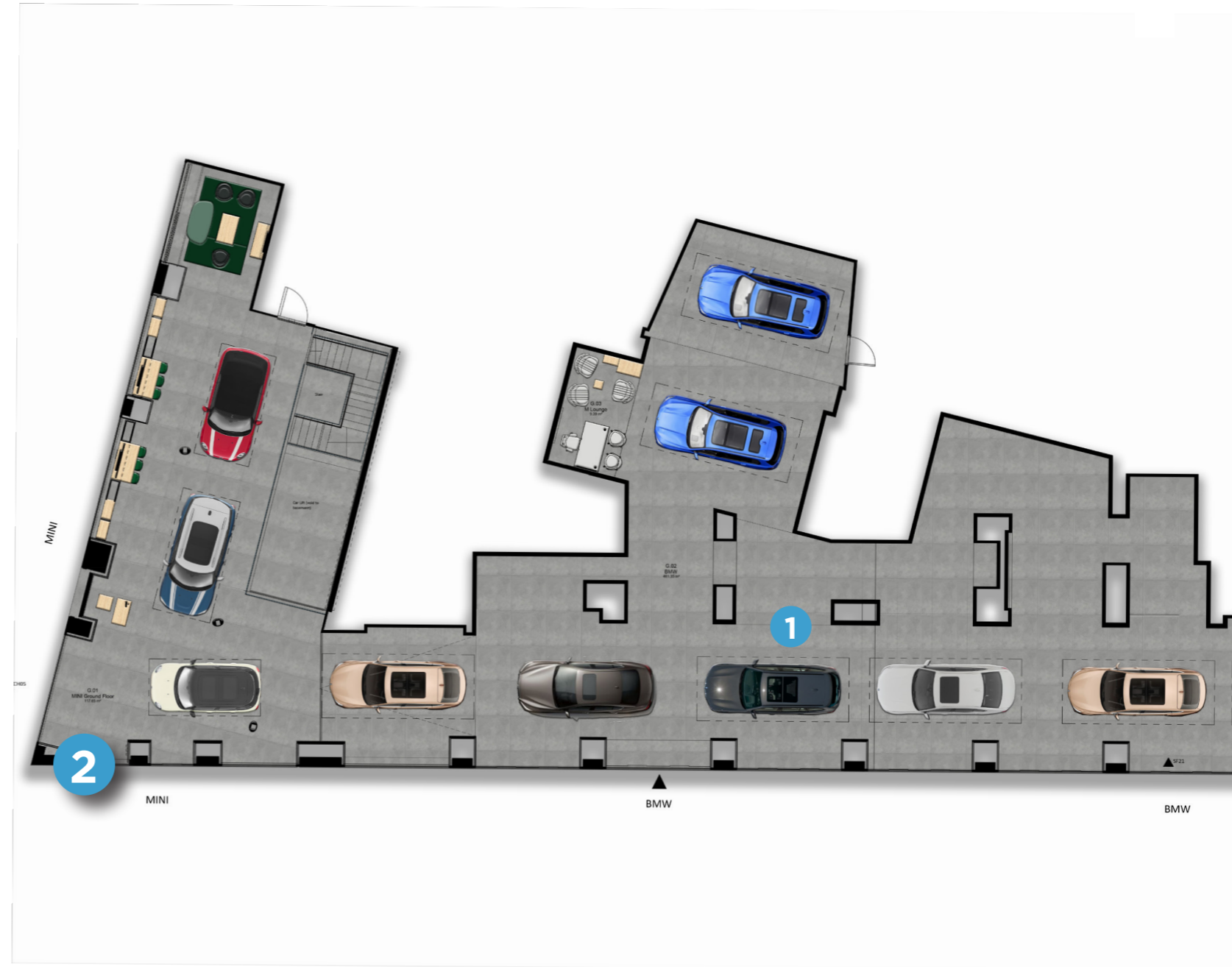
Compliance

Ground Floor

We have undergone our own due-diligence with Building Control to ensure all of the GA's are aligned with UK Regulations. We have also engaged with an external contractors to ensure the best solution and build-ability around the existing door way threshold with laying a new tile on the terrazzo slab, and the junction detail between the existing level and the new. The below explains areas we have focused on in order to enhance the user experience of your new space.

Early Comments...

- 1 On the Ground floor GA, no fire strategy has been issued at this time so unsure where all the exits from the building are.
- 2 No issues in principle with the new door location for the MINI entrance. Inward door swing assumed. (New entrances do have an expectation for powered opening or to have some shelter if made to wait – this might be impossible if planning doesn't allow but keep in mind – a canopy might not look out of place on Park Lane anyway.
- 3 There is no labelling of WCS but looks like there is enough for around 75 each gender on the basement level then a few more from the accessible WC on GF.



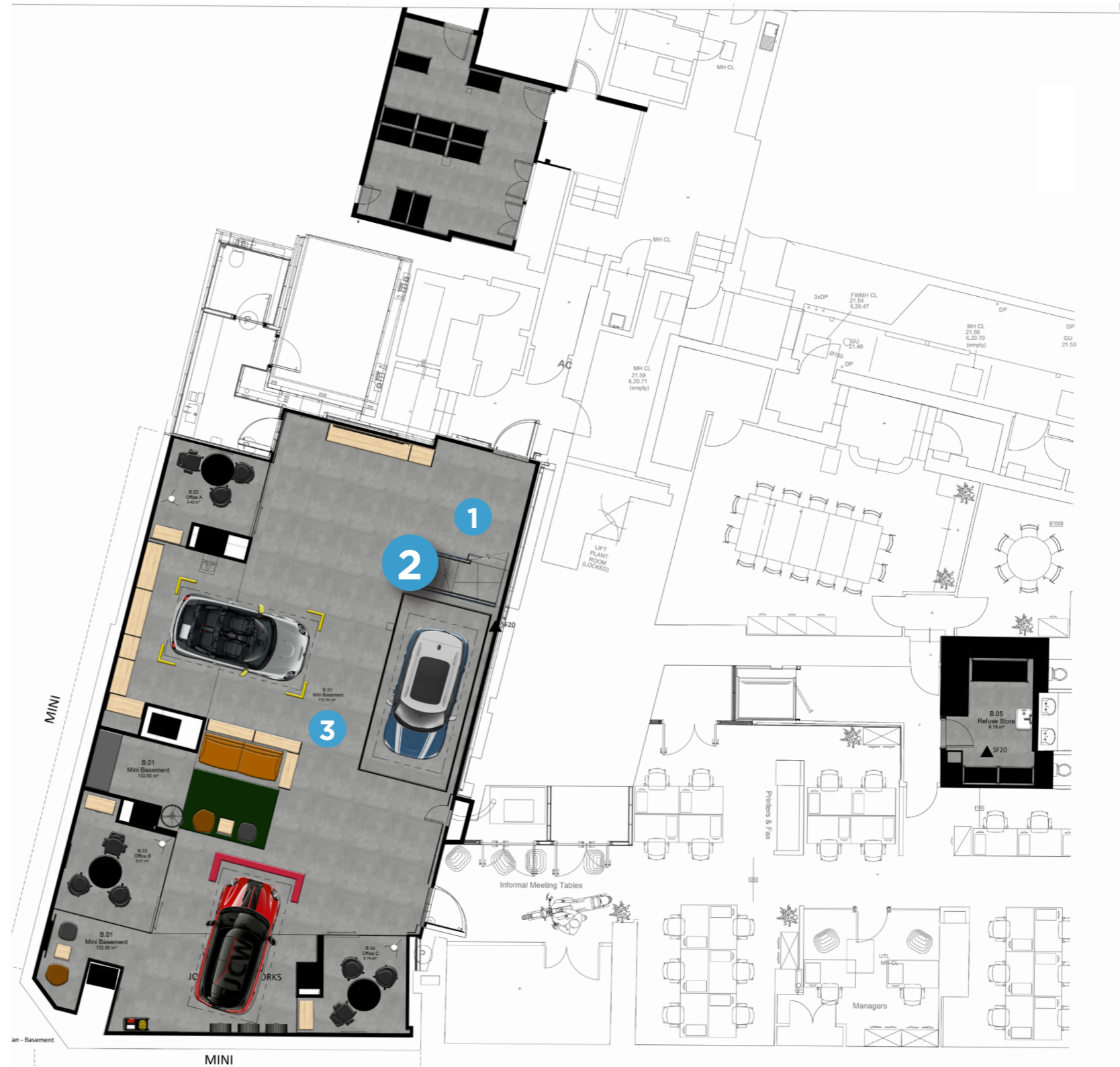
Compliance

Basement

We have undergone our own due-diligence with Building Control to ensure all of the GA's are aligned with UK Regulations. We have also engaged with an external contractors to ensure the best solution and build-ability around the existing door way threshold with laying a new tile on the terrazzo slab, and the junction detail between the existing level and the new. The below explains areas we have focused on in order to enhance the user experience of your new space.

Early Comments.....


- 1** In general, the principles of accessibility look unaffected so no new issues under B. Regs. As we do not know at this time the policy for wheelchair/infirm users is for access between floors but only if made worse is this an issue.
- 2** BMW will have Equality Act obligations for providing access so am sure there will be some sort of system in place (for all to access the basement). At this stage we assume via the office space there is a lift to the basement is how visitors in need access the basement.
- 3** The basement and ground areas must be one compartment for fire regs, open stairs dictate this must be the case.





05

The Project Costs

 INNOVATIVE THINKING. EXCEPTIONAL WORKPLACES.



**DREES &
SOMMER**

STRIDE TREGLOWN

Breakdown of Costs

DREES & SOMMER



Schedule of Works For Project Footprint, 70 Park Lane

On Behalf of BMW Group

Issue	Date	Produced by	Checked By	Details
A	20/10/2021	TS	MG	Initial Issue
B	03/11/2021	TS	MG	Tender Addendum 1 - All updates highlighted in yellow.

Drees & Sommer, Ground Floor, 13 New North Street, London, WC1N 3PJ.
Phone: +44 (0) 20 3858 0221 www.dreso.co.uk

Date: 20th October 2021
Project Code: 01159
Client: BMW
Project Title: Project Footprint
Schedule of Works RevA

DREES & SOMMER

Ref	Description
PREAMBLES	
1	The tenderer is to refer to all the tender documentation for the complete description of the schedule of works identified in this Pricing document. This document does not repeat verbatim information given elsewhere.
2	The tenderer is to include in this pricing schedule costs to complete all works detailed in the tender documentation, whether they are specifically listed in this Pricing Document or not. If the tenderer identifies works, not indicated in the Pricing Schedule, costs are to be clearly listed separately under contractor identified works and included in the tender total on the form of tender.
3	Any quantities given in the Pricing Schedule are approximate and the Contractor is to satisfy themselves of their adequacy. There will be no re-measurement and no claim by the Contractor arising from any increase, reduction or omission of quantities of work will be considered. Please note that items are not measured strictly in accordance with NRM or SMM.
4	Unpriced work items will be deemed to be included.
5	Tenderers are to be reminded of the content of the PQQ document which detailed the site restrictions and requirements for working in and around 70 Park Lane.
6	The tenderer is to note that it is anticipated that an area in the basement of the existing building will be allocated for use as a site office / welfare area.
7	The tenderer is to note that BMW's covid working protocol requires the wearing of face coverings at all times when inside the building and social distance of a minimum of 2m.
8	The tenderer is to note that the property will remain operational throughout the duration of the works.



Breakdown of Costs



Date: 20th October 2021
 Project Code: 01159
 Client: BMW
 Project Title: Project Footprint
 Schedule of Works RevA



Ref	Description	Amount
1	Tender Summary	
1.1	Preliminaries	£97,288.60
1.2	Works	£779,793.36
1.3	Contractor Identified Works	£17,739.75
1.4	Tender Addendum	£0.00
1.5	Tender Queries	£0.00
1.6	Main Contractor's Overheads and Profit (Please state percentage)	5.00%
TENDER TOTAL		£894,821.71

Date: 20th October 2021
 Project Code: 01159
 Client: BMW
 Project Title: Project Footprint
 Schedule of Works RevA



Ref	Description	Quantity	Unit	Rate	Amount
Main contractor's preliminaries					
Main contractor's cost items					
<u>Management and staff</u>					
<u>Project specific management and staff</u>					
	Contractor's project manager	15	wk	£1,850.00	£27,750.00
	Supervisors		wk		
	Health and safety manager/officers (Site audits)		wk		
	Planning programming manager and staff	15	wk	£350.00	£5,250.00
	Commercial Manager / Quantity Surveyor	15	wk	£350.00	£5,250.00
	Designer		wk		
	Contracts Manager	15	wk	£350.00	£5,250.00
	Technical Services Manager		wk		
<i>If required insert additional below...</i>					
<u>Cleaning</u>					
	Site tidy. Allowance for 2no. Labourers for phase 1, 1no. Labourer for phases 2&3, for Covid duties as well as general labouring/tyding	15	wk	£1,133.00	£16,995.00
<i>If required insert additional below...</i>					
	Builders/sparkle clean on phase 1	1	item	£1,250.00	£1,250.00
	Builders/sparkle clean on phase 2 &3	2	item	£777.60	£1,555.20
<u>Site establishment</u>					
<u>Site accommodation - main contractor's and common use temporary site accommodation</u>					
	Offices	3	nr	£525.00	£1,575.00
	Canteens and kitchens (Hoarding for Welfare Areas)	1	nr	£1,200.00	£1,200.00
	Toilets	2	nr	£360.00	£720.00
	Compounds		nr		N/A
<i>If required insert additional below...</i>					
Preliminaries Page: 1				To Collection:	£66,795.20



Breakdown of Costs



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Ref	Description	Quantity	Unit	Rate	Amount
	Furniture and equipment				
	Workstations for staff, including maintenance [per person]	1	nr	£450.00	£450.00
	General office furniture, including maintenance	1	item	£375.00	£375.00
	Photocopiers, including purchase/rental, maintenance and other running costs				Inc.
	Floor coverings, including maintenance - 3 phases	1	item	£1,400.00	£1,400.00
	Water dispenser, including purchase/rental maintenance and other running costs	1	item	£820.80	£820.80
	<i>If required insert additional below...</i>				
	Consumables and Services				
	Stationery	15	wk	£15.00	£225.00
	Computer and printer consumables	15	wk	£25.00	£375.00
	Tea, coffee, water bottles and the like	15	wk	£30.00	£450.00
	First aid consumables	15	wk	£15.00	£225.00
	Face coverings and Anti-Bacterial hand gel	15	wk	£30.00	£450.00
	<i>If required insert additional below...</i>				
	Sundries				
	Main contractor's signboards	1	item	£550.00	£550.00
	Safety and information notice boards	1	item	£240.00	£240.00
	Fire points	7	item	£85.00	£595.00
	<i>If required insert additional below...</i>				
	<i>Printed BMW marketing vinyl to applied to Temp hoardings (both sides, subject to design) - Budget Option cost @ £1,895.00</i>				
	<i>Marketing vinyl coverings to windows - Budget option cost @ £1500 for phase 1&3; £800 for phase 2</i>				
	Security				
	Hoardings, fences and gates.				
	Perimeter hoardings and fencing and the like to site boundaries and to form site compounds <i>Based on hire of temp Hoardfast system for duration</i>	1	Item	£2,422.00	£2,422.00
	Access (doors) gates, including frames and the ironmongery	2	nr	£228.80	£457.60
	Dismantling and removal of hoarding, fencing, gates and the like - <i>includes temp dismantle and then reinstatement of hoardings after phase 1 to let cars through to completed phase 1 section</i>	1	Item	£1,144.00	£1,144.00
	<i>If required insert additional below...</i>				
	Security provision for temporary camera on site entrance	3	nr	£550.00	£1,650.00
	Preliminaries Page: 2			To Collection:	£11,829.40

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	Safety and environmental protection				
	<u>Safety programme, to satisfy requirements of CDM regulations</u>				
	Fire extinguishers	6	nr	£96.00	£576.00
	Statutory safety signage	1	item	£405.00	£405.00
	Safety audits, including safety audits carried out by external consultant	7	nr	£275.00	£1,925.00
	Staff safety training				
	Personal protective equipment (PPE), including for employer and consultant [nr]	1	Item	£440.00	£440.00
	<i>If required insert additional below...</i>				
	Barriers and safety scaffolding				
	Temporary staircase balustrades (i.e. to new staircases during construction) including supply, erection, maintenance and dismantling on completion of the works	1	Item	£1,342.00	£1,342.00
	Protective walkways, including supply, erection, maintenance and dismantling on completion of the works.		wk		Not Req
	Scaffold inspections	1	wk	£385.00	£385.00
	<i>If required insert additional below...</i>				
	Control and protection				
	<u>Protection of works</u>				
	Protection of all sundry items	1	item	£745.00	£745.00
	<i>If required insert additional below...</i>				
	Samples				
	Provision of samples		item		Inc.
	<i>If required insert additional below...</i>				
	Preliminaries Page: 3			To Collection:	£5,818.00
	Mechanical plant				
	<u>Access plant</u>				
	Scissor lifts	1	item	£1,650.00	£1,650.00
	Cranes				
	Hoists				
	<i>If required insert additional below...</i>				
	<i>Pecos</i>	1	item	£1,320.00	£1,320.00
	<i>Staircase Access equipment for dismantle and install of new video wall, vinyl works to other staircase</i>	2	item	£1,215.50	£2,431.00



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	<u>Other plant</u> Small plant and tools (Small plant Equipment Hire)	15	wk	£30.00	£450.00
	<i>If required insert additional below...</i>				
	<i>Hire of temporary heaters to BMW areas whilst mechanical works are taking place</i>	2	wks	£300.00	£600.00
	<i>Please insert any additional items that do not fit into the categories above below...</i>				
	<i>Wait & Loads for general waste throughout the project</i>	1	item	£4,950.00	£4,950.00
	<i>O&M's on project completion</i>	1	item	£1,045.00	£1,045.00
	<i>CDM obligations - preparation and issue of CPP</i>	1	item	£400.00	£400.00
Preliminaries Page: 4				To Collection:	£12,846.00
	<i>Please provide the following hourly rates and percentage to allow for future use in variations should they arise...</i>				
	Dayworks				
	Labour				
	Labourer	13.5	/hr		
	Skilled tradesman	30	/hr		
	Plumber	40	/hr		
	Heating engineer	40	/hr		
	Electrician	35	/hr		
	Painter/Decorator	25	/hr		
	Floor tiler	45	/hr		
	<i>Other Labour (detail below):</i>				
	OOH's Works				
	Labour				
	Labourer	17.55	/hr		
	Skilled tradesman	39	/hr		
	Plumber	52	/hr		
	Heating engineer	52	/hr		
	Electrician	45.5	/hr		
	Painter/Decorator	32.5	/hr		
	Floor tiler	58.5	/hr		
	<i>Other Labour (detail below):</i>				
	Materials / plant				
	Contractors Markup	5	%		
Preliminaries Page: 5				To Collection:	£0.00
	Collection Page				
	Preliminaries Page: 1				£66,795.20
	Preliminaries Page: 2				£11,829.40
	Preliminaries Page: 3				£5,818.00
	Preliminaries Page: 4				£12,846.00
	Preliminaries Page: 5				£0.00
Preliminaries Page: 6				To Summary:	£97,288.60

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Ref	Description	Quantity	Unit	Rate	Amount
	Works				
	Superstructure				
	Stairs and ramps				
	<u>Stair/ramp finishes</u>				
	<u>Stair finishes</u>				
1	Stair finishes: 6mm Stratford tile	2	item	£7,690.68	£15,381.36
2	Stair finishes: Stainless steel inserts, three number to both tread and riser	86	nr		Inc in above
	<u>Stair/ramp balustrades and handrails</u>				
	<u>Combined balustrades and handrails</u>				
3	Combined balustrades and handrails: 20mm thick vinyl profile film (colour black) to be applied to inner face of glass balustrade	2	item	£1,066.63	£2,133.25
4	Combined balustrades and handrails: Powder coat existing stainless steel balustrade, black, RAL 9005 (Staircase to MINI showroom only) - required to be taken off site	1	item	£1,955.00	£1,955.00
	Internal walls and partitions				
	<u>Walls and partitions</u>				
	<u>Fixed partitions</u>				
5	Fixed partitions: Extra over fixed partitions, timber patressing	27	m2	£40.25	£1,086.75
6	Fixed partitions: Glazed partitions, single glazed, LOFT20	19	m2	£840.00	£15,960.00
7	Fixed partitions: WT01A - Gypsum board wall lining systems, Siniat Independent I Stud Wall Liner, 70 GTEC I Stud at 600 mm centers, 1 x 12.5mm GTEC Standard board	77	m2	£48.30	£3,719.10
8	Fixed partitions: WT01B - Gypsum board wall lining systems, Siniat Independent I Stud Wall Liner, 70 GTEC I Stud at 400 mm centers, 1 x 12.5mm Aquaboard	70	m2	£92.00	£6,440.00
9	Fixed partitions: WT02 - Siniat Shaftwall lining to main feature wall, 19mm GTEC Fire Core Board, CHS1960/B GTEC 60mm CH Stud at 600mm centres, 2 x 12.5mm GTEC fire board	61	m2	£69.00	£4,209.00
10	Fixed partitions: WT03 - Gypsum board partition systems, Siniat 70mm C Stud @ 600 mm centres, with 1x 12.5mm plasterboard each side	10	m2	£63.25	£632.50
11	Fixed partitions: WT04 - Gypsum board partition systems, Siniat 146mm C Stud @ 600 mm centres, with 1x 12.5mm plasterboard each side	6	m2	£89.70	£538.20
	Internal doors				
	<u>Internal doors</u>				
	<u>Door sets</u>				
12	Door sets: ID-B-1A, 838 x 2100, 44mm Single Leaf Solid Core doorset primed and painted white, 30 mins fire rated with smoke seals, including ironmongery	1	nr	£1,322.50	£1,322.50
13	Door sets: Single glazed doorset, EclipseTEC including ironmongery	3	nr	£2,493.10	£7,479.30
14	Door sets: ID-B-1B, 830 x 2100, 44mm Single Leaf Solid Core doorset primed and painted white, not fire rated, including ironmongery	1	nr	£1,092.50	£1,092.50
Works Page: 1				To Collection:	£61,949.46
	Internal finishes				
	<u>Wall finishes</u>				
	<u>Wall finishes</u>				
	<u>Finishes to walls and columns</u>				
15	Finishes to walls and columns: Allowance for making good and repairing existing walls (PROV SUM)	1	PS	£1,000.00	£1,000.00
16	Finishes to walls and columns: Sanding down existing timber in preparation for painting	140	m2	£9.49	£1,328.25
17	Finishes to walls and columns: Paint reception desk	1	PS	£575.00	£575.00
18	Finishes to walls and columns: WF01/A - Paint, one coat primer and two coats emulsion, RAL 5020	7	m2	£7.13	£49.91
19	Finishes to walls and columns: WF01/B - Paint, one coat primer and two coats emulsion, RAL 3005	9	m2	£7.13	£64.17
20	Finishes to walls and columns: WF01/C - Paint, one coat primer and two coats emulsion, RAL 1019	24	m2	£7.13	£171.12
21	Finishes to walls and columns: WF01/D - Paint, one coat primer and two coats emulsion, RAL 9023	39	m2	£7.13	£278.07
22	Finishes to walls and columns: WF01/E - Paint, one coat primer and two coats emulsion, RAL 7013	25	m2	£7.13	£178.25
23	Finishes to walls and columns: WF01/F - Paint, one coat primer and two coats emulsion, RAL 9005	63	m2	£7.13	£449.19
24	Finishes to walls and columns: WF01/G - Paint, one coat primer and two coats emulsion, RAL 9010	48	m2	£7.13	£342.24
25	Finishes to walls and columns: WF02 - Brick slip tile	21	m2	£213.10	£4,475.13
26	Finishes to walls and columns: WF03 - Concrete tile	92	m2	£415.63	£38,237.50
27	Finishes to walls and columns: WF04 - Vertical lining, natural wood veneer	31	m2	£470.80	£14,594.80
28	Finishes to walls and columns: WF05 - Paint to timber lining, one coat primer, two coats satinwood, white	140	m2	£35.20	£4,928.00
29	Finishes to walls and columns: WF06/A - Vinyl film, RAL 1019	6	m2	£60.38	£362.25
30	Finishes to walls and columns: WF06/B - Vinyl film, RAL 7021	8	m2	£60.38	£483.00
31	Finishes to walls and columns: WF06/C - Vinyl film, RAL 9023	9	m2	£60.38	£543.38
32	Finishes to walls and columns: WF07 - Altro whiterock lining inc. make good bb wall after stripout	26	m2	£126.50	£3,289.00
33	Finishes to walls and columns: WF08 - Vinyl film, (INCLUDED UNDER STAIRS)				Included elsewhere
	Floor finishes				
	<u>Finishes to floors</u>				



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Finishes to floors - We have priced as per the specification; however should we find from the O&M's that the substrate is incompatible (when we are provided with that O&M information) then we may need to review the below products for compatability; we also believe a level survey needs to take place prior to installation					
34	Finishes to floors: 6mm Stratford 1200x1200mm tile including 3mm BAL Pourable and Cement based grout Ardex EG 8 PLUS Epoxide Tile Adhesive & Grout	729	m2	£154.10	£112,338.90
35	Finishes to floors: 3mm BAL sand	729	m2	£2.50	£1,822.50
36	Finishes to floors: ARDITEX NA Ultra Rapid Setting Latex Subfloor Levelling and Smoothing Compound - currently priced in hours, dependant on agreement with D&S & BMW	7	m2	£51.75	£362.25
37	Finishes to floors: 2mm Altro Flexiflow classic slip-resistant resin flooring currently priced in hours, dependant on agreement with D&S & BMW	7	m2	£115.00	£805.00
38	Finishes to floors: Allowance for works to existing floor substrate following removal of tiles currently priced in hours, dependant on agreement with D&S & BMW	7	m2	£69.00	£483.00
39	Finishes to floors: 5mm BAL Pourable One Flexible cementitious floor tile adhesive	729	m2	£7.56	£5,511.24
40	Finishes to floors: BAL DPM Multi-Purpose Damp Proof Membrane, Waterproof Coating and Primer	729	m2	£27.56	£20,094.16
41	Finishes to floors: Schlüter Dilex-Ekss Edge protection to perimeter of showroom	265	m	£29.75	£7,883.75
42	Finishes to floors: Schlüter-Reno-Ramp to single doors	5	nr	£144.66	£723.30
43	Finishes to floors: Schlüter-Reno-Ramp to lift platform	1	nr	£810.00	£810.00
44	Finishes to floors: Schlüter-Reno-Ramp to façade entrances	2	nr	£86.81	£173.62
Ceiling finishes					
Finishes to ceilings					
Finishes to ceilings					
45	Finishes to ceilings: Allowance for making good and repairing existing ceiling (PROV SUM)	1	PS	£2,500.00	£2,500.00
46	Finishes to ceilings: Paint, emulsion, two coats, white, RAL 9016	617	m2	£6.84	£4,222.75
47	Finishes to ceilings: Paint, emulsion, two coats, grey medium, RAL 9023	70	m2	£8.02	£561.68
48	Finishes to ceilings: Paint, emulsion, two coats, grey light, RAL 7035	27	m2	£8.02	£216.65
49	Finishes to ceilings: Paint bulkhead, emulsion, two coats, white, RAL 9016	40	m2	£6.84	£273.76
50	Finishes to ceilings: Paint bulkhead, emulsion, two coats, black, RAL 9005	2	m2	£8.02	£16.05
51	Finishes to ceilings: Paint bulkhead, emulsion, two coats, medium grey, RAL 9023	48	m2	£8.02	£385.15
52	Finishes to ceilings: Paint bulkhead, emulsion, two coats, red, RAL 3005	1	m2	£6.84	£6.84
53	Finishes to ceilings: Paint, emulsion, two coats, black, RAL 9005	9	m2	£8.02	£72.22
Demountable suspended ceilings					
Demountable suspended ceilings					
54	Demountable suspended ceilings: CT02 - Gypsum board metal frame suspended ceiling systems	41	m2	£51.75	£2,121.75
55	Demountable suspended ceilings: Form new access panel 1600mm x 1000mm	3	nr	£260.00	£780.00
56	Demountable suspended ceilings: Extra over suspended ceilings, timber patressing	8	m2	£40.25	£322.00
Works Page: 2				To Collection: £233,835.81	
Fittings, furnishings and equipment					
Fittings, furnishings and equipment					
General fittings, furnishings and equipment					
Fittings					
57	Fittings: Double track curtain, FF&E 66	1	nr		Not priced as Req
58	Fittings: Curtain track, FF&E 67	1	nr		Not priced as Req
59	Fittings: Shelving Units, 890x450x2000, FF&E 12	13	nr		Not priced as Req
60	Fittings: Shelving Units, 1500x600x2000, FF&E 23	1	nr		Not priced as Req
61	Fittings: MINI Genius podium stool, 500x500x750, FF&E 19	1	nr		Not priced as Req
62	Fittings: MINI Genius podium, 900x500x1100, FF&E 20	1	nr		Not priced as Req
63	Fittings: JCW Tool cabinet, FF&E 51	1	nr		Not priced as Req
64	Fittings: Visplay Unit 1, FF&E 68	1	nr		Not priced as Req
65	Fittings: Visplay Unit 2, FF&E 69	1	nr		Not priced as Req
66	Fittings: Visplay Unit 3, FF&E 70	1	nr		Not priced as Req
67	Fittings: Visplay Unit 4, FF&E 71	1	nr		Not priced as Req
68	Fittings: Visplay Unit 5, FF&E 72	1	nr		Not priced as Req
69	Fittings: Visplay Unit 6, FF&E 73	1	nr		Not priced as Req
70	Fittings: Visplay Unit 7, FF&E 74	1	nr		Not priced as Req
71	Fittings: Visplay Unit 8, FF&E 75	1	nr		Not priced as Req
72	Fittings: 8mm woven wire mesh, black, to form MINI portal	1	nr		Not priced as Req
73	Fittings: 8mm woven wire mesh, black, to MINI Cooper Works ceiling panel	1	nr		Not priced as Req
Furnishings					
74	Furnishings: Relocate existing lounge chair, FF&E 01	3	nr		Not priced as Req
75	Furnishings: Relocate existing coffee table, FF&E 02	1	nr		Not priced as Req
76	Furnishings: Relocate existing cabinet, 650x300x2150, FF&E 03	1	nr		Not priced as Req
77	Furnishings: Relocate existing service consultant desk, FF&E 05	1	nr		Not priced as Req
78	Furnishings: Relocate existing sofa, FF&E 07	1	nr		Not priced as Req
79	Furnishings: Relocate existing lounge chair, FF&E 10	3	nr		Not priced as Req
80	Furnishings: Muuto Nerd Bar Stool, lacquered ash, green, FF&E 14	6	nr		Not priced as Req
81	Furnishings: Relocate existing coffee table, FF&E 15	1	nr		Not priced as Req
82	Furnishings: Swatch board large, 2142x60x1330, FF&E 22	1	nr		Not priced as Req
83	Furnishings: Relocate existing swatch board, FF&E 04	1	nr		Not priced as Req
84	Furnishings: Muuto Vario Rug 1, blue, 3000x2000, FF&E 13	1	nr		Not priced as Req
85	Furnishings: Waiting area cabinet, black laminate with birch veneer surface, 648x1664x1070, FF&E 49	1	nr		Not priced as Req
86	Furnishings: Relocate existing adjustable desk chair, FF&E 37	4	nr		Not priced as Req

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87	Furnishings: Relocate existing customer chair, dark grey fabric seat with black metal base, FF&E 32	8	nr		Not priced as Req
88	Furnishings: Relocate existing cabinet, 840x500x1950, FF&E 26	1	nr		Not priced as Req
89	Furnishings: JCW Floor Marks, FF&E 29	1	nr		Not priced as Req
90	Furnishings: JCW Sign large, FF&E 30	1	nr		Not priced as Req
91	Furnishings: Highlight floor marks Mini Yellow, FF&E 31	4	nr		Not priced as Req
92	Furnishings: Outline Sofa 3 Seater, FF&E 43	1	nr		Not priced as Req
93	Furnishings: Muuto Vario Rug 2, dark green, 2400x1700, FF&E 44	1	nr		Not priced as Req
94	Furnishings: Wire Chair, FF&E 45	2	nr		Not priced as Req
95	Furnishings: Slim iron art coffee table, FF&E 46	2	nr		Not priced as Req
96	Furnishings: Eames plastic armchair DAR, red, FF&E 47	1	nr		Not priced as Req
97	Furnishings: Eames plastic armchair DAR, black, FF&E 48	1	nr		Not priced as Req
98	Furnishings: Tripode floor lamp, FF&E 50	1	nr		Not priced as Req
99	Furnishings: Sideboard, FF&E 33	3	nr		Not priced as Req
100	Furnishings: Tilt Top Table, FF&E 36	3	nr		Not priced as Req
101	Furnishings: Radon Floor Lamp, FF&E 38 (Not available)	3	nr		Not priced as Req
Equipment					
102	Equipment: Relocate existing charging point, FF&E 21	1	nr		Not priced as Req
103	Equipment: Panasonic TV Screen 48", FF&E 59	1	nr		Not priced as Req
104	Equipment: Relocate existing TV Screen, FF&E 63	4	nr		Not priced as Req
105	Equipment: LG TV Screen 55", FF&E 60	1	nr		Not priced as Req
106	Equipment: JCW Gloves, FF&E 52	1	nr		Not priced as Req
107	Equipment: JCW Petrol Can, FF&E 53	1	nr		Not priced as Req
108	Equipment: JCW Helmet, FF&E 54	1	nr		Not priced as Req
109	Equipment: JCW Car rim, FF&E 55	1	nr		Not priced as Req
110	Equipment: JCW Display Board, FF&E 56	1	nr		Not priced as Req
111	Equipment: JCW Mini Heritage Motifs, FF&E 58	1	nr		Not priced as Req
112	Equipment: TV Screen, FF&E 65	2	nr		Not priced as Req
113	Equipment: Indoor Premium LED Display Video Wall (Further details to be provided in a tender addendum)	1	item		Not priced as Req
Signs/notices					
114	Internal, Halo illuminating bespoke neon sign, Sign 01, "Park Lane Mayfair" - Based on block LED acrylic with embedded LEDs - Option cost @ £4337.80	1	nr		Not priced as Req
115	Internal, Face and halo illuminating neon lettering, Sign 02, "MINI" Based on block LED acrylic with embedded LEDs -	1	nr		Not priced as Req
116	Internal, Face, halo and edge illuminating bespoke neon sign, Sign 03, Toilet Symbols Based on block LED acrylic with embedded LEDs	1	nr		Not priced as Req
117	Internal, Face and edge illuminating bespoke neon sign, Sign 04, Mini Logo Based on block LED acrylic with embedded LEDs	1	nr		Not priced as Req
118	Internal, Face, halo and edge illuminating bespoke neon sign, "Mini Electric", "Mini John Cooper Works" and Arrow	1	nr		Not priced as Req
119	Internal, fire door signage	1	item		Not priced as Req
120	External, Relocation of external Mini flag signage from 77 to 70 Park Lane (subject to Landlord, Planning approval)	1	nr		Not priced as Req
121	External, Relocation of external 'MINI PARK LANE' signage from 77 to 70 Park Lane, including lighting (subject to Landlord, Planning approval)	1	nr		Not priced as Req
Works Page: 3				To Collection: £0.00	
Services					
Mechanical					
122	General clauses and preliminaries inc. Pre validation survey, surveys, design, calculations, H&S, plant hire	1	item	£8,873.73	£8,873.73
123	Isolation and removal of existing mechanical services	1	item	£1,719.57	£1,719.57
124	SF01 Supply fan and associated controls	1	item	£6,791.50	£6,791.50
125	EF01 Extract fan, ductwork and associated controls	1	item	£4,414.37	£4,414.37
126	Ventilation ductwork	1	item	£1,372.03	£1,372.03
127	VRF system ductwork	1	item	£5,241.69	£5,241.69
128	VRF installation & refrigeration pipework system CU01	1	item	£9,343.19	£9,343.19
129	VRF Relocation FCU 30 & 31	1	item	£7,662.77	£7,662.77
130	VRF Alterations to system CU05/06 (relocate FCU 01-03 to system CU01)	1	item	£0.00	£0.00
131	Split System 4b	1	item	£7,563.31	£7,563.31
132	Condensate drainage system for FCU 30 & 31	1	item	£0.00	Inc.
133	Grilles & diffusers	1	item	£6,505.94	£6,505.94
134	Plant mounting support systems	1	item	£0.00	£0.00
135	Door Curtain Mini Showroom and associated controls	1	item	£4,867.08	£4,867.08
136	Door Curtain Main Entrance and associated controls	1	item	£4,867.08	£4,867.08
137	Domestic water services	1	item	£7,709.95	£7,709.95
138	Above ground foul drainage (incl condensate drainage system for FCU 30 & 31)	1	item	£925.01	£925.01
139	Drips trays and associated drainage	1	item	£1,387.52	£1,387.52
140	Leak detection	1	item	£10,270.62	£10,270.62
141	Sanitaryware (Install & supply of items on Architectural Plant Schedule)	1	item	£697.08	£697.08
142	BMS controls system and field wiring (incl Trend stats)	1	item	£15,632.57	£15,632.57
143	Service existing VRF systems	1	item	£1,834.61	£1,834.61
144	Commissioning of existing ventilation systems	1	item	£2,289.40	£2,289.40
145	Installation/manufacturing drawings	1	item		Inc.
146	Commissioning and attendance for soft and grand openings	1	item		Inc.
147	Record drawings and O&M manuals	1	item		Inc.
148	6 week return visit to review HVAC	1	item	£0.00	£0.00



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Ref	Description	Quantity	Unit	Rate	Amount
149	3 site visits post practical completion within 2 weeks	1	item	£0.00	£0.00
150	Works associated with Architectural design development (PROV SUM)	1	PS	£5,000.00	£5,000.00
151	Works associated with Mechanical design development post strip out surveys (PROV SUM)	1	PS	£10,000.00	£10,000.00
152	Logistics planning (restricted deliveries) (PROV SUM)	1	PS	£1,500.00	£1,500.00
Electrical					
153	General clauses and preliminaries (inc site setup in phases)	1	item	£9,020.48	£9,020.48
154	Isolation and strip out (inc. validations)	1	item	£6,798.40	£6,798.40
155	Lighting supply only	1	item	£70,824.10	£70,824.10
156	Lighting LV installation	1	item	£40,365.92	£40,365.92
157	Lighting specialist DALI control	1	item	£39,570.64	£39,570.64
158	Small power (inc signage & mech supplies)	1	item	£9,042.88	£9,042.88
159	Small power - leak detection only	1	item	£414.96	£414.96
160	Small power - fire alarm/suppression circuits	1	item	£553.28	£553.28
161	Containment	1	item	£7,316.06	£7,316.06
162	Containment - other areas basement	1	item	£3,316.08	£3,316.08
163	Data (PLEASE NOTE ALL OUTLETS WILL BE CAT 6A terminated on CAT 7 cable)	1	item	£5,628.00	£5,628.00
164	Fibre and data between Comms Rooms	1	item	£15,573.60	£15,573.60
165	Fire alarm (Provisional - Still Awaiting back quote from incumbent contractor Firewise UK)	1	Prov	£26,250.00	£26,250.00
166	Comms Rooms VESDA fire alarm systems	1	item	£0.00	£0.00
167	Comms Rooms fire suppression systems (Provisional - Still Awaiting back quote from incumbent contractor Firewise UK)	1	Prov	£21,000.00	£21,000.00
168	Ground Floor replacement floor boxes and services (Technical Notes: IP65 rated floor boxes are only 100mm deep bases & rectangular (NOT 65mm & square) Inspection, testing and commissioning (based on 3 phases of commissioning Inc. Dall Light controls, inc emergency lighting test)	1	item	£5,241.60	£5,241.60
170	Record drawings and O&M manuals (Inc. Design)	1	item	£660.80	£660.80
171	Attendance for soft and grand openings	1	item	£0.00	£0.00
172	Works associated with architectural design development (PROV SUM)	1	PS	£4,500.00	£4,500.00
173	Other area wireless access point provision (PROV SUM)	1	PS	£9,000.00	£9,000.00
Builders' work in connection with services					
Builders' work in connection with services					
174	Builder's work in general areas - includes all chasing works to existing resin floors and subsequent making good, cutting holes	780	m2	£11.30	£8,814.00
Works Page: 4				To Collection:	£431,255.20
Work to existing buildings					
Minor demolition works and alteration works					
Minor demolition works and alteration works					
Spot items					
175	Spot items: Disposal of all elements removed in the stripping out process	1	item	£2,076.80	£2,076.80
176	Spot items: Investigate existing construction in line with Fire Strategy drawings to confirm requirements	1	item	£1,265.00	£1,265.00
177	Spot items: Accommodation works to upgrade fire strategy following investigation works (PROV SUM)	1	PS	£2,500.00	£2,500.00
178	Spot items: Assess existing condition of Main BMW Entrance	1	item	£420.00	£420.00
179	Spot items: Supply and install Metal plate insert to match existing curtain wall frame - plate to finish flush with existing top of transom - contractor to measure on site and fabricate	20	nr	£138.00	£2,760.00
Removal					
180	Removal: Floor finishes, carpet	75	m2	£5.75	£431.25
181	Removal: Ceilings	79	m2	£12.65	£999.35
182	Removal: Wall linings	32	m2	£23.00	£736.00
183	Removal: Floor finishes, black ceramic tiles (M-Tile)	52	m2	£17.25	£897.00
184	Removal: Internal partitions	177	m2	£25.30	£4,478.10
185	Removal: Wall finishes, tiles	28	m2	£17.25	£483.00
186	Removal: Floor finishes, wooden laminate	12	m2	£14.95	£179.40
187	Removal: LED adjustable square spotlights	4	nr	£11.50	£46.00
188	Removal: Wall mounted lights	4	nr	£14.38	£57.50
189	Removal: Existing sanitary appliances from the re-purposed refuse store, toilet, hand dryer and the like	1	item	£977.50	£977.50
190	Removal: Opaque glazed panels including associated LED lighting	20	nr	£69.00	£1,380.00
191	Removal: Video wall and associated cabling, server and the like	1	item	£1,437.50	£1,437.50
192	Removal and store to set aside area: Existing furniture	1	item	£690.00	£690.00
193	Removal: Joinery units	1	item	£575.00	£575.00
194	Removal: Vinyl graphics	1	item	£460.00	£460.00
195	Removal: Hanging advertisement vinyl	1	item	£1,322.50	£1,322.50
196	Removal: Built in benches (joinery piece)	1	item	£460.00	£460.00
197	Removal: Mirror panels	7	nr	£80.50	£563.50
198	Removal: Internal doors	1	nr	£57.50	£57.50
Alteration works					
199	Alteration works: Alterations to existing facade to incorporate new MINI Front Entrance (PROV SUM)	1	PS	£20,000.00	£20,000.00
200	Alteration works - Alterations to main BMW Entrance to improve weatherproofing and sealing (PROV SUM)	1	PS	£3,000.00	£3,000.00
201	Alteration works - Alteration of existing sliding door floor contacts within BMW and proposed M-Lounge demise	1	PS	£1,500.00	£1,500.00
202	Alteration works (OPTION 1 154551-STL-XX-ZZ-DR-A-ZZ-55100 S2_P25) - Alteration of existing lift door to accommodate the new overtilting of the floor finish	1	PS	£1,000.00	£1,000.00

Date: 20th October 2021
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 Client: BMW
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Ref	Description	Quantity	Unit	Rate	Amount
202A	OPTION 2 - 154551-STL-XX-ZZ-DR-A-ZZ-55100 S2_P25 - Cost for information only, not to be carried through to Tender Total	1	Ps	£1,800.00	
203	Alteration works (OPTION 1 154551-STL-XX-ZZ-DR-A-ZZ-55101 S2_P25) - Alteration of existing car entrance doors to South Street facade to accommodate the new overtilting of the floor finish	1	PS	£2,000.00	£2,000.00
203A	OPTION 2 - 154551-STL-XX-ZZ-DR-A-ZZ-55101 S2_P25 - Cost for information only, not to be carried through to Tender Total	1	PS	£3,500.00	
Works Page: 5				To Collection:	£52,752.90
Collection Page					
Works Page: 1					£61,949.46
Works Page: 2					£233,835.81
Works Page: 3					Not priced as Req
Works Page: 4					£431,255.20
Works Page: 5					£52,752.90
Works Page: 6				To Summary:	£779,793.36



Breakdown of Costs



Date: 20th October 2021
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Ref	Description	Quantity	Unit	Rate	Amount
Contractor Identified Works					
CIW1	Making good and levelling up floor under carpet/wooden floor areas	90	sqm	£35.20	£3,168.00
CIW2	Raise existing man hole covers and inset tile	1	Prov	£2,500.00	£2,500.00
CIW3	AKWS intermediate movement joint to bays as shown in floor tile setting out drawings	131	m	£30.25	£3,962.75
CIW4	Cutting out and making good bulkheads for door curtains	2	item	£330.00	£660.00
CIW5	Form new plasterboard upstands for new MF ceilings in basement	21	m	£45.00	£945.00
CIW6	Form lighting recess to perimeter of basement with 3" x 2" timber fixing; Includes allowance to paint timber black	32	m	£40.25	£1,288.00
CIW7	Allowance for mastic man on completion - 4 visits plus materials	1	item	£1,518.00	£1,518.00
CIW8	Installation of new fire breaks/ fire stopping to new penetrations	1	item	£1,463.00	£1,463.00
CIW9	Extra over cost for tiling staircases out of hours	1	item	£1,890.00	£1,890.00
CIW10	Allowance to cut in new mechanical grilles	1	item	£345.00	£345.00
Contractor Identified Works Page: 1				To Collector	£17,739.75
Contractor Identified Works Page: 2				To Collector	£0.00
Collection Page					
Contractor Identified Works Page: 1					£17,739.75
Contractor Identified Works Page: 2					£0.00
Contractor Identified Works Page: 3				To Summary	£17,739.75

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Ref	Description	Quantity	Unit	Rate	Amount
Tender Addendum					
Tender Addendum 1 - 03/11/2021					
ITS Consultancy (MEP)					
21068 Project Footprint - ITS MEP Document Issue Sheet					
Park_Lane_FG_IT_Contractor_Requirements_Oct_2021					
2021-11-02 Tender Addendum					
Drawings					
21068-E-100-V3 Proposed Basement Power & Data					
21068-E-101-V2 Proposed Ground Floor Power & Data					
21068-E-200-V3 Proposed Basement Lighting					
21068-E-201-V3 Proposed Ground Floor Lighting					
21068-E-202-V3 Ground Showroom Replacement Lighting					
21068-E-300-V2 Proposed Basement Fire Alarm					
21068-E-301-V1 Proposed Ground Floor Fire Alarm					
21068-E-400-V2 Proposed Basement Containment					
21068-E-401-V1 Proposed Ground Floor Containment					
21068-E-402-V1 Ground Showroom Replacement Floor boxes					
21068-M-100-V3 Basement HVAC					
21068-M-101-V1 Ground Floor HVAC					
21068-M-200-V3 Basement DWS & AGD					
Specification & Schedules					
21068 Air Conditioning Schedule V2					
21068 Distribution Board L3 - V2					
21068 Distribution Board Schedule Media Wall - V1					
21068 Distribution Board Schedule P3 - V2					
21068 Electrical Tender Summary V2					
21068 Fresh Air & Extract Schedule V1					
21068 Grilles & Diffusers Schedule V1					
21068 Mechanical Tender Summary V2					
21068 Project Footprint- MEP Specification V3					
Supporting Documents					
Power & Data Survey Drawings					
21068-SK-009-V1 Basement Power & Data Survey					
21068-SK-010-V1 Ground Floor Power & Data Survey					
Quotes					
681949_Project Footprint R1					
Stride Treglown (Architectural - PDF & DWG)					
Transmittal - 00006					
154551 BMW Issue Sheet (29.10.21)					
211028_P25_Tender addendum Issue					
10 - General Arrangement Plans					
154551-STL-XX-00-DR-A-10006-GA Plan - Existing Ground Floor					
154551-STL-XX-LG-DR-A-10007-GA Plan - Existing Basement					
154551-STL-XX-XX-DR-A-10010-GA Plan - Basement					
154551-STL-XX-XX-DR-A-10011-GA Plan - Level 00 - Zone A					
154551-STL-XX-XX-DR-A-10012-GA Plan - Level 00 - Zone B					
11 - Setting Out					
154551-STL-XX-XX-DR-A-11000-Setting Out Plan - Basement					
154551-STL-XX-XX-DR-A-11001-Setting Out Plan - Level 00 Zone A					
13- Reflected Ceiling Plans					
154551-STL-XX-XX-DR-A-13000-Reflected Ceiling Plan - Basement					
154551-STL-XX-XX-DR-A-13001-Reflected Ceiling Plan - Level 00 - Zone A					
154551-STL-XX-XX-DR-A-13002-Reflected Ceiling Plan - Level 00 - Zone B					
Tender Addendum Page: 1				To Collection:	£0.00



Breakdown of Costs



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Ref	Description	Quantity	Unit	Rate	Amount
30	General Arrangement Sections				
	154551-STL-XX-XX-DR-A-30000-General Arrangement Section A-A & B-B				
50	Internal Partitions				
	154551-STL-XX-XX-DR-A-50000-Partition Types Plan				
51	Internal Glazed Screens & Windows				
	154551-STL-XX-00-DR-A-51100-Opaque Glazing Demolition Details				
	154551-STL-XX-XX-DR-A-51000-Glazed Partitioning Elevations				
	154551-STL-XX-XX-DR-A-51005-Glazed Partitioning Details				
52	Door and Ironmongery				
	154551-STL-XX-XX-SH-A-52000-Door and Ironmongery Schedule				
54	Wall Finishes				
	154551-STL-XX-00-DR-A-54030-Internal Signage Details - Ground Floor				
	154551-STL-XX-00-DR-A-54032-Internal Signage Details - Mini Portal				
	154551-STL-XX-00-DR-A-54200-Brick Slip Setting Out - Level 00 Sheet 1				
	154551-STL-XX-00-DR-A-54201-Brick Slip Setting Out - Level 00 Sheet 2				
	154551-STL-XX-B-DR-A-54031-Internal Signage Details - Basement				
	154551-STL-XX-XX-DR-A-54000-Wall Finishes Plan - Basement				
	154551-STL-XX-XX-DR-A-54001-Wall Finishes Plan - Level 00 - Zone A				
	154551-STL-XX-XX-DR-A-54002-Wall Finishes Plan - Level 00 - Zone B				
	154551-STL-XX-XX-DR-A-54021-Timber Wall Setting Out				
	154551-STL-XX-XX-DR-A-54300-Video Wall Setting Out				
	154551-STL-XX-XX-DR-A-54301-Video Wall Details				
	154551-STL-XX-ZZ-DR-A-54022-Timber Wall Details				
	154551-STL-XX-ZZ-DR-A-54100-Wall Tile Setting Out - Basement				
55	Floor Finishes				
	154551-STL-XX-XX-DR-A-55103-Floor Tile Detail Sections				
	154551-STL-XX-ZZ-DR-A-55000-Floor Finishes Plan				
	154551-STL-XX-ZZ-DR-A-55003-Floor types				
	154551-STL-XX-ZZ-DR-A-55100-Floor Tile Setting Out - Level 00 - Zone A				
	154551-STL-XX-ZZ-DR-A-55101-Floor Tile Setting Out - Level 00 - Zone B				
	154551-STL-XX-ZZ-DR-A-55102-Floor Tile Setting Out - Basement				
56	Ceiling Finishes				
	154551-STL-XX-ZZ-DR-A-56003-Ceiling Finishes Plan - Level 00 - Zone B				
	154551-STL-XX-ZZ-DR-A-56002-Ceiling Types Plan - Level 00 - Zone A				
	154551-STL-XX-ZZ-DR-A-56001-Ceiling Types Plan - Basement				
	154551-STL-XX-XX-DR-A-56005-Ceiling Finishes Plan - Basement				
	154551-STL-XX-00-DR-A-56007-Ceiling Finishes Plan - Level 00 - Zone B				
	154551-STL-XX-00-DR-A-56006-Ceiling Finishes Plan - Level 00 - Zone A				
58	Stairs				
	154551-STL-XX-XX-DR-A-58000-Staircase 01 & 02 Plans				
Tender Addendum Page: 2				To Collection:	£0.00

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 Project Code: 01159
 Client: BMW
 Project Title: Project Footprint
 Schedule of Works RevA



Ref	Description	Quantity	Unit	Rate	Amount
70	Internal Elevations				
	154551-STL-XX-00-DR-A-70008-Ground Floor Internal Elevations (Motorrad to BMW)				
	154551-STL-XX-XX-DR-A-70000-Ground Floor Internal Elevations - Sheet 1				
	154551-STL-XX-XX-DR-A-70009-Basement General Storage Internal Elevations				
	154551-STL-XX-XX-DR-A-70010-Basement Cleaning and Bins Internal Elevations				
	154551-STL-XX-ZZ-DR-A-70001-Ground Floor Internal Elevations - Sheet 2				
	154551-STL-XX-ZZ-DR-A-70002-Ground Floor Internal Elevations - Sheet 3				
	154551-STL-XX-ZZ-DR-A-70003-Ground Floor Internal Elevations - Sheet 4				
	154551-STL-XX-ZZ-DR-A-70004-Basement internal Elevations - Sheet 1				
	154551-STL-XX-ZZ-DR-A-70005-Basement internal Elevations - Sheet 2				
	154551-STL-XX-ZZ-DR-A-70006-Basement internal Elevations - Sheet 3				
	154551-STL-XX-ZZ-DR-A-70007-Basement internal Elevations - Sheet 4				
75	FF&E				
	154551-STL-XX-ZZ-DR-A-75020-Shelving System Elevations				
	154551-STL-XX-ZZ-DR-A-75021-Shelving System Details				
	154551-STL-XX-ZZ-DR-A-75010-FF&E Schedule				
	154551-STL-XX-XX-DR-A-75031-Mini Cooper Works Ceiling Panel				
	154551-STL-XX-XX-DR-A-75030-Mini Portal Mesh Panel				
	154551-STL-XX-XX-DR-A-75001-FF&E Type Plans - Level 00				
	154551-STL-XX-XX-DR-A-75000-FF&E Type Plans - Basement				
80	Fire Strategy				
	154551-STL-XX-B-DR-A-80000-Fire Strategy Plan - Basement				
	154551-STL-XX-B-DR-A-80001-Fire Strategy Plan - Level 00				
D1	Demolition				
	154551-STL-XX-XX-DR-A-D10000-Demolition Plan - Basement				
	154551-STL-XX-XX-DR-A-D10001-Demolition Plan - Level 00 - Sheet 1				
	154551-STL-XX-XX-DR-A-D10002-Demolition Plan - Level 00 - Sheet 2				
	Specifications				
	Ceiling and soffit systems				
	Ceiling Finish Systems				
	Floor Finish Systems				
	Glazed Partitions				
	Janitorial Unit Systems				
	Partition and Lining Systems				
	Wall Finish Systems				
	All Architectural changes have been identified and highlighted yellow within Revision B of the Schedule of Works.				
	Additional Items to be CDP:				
	Metal infill pressings following removal of opaque glazing (dwg 51100).				
	Powder coating of MINI Stair 01 balustrade (dwg 58000).				
	Draft-sealing/weather-proofing main entrance secondary sliding doors (dwg 52000).				
	Any other areas of design that will require further design by the Contractor				
	BMW Park Lane-Pre Construction H&S Pack				
Tender Addendum Page: 3				To Collection:	£0.00



Certificate of non-collusion



Certificate of Non-Collusion: Tender for fit-out works to accommodate the consolidation of BMW, BMWi Mini & Motorrad into 70 Park Lane, London, W1K 7TP on behalf of BMW (UK) Manufacturing Ltd.

The essence of selective tendering is that The Employer shall receive bona fide competitive tenders from all firms tendering. In recognition of this principle, I/we certify that this is a bona fide tender, intended to be competitive, and that I/we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. I/We also certify that I/we have not done, and I/we undertake that I/we will not do at any time before the returnable date for this tender any of the following acts: -

1. Communicate to a person other than the person calling for these tenders the amount, or approximate amount of the proposed tender.
2. Enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted.
3. Offer or pay or give or agree to pay or give any sums or money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the work any act or things of the sort described above.

In this certificate, the word "person; includes any persons and anybody or association, corporate or unincorporated; and "any agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.

Signature..... *RC Allis*

On behalf of..... *AREA SQ. LIMITED*



Form of tender



Form of Tender

FOR: - Fit-out works to accommodate the consolidation of BMW, BMWi, Mini & Motorrad into 70 Park Lane, London, W1K 7TP on behalf of BMW (UK) Manufacturing Ltd.

TO: - BMW (UK) Manufacturing Ltd, Cowley, Oxford, Oxfordshire, OX4 6NL

FROM: - AREA SQ. LIMITED

- I/We having read the Conditions of Contract delivered to me/us and having examined the Preliminaries, the Overheads and Profit, the Schedule of Works Document, the Proposed Drawings and Specification and other supporting documentation and do hereby offer to execute and complete, in accordance with the Conditions of Contract, the whole of the Works described for the sum of (amount in words)

EIGHT HUNDRED AND NINETY FOUR THOUSAND, EIGHT
 HUNDRED AND TWENTY ONE POUNDS AND SEVENTY
 ONE PENCE

(£ 894,821.71) ex. VAT

- I/We agree that should obvious errors in pricing or errors in arithmetic be discovered before acceptance of this offer in the priced Schedule of Works submitted by me/us, these errors will be notified to me/us and taken into account with the offered price to form a Contract Sum. Only upon the acceptance of the revised sum, by me/us shall the Contract Sum be taken into consideration of my/our submission.
- I/We undertake that this tender remains open for consideration for three calendar months from the date fixed for the submission or lodgement of tenders and thereafter until withdrawn by notice in writing and to execute and deliver a Contract in the form of the stated contract documents if this tender is accepted.
- This form of tender shall be completed and returned as detailed in section 3 tender requirements.
- I/We understand that the Employer does not bind itself to accept the lowest, or any tender, in whole, or in part where applicable, or to pay any charges in connection with the preparation thereof and I/We further understand that any alterations made by the Tenderer in any of the Contract documents may prevent this tender from being considered.
- I/We understand that failure to enclose a complete and fully priced Schedule of Works and quantified Mechanical and Electrical works breakdown with these Tender documents may cause my tender bid for the contract to be unacceptable.

- I/We understand that failure to enclose a complete and fully priced Schedule of Works and quantified Mechanical and Electrical works breakdown with these Tender documents may cause my tender bid for the contract to be unacceptable.
- I/We understand that failure to enclose a complete and current copy of my/our Health and Safety Policy with these tender documents may cause my/our tender bid for the contract to be unacceptable.

Dated this 22ND day of NOVEMBER 2021

Name: BEN GEIFFITHS

Address: THE OLD POST OFFICE, 33 STATION ROAD, EGHAM, TW20 9LA

Postcode: TW20 9LA


Signature: B.G. Geiffiths





06

Programme & Key Dates

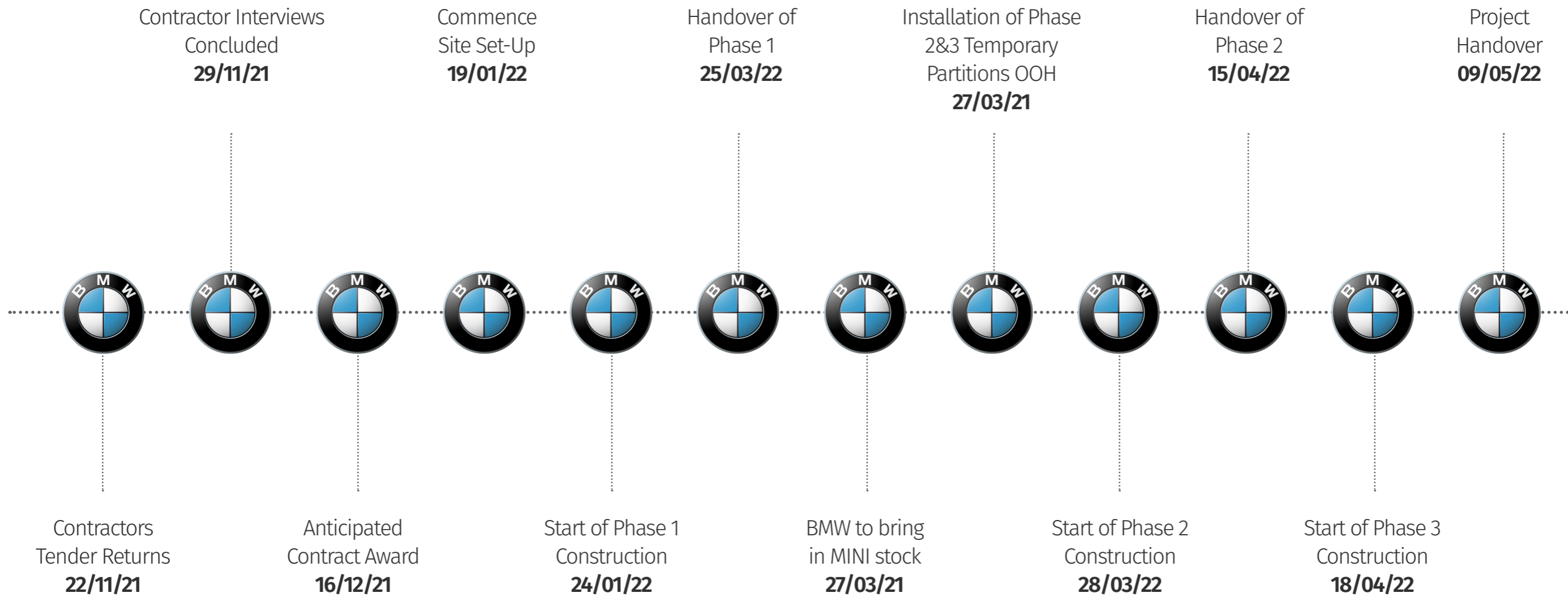
 INNOVATIVE THINKING. EXCEPTIONAL WORKPLACES.



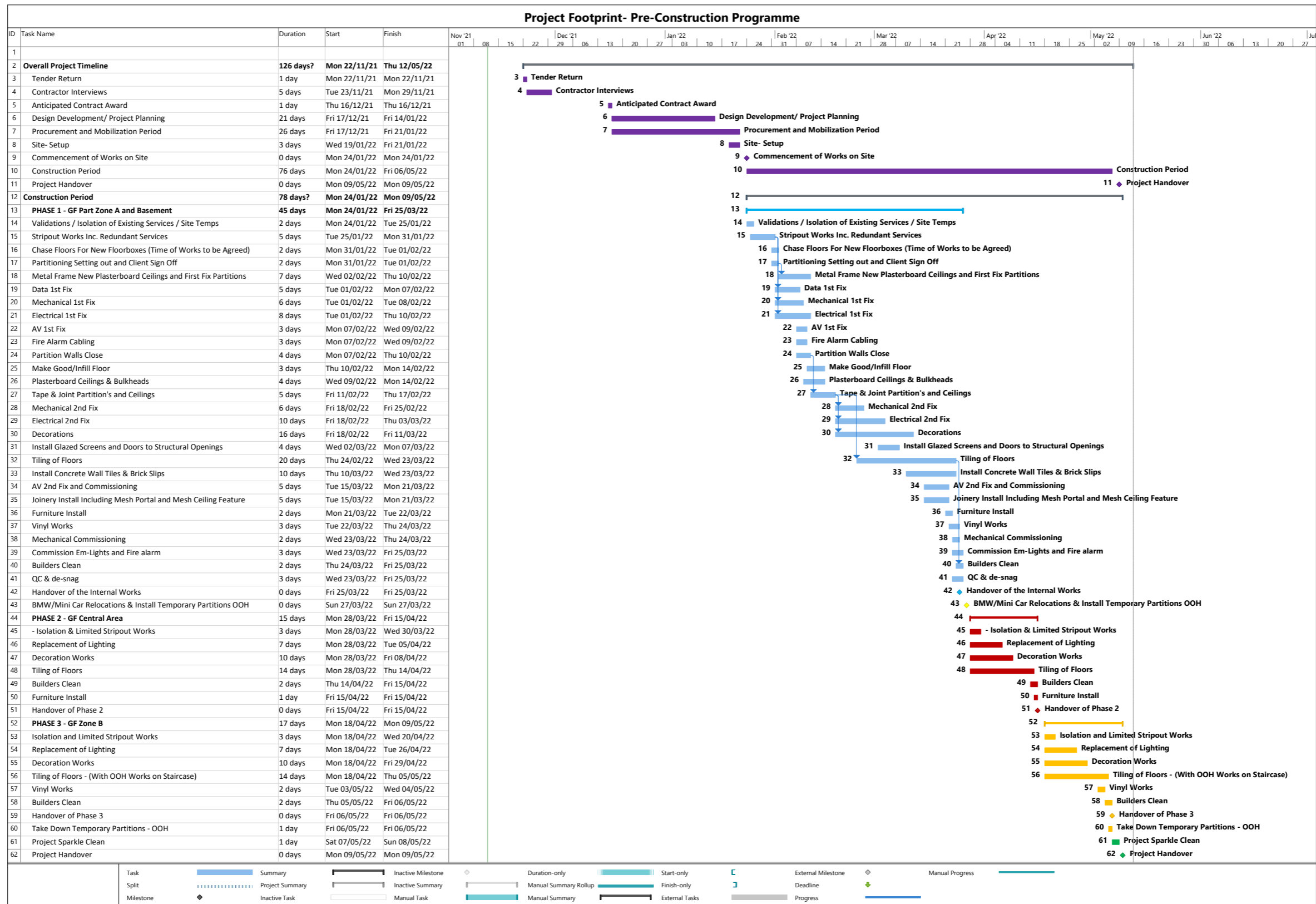
**DREES &
SOMMER**

STRIDE TREGLOWN

Key Dates / Milestones




Master programme





07

*The
Delivery*

 INNOVATIVE THINKING. EXCEPTIONAL WORKPLACES.



**DREES &
SOMMER**

STRIDE TREGLOWN

Risks Register – Project Footprint, 70 Park Lane

No.	Risk	Consequence	Likelihood	Impact	Risk Score	Risk Status	Management Actions Planned
1.01	Long lead items and availability of materials in current climate.	Time on site increased leaving areas out of use waiting on deliveries, increase in cost to accelerate delivery dates.	5	4	20	High	Detail procurement schedule to be added to. Early engagement with supply chain and nominated contractors. Orders to be placed as per critical path to meet deadlines. Communication with suppliers regularly. Key item on meeting agenda.
1.02	Maintaining Showroom Access	Inconvenience to staff and customers	4	4	16	High	Detailed Phasing Plan to be agreed early in the pre-construction stage; clear communication with all stakeholders before and during the construction phase
1.03	Site Constraints	Programme Delay	4	4	16	High	Communication with client and assist client with any information they may require in order to get agreements in place.
1.04	Mass Concrete Lead Time	Programme Delay	5	5	25	High	Engage with Mass Concrete as per Procurement Schedule, ensure early design sign offs.



Risk Register



1.05	Planning Approval for external signage and new Mini entrance	Programme Delay	5	5	25	High	Stakeholder engagement.
1.07	Site Constraints	Cost / Programme/ Quality or design integrity compromised	4	5	20	High	Thorough surveys & sub-contractor validations required at earliest opportunity.
1.08	Brexit & post covid 19 impact	Procurement Issues	3	4	12	Medium	Order materials well in advance and confirm delivery dates with manufacturers. Clear and open communication with Stride Treglown and D&S to ensure early sign offs.
1.09	Noise Issues	Disruption to Client/adjacent Tenants business continuity caused by site noise.	5	4	20	High	Full compliance with Tenant fit out guide and Tender document.
1.11	Building Regulations	Programme Delay	3	4	12	Medium	Employ Building Control Consultants, include them in design team meetings and have regular audits / communication.



Risk Register



1.12	Security	Tenant and Contractors interaction - Near misses and accidents	5	2	10	Medium	Detailed Logistics Plan. Area personnel to be sited adjacent to site Entrance. Clear Signage.
1.13	Co-ordination with nominated contractors	Programme disruption and increased costings.	3	3	9	Medium	Arrange early consultation to confirm co-ordination drawings and allow orders to be placed to meet critical path dates.
1.14	Lighting system maintenance	Personal injuries from falling during maintenance activities. Workers or members of the public	1	4	4	Low	Design or specify equipment for ease of maintenance. The position of all new lighting equipment is to be suitably located to minimize working at heights problems or positions.
1.15	Water - Modification or adaption to system	Flooding, drowning, property damage. Workers and occupiers of properties.	2	1	2	Low	Identify existing services and manage works accordingly. Prepare detailed method statements for works and ensure operatives have read and understood.
1.16	Electrical Installation or Modification	Electric shock / Electrocutation to electrical contractors' personnel and any third party	5	1	5	Low	Incoming routes mapped out and surveyed prior to commencement. Access prevented to all unauthorised personnel. Prepare detailed method statements for works and ensure operatives have read and understood.
1.17	Dust Issues	Creation of large volumes of dust/ illnesses.	5	2	10	Medium	Implement enclosed cutting areas on all floors. Use local Exhaust Extraction on all silica and wood- dust producing machines to a minimum of M/H filtration standard. Dust cubes to be located on each floor. Keep on top of housekeeping.
1.18	Site Access	Cost and programme increase to remove/install materials and larger items physically not fitting. Increased protection.	1	3	3	Low	Logistics plan to be thoroughly developed / Deliveries and Waste Away to be booked in 48 hours prior. Waste to be broken



Risk Register



							down into manageable sizes.
1.19	Permit Sign Offs	Cost, programme, or quality suffers	2	3	6	Low	Area to allocate specific permit control manager within team. Focus on Landlord liaison and information exchange.
1.20	Contractors Design Portions	Design changes, procurement, install and therefore uncertainty on costs and programme.	2	3	6	Low	Design Manager to co-ordinate design team, hold regular meetings with Client and schedule design process. RFI register to be managed by Contracts Manager and communicated regularly to client / Architect.
1.21	Temporary disruption of services	Disruption to BMW's everyday operations; no heating services for a period of time whilst the system is being worked on	4	5	20	High	Permits to work to be issued for any works that have potential to effect building services, temporary heaters to be provided for downtime in AC system
1.22	Phased effect on services	Power outages and building services not working correctly during occupation	4	5	20	High	Allow to validate and map out the existing services accurately, put in place commissioning pieces at the end of each phase
1.23	Existing Resin Floor not level	Programme and cost implications	4	4	15	High	A level survey should be undertaken at the earliest opportunity. Areas may have been ground down and require significant build up effecting thresholds



Site Logistics

Phase 1 Week 1-9

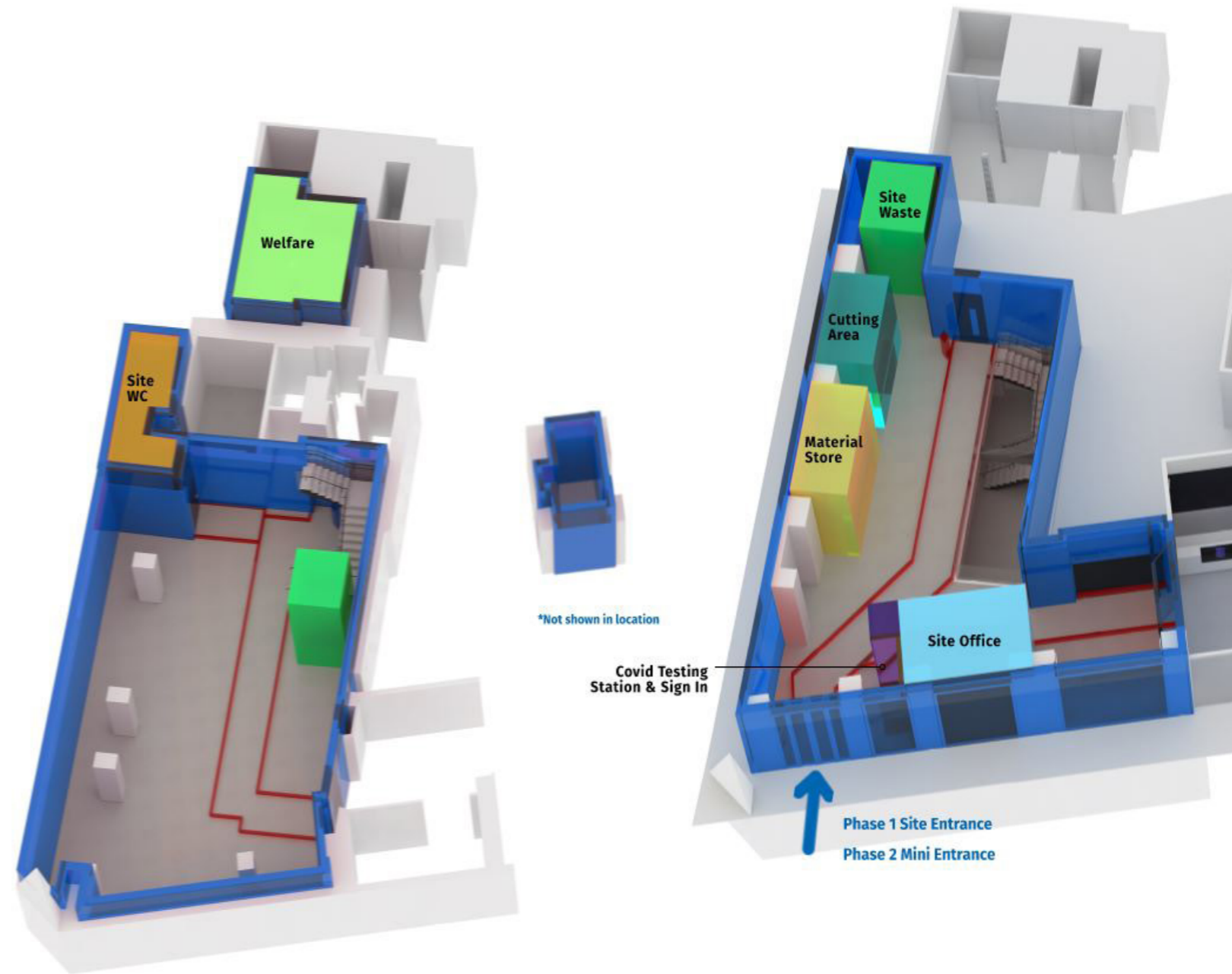
Phase 2 Week 10-12

Phase 3 Week 13-15

WEEK 1 WEEK 2 WEEK 3 WEEK 4 WEEK 5 WEEK 6 WEEK 7 WEEK 8 WEEK 9 WEEK 10 WEEK 11 WEEK 12 WEEK 13 WEEK 14 WEEK 15

- * PHASE 1
- * PHASE 2
- * PHASE 3

PHASE ONE



Site Logistics



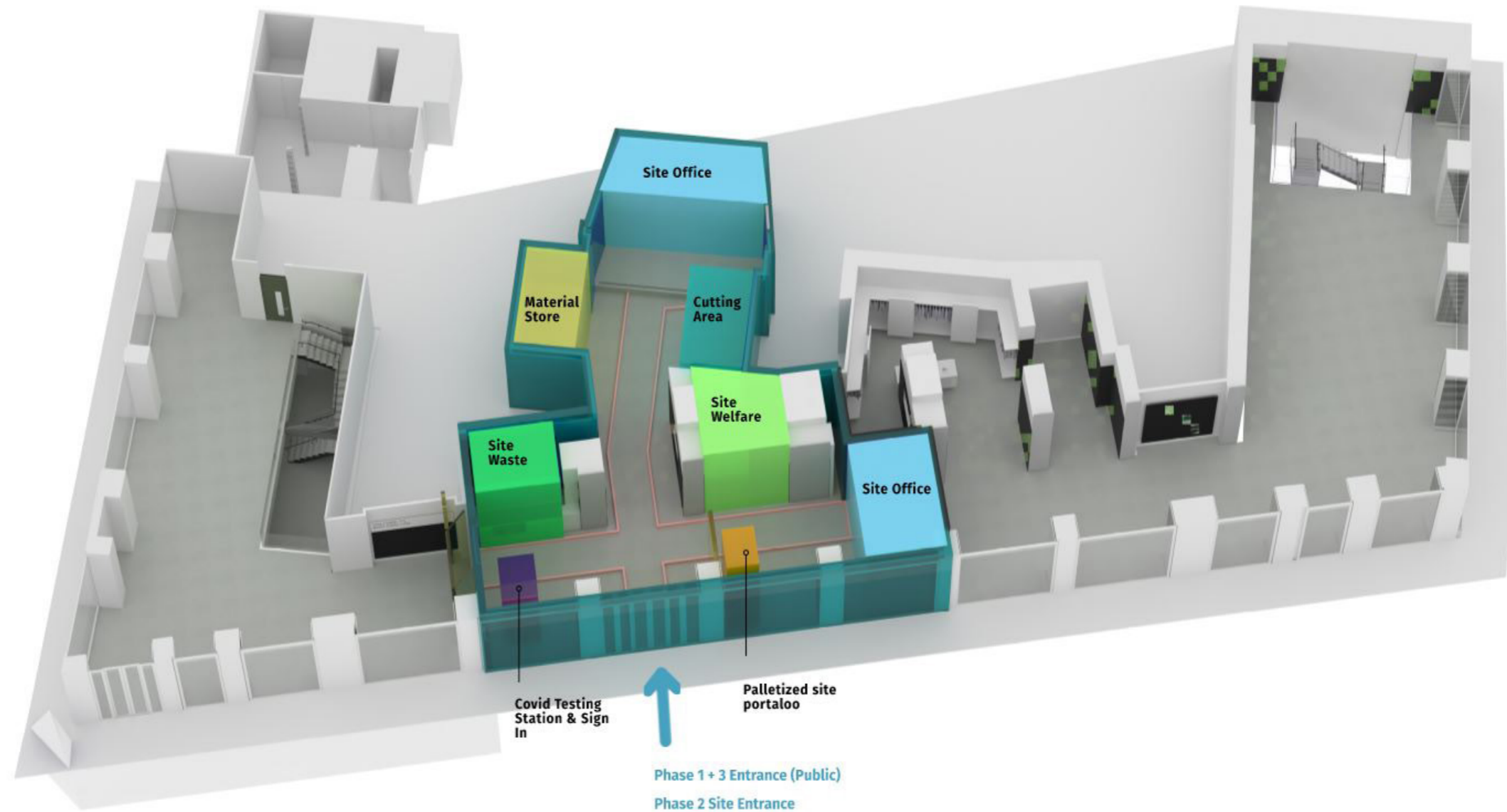
Phase 1 Week 1-9

Phase 2 Week 10-12

Phase 3 Week 13-15

WEEK 1 WEEK 2 WEEK 3 WEEK 4 WEEK 5 WEEK 6 WEEK 7 WEEK 8 WEEK 9 WEEK 10 WEEK 11 WEEK 12 WEEK 13 WEEK 14 WEEK 15

- * PHASE 1
- * PHASE 2
- * PHASE 3



PHASE TWO



Site Logistics



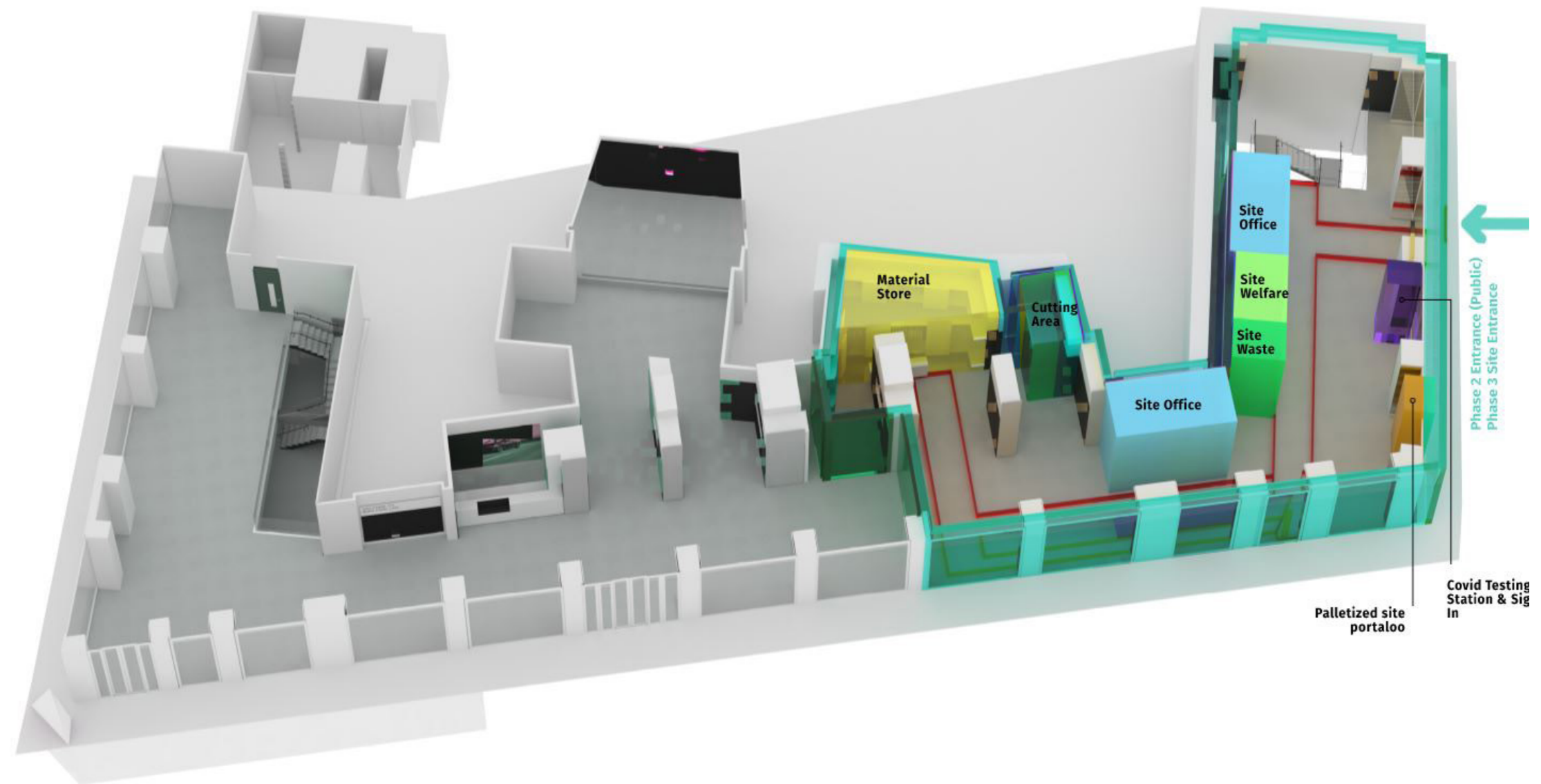
Phase 1 Week 1-9

Phase 2 Week 10-12

Phase 3 Week 13-15

WEEK 1 WEEK 2 WEEK 3 WEEK 4 WEEK 5 WEEK 6 WEEK 7 WEEK 8 WEEK 9 WEEK 10 WEEK 11 WEEK 12 WEEK 13 WEEK 14 WEEK 15

- * PHASE 1
- * PHASE 2
- * PHASE 3



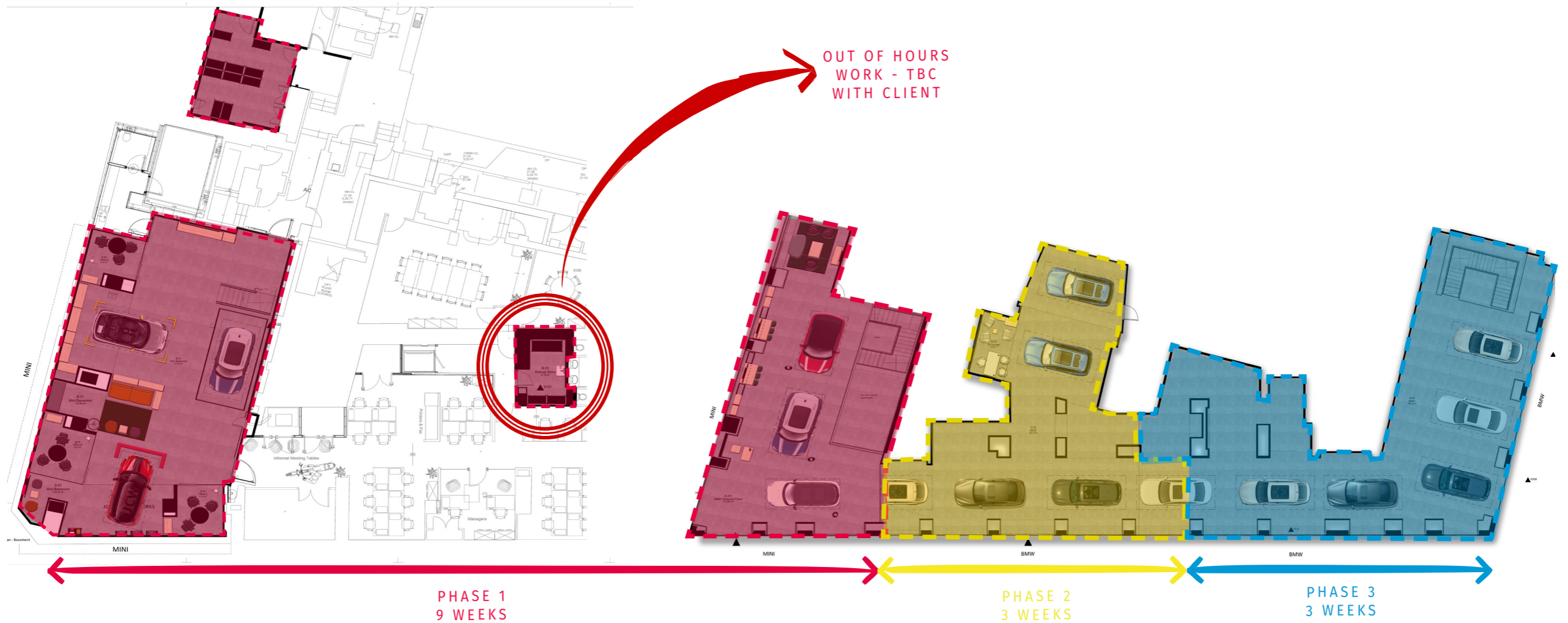
**PHASE
THREE**



Programme Phasing

Basement

Ground Floor



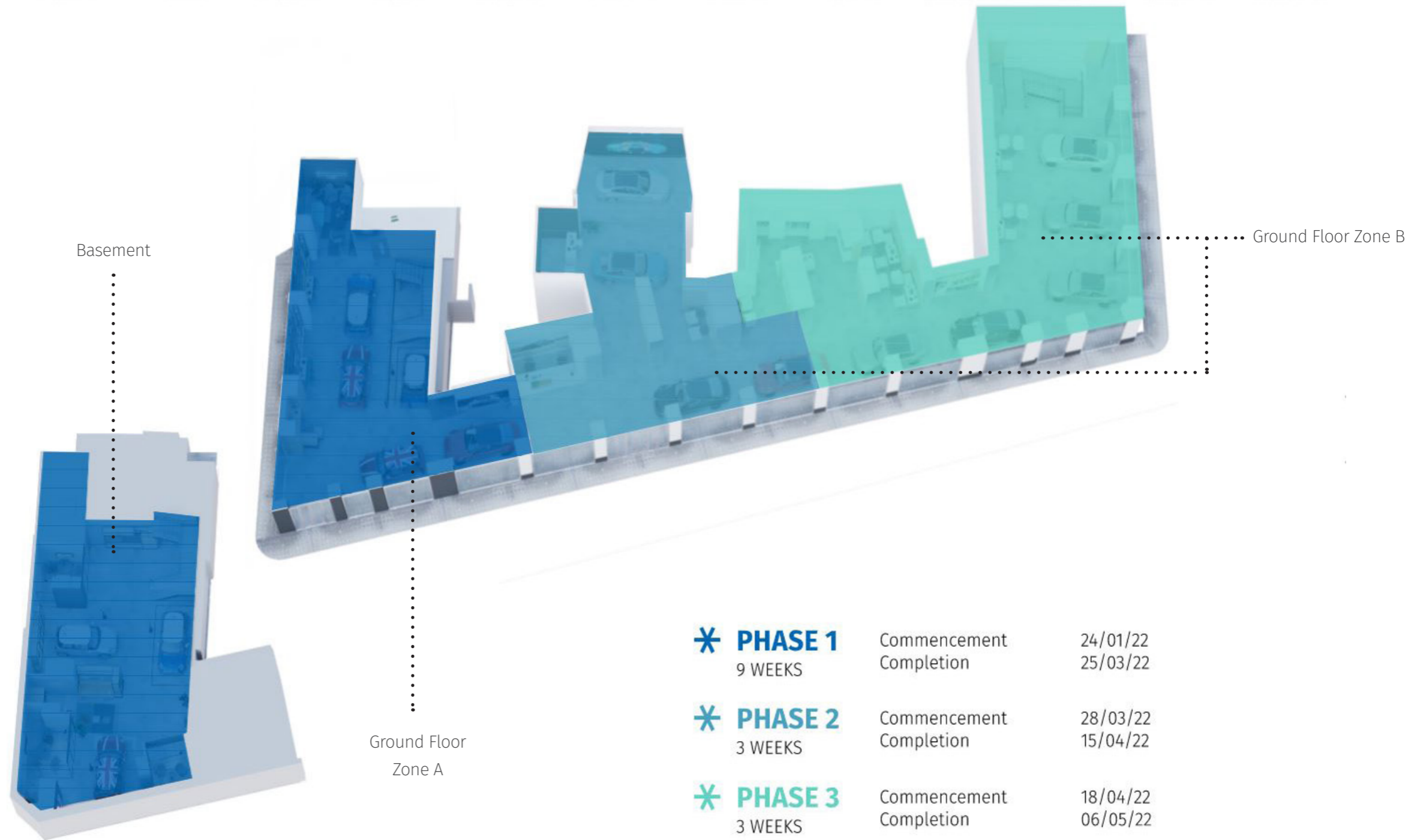
Phase 1
 Construction works commence 24.01.22
 Construction works complete 25.03.22
 BMW occupation 25.03.22

Phase 2
 Construction works commence 28.01.22
 Construction works complete 15.04.22
 BMW occupation 16.04.22

Phase 3
 Construction works commence 18.04.22
 Construction works complete 09.05.22
 BMW occupation 10.05.22



Programme Phasing



Resource Allocations Schedule



		Pre Start Design Development and Planning	Construction Phase								PC	Soft Landings
Project Month		January	January	February	February	March	March	March	April	April	May	May
Project Week Number		-1	1	3	5	7	9	11	13	15	17	PC+1
PROJECT SPECIFIC ROLE	NAME	Work Days										
Operations Director	Colin Pye	1	1	1	1	1	1	1	1	1	1	1
Account Manager	Jessica Soper	3	2	2	2	2	2	2	2	2	2	1
Senior Contracts Manager	Neil Hanson	3	2	2	2	2	2	2	2	2	3	1
Site Based Project Manager	Matt Sibley	5	5	5	5	5	5	5	5	5	5	5
Site Supervisor	Alex Valeriu	5	5	5	5	5	5	5	5	5	5	5
Commercial Manager	Ben Griffiths	2	2	2	2	2	2	2	2	2	2	2
Procurement Manager	Jessica Soper	3	2	1	1	0	0	0	0	0	0	0
Design Director	Nicol Lee	3	3	2	1	0	0	0	0	0	0	0
Lead Designer	Nicol Lee	3	3	3	2	2	2	2	1	1	1	0
Technical Design	Piyush Shingla	3	3	3	3	2	2	2	3	3	3	1
Project Technical Services Manager	John Scott	3	2	2	2	2	2	2	2	2	2	1
Health and Safety Director	Peter Barlow	0	1	0	1	0	1	0	1	0	1	0
External Health and Safety Auditor	Wick Safety	1	0	1	0	1	0	1	0	1	5	0
Additional Area Project Involvement and Support												
Project Secretary	Karen Unwin											



Sheer Driving Pleasure

Supply Chain

Mechanical

KENTEX SERVICES LLP - Company number OC319413

CONDITIONED ENVIRONMENT MECHANICAL SERVICES LIMITED - Company number 03805885

CITYSERVE MECHANICAL LIMITED - Company number 09393046

Electrical

BRIDGEGATE ELECTRICAL LIMITED - Company number 03413028

KENTEX SERVICES LLP - Company number OC319413

C8 ELECTRICAL SERVICES LTD - Company number 10038866

Partitioning

GUTE LTD - Company number 05595074

PROFIXED INTERIORS LIMITED - Company number 06168053

SOUTH RIDGE INTERIORS LIMITED - Company number 01963412

LEVEL BEST SOLUTIONS LIMITED - Company number 04089166

Flooring

CARTERS CONTRACT FLOORING UK LIMITED - Company number 00400249

WOODMOORE FLOORS & WALLS SPECIALISTS LTD - Company number 08953533

HARPER & EDWARDS LIMITED Company number 02790364

Builders works

CAPITAL HOMES & DEVELOPMENTS LIMITED - Company number 04297515

T.H. MOSS AND SONS LIMITED - Company number 01931026

Joinery

APEX DESIGNS & PRODUCTS LIMITED Company number 03469965

CRE8 JOINERY SOLUTIONS LIMITED Company number 07876371



Sheer Driving Pleasure

Excellence In Delivery

Our Excellence in Delivery programme defines the processes which are in place to manage and drive our project delivery. These systems ensure onsite standards and project close-out are immaculately observed.

Our processes are supported by a robust and proven supply chain, as well as a dedicated H&S Director to ensure delivery excellence.

Recognising the importance of client feedback, we also have a dedicated client experience (CX) team who manage our client engagement throughout the project lifecycle and beyond.

Design

- Close collaboration between design and delivery team
- Designer involved throughout the project process
- Ability to adapt drawings throughout the project process
- Expertise in VR and Revit

Supply chain

- Pre-qualified and preferred contractors
- Dedicated supply chain manager
- Quarterly forums for quality control
- Frameworks with key suppliers
- Constructionline 'GOLD' members
- Respect for our supply chain

On site

- 'Right first time' process
- Early project benchmarking
- Excellent site setup standards
- Operational enablers
 - MS project

- Quality control
 - ISO 9001, ISO18001 and ISO 14001 accredited
- Honest and proactive reporting

Health and Safety

- ROSPA Gold accredited
- Dedicated H&S Director
- Risk mitigation
- ISO 45001 accredited
- Strict auditing and standards delivered
- Zero tolerance approach to poor safety
- Wellbeing first-aid managers

Client feedback

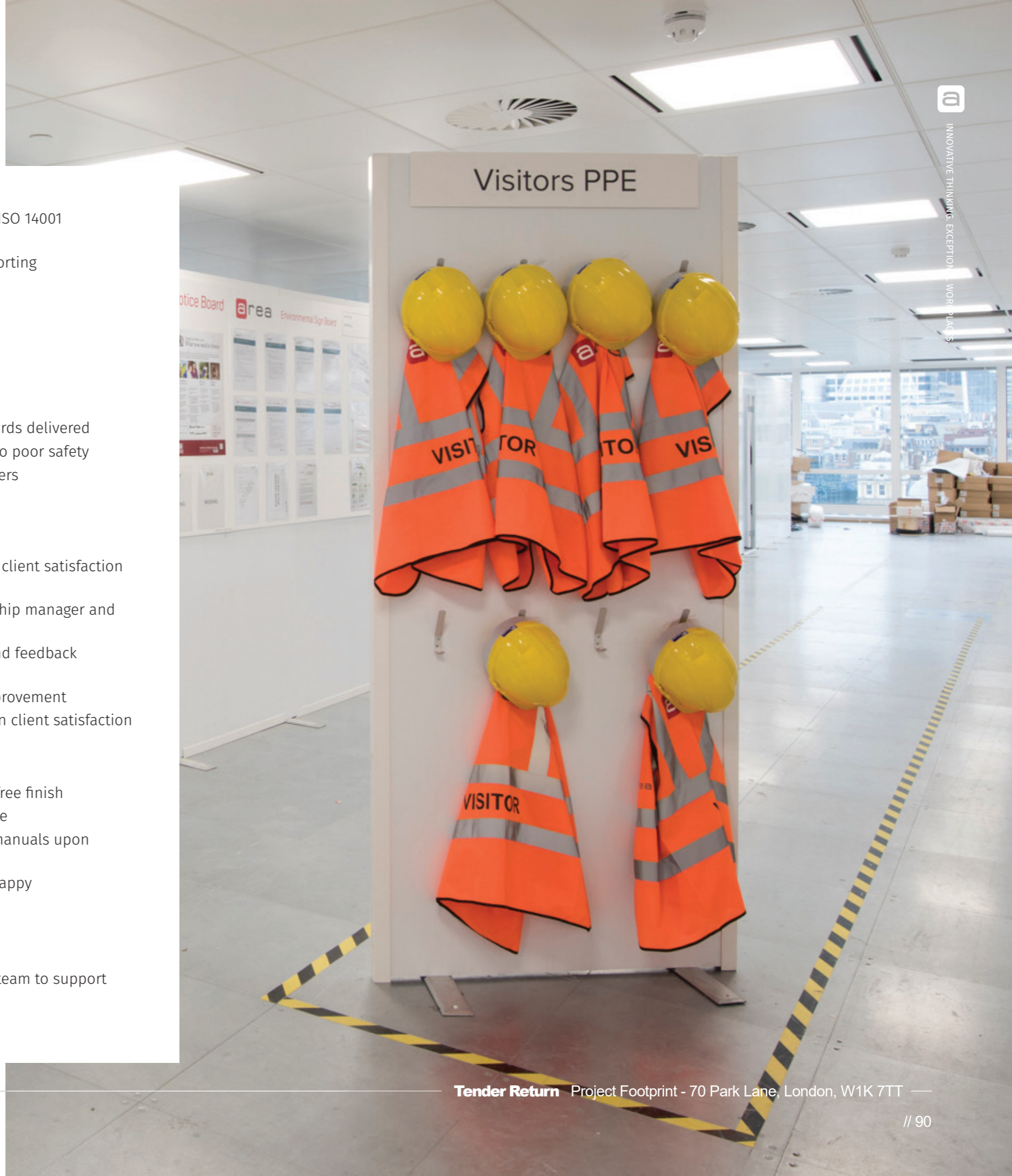
- Post win and post project client satisfaction questionnaires
- Dedicated client relationship manager and CX team
- Lessons learnt, reviews and feedback meetings
- Culture of continuous improvement
- Reward structure based on client satisfaction

Close out

- Providing a quality, snag-free finish
- Delivering projects on time
- Giving completed O&Ms manuals upon handover
- Ensuring our clients are happy
- Soft landings

Aftercare

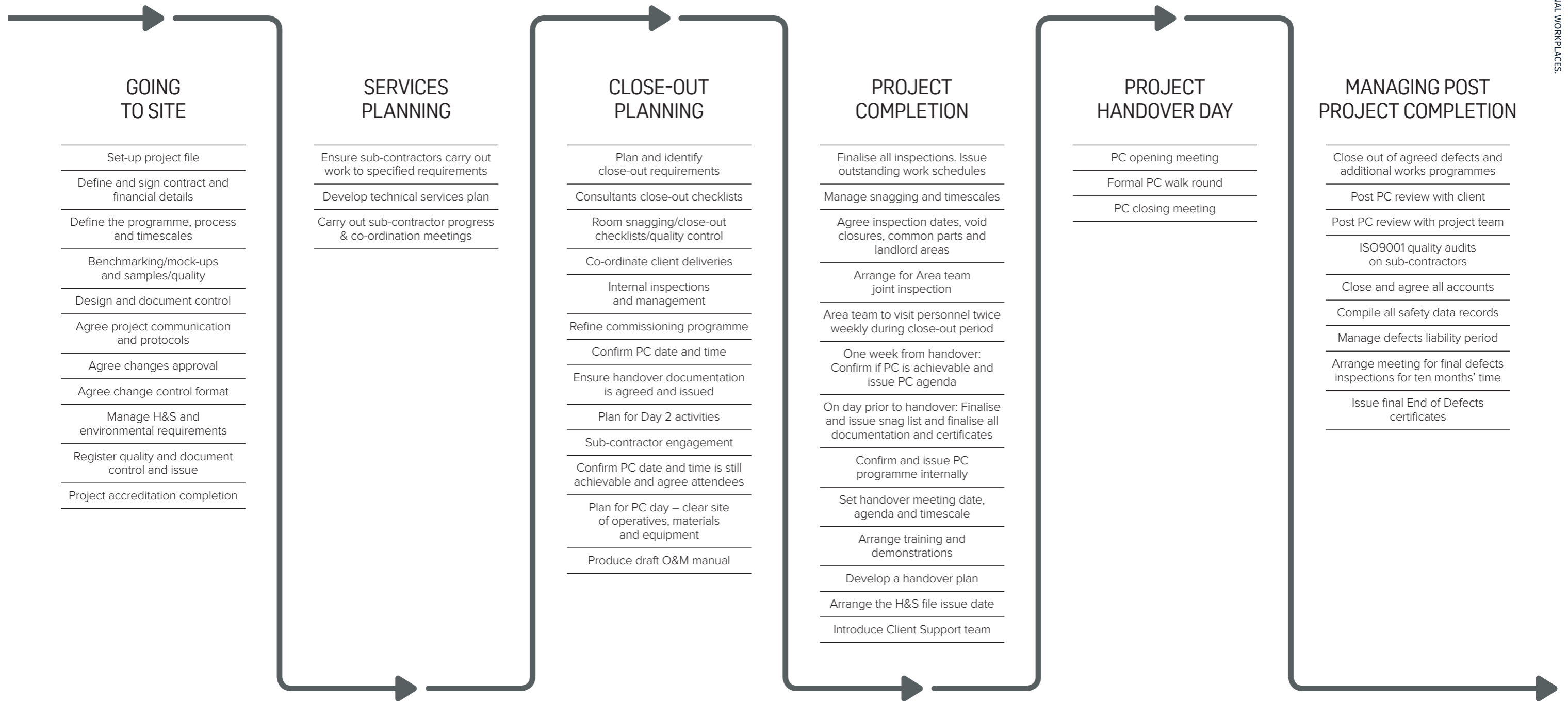
- Dedicated client support team to support ongoing requirements



INNOVATIVE THINKING. EXCEPTIONAL WORK PLACES.



Our delivery approach



Sheer Driving Pleasure

Virtual Project Reporting HoloBuilder

See Your Jobsite In 360°

Easily capture, view, and control project progress with 360° photos, enabling teams to stay on schedule and on budget.

HoloBuilder™ is the platform that allows your stakeholders—operations, finance, safety, owners, VDC, architects, trade partners, inspectors and investors—to gain remote access to your construction sites, and see all details of the current and historical progress in 360°.



INNOVATIVE THINKING. EXCEPTIONAL WORKPLACES.



Pre construction services

The activities required and control methods implemented in the 'pre-contract' stage of the project are vital to the successful implementation. After the initial presentations we allow for a period of time for the project to be fully detailed and designed to construction stage, as well as a detailed cost plan which represents these drawings to be finalised. Prior to contract signature, the pre-contract activities are controlled via a letter of instruction, with a detailed limited level of liability or a pre-contract services agreement.

Prior to contract signature and within the detailed design/cost period, a series of actions will be undertaken utilising the framework detailed below.

- Agree the design
- Secure approvals from building control, landlord and planning
- Coordinate the specialist trades and client stakeholders
- Confirm the supply chain
- Identify and secure long leads
- Prepare the necessary documents
- Agree contract

Framework

Our framework for moving forwards involves:

- Employers' requirements (ER documents)
- Tender response (schedule of costs)
- Risk register
- Pre-contract weekly dashboard.

The ER documents are the foundation of all processes moving forwards. They need to be reconfirmed with the client, any change noted and the implications to design and cost confirmed.

The tender response provides a schedule of individual rates and costs that will be used for the final confirmation of the contract sum. Ideally any provisional sums within the tendered cost schedule can be eliminated, moving towards a fixed lump sum against the final design documentation provided.

The risk register will be reviewed weekly and will inform our information-required schedule, which in turn will underpin our design release schedule. The risk register is an open document for all parties

to contribute to, as success in a project can only be shared by all; no one party should judge the project a success to the detriment of others.

Finally, all the processes involved will be recorded and reported on our pre-contract dashboard, which will be updated weekly by the pre-contracts team to ensure all parties are working to the same timescales.

The Dashboard

A weekly summary will report on activities and outcomes, including what has been successful, any change in the critical path, any failings and an honest appraisal of where we are. The progress summary will be a simple progress monitor on design, approvals and procurement. This will be supported by more detailed reports, but the idea is to give a simple heads up to all parties. The key issues will be identified early in the process (there should not be more than ten key items). This will in turn be 'RAG' coloured to highlight areas of risk and where we should direct our focus.

Key dates for design, procurement and approvals are then examined with a comparison of planned and actual, again RAG coloured so that all parties are drawn to the areas which need most attention.

The financials section will report on any changes in the week which may impact on the final contract sum analysis. A column for add, omit and the status of these will give a quick overview of any change that may affect the out-turn cost. The client can then make decisions relating to cost and programme.

Health and safety is a fundamental role for the Principal designer and Contractor. A simple tick list is included to ensure that all parties are aware of progress, and that any missing information is being actioned by the appropriate party.

Communications

We have included our initial thoughts on how communications can move forward with the project, most of which is self-explanatory. We would look to explore a detailed technical brief early in the precontract period to review:

- IT brief and accountabilities
- AV solution development



- Security brief
- Move management and relocation

Managing the client's expectations in all these elements will be a barometer to what the client will define as a successful solution. All have a bearing on cost and programme and early solution development, which are all vital. The dashboard will pick up any change from these meetings.

Procurement

We have approached a number of our specialist contractors from our preferred supplier list for each package to provide costs. Once we have analysed these for compliance with the design scheme and specification requirements, we will move forward with one contractor. Where contractor design is to be provided, we shall ensure the solution offered is compliant and from a programme point of view their periods for design, procurement and install work within the project timeline.

All contractors within our preferred database are continuously vetted in the moment on all projects for competency with design, health and safety, quality, O&Ms etc. This ensures that all contractors working on

a project are of the highest quality and that they are aware at any time they may be fully audited. Any client-preferred contractors will be vetted for insurances, H&S systems and competency prior to engagement.

Contract

The contract documents will consist of the contractors' proposals, contract drawings, technical submissions, finishes schedule and the detailed contract sum analysis. The above documentation will be detailed on the agreed and approved form of contract.

Summary

The pre-contracts process should empower all parties to input thoughts and ideas in a controlled and timely manner. The data gathering should enable the design to be completed so the client and their professional team will always be aware of the implications of any change, whether it be value engineering, landlord issues or modifying the requirements on time and cost. Prior to contract signature the client should feel fully informed on what the project will cost, how it will perform and when it will be completed.



Sheer Driving Pleasure

Group Health & Safety

Area is committed to building a positive health and safety environment and promoting an incident and injury free mind-set to achieve the best results. We are proud of the fact that we have never had a Health and Safety Executive enforcement action served against us.

To maintain this, our managers drive an uncomplicated message; we must ensure the job is done with no risk to persons, equipment and the environment. Our structured, proactive approach involves all members of the team to ensure full utilisation of each individual's skills and experience.

Area provide all practicable measures, including equipment, information, instruction, training and supervision for employees and contractors. This ensures that their work activities do not put themselves, their colleagues, occupiers of premises, contractors, visitors or members of the public at risk.

The achievement and subsequent retention of registration to ISO 45001 is a MINimum requirement for us, as is the continued pursuit of improvement. The effectiveness of the H&S management system is monitored by planned audits, management reviews, and effective corrective and preventative action.

Risk Management

Area's objective of risk management is not to eliminate all risk, but rather to keep risk at a level where protection failures are within anticipated and acceptable ranges. It is critical that the project is delivered within the programme limitations, budget expectations and expecting standards as outlined in the tender documentation.

The goal of risk management during each project is to protect all parties involved and their ability to deliver on all of the items of risk. Information resources and the processes to use them are a vital part of each project and its goals and objectives.

Project threats, vulnerabilities and impacts are all considered in detail across all facets of the project requirements. Threats can be both internal and external and come in many different forms. The common element is they work against the project integrity, and availability of information resources.

Some of the possible threats would be the alteration of specifications or systems or delay caused by third party contractors who have been directly appointed, but have a fundamental impact on the critical path of the programme such as security, data, access control or vendor services.

To manage risk we must first consider what the risks are. To do this we identify all information, resources and data, determine their importance and level of impact, if scheduling is compromised, determine the acceptable risk tolerance, and define the appropriate controls. In addition, we will ensure processes are in place to allow and adjust for changes in the key elements which will occur over time. We will analyse risk, the likelihood of occurrence and its impact as a basis for determining how they should be controlled and managed. We will complete our standard risk assessment documents throughout the project.

This analysis process does not only assess the impact of basic or inherent risks, but also looks for any prolonged or residual risks, like the lack of or the use of change controls or processes.

We also undertake regular assessments to ensure current resource and information are accurate and the appropriate controls are in place based on the latest project team reviews and comments.

Communication is vital across the entire project team to ensure all information is effectively shared.



Area Live Site - Implementing Covid-19

Maintaining the health and welfare of our site personnel is paramount in these COVID 19 troubled times and we will only keep our sites open if we are confident that we are doing everything we can to protect our workforce and MINImise the risk of the spread of infection.

To this end we are setting up or sites in line with the following documentation:-

“Construction sector:- Site Operating Procedures V 7 Issued Jan 2021” this has been produced by the Construction Leadership Council using guidance from Public Health England (PHE). and takes into account things such as :-

- The ways people travel to site:- avoid public transport where possible, travel alone
- Taking temperatures of all operative's before the enter sites
- Looking at ways limit congestion at key points such as entry points to site, staircases form one ways systems etc
- Provision of hand washing facilities and sensitising points
- Rest areas and spacing of chairs asking Tradespeople to bring their own food cutlery and mugs to site or using disposable cutlery staggering breaks and cleaning facilities after each use
- Use of shower rooms and WC facilities:- limiting occupancy regular cleaning
- Maintaining Social distancing
- Encouraging use of face masks
- Regular cleaning and sanitization of welfare facilities site offices etc
- Using technology to hold site and project meetings remotely

- Site Health and safety audits undertaken via video link face time etc

Each site is different and will come with its own challenges and there is no one size fits all solution in most instances simple common sense will prevail. The biggest challenge is maintaining the social distancing, and we are re-programming our projects to ensure we can maintain social distancing at all times, this may involve keeping sites open for longer hours and/or splitting shifts to reduce the number of trades on site at any one time, or only allowing one trade in one area at any one time.

To keep remaining trades to maintain social distancing we have also been marking out 2m spacing on the floors and providing signage encouraging trades people to keep their distance and clean their hands.

In the event that a task is such that work has to happen within the specified 2 metre social distancing guidelines, (then once all other avenues have been exhausted) a revised RAMS assessment will be produced by the contractor concerned, for our Site based construction Manager to review and approve. This may include requirements for enhanced PPE such as goggles and respiratory style face masks, spay suits and limiting the duration of the operation.

We have a instigated a COVID 19 tab on our site Weekly H&S checklist that our site based construction managers must review and our site Health and Safety audits that are undertaken by an independent inspector also now contain a COVID 19 section.

At present all of Areas project are now mandatory face coverings for all Operative, Project Management team and visitors




Area Live Site - Implementing Covid-19




ALERT LEVEL 1 - BUSINESS AS USUAL


PPE REQUIREMENTS




Hard Hat
Mandatory




Hi-Vis
Mandatory




**Safety Glasses/
Face Shields**
Optional
(task specific)




Gloves
Mandatory




Steel toe shoes
Mandatory




Face Mask
Optional
(task specific)



Disposal of PPE
Any single use PPE
must be put in waste
before leaving site




**Hazard suits /
Protective Clothing**
N/A




PPE STATION (EMERGENCY SPARES)
Masks - P2 (Trade Contractors)
& P3 masks for all cutting/sanding aspects
Emergency spares to be kept at site entry

Please note that this guidance doesn't supercede normal H&S Procedures




ALERT LEVEL 2 - PREPARE


PPE REQUIREMENTS




Hard Hat
Mandatory




Hi-Vis
Mandatory




**Safety Glasses/
Face Shields**
Optional



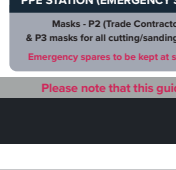
Gloves
Mandatory




Steel toe shoes
Mandatory




Face Mask
Recommended
(mandatory within 2m working)



Disposal of PPE
Any single use PPE
must be put in waste
before leaving site




**Hazard suits /
Protective Clothing**
N/A




PPE STATION (EMERGENCY SPARES)
Masks - P2 (Trade Contractors)
& P3 masks for all cutting/sanding aspects
Emergency spares to be kept at site entry

Please note that this guidance doesn't supercede normal H&S Procedures




ALERT LEVEL 3 - REDUCE


PPE REQUIREMENTS




Hard Hat
Mandatory



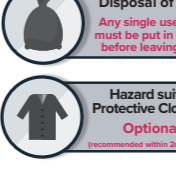
Hi-Vis
Mandatory




**Safety Glasses/
Face Shields**
Optional
(mandatory within 2m working)



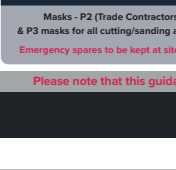
Gloves
Mandatory




Steel toe shoes
Mandatory




Face Mask
Recommended
(mandatory within 2m working)



Disposal of PPE
Any single use PPE
must be put in waste
before leaving site




**Hazard suits /
Protective Clothing**
Optional
(recommended within 2m working)




PPE STATION (EMERGENCY SPARES)
Masks - P2 (Trade Contractors)
& P3 masks for all cutting/sanding aspects
Emergency spares to be kept at site entry

Please note that this guidance doesn't supercede normal H&S Procedures




ALERT LEVEL 4 - RESTRICT


PPE REQUIREMENTS




Hard Hat
Mandatory




Hi-Vis
Mandatory




**Safety Glasses/
Face Shields**
Recommended
(mandatory within 2m working
and if task specific)



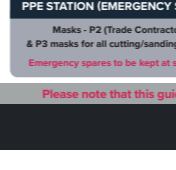
Gloves
Mandatory




Steel toe shoes
Mandatory




Face Mask
Recommended
(mandatory within 2m working)



Disposal of PPE
Any single use PPE
must be put in waste
before leaving site




**Hazard suits /
Protective Clothing**
Recommended within 2m
working, and mandatory on
operational healthcare projects




PPE STATION (EMERGENCY SPARES)
Masks - P2 (Trade Contractors)
& P3 masks for all cutting/sanding aspects
Emergency spares to be kept at site entry

Please note that this guidance doesn't supercede normal H&S Procedures




ALERT LEVEL 5 - LOCKDOWN SITE CLOSED OTHER THAN EXTREME EMERGENCY WORK


PPE REQUIREMENTS



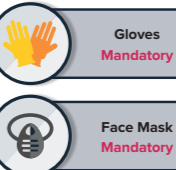
Hard Hat
Mandatory



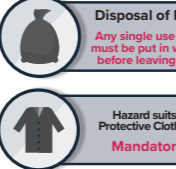
Hi-Vis
Mandatory




**Safety Glasses/
Face Shields**
Mandatory



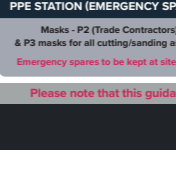
Gloves
Mandatory



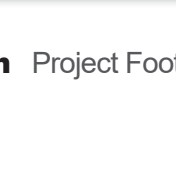
Steel toe shoes
Mandatory




Face Mask
Mandatory



Disposal of PPE
Any single use PPE
must be put in waste
before leaving site




**Hazard suits /
Protective Clothing**
Mandatory



PPE STATION (EMERGENCY SPARES)
Masks - P2 (Trade Contractors)
& P3 masks for all cutting/sanding aspects
Emergency spares to be kept at site entry

Please note that this guidance doesn't supercede normal H&S Procedures




Area Live Site - Implementing Covid-19



Floor markings in safe route on a one way system to site welfare to facilitate social distancing.



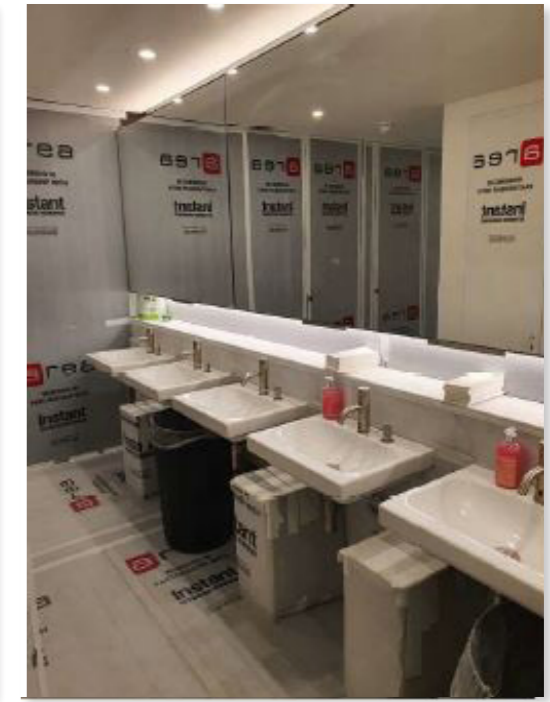
Trade personnel to keep 2m spacing while carrying out works,



Hand Sanitiser as you enter the floor and to the welfare facilities.



H&S posters at signing in desk in entrance



Site toilets and welfare areas cleaned and disinfected by site cleaner every 2 hours.

CLC Site Operating Procedure

“PHE guidance for construction states “where it is not possible to follow the social distancing guidelines in full in relation to a particular activity, you should consider whether that activity needs to continue for the site to continue to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission. The health and safety requirements of any construction activity must not be compromised at this time. If an activity cannot be undertaken safely, it should not take place.”



Sheer Driving Pleasure
CDM

The CDM 2015 Regulations (CDM 2015), are all about eliminating hazards, and reducing risks on our construction sites, stemming from the early stages of design, through to project implementation, completion and beyond

The vast majority of our construction based design and contracting staff have been trained in their responsibilities under the new regulations, which came into force on 6th April 2015

Area would act in the new principal designer role from the early stages on appointment from Enterprise, with the further instruction of principle contractor following on.

The Group poses the necessary skills and competence in house to carry out both of these roles, we do ensure compliance by external audit by consultants prior to project start and periodically through the works to ensure that all aspects of Health and Safety under the 2015 regs are met.

Supporting Information

Additional information that is available on request includes;

- Health & Safety Policy
- Environmental Policy
- Quality Policy
- PAS 91 Pre-Qualification Information
- Individual employee CV's
- Project Case Studies
- CDM Regulations 2015 Guide

certification numbers

2017/18 Version 2.0

fourfront group
 Creating the next generation of workplaces.

Fourfront Group Competency Guide
 (Skills, knowledge, training and experience & organisational capability)

About Us (including financial)

Fourfront Group are a family of companies that help bring workplaces to life. As leading workplace specialists, we create inspiring environments that not only...

time and more than 50% of our turnover comes from repeat business.

fourfront GROUP

area Workplace design and fit-out
 Area is one of UK's most progressive and successful workplace design and fit-out specialists.

sketch Furniture solutions and moves
 Sketch Studios is the UK's market leading commercial furniture specialist.

360 Workplace consultancy
 360 Workplace is a consultancy specialising in workplace analysis.

Company Registration Number	05733761	Head Office	Fourfront Group The Old Post Office 33 Station Road Egham Surrey
Type of company	Private Limited		
Executive officer			W1T 1PH Tel: 020 7291 9400
		Website	fourfrontgroup.co.uk

Our People

Our people routinely excel because we invest in them via The Fourfront Academy which ensures that our team remains at the top of its game.

We run a series of ongoing initiatives to foster this culture of professional excellence and continuity. These include specific programmes to handle our design, construction, health & safety and CPD (continual professional development) obligations.

Specific training and professional membership courses provided to our employees have included;

Health & Safety - First Aid, CDM, SMSTS, PASMA, OHSAS 18001 & Asbestos Awareness.

CPD - CIOB, RICS, CIBSE, IOSH, CIPD, ACCA and CIM.

General - Design, Contracts, Company Law, Anti-Bribery & Corruption, Accounting, Sales Development, NextGen, Women in Fourfront, Mentoring, Graduate, ISO

Staff development, wellbeing and happiness is what has propelled us to become the industry leader. Proof of this is that we were named as one of The Sunday Times 'Best Companies to Work For' and that we are striving towards the prestigious Investors In People Awards.

Fast Fact:
 The Fourfront Group Academy has provided our employees with >22,000 hours of training since 2013.

Accreditations

We hold accreditations for

- ISO 9001 – Quality
- ISO 14001 – Environmental
- ISO 45001 – Health & Safety

run right through our business, from early prospect stages through to post-handover, with a high focus on our site performance.

They matter to us and our clients because they show we do things the right way. We expect you and your site to follow all of our processes.

This means that we must be constantly in control of our operations and following our systems and controls as second nature, so that auditing is a formality.

Each of these accreditations is externally audited annually, which means our standards in all of these areas need to reflect both compliance and continuous improvement. All of these aspects



Methodology

Site logistics plays a very important part of any works and this project is no exception. We have attended site and viewed site access/ egress and the surrounding area to give us a full understanding of the specific logistic requirements.

The works at Park Lane are phased, therefore we have detailed a logistics and phasing plan within our submission. Our walkthrough animation is a live document that will change as the project evolves. Initially for the first 9 weeks of the works we propose to contain the main welfare and changing facilities on the ground floor in phase 1, within a temporary partitioned off room using hoard fast, close to the site entrance. This will include a room for a meeting/site office facility to hold on-site client meetings, subcontractor meeting and display sample boards. The main site welfare will contain a site canteen and changing facilities for site operatives. Site toilets will be located within each phase and moved as the works progress. These will be cleaned daily by our labourer.

A Waste station will be set up to ensure the site is kept clean and tidy and clear of waste materials at all times. Waste will be removed from site using wait and loads. All waste will be positioned ready for removal as the wagon arrives. Area will adopt a Just in Time delivery approach on this project, this will ensure the site is not overcrowded with materials and waste and assist in streamlining the delivery process to ensure all deliveries and waste removals are efficiently managed.

Flawless Site Setup

As the UK's leading commercial interiors specialist, we do things properly. We never cut corners or compromise on safety or quality. The following pages sets out how we will set up and maintain the site. Our sites are right on day 1 and stay

that way throughout the build.

Every one of our sites meets not only legal standards but works to the best practices we have set out in our site set up process.

Every time and all the time. We are totally committed to continuous improvement so if you have feedback or practical ideas on how to develop our site standards further, please contact Peter Barlow our Health and Safety Director. First Impressions Clients, operatives and visitors to the site will expect that a professional looking site is a well-run site. They are right – it matters what they think and, although it is our site, it is also their project. So, first impressions count and are difficult to change if we make the wrong first impression.

From the outside in and all the way through the site, we make sure everything is not only right, but well presented – professional, safe, clean, well-organised – and kept that way. A site standards checklist, is issued for each project and standards are assessed against this ideal by our internal H&S team.

Accreditations

We hold accreditations for;

- ISO 9001 – Quality Control
- ISO 14001 – Environmental
- ISO 45001 – Health and Safety

They matter to us and our clients because they show we do things the right way. Each of these accreditations is externally audited at regular intervals, which means our standards in all of these areas need to reflect both compliance and continuous improvement.

All of these aspects run right through our business, from

early prospect stages through to post-handover, with a high focus on our site performance. This means that we are constantly in control of our operations and following our systems and controls as second nature, so that auditing is a formality.

The Site Entrance

You never get a second chance to make a great first impression, so the site entrance is vital. It sets the tone for the project. It is also the area that touches the most people: operatives go through it every day when they come to work, clients and visitors consider it the starting point to the project and the general public walk past it constantly.

- We always use our smart and informative signage.
- We provide the necessary information as to who's in charge and key legal requirements, particularly around personal protective equipment.
- We treat the site entrance like a corporate reception and meet visitors there: it makes them feel valued and keeps them safe.

Site Wide Signage

Good signage is essential on every site. It keeps people informed and safe. But to be effective, the signage must be in the right place.

- We walk around the site as a visitor, and check that the information is relevant and located correctly
- Once we have set up the site signage, we will seek a second opinion from one of the project team.
- We make sure the signage helps everyone to find their way around, as we know that too much signage is as dangerous as too little.

Inductions

As Principal Contractor, we have a duty of care to all



Methodology

operatives and visitors to ensure that they know what is expected of them, what information they need and what precautions they need to take whilst they are on our sites. Our site based Construction

Manager's are responsible for making this happen. Our induction presentation is designed to cover the information specific to each site, as well as our company standards, which apply wherever we are working. In addition to being a legal must do, it makes sure that we keep everyone safe and that the site runs well.

An induction is given to all operatives and regular visitors, who must sign an induction form to confirm that they have attended, understood and agree to comply with our requirements. Site visitors will be given a standard short written induction and they are then accompanied around site.

Client and Visitor Personal Protection Equipment

We ensure that both our workforce and visitors are protected by wearing the correct and appropriate PPE equipment at all times.

- Adequate supplies of new, readily-accessible PPE are always available.
- Client and visitor PPE will be a standard colour, and different from the operatives, to distinguish them as site visitors.
- Safety footwear is provided and allocated to regular visitors whenever possible.

- Signage will be appropriately sized and be informative and properly fixed.
- Branded correx is a standard company product and be used on our sites.

- Our logo is important, but it doesn't have to be printed on everything. We will keep it simple.
- Once set up, maintenance is key. We will keep everything looking smart.

Site Facilities

The site's facilities set the tone for the whole project. Great facilities for operatives, management and visitors create a good first impression and can make people productive and improve morale. A well-located, well equipped and comfortable facilities including an office, meeting room and welfare areas boosts the whole project. Whether the facilities are located in existing offices or in temporary accommodation we will ensure they:

- Are positioned to MINImise relocation and disruption during the project.
- Are appropriately signposted.
- Are well-maintained and clean.

Samples

A sample wall brings a professional site to life and will allow the architect to fully understand, at an early stage, what the finished product will be like. We will;

- Keep the sample board in the meeting room so it's close to hand when required
- Provide labelling to record what the sample is, what it is for, and when it was approved.
- Keep the samples up to date and remove out-of-date products.

The Site Office

The best quality office space promotes a professional message to all visitors. We will;

- Ensure there is a safe route to the site office
- Be positioned where least works are taking place

- Make sure there is sufficient space for people who need to use it.
- Regularly clean, tidy and maintain the office to keep the facility attractive for everyone.

Welfare Areas

Welfare areas are an important part of the facility, allowing operatives and management a space to relax. Well-designed and maintained facilities make people feel valued and supported and will make them more productive as a result. Our welfare set up as shown on our logistics plan will;

- Be a dust free environment.
- Be regularly cleaned and tidied to keep it attractive for everyone.
- Have drinking water supplied – in bottles if a building supply is not available.
- Have equipment in good condition and kept clean.
- Have a project board displayed and regularly updated to keep the workforce informed of project developments.

Storage and Waste

Projects naturally require a great deal of storage – of tools, materials and waste. We will keep the site safe and tidy by:

- Creating allocated storage areas throughout the site.
- Keeping waste storage in a segregated and signed area.
- Clearly signposting the storage areas and what they're for: e.g. recycling.
- Ensuring heavy items are either on wheels or can be moved on pallets.

Drawings

Drawing control, storage and layout areas are a vital part of the site. We use mobile drawing racks and layout tables that look professional, clean and well-maintained. A drawing register will be in place and up to date to ensure ONLY



Methodology

current drawings are used.

Site Logistics

Safely managing traffic – both human and vehicular – around the site is very important for both health and safety and site efficiency. As demonstration of our ready to go capability we have already developed our Site Logistics Plan and Traffic Management Plan. Key factors in safe traffic management will be;

- Consideration circulation routes, access and egress, cutting and storage areas, fire points and facilities locations such as meeting rooms and welfare areas.
- Make sure that a logistics plan is on display around the site and that it forms part of the induction to visitors and operatives.
- Make sure everyone understands fire escape provisions, restricted areas and delivery routes
- Review the designated areas regularly to make sure storage is contained, fire routes are clear and signage remains in place.

Delivery Areas

Our Construction Manager will work closely with his supervisor and banksmen to schedule and coordinate all deliveries and waste away from the site. Area will adopt a Just In Time delivery approach to ensure the site is not overcrowded with materials and waste. As well as this, our banksmen will ensure that deliveries and waste to and from site are taken in through the safe route, as soon as they arrive.

First Aid Points

The First Aid point sets the tone for the site's approach to health and safety. We will ensure:

- It is well sign-posted and easy to find in the event of an incident.

- It includes photos of the first aiders so they are quick to locate on site.
- It is well-stocked with provisions regularly checked.
- The accident book is easily accessible.

Signing In and Out

Everyone, whether operative, visitor or client, must sign in AND out of the site. A signing-in book will be clearly visible upon entering site next to the PPE stand and all attending site must sign in here first before accessing the site.

Instructions given to use it diligently are also given as part of our site induction. We will be ready for an evacuation at all times and know who is on you site at any given moment.

Workforce Engagement

Our projects are a team effort requiring a number of people performing at their best to create the best possible outcome for our client and this project is no exception. It's therefore essential that everyone working on our projects understands that it is a team effort and that their input and expertise is appreciated. We will ensure that;

- Operatives are properly inducted and there is written confirmation to demonstrate they have been.
- Do everything we can to make everyone aware that the project is a team effort.
- Communicate the project's goals regularly, together with information about quality, health and safety, site cleanliness and operative behaviour standards and expectations.
- Involve everyone in the project and seek their professional advice where necessary: they are the experts in their area.
- Make sure they snag their own work.
- Check snagging standards.

Daily Hazard Boards

Our daily hazard board is a dynamic way to communicate changing risks and hazards. It will be prominently positioned so that all operatives are made aware of its contents and

be updated daily, or more frequently as and when hazards change. Toolbox talks are also used as a regular way in which we communicate particular site hazards.

Charging Station

Plug-in 240 volt tools and equipment are not permitted on construction sites, although rechargeable equipment is. As such we provide a designated charging station to segregate 240 volt power from the work area. Operatives are not permitted to use any alternative locations.

Cutting Areas

A designated cutting area for materials improves both safety and productivity and protects other surfaces. We will;

- Use dedicated benches for operatives to use for cutting.
- Provide goggles, ear defenders and face masks.
- Ensure adequate extraction and ventilation.
- Ensure PPE is provided by contractors and used by operatives.

Quality Control

As the market-leading commercial interiors specialist, we expect the highest possible standard of finished project. And our clients expect the same. This will be achieved by;

- Consideration circulation routes, access and egress, cutting and storage areas, fire points and facilities locations such as meeting rooms and welfare areas.
- Make sure that a logistics plan is on display around the site and that it forms part of the induction to visitors and operatives.
- Make sure everyone understands fire escape provisions, restricted areas and delivery routes
- Review the designated areas regularly to make sure storage is contained, fire routes are clear and signage remains in place.



Sheer Driving Pleasure

Methodology

Fire Plan

The Fire Plans consist of a call station at each floor level and specific areas around the site consisting of battery operated klaxons and fire extinguishers. A signage/plan will be allocated on the call point advising the entire route out of the building to the assembly point in case of an emergency procedure. These will be managed by dedicated fire wardens who will check all personnel against the daily site log at the assembly point. Fire marshals will be appointed who will sweep the building at dedicated starting points to ensure the building is fully evacuated on sounding of the alarm. No one will be allowed to re-enter the building until the all clear has been signed by the team leader of the fire wardens after consultation with the emergency services.

Good Neighbour Relations

Maintaining a good reputation for both ourselves and the landlord during the construction phase brings many responsibilities.

Conducting weekly communications meetings and agreeing times for potentially noisy or disruptive works, enables all parties to feel involved and not unduly hindered. Reasonable precautions that will be taken to reduce or avoid nuisance in construction include;


- 2 week look ahead detailing noisy works
- Building management liaison from the construction manager
- Keep neighbours informed.
- Providing a help line so that problems can be reported.
- Only working at reasonable times and restricting noisy activities to the hours of 7pm to 7am.
- Storing fine materials under cover.
- MINimising demolition or crushing dust.
- Taking care when deciding transport routes.
- Proper waste management and never burning waste materials.
- Limiting vibration.
- Use well-maintained, quiet machinery.
- Regular cleaning of the external surrounds of the site.





08

*Our
Experience*

 INNOVATIVE THINKING. EXCEPTIONAL WORKPLACES.



**DREES &
SOMMER**

STRIDE TREGLOWN

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JLR

Client brief

Jaguar Land Rover planned to open a technical engineering office in Budapest to support the company's European supply chain management. Around 100 engineers would be collaborating with suppliers located throughout central and Eastern Europe. The Budapest location was chosen largely due to Hungary's strong track record in automotive engineering and the availability of staff with the necessary skills.

The new office was to occupy two floors of a striking, newly constructed building on the Váci corridor in Budapest. Jaguar wanted a mix of collaboration spaces, a specified number of workstations (450), specialised rooms allowing engineers to run car simulations, and rig test facilities. The design needed to comply with the company's comprehensive workplace guidelines, with allowance made for local culture and available materials.

The Solution

This was an interesting and complex project, requiring us to meet the needs of a very different working culture as well as the challenge of the technical and engineering aspects. The project was delivered in conjunction with workspace consultants "The Instant Group" as well as the client's property and workplace design teams and the chief

engineer. The result is a contemporary, functional, but also arresting environment, light and spacious with conventional open-plan working areas and nononsense meeting rooms in calm, neutral hues. There are diverse opportunities for informal meetings and collaboration, including elegant acoustic seating adding a dash of bold colour, while vibrant images of Jaguar's cars and scenes of outdoor adventure bring much of the space to life.

Project insight

"In spite of the challenges the project went very smoothly. It was delivered on budget and completed early, and the result is very polished. The office achieved a Ska Gold environmental rating."

- James Saunders, Account Director, Area

LOCATION: BUDAPEST
VALUE: UNDISCLOSED
SIZE: 60,000 SQ FT
DURATION: 6 MONTHS



Sheer Driving Pleasure

Inchcape

Client Brief

Following a change in management and recent acquisitions, Inchcape – a leading automotive retail group – were compelled to transform their workplace, taking hold of this opportunity to reinvent their space, focusing on maximising productivity and strengthening company culture.

Spanning two floors within a mixed-use building, their existing workplace environment was tired, with poor ventilation and lighting systems and inadequate breakout and collaboration spaces. With long rows of bench desks limiting the connection between teams and no central hub for socialisation, the Inchcape team wanted a flexible space to support growth and an inspiring environment to attract and retain the best talent.

We worked closely with the project team to develop the initial concept following the impact of COVID-19. Following lockdown, the Inchcape team had adopted a more hybrid way of working for greater flexibility, productivity and wellbeing. Their scheme needed to incorporate additional space for teamwork and a 'destination' to empower employees, fostering a sense of community and belonging.

Our Solution

To introduce flexibility and modularity into the workplace, we designed an environment that can evolve with the team as they grow. We worked closely with the Inchcape HR and IT teams to deliver an attractive and welcoming space to support their new way of working. Workspaces are now light and spacious with home-like touches that have been instrumental in creating a dynamic environment, able to be easily transformed to meet the needs of their people.

A new breakout area will dually function as a space to support team socialisation and an inviting brand showcase space for visiting clientele. The meeting suite has been refreshed with new flooring and improved acoustics and enhanced with wireless video conferencing systems. The open plan design is emphasised through colour, imagery and texture to identify team working, focus and socialisation spaces. Modular furniture has been installed to support teamwork and 'touchdown' moments. Brand art and quirky decorative elements create a sense of energy, bringing the workplace to life.

LOCATION: ST JAMES SQUARE, LONDON
SIZE: 10,000 SQ FT
VALUE: £725,000
DURATION: 12 WEEKS



Sheer Driving Pleasure

Motability

Client brief

Motability Operations has helped over 4 million people exchange their mobility allowance to lease a car, scooter or powered wheelchair. Following the project for Motability Operations in Bristol, Area was appointed to transform the London office into an innovative, environmentally-friendly workplace which could ensure universal access for people with or without a disability.

The challenge lay in combining building layout functionality and efficiency, while ensuring longevity.

The solution

A modern fit-for-purpose design based around employee wellbeing, offering shower facilities, bike storage, ad-hoc break out areas; plus Braille and other tactile signage.

New furniture, seating and storage were installed alongside integrated room booking, video conferencing and intelligent lighting.

The building attained “very good” for BREEAM and “Gold” for the SKA accreditation process for its sustainable and environmental refurbishment. Motability Operations achieved “design

exemplary” for access as defined by the British Standard BS 8300. Project insights This ‘in occupation’ refurbishment involved significant out-of-hours work to manage major elements, including removing existing air conditioning and installing a new system.

Keeping the building operational throughout was a major challenge, placing a premium on the relationship between both companies.

LOCATION: LONDON
SIZE: 60,000 SQ FT
VALUE: UNDISCLOSED
DURATION: 18 MONTHS



Sheer Driving Pleasure

Battersea Power Station

Client brief

Area were appointed by Battersea Power Station Development Company (BPSDC) to work with them on one of the biggest and most exciting refurbishment projects of the decade.

As part of our remit, we were tasked with creating a range of office space for the development owners to base themselves from. Being one of the largest brick buildings in the world, Battersea Power Station had previously been met with several unsuccessful redevelopment attempts. However, construction of Circus West, the first out of six phases of regeneration was completed in April 2017.

The Solution

Working alongside Turner & Townsend and Gardiner and Theobald, we delivered 45,000 sq ft of shell and core space across five different areas of the Phase 1 development. This includes three general office space units, a sales and marketing suite and an estates office.

Working closely with BPSDC throughout the design development, the delivered concept remains true to the integrity of Battersea's history and heritage. Wanting to retain the authenticity of the

industrial architecture, whilst remaining sympathetic to the original finishes of the power station, material selection was a key consideration.

Project insight

Area worked closely with BPSDC for a period of 6 - 8 months before the project commenced, which is longer than is usually required for similar projects. This enabled the team to work with the developer to investigate and refine the right design concept, which has delivered an exceptionally high quality finished project.



LOCATION: BATTERSEA, LONDON

SIZE: 45,000 SQ FT

VALUE: UNDISCLOSED

DURATION: 18 WEEKS


FORM OF CONTRACT: SINGLE STAGE D&B





09

Area Conclusion

 INNOVATIVE THINKING. EXCEPTIONAL WORKPLACES.



**DREES &
SOMMER**

STRIDE TREGLOWN

Sheer Driving Pleasure

Conclusion

We trust our proposal illustrates both our understanding and commitment to this challenging project. We would welcome the opportunity to partner with you and your extended team to help deliver a world class facility for BMW to thrive in.

In summary, we're glad to identify some key strengths that we believe to be important when delivering fast-track complexed project of this nature.

- A fully resourced design team to assist the wider team and manage the CDP process.
- Senior Director visibility and involvement.
- A “can do” approach to everything we do.
- Experienced team who are used to working collaboratively on complexed projects.
- A strong supply chain we can depend on.
- An ethical business you can trust.
- Financial stability

Once again, we thank you for this opportunity and look forward to discussing our proposal in more detail.


Jessica and the Area Team





10

Area Appendices

 INNOVATIVE THINKING. EXCEPTIONAL WORKPLACES.



**DREES &
SOMMER**

STRIDE TREGLOWN

M O V E S & R E L O C A T I O N

Our Moves & Relocation Manager



JOHN CAREY

Moves Relocation Manager



John has 15 year's experience in the relocation industry sector, working for some of the biggest businesses in the removal industry. He brings a wealth of experience in the specialist logistics industry, which includes commercial, domestic, FF&E, workplace, fine art, heavy haulage, recycling clearances, retail, IT, storage and UK and International project management.



Commercial & domestic



Heavy haulage



Technology



Decomission



Storage

"Sketch went more and beyond during our office relocation, not only providing an excellent and smooth service, they were able to make this happen a day earlier due to the Covid-19 outbreak."

CHRIS SYKES

Fisher Investments



MOVES & RELOCATION

Examples of our completed projects

Hiscox,
London, EC3A



JAN
2021



4
DAYS



160
PEOPLE



1
BUILDING

Motability Operations,
Bristol, BS16



SEP
2020



2
WEEKS



800
PEOPLE



1
BUILDING

Fisher Investments,
London, E14



JAN
2021



3
DAYS



150
PEOPLE



3
BUILDINGS



Sketch Moves



MOVES & RELOCATION

Examples of our completed projects

Handelsbanken,
London, E1W



SEP
2021



2
WEEKS



320
PEOPLE



1
BUILDING

Arm Holdings,
Cambridge, CB1



JUL
2021



3
WEEKS

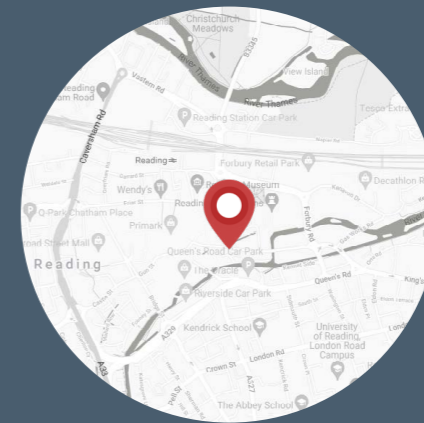


460
PEOPLE



3
BUILDINGS

Workday UK,
Reading, RG1



MAY
2021



3
DAYS



200
PEOPLE



2
BUILDINGS



Sketch Moves



MOVES & RELOCATION

Pricing breakdown

Decommissioning & packing IT equipment :	£7,900.00
Recommissioning IT equipment with cable management :	£13,900.00
Weekly crate hire for IT equipment & personal crates :	£3,400.00
Personal crates to be relocated and placed to correct desk positions :	£8,500.00





Certificate of Employers' Liability Insurance

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 and subsequently amended by regulation 2 of the Employers' Liability (Compulsory Insurance) Regulations 2008 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policyholder employs persons covered by the policy. This requirement will be satisfied if the certificate is made available in electronic form and each relevant employee to whom it relates has reasonable access to it in that form).

Policy Number:	UKPAKD32595
1. Name of Policyholder:	Fourfront Holdings Ltd and Subsidiary Companies
2. Date of commencement of insurance policy:	1 st May 2021 L.S.T.
3. Date of expiry of insurance policy:	30 th April 2022 L.S.T.
	Both days inclusive L.S.T. (Local Standard Time) means the time applicable on the relevant date at the Address of the Insured as shown on the Schedule to the Policy

We hereby certify that:

- The policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney; and
- The minimum amount of cover provided by this policy is no less than GBP5,000,000.

Signed on behalf of Chubb European Group SE

Sara Mitchell
Division President UK&I

Chubb European Group SE (CEG) is an undertaking governed by the provisions of the French insurance code with registration number 450 327 374 RCS Nanterre. Registered office: La Tour Carpe Diem, 31 Place des Corolles, Esplanade Nord, 92400 Courbevoie, France. CEG has fully paid share capital of €99,176,662.

UK business address: 100 Leadenhall Street, London EC3A 3BP. Supervised by the French Prudential Supervision and Resolution Authority (4, Place de Budapest, CS 92459, 75436 PARIS CEDEX 09) and authorised and subject to limited regulation by the Financial Conduct Authority. Details about the extent of our regulation by the Financial Conduct Authority are available from us on request. You can find details about the firm by searching 'Chubb European Group SE' online at <https://register.fca.org.uk/>.

UK0548-L

Chubb European Group SE
100 Leadenhall Street
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Macbeth

Macbeth Insurance Brokers
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Berkshire RG7 4SW

T / 0118 9165 480
E / info@macbeths.co.uk
W / macbeths.co.uk

To whom it may concern

Re: **Fourfront Holdings Ltd and/or subsidiary companies (Area Sq Limited &/or Cube Interior Solutions Ltd &/or 360 Workplace Limited &/or Sketch Studios Limited &/or Area Europe Limited)**

We act as insurance brokers to Area Sq Limited, Cube Interior Solutions Ltd, 360 Workplace Limited, Sketch Studios Limited and Area Europe Limited and can confirm that the following insurance cover is in force.

Professional Indemnity - Primary	
Insured	Area Sq Limited &/or Cube Interior Solutions Ltd &/or 360 Workplace Limited &/or Sketch Studios Limited &/or Area Europe Limited
Insurer	CNA Insurance 50% / IGI 50%
Policy Number	FI0991420
Period of Cover	12 months from 30 th April 2021
Limit of Indemnity	£5,000,000 each and every claim and in the annual aggregate, with unlimited round-the-clock reinstatements
Territorial Limits	Worldwide excluding USA and Canada
Jurisdiction Limits	Worldwide excluding USA & Canada
Cover Note	The policy includes 'unlimited round-the-clock reinstatements' The aggregate limit would not be eroded should various claims from separate events come in In practical terms, 'any one claim' / 'aggregate plus unlimited round-the-clock reinstatements' affords the same cover
Indemnity	Negligent Act, error or omission on the part of the insured
Professional Indemnity - Excess	
Insured	Area Sq Limited &/or Cube Interior Solutions Ltd &/or 360 Workplace Limited &/or Sketch Studios Limited &/or Area Europe Limited
Insurer	Dual Insurance 50% / AWAC 50%
Policy Number	FI0991520
Period of Cover	12 months from 30 th April 2021
Limit of Indemnity	£5,000,000 each and every claim and in the annual aggregate, in excess of £5,000,000, with unlimited round-the-clock reinstatements
Total Professional Indemnity Limit	£10,000,000 each and every claim and in the annual aggregate, in excess of £5,000,000, with unlimited round-the-clock reinstatements

For and on behalf of Macbeth Insurance Brokers

Theo Pastuch ACII DMS, Client Director
Dated: 30th April 2021

M S Macbeth Ltd. Registered office: East House, 109 South Worples Way, London, SW14 8TN
Registered in England & Wales. Reg No 3408293. Authorised & Regulated by the Financial Conduct Authority



Macbeth

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Professional Indemnity - Primary	
Insured	Area Sq Limited &/or Cube Interior Solutions Ltd &/or 360 Workplace Limited &/or Sketch Studios Limited &/or Area Europe Limited
Insurer	CNA Insurance 50% / IGI 50%
Policy Number	FI0991420
Period of Cover	12 months from 30 th April 2021
Limit of Indemnity	£1,000,000 each and every claim and in the annual aggregate, with unlimited round-the-clock reinstatements
Territorial Limits	Worldwide excluding USA and Canada
Jurisdiction Limits	Worldwide excluding USA & Canada
Cover Note	The policy includes 'unlimited round-the-clock reinstatements' The aggregate limit would not be eroded should various claims from separate events come in In practical terms, 'any one claim' / 'aggregate plus unlimited round-the-clock reinstatements' affords the same cover
Indemnity	Negligent Act, error or omission on the part of the insured

For and on behalf of Macbeth Insurance Brokers

Theo Pastuch ACII DMS, Client Director
Dated: 30th April 2021

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Macbeth

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W / macbeths.co.uk

To whom it may concern

Re: Fourfront Holdings Ltd and/or subsidiary companies (Area Sq Limited &/or Cube Interior Solutions Ltd &/or 360 Workplace Limited &/or Sketch Studios Limited &/or Area Europe Limited)

We act as insurance brokers to Area Sq Limited, Cube Interior Solutions Ltd. 360 Workplace Limited, Sketch Studios Limited and Area Europe Limited and can confirm that the following insurance cover is in force.

Professional Indemnity - Primary	
Insured	Area Sq Limited &/or Cube Interior Solutions Ltd &/or 360 Workplace Limited &/or Sketch Studios Limited &/or Area Europe Limited
Insurer	CNA Insurance 50% / IGI 50%
Policy Number	FI0991420
Period of Cover	12 months from 30 th April 2021
Limit of Indemnity	£2,000,000 each and every claim and in the annual aggregate, with unlimited round-the-clock reinstatements
Territorial Limits	Worldwide excluding USA and Canada
Jurisdiction Limits	Worldwide excluding USA & Canada
Cover Note	The policy includes 'unlimited round-the-clock reinstatements' The aggregate limit would not be eroded should various claims from separate events come in In practical terms, 'any one claim' / 'aggregate plus unlimited round-the-clock reinstatements' affords the same cover
Indemnity	Negligent Act, error or omission on the part of the insured

For and on behalf of Macbeth Insurance Brokers

Theo Pastuch ACII DMS, Client Director
Dated: 30th April 2021

M S Macbeth Ltd. Registered office: East House, 109 South Worpole Way, London, SW14 8TN
Registered in England & Wales. Reg No 3408293. Authorised & Regulated by the Financial Conduct Authority

Macbeth

Macbeth Insurance Brokers
Three Waterside Drive,
Arlington Business Park,
Theale, Reading,
Berkshire RG7 4SW

T / 0118 9165 480
E / info@macbeths.co.uk
W / macbeths.co.uk

To whom it may concern

Re: Fourfront Holdings Ltd and/or subsidiary companies (Area Sq Limited &/or Cube Interior Solutions Ltd &/or 360 Workplace Limited &/or Sketch Studios Limited &/or Area Europe Limited)

We act as insurance brokers to Area Sq Limited, Cube Interior Solutions Ltd. 360 Workplace Limited, Sketch Studios Limited and Area Europe Limited and can confirm that the following insurance cover is in force.

Professional Indemnity - Primary	
Insured	Area Sq Limited &/or Cube Interior Solutions Ltd &/or 360 Workplace Limited &/or Sketch Studios Limited &/or Area Europe Limited
Insurer	CNA Insurance 50% / IGI 50%
Policy Number	FI0991420
Period of Cover	12 months from 30 th April 2021
Limit of Indemnity	£5,000,000 each and every claim and in the annual aggregate, with unlimited round-the-clock reinstatements
Territorial Limits	Worldwide excluding USA and Canada
Jurisdiction Limits	Worldwide excluding USA & Canada
Cover Note	The policy includes 'unlimited round-the-clock reinstatements' The aggregate limit would not be eroded should various claims from separate events come in In practical terms, 'any one claim' / 'aggregate plus unlimited round-the-clock reinstatements' affords the same cover
Indemnity	Negligent Act, error or omission on the part of the insured

For and on behalf of Macbeth Insurance Brokers

Theo Pastuch ACII DMS, Client Director
Dated: 30th April 2021

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To whom it may concern


Re: Fourfront Holdings Ltd and/or subsidiary companies (Area Sq Limited &/or Cube Interior Solutions Ltd &/or 360 Workplace Limited &/or Sketch Studios Limited &/or Area Europe Limited)

We act as insurance brokers to Area Sq Limited, Cube Interior Solutions Ltd. 360 Workplace Limited, Sketch Studios Limited and Area Europe Limited and can confirm that the following insurance cover is in force.

Insured	Area Sq Limited &/or Cube Interior Solutions Ltd &/or 360 Workplace Limited &/or Sketch Studios Limited &/or Area Europe Limited
Employers Liability	
Insurer	Chubb
Policy Number	UKPAKD32595
Period of Cover	12 months from 30 th April 2021
Limit of Indemnity	£10,000,000 each claim or series of claims arising from one event
Indemnity	Legal Liability to employees for death, bodily injury or disease sustained during and in the course of employment. Cover in accordance with the Employers Liability (Compulsory Insurance) Regulations 1998
Public & Products Liability – Primary Layer	
Insurer	Chubb
Policy Number	UKCRND32598
Period of Cover	12 months from 30 th April 2021
Limit of Indemnity	£10,000,000 each & every loss, and in the aggregate in respect of Products
Indemnity	Legal Liability to third parties for accidental death, bodily injury or accidental damage to property arising out of the business activities
Public & Products Liability – Excess Layer	
Insurer	AIG
Policy Number	71172213
Period of Cover	12 months from 30 th April 2021
Limit of Indemnity	£10,000,000 in excess of £10,000,000 provided under the Primary Chubb Policy
Indemnity	Legal Liability to third parties for accidental death, bodily injury or accidental damage to property arising out of the business activities
Contractors All Risks	
Insurer	Chubb
Policy Number	UKCRND32598
Period of Cover	12 months from 30 th April 2021
Sums Insured	£7,000,000 maximum contract value, any one contract site, anywhere in the EU. £75,000 Constructional Plant and Equipment; £40,000 Temporary Buildings & £75,000 hired-in plant
Risks Insured	All risks of physical loss or damage to permanent and temporary works, materials for use in connection with the contracts and including transits

M S Macbeth Ltd. Registered office: East House, 109 South Worpole Way, London, SW14 8TN
Registered in England & Wales. Reg No 3408293. Authorised & Regulated by the Financial Conduct Authority





Certification is conditional on maintaining the required performance standards throughout the certified period of registration
The British Assessment Bureau, 30 Tower View, Kings Hill, Kent, ME19 4UY


The management system of Certificate Number **223057**
Fourfront Group Ltd (including Area, 360 Workplace & Sketch Studios)
The Old Post Office, 33 Station Road, Egham, Surrey, TW20 9LA

has been assessed and certified as meeting the requirements of


ISO 9001:2015
for the following activities

The design and construction of office interiors, office furniture supply and related building works inclusive of refurbishment and consultancy services to clients within the UK.

Further clarifications regarding the scope of this certificate and the applicability of requirements may be obtained by consulting the certifier.



Valid from
Initial Certification: 05 February 2013
Latest Issue: 17 March 2020
Expiry Date: 04 February 2022
subject to annual assessments

Authorised by

Mike Tims
Chief Executive Officer

www.british-assessment.co.uk

To confirm the 'Live Status' of this certificate please use the 'Certificate Verification' tool located at www.british-assessment.co.uk



Certification is conditional on maintaining the required performance standards throughout the certified period of registration
The British Assessment Bureau, 30 Tower View, Kings Hill, Kent, ME19 4UY

The management system of Certificate Number **223058**
Fourfront Group Ltd (including Area, 360 Workplace & Sketch Studios)
The Old Post Office, 33 Station Road, Egham, Surrey, TW20 9UA

has been assessed and certified as meeting the requirements of

ISO 14001:2015
for the following activities

The design and construction of office interiors, office furniture supply and related building works inclusive of refurbishment and consultancy services to clients within the UK.

Further clarifications regarding the scope of this certificate and the applicability of requirements may be obtained by consulting the certifier.



Valid from
Initial Certification: 16 October 2017
Latest Issue: 10 August 2020
Expiry Date: 15 October 2023
subject to annual assessments

Authorised by

Mike Tims
Chief Executive Officer

www.british-assessment.co.uk

To confirm the 'Live Status' of this certificate please use the 'Certificate Verification' tool located at www.british-assessment.co.uk





By Royal Charter

Certificate of Registration

ANTI-BRIBERY MANAGEMENT SYSTEM - ISO 37001:2016

This is to certify that:

Fourfront Group Limited
The Old Post Office
33 Station Road
Egham
Surrey
TW20 9LA
United Kingdom

Holds Certificate Number: IABMS 717822

and operates an Anti-Bribery Management system which complies with the requirements of ISO 37001:2016 for the following scope:

Head Office central functions including Business Development, Account Management, Marketing, IT, HR, Finance and Procurement for Workplace Design Services.

For and on behalf of BSI:

Andrew Launn, EMEA Systems Certification Director

Original Registration Date: 2020-02-27
Latest Revision Date: 2020-02-27

Effective Date: 2020-02-27
Expiry Date: 2023-02-26

Page: 1 of 1

...making excellence a habit™




This certificate was issued electronically and remains the property of BSI and is bound by the conditions of contract.
An electronic certificate can be authenticated [online](#).
Printed copies can be validated at www.bsigroup.com/ClientDirectory

Information and Contact: BSI, Kitemark Court, Davy Avenue, Knowlhill, Milton Keynes MK5 8PP. Tel: + 44 345 080 9000
BSI Assurance UK Limited, registered in England under number 7805321 at 389 Chiswick High Road, London W4 4AL, UK.
A Member of the BSI Group of Companies.





Certification is conditional on maintaining the required performance standards throughout the certified period of registration
The British Assessment Bureau, 30 Tower View, Kings Hill, Kent, ME19 4UY

The management system of Certificate Number **223059**
Fourfront Group Ltd (including Area, 360 Workplace & Sketch Studios)
The Old Post Office, 33 Station Road, Egham, Surrey, TW20 9UA
has been assessed and certified as meeting the requirements of

ISO 45001:2018
for the following activities

The design and construction of office interiors, office furniture supply and related building works inclusive of refurbishment and consultancy services to clients within the UK.

Further clarifications regarding the scope of this certificate and the applicability of requirements may be obtained by consulting the certifier.



UKAS
MANAGEMENT
SYSTEMS
4289

Valid from
Initial Certification: 19 October 2017
Latest Issue: 10 August 2020
Expiry Date: 14 August 2023
subject to annual assessments

Authorised by

Mike Tims
Chief Executive Officer

www.british-assessment.co.uk

To confirm the 'Live Status' of this certificate please use the 'Certificate Verification' tool located at www.british-assessment.co.uk



accidents don't have to happen

Membership

Fourfront Group

Is a Member of RoSPA
30/04/2021

As a member, this organisation supports RoSPA's mission to save lives and reduce injuries

Membership No: **M 405671899**
Membership Postcode: **SE1 2QN**




Errol Taylor
Chief Executive of RoSPA

The Royal Society for the Prevention of Accidents
Patron: Her Majesty The Queen
Registered Charity No. 207823



Certificate of Accreditation

This is to certify that
Area Sq Ltd

has achieved SafeContractor accreditation

Date: 15th January 2021
This certificate is valid until: 15th January 2022
Certificate number: OG3995

Signed:
Alyn Franklin
Alcumus CEO 



SSIP
SAFETY
SCHEMES IN
PROCUREMENT



SafeContractor
APPROVED

Alcumus SafeContractor, Axys House, Parc Nantgarw, Cardiff, CF15 7QX
T: 029 2026 6749 E: safecontractor@alcumusgroup.com W: www.alcumusgroup.com | www.safecontractor.com
This certificate is the property of Alcumus SafeContractor and must be returned on request





Certification is conditional on maintaining the required performance standards throughout the certified period of registration
The British Assessment Bureau, 30 Tower View, Kings Hill, Kent, ME19 4UY

The management system of Certificate Number **223059**
Fourfront Group Ltd (including Area, 360 Workplace & Sketch Studios)
The Old Post Office, 33 Station Road, Egham, Surrey, TW20 9UA

has been assessed and certified as meeting the requirements of

ISO 45001:2018
for the following activities

The design and construction of office interiors, office furniture supply and related building works inclusive of refurbishment and consultancy services to clients within the UK.

Further clarifications regarding the scope of this certificate and the applicability of requirements may be obtained by consulting the certifier.



UKAS
MANAGEMENT
SYSTEMS
8289

Valid from
Initial Certification: 19 October 2017
Latest Issue: 10 August 2020
Expiry Date: 14 August 2023
subject to annual assessments

Authorised by

Mike Tims
Chief Executive Officer

www.british-assessment.co.uk

To confirm the 'Live Status' of this certificate please use the 'Certificate Verification' tool located at www.british-assessment.co.uk



Certificate of Accreditation

THIS IS TO CERTIFY THAT

AREA SQ. LIMITED

has successfully achieved the Achilles BuildingConfidence Accreditation (Site Assessment).
This accreditation demonstrates compliance with the Common Assessment Standard, UK Health & Safety Legislation and CDM Regulations 2015.

Achilles ID: 5136503
Start date of accreditation: 23/06/2020
Expiration date: 23/06/2021


Lee Brunson
Head of Sector - Construction
Achilles










Certificate of Health & Safety Accreditation

This is to certify that

Area Sq Ltd

has achieved Acclaim Accreditation

Deemed To Satisfy

signed



Dave Sherwood
Quality Assurance and Contract Manager

Constructionline registration no. 152010	Start date 20 November 2018
Acclaim assessment no.	End date 20 November 2019

*This certificate remains the property of Acclaim Accreditation and must be surrendered on demand.
For verification please contact Acclaim Accreditation on 0844 892 0313 (Option 3).*

AcclaimAccreditation.co.uk
acclaim@constructionline.co.uk

Acclaim Accreditation is a service brought to you by Constructionline and is administered by Supplier Assessment Services Limited.
Registered in England No. 11188766.



Safe contractor & Constructionline





Certificate of Accreditation

This is to certify that
Area Sq Ltd

has achieved SafeContractor accreditation

Date: 15th January 2021
This certificate is valid until: 15th January 2022
Certificate number: OG3995

Signed:
Alyn Franklin
Alcumus CEO





Alcumus SafeContractor, Axys House, Parc Nantgarw, Cardiff, CF15 7QX
T: 029 2026 6749 E: safecontractor@alcumusgroup.com W: www.alcumusgroup.com | www.safecontractor.com
This certificate is the property of Alcumus SafeContractor and must be returned on request



Schedule to SafeContractor certificate

This SafeContractor certificate is awarded for the following services:

Work Categories:
Ability to Subcontract: Ability to Subcontract
Principal Contractor: Principal Contractor

Industry Roles:
Non-Construction Contractor, Principal Contractor

Category Related Activities:
Selection & Control of Subcontractors



SafeContractor accreditation has been achieved following an assessment of the contractor's health & safety documentation, and compared against the **SafeContractor** Charter Standards, which set out the health & safety standards required to achieve accreditation.

For more information on the Charter Standards, the **SafeContractor** scheme or for confirmation of this contractor's accreditation please telephone **SafeContractor** on 029 2026 6749.

www.safecontractor.com
www.alcumusgroup.com



Alcumus SafeContractor Limited is owned by Alcumus Group Limited
Alcumus SafeContractor and the Alcumus SafeContractor logo are trademarks belonging to Alcumus Holdings Limited
Company registration number: 07618138



Certificate of membership

Area Sq Ltd

Registration No: **152010**

Expiry Date: **04/06/2021**

This certifies that the firm named above has met pre-qualification requirements appropriate to public and private sector procurement.



John Edmunds
Chief Executive Officer



PO BOX 6441, Basingstoke, Hampshire, RG21 7FN
0844 892 0313 www.constructionline.co.uk



Records of training and training policy



TRAINING MATRIX BY JOB ROLE

Mandatory

As Required / Good to Have

	Abrasive Wheels	Asbestos Awareness	CDM 2015	Confined Spaces	Crane Awareness	CSCS	Emergency First Aid at Work	First Aid at Work	Fire Marshal
Directors									
Construction Directors									
Senior Contracts Managers									
Contracts Managers									
Site Based Construction Managers									
Site Supervisors (Freelance)									
Office Staff									
H&S Director									
H&S Consultants									
Warehouse Operative									
Designers									
Precontracts Managers									

	Forklift	Hot Works	H&S for Senior Executives	Manual Handling	PASMA	Scaffold Inspection	Scissor Lifts - IPAF	SMSTS	SSSTS	Temporary Works Co-Ordination	Traffic Banksman	Working at Height
Directors												
Construction Directors												
Senior Contracts Managers												
Contracts Managers												
Site Based Construction Managers												
Site Supervisors (Freelance)												
Office Staff												
H&S Director												
H&S Consultants												
Warehouse Operative												
Designers												
Precontracts Managers												



Accident Stats



Fourfront Group Total	PERSON HOURS				NUMBER OF ACCIDENTS IN EACH GROUP					INCIDENT RATES		
	Payroll Employees	Self Employed	Sub Contractor	Total	Minor Injury Incidents	RIDDOR Reportable Incidents (over 7 days)	Fatalities	Total Accidents	Near Miss Incidents	AFR Statistic (100k person hours) *	IFR Statistic (1m person hours) **	Average Employed Number ***
TOTALS FY 2003-2004	8,410	-	145,020	153,430	0	1	0	1	0	0.65	6.52	76.72
TOTALS FY 2004-2005	10,017	1,060	103,655	114,732	0	0	0	0	0	0.00	0.00	57.37
TOTALS FY 2005-2006	10,369	2,700	136,581	149,650	0	2	0	2	0	1.34	13.36	74.83
TOTALS FY 2006-2007	13,203	4,922	126,757	144,882	0	1	0	1	2	0.69	6.90	72.44
TOTALS FY 2007-2008	15,047	27,010	118,994	161,051	0	2	0	2	1	1.24	12.42	80.53
TOTALS FY 2008-2009	17,263	12,943	76,370	106,576	0	2	0	2	1	1.88	18.77	53.29
TOTALS FY 2009-2010	28,248	30,273	134,924	193,445	0	1	0	1	0	0.52	5.17	96.72
TOTALS FY 2010-2011	62,021	68,513	316,783	447,317	0	1	0	1	1	0.22	2.24	223.66
TOTALS FY 2011-2012	49,697	32,107	430,553	512,357	1	1	0	2	0	0.20	3.90	256.18
TOTALS FY 2012-2013	31,944	14,179	296,327	342,450	0	1	0	1	0	0.29	2.92	171.23
TOTALS FY 2013-2014	46,402	42,983	482,037	571,422	0	1	0	1	1	0.18	1.75	285.71
TOTALS FY 2014-2015	54,800	41,307	662,785	758,892	5	1	0	6	2	0.13	7.91	379.45
TOTALS FY 2015-2016	92,883	50,524	727,578	870,985	10	4	0	14	8	0.46	16.07	435.49
TOTALS FY 2016-2017	55,543	35,466	532,863	623,872	11	2	0	13	13	0.32	20.84	311.94
TOTALS FY 2017-2018	81,213	100,366	1,088,711	1,270,291	29	5	0	34	17	0.39	26.77	635.15
TOTALS FY 2018-2019	72,847	58,816	597,383	729,046	28	1	0	29	37	0.14	39.78	364.52
TOTALS FY 2019-2020	45,915	37,901	370,548	454,364	11	0	0	11	13	0.00	24.21	227.18
OVERALL 2003 TO DATE	695,822	561,070	6,347,869	7,604,762	95	26	0	121	96	0.34	15.91	253.49





Anti-Bribery Policy

1. Introduction
2. Definition
3. Policy Details
4. Responsibility
5. Gifts and Hospitality
6. Referral Fees
7. Red Flags
8. Further Information

1. Introduction

This policy aims to establish the Fourfront Group, comprising Area, Sketch Studios and 360 Workplace, approach to issues of bribery and to set out the behaviour we expect of everyone either employed or engaged by us when conducting business on our behalf.

The Group expects its employees to demonstrate honesty, integrity and fairness in all aspects of their business dealings and exercise appropriate standards of professionalism and ethical conduct in all their activities. The Group expects the same approach to doing business from its business partners and suppliers.

The Group will not tolerate bribery or corruption in any form and has a 'zero tolerance' approach to any breach of this Policy. The Group and all its employees must follow this Policy and must not seek, accept or give a bribe, facilitation payment, or other improper or illegal payment.

The Group seeks to adhere to the requirements of ISO 37001:2016, Anti-Bribery Management Systems.

2. Definition

A Definition of Bribery: The receiving | offering | giving / providing / requesting | accepting of a financial or other advantage, in order, to seek to induce a person or to induce a person to give improper assistance in breach of their duty, or to otherwise influence someone with the underlying purpose of obtaining/retaining business, or an advantage in the course of business.



3. Policy Details:

The Group will take appropriate steps to ensure that:

3.1) We do not, directly or indirectly, offer, promise, give, accept or demand a bribe (including excessive gifts and hospitality) in order to obtain or retain business, or gain any other improper advantage.

3.2) We do not offer, nor accept demands, to make illicit or illegal payments to intermediary agents, public officials or the employees of clients, business partners or anybody else that we do business with.

3.3) We will engage and remunerate intermediary agents and other third parties only for legitimate services and adopt appropriate transparency in our approach (as further detailed in this Policy, our Supplier Purchase Order Terms and our Client Terms and Conditions).

3.4) We promote employee awareness of, and compliance with, our Group policy against bribery and corruption through appropriate dissemination of our own procedures (including disciplinary procedures), as well as training programmes carried out both on induction and subsequently.

3.5) We adopt management control systems that discourage bribery and corruption, and adopt financial and tax accounting as well as auditing practices that prevent the establishment or concealment of illegal payments.

3.6) We raise awareness of the need to combat bribery and corruption with our business partners by publication of this Policy and (where appropriate) relevant contractual provisions and support initiatives designed to reduce the risk of bribery and corruption.

4. Responsibility

The policy is supported by all Directors within the Group, and shall be reviewed annually. In particular:-

4.1) The provisions of the policy will be rigorously enforced and any infringements could result in disciplinary action being taken under formal procedures including in the most serious cases dismissal from the Group, a police referral for criminal prosecution and a claim for recovery of loss or damage.

4.2) Directors are responsible for ensuring their staff are familiar with the contents of this Policy. An 'open door' policy is encouraged so that, if necessary, any queries and concerns can be brought to the attention of any Group Directors.

4.3) All staff should promptly report to a Group Director any illegal or un-ethical behaviour of which they become aware.





Equality & Diversity Policy

1. Policy Statement
2. Policy Objectives
3. Designated Officer
4. Definition of Discrimination
5. Types of Discrimination
6. Unlawful Reasons for Discrimination
7. Positive Action in Recruitment
8. Reasonable Adjustments
9. Responsibility
10. Acting on Discriminatory Behaviour
11. Extent of the Policy
12. Further Information



1. Policy Statement

Fourfront Group, comprising Area, Sketch Studios and 360 Workplace, is committed to achieving a working environment which provides equality of opportunity and freedom from unlawful discrimination on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation. This Policy aims to remove unfair and discriminatory practices within the Group and to encourage full contribution from its diverse community. The Group is committed to actively opposing all forms of discrimination.

The Group also aims to provide a service that does not discriminate against its clients and customers in the means by which they can access the services and goods supplied by the Group. The Group believes that all employees and clients are entitled to be treated with respect and dignity.

2. Objectives of this Policy

- 2.1 To prevent, reduce and stop all forms of unlawful discrimination in line with the Equality Act 2010.
- 2.2 To prevent discrimination outside the protected characteristics, for example, in protecting those dealing with mental and physical illness.
- 2.3 To ensure that recruitment, promotion, training, development, assessment, benefits, pay, terms and conditions of employment, redundancy and dismissals are determined on the basis of capability, qualifications, experience, skills and productivity.

3. Designated Officer

People Team

4. Definition of Discrimination

Discrimination is unequal or differential treatment which leads to one person being treated more or less favourably than others are, or would be, treated in the same or similar circumstances on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation. Discrimination may be direct or indirect, and includes discrimination by perception and association.

5. Types of Discrimination

5.1 Direct Discrimination

This occurs when a person or a policy intentionally treats a person less favourably than another on the grounds of race, sex, pregnancy and maternity, marital or civil partnership status, gender reassignment, disability, religion or beliefs, age or sexual orientation.



5.2 Indirect Discrimination

This is the application of a policy, criterion or practice which the employer applies to all employees but which is such that:

- It is detrimental to a considerably larger proportion of people from the group that the person the employer is applying it to represents;
- The employer cannot justify the need for the application of the policy on a neutral basis; and
- The person to whom the employer is applying it suffers detriment from the application of the policy.

Example: A requirement that all employees must be 6ft tall if that requirement is not justified by the position would indirectly discriminate against employees with an oriental ethnic origin, as they are less likely to be able to fulfil this requirement.

5.3 Harassment

This occurs when a person is subjected to unwanted conduct that has the purpose or effect of violating their dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment.

5.4 Victimisation

This occurs when a person is treated less favourably because they have brought or intend to bring proceedings or they have given or intend to give evidence.

6. Unlawful Reasons for Discrimination

6.1 Sex

It is not permissible to treat a person less favourably on the grounds of sex, marital status, civil partnership, pregnancy or maternity, gender reassignment or transgender status. This applies to men, women and those undergoing or intending to undergo gender reassignment. Sexual harassment of men and women can be found to constitute sex discrimination. For example, asking a woman during an interview if she is planning to have any (more) children constitutes discrimination on the ground of gender.

6.2 Age

It is not permissible to treat a person less favourably because of their age. This applies to people of all ages. This does not currently apply to the calculation of redundancy payments.

6.3 Disability

It is not permissible to treat a disabled person less favourably than a non-disabled person. Reasonable adjustments must be made to give the disabled person as much access to any services and ability to be employed, trained, or promoted as a non-disabled person.

6.4 Race

It is not permissible to treat a person less favourably because of their race, the colour of their skin, their nationality or their ethnic origin.



Equality and diversity policy



6.5 Sexual Orientation

It is not permissible to treat a person less favourably because of their sexual orientation. For example, an employer cannot refuse to employ a person because s/he is homosexual, heterosexual or bisexual.

6.6 Religion or Belief

It is not permissible to treat a person less favourably because of their religious beliefs or their religion or their lack of any religion or belief.

7. Positive Action in Recruitment

Under the Equality Act 2010, positive action in recruitment and promotion applies as of 6 April 2011. 'Positive action' means the steps that the Group can take to encourage people from groups with different needs or with a past record of disadvantage or low participation, to apply for positions within the Group.

If the Group chooses to utilise positive action in recruitment, this will not be used to treat people with a protected characteristic more favourably, it will be used only in tie-break situations, when there are two candidates of equal merit applying for the same position.

8. Reasonable Adjustments

The Group has a duty to make reasonable adjustments to facilitate the employment of a disabled person. These may include:

- 8.1 Making adjustments to premises;
- 8.2 Re-allocating some or all of a disabled employee's duties;
- 8.3 Transferring a disabled employee to a role better suited to their disability;
- 8.4 Relocating a disabled employee to a more suitable office;
- 8.5 Giving a disabled employee time off work for medical treatment or rehabilitation;
- 8.6 Providing training or mentoring for a disabled employee;
- 8.7 Supplying or modifying equipment, instruction and training manuals for disabled employees;
- 8.8 Any other adjustments that the Group considers reasonable and necessary provided such adjustments are within the financial means of the Group.

If an employee has a disability and feels that any such adjustments could be made by the Group, they should contact the Designated Officer.

If an employee requires reasonable adjustments be made to assist them with mental or physical illness, they should contact their line manager or People Team.

9. Responsibility for the Implementation of this Policy

All employees, subcontractors and agents of the Group are required to act in a way that does not subject any other employees or clients to direct or indirect discrimination, harassment or victimisation on the grounds of their race, sex, pregnancy or maternity, marital or civil partnership status, gender reassignment, disability (including times of mental and physical illness), religion or beliefs, age or sexual orientation.



The co-operation of all employees is essential for the success of this Policy. Senior employees are expected to follow this Policy and to try to ensure that all employees, subcontractors and agents do the same.

Employees may be held independently and individually liable for their discriminatory acts by the Group and in some circumstances an Employment Tribunal may order them to pay compensation to the person who has suffered as a result of discriminatory acts.

The Group takes responsibility for achieving the objectives of this Policy, and endeavours to ensure compliance with relevant Legislation and Codes of Practice.

10. Acting on Discriminatory Behaviour

In the event that an employee is the subject or perpetrator of, or witness to, discriminatory behaviour, please refer to the Group Disciplinary Policy and Grievance Policy.

11. The Extent of the Policy

11.1 The Group seeks to apply this Policy in the recruitment, selection, training, appraisal, development and promotion of all employees. The Group offers goods and services in a fashion that complies with the spirit of this Policy.

11.2 This Policy does not form a part of any employment contract with any employee and its contents are not to be regarded by any person as implied, collateral or express terms to any contract made with the Group.

11.3 The Group reserves the right to amend and update this Policy at any time.

12. Further Information

If you have any questions regarding the Disciplinary Policy, please contact the People Team.

Other contacts include:

Equality and Human Rights Commission

Website: www.equalityhumanrights.com

Citizens Advice Bureau

Website: www.citizensadvice.org.uk



Modern slavery and human trafficking statement



Modern Slavery and Human Trafficking Statement

1. Introduction
2. Organisational structure and supply chains
3. High risk activities
4. Training
5. Policies
6. Due Diligence Processes for Slavery and Human Trafficking
7. Performance indicators



1. Introduction

Fourfront Group, comprising Area, Sketch Studios and 360 Workplace aims to ensure that there will be a fair and systematic approach to maintaining standards of conduct and performance for all employees within the Group.

This Modern Slavery and Human Trafficking Statement relates to actions and activities during the financial year 1 May 2017 to 30 April 2018.

The statement sets down Fourfront Group's commitment to preventing slavery and human trafficking in our business activities and the steps we have put in place with the aim of ensuring that there is no slavery or human trafficking in our own business and supply chains. We all have a duty to be alert to risks, however small. Staff are expected to report their concerns and management to act upon them.

2. Organisational structure and supply chains

This statement covers the business activities of Fourfront Group which comprises of: Area, Sketch Studios and 360 Workplace.

For further details of the Company please see respective websites or www.fourfrontgroup.co.uk

The following is the process by which the Company assesses whether particular activities are high risk in relation to modern slavery or human trafficking:

- Recruitment and employment process fully compliant with the Employment Rights Act 1996 and Equality Act 2010.
- Approved and Preferred suppliers vetting process
- Project risk assessments

3. High Risk Activities

The following activities are considered to be at high risk of modern slavery or human trafficking: The Company does not currently undertake any activities that are considered to be high risk.

Responsibility for the Company's anti-slavery initiatives is as follows:

3.1 Policy statement: Group Health & Safety Director is responsible for creating and reviewing policies. The process by which policies are developed is by looking at best practice and adapting to the needs of the Company.

3.2 Risk assessments: The People Team are responsible for risk assessments in respect of human rights by a process of ensuring all people practices follow legal requirements.

3.3 Due diligence: Group Health & Safety Director are responsible for due diligence in relation to known or suspected instances of modern slavery and human trafficking.





FFG Q30 – DATA PROTECTION POLICY

INTRODUCTION

Sometimes Fourfront Group need to gather and use certain information about individuals.

These can include customers, suppliers, business contacts, staff and other people the organisation has a relationship with or may need to contact.

This policy describes how this personal data must be collected, handled and stored to meet the company's data protection standards — and to comply with the law.

WHY THIS POLICY EXISTS

This data protection policy ensures how the company:

- Complies with GDPR and follow good practice
- Protects the rights of staff, customers and partners
- Is open about how it stores and processes individuals' data
- Protects itself from the risks of a data breach

DATA PROTECTION LAW

The General Data Protection Regulation (GDPR) is a new European Union (EU) privacy law that takes effect on May 25, 2018. It is designed to give individuals control over their personal data and is an important effort for protecting individual rights and freedoms.

The GDPR applies to any Organisations based in the EU and Organisations—wherever they are located—that are selling goods and services in the EU or processing personal data of individuals in the EU.

Under the GDPR, the data protection principles set out the main responsibilities for organisations. Article 5 of the GDPR requires that personal data shall be:

- processed lawfully, fairly and in a transparent manner in relation to individuals;
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;



e. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and

f. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.”

PEOPLE, RISKS & RESPONSIBILITIES

Policy Scope

This policy applies to Fourfront Group, and Group companies, Area, Sketch & 360 Workplace.

It applies to all data that the company holds relating to identifiable individuals, even if that information technically falls outside of the GDPR. This can include:

- Names of individuals
- Postal addresses
- Email addresses
- Telephone numbers
- ...plus any other information relating to individuals
- Client information
- Contracts
- Representation agreements
- Sponsorship agreements
- Staff information including payroll, benefits, Right to Work and passports

DATA PROTECTION RISKS

This policy helps to protect Fourfront Group from some very real data security risks, including:

- Breaches of confidentiality. For instance, information being given out inappropriately.
- Failing to offer choice. For instance, all individuals should be free to choose how the company uses data relating to them.
- Reputational damage. For instance, the company could suffer if hackers successfully gained access to sensitive data.

RESPONSIBILITIES

Everyone who works for or with us has some responsibility for ensuring data is collected, stored and handled appropriately.



Each Department that handles personal data must ensure that it is handled and processed in line with this policy and data protection principles.

However, these people have key areas of responsibility:

- Fourfront Group's Board is ultimately responsible for ensuring that the company meets its legal obligations.

The Data Protection Team is responsible for:

- Keeping the Board updated about data protection responsibilities, risks and issues.
- Reviewing all data protection procedures and related policies, in line with an agreed schedule.
- Arranging data protection training and advice for the people covered by this policy.
- Handling data protection questions from staff and anyone else covered by this policy.
- Dealing with requests from individuals to see the data that the company holds about them (also called 'subject access requests').
- Checking and approving any contracts or agreements with third parties that may handle the company's sensitive data.
- Ensuring all systems, services and equipment used for storing data meet acceptable security standards.
- Performing regular checks and scans to ensure security hardware and software is functioning properly.
- Evaluating any third-party services the company is considering using to store or process data. For instance, cloud computing services.

The Legal Department is responsible for:

- Approving any data protection statements attached to communications such as emails and letters.
- Addressing any data protection queries from journalists or media outlets like newspapers.
- Where necessary, working with other staff to ensure marketing initiatives abide by GDPR principles.

General staff guidelines

- The only people able to access data covered by this policy should be those who need it for their work.
- Data should not be shared informally. When access to confidential information is required, employees can request it from their line managers.
- The company will provide training to all employees to help them understand their responsibilities when handling data.
- Employees should keep all data secure, by taking sensible precautions and following the guidelines below.
- In particular, strong passwords must be used and they should never be shared.



Data protection policy



- Personal data should not be disclosed to unauthorised people, either within the company or externally.
- Data should be regularly reviewed and updated if it is found to be out of date. If no longer required, it should be deleted and disposed of.
- Employees should request help from their line manager or the Data Protection Team if they are unsure about any aspect of data protection.

DATA STORAGE

These rules describe how and where data should be safely stored. Questions about storing data safely can be directed to Data Protection Team.

When data is stored on paper, it should be kept in a secure place where unauthorised people cannot see it.

These guidelines also apply to data that is usually stored electronically but has been printed out for some reason:

- When not required, the paper or files should be kept in a locked drawer or filing cabinet.
- Staff should make sure paper and printouts are not left where unauthorised people could see them, like on a printer.
- Data printouts should be shredded and disposed of securely when no longer required.

When data is stored electronically, it must be protected from unauthorised access, accidental deletion and malicious hacking attempts:

- Data should be protected by strong passwords that are changed regularly and never shared between employees.
- If data is stored on removable media (like a CD or DVD), these should be kept locked away securely when not being used.
- Data should only be stored on designated drives and servers, and should only be uploaded to an approved cloud computing services.
- Servers containing personal data should be sited in a secure location, away from general office space.
- Data should be backed up frequently. Those backups should be tested regularly, in line with the company's standard backup procedures.
- Personal data should never be saved directly to laptops or other mobile devices like tablets or smart phones.
- All servers and computers containing data should be protected by approved security software and a firewall.
- Access rights to data should be regularly reviewed



DATA USE

Personal data is of no value to the company unless the business can make use of it. However, it is when personal data is accessed and used that it can be at the greatest risk of loss, corruption or theft:

- When working with personal data, staff should ensure the screens of their computers are always locked when left unattended.
- Personal data should not be shared informally. In particular, it should never be sent by email, unless it is password protected.
- Data must be encrypted before being transferred electronically. The Data Protection Team can explain how to send data to authorised external contacts.
- Personal data should never be transferred outside of the European Economic Area.
- Staff should not save copies of personal data to their own computers. Always access and update the central copy of any data.

DATA ACCURACY

The law requires us to take reasonable steps to ensure data is kept accurate and up to date.

The more important it is that the personal data is accurate, the greater the effort the company should put into ensuring its accuracy.

It is the responsibility of all staff who work with data to take reasonable steps to ensure it is kept as accurate and up to date as possible.

- Data will be held in as few places as necessary. Staff should not create any unnecessary additional data sets.
- Staff should take every opportunity to ensure data is updated.
- The company will make it easy for data subjects to update the information we hold about them. For instance, via the Subject Access Request Policy.
- Data should be updated as inaccuracies are discovered. For instance, if a customer can no longer be reached on their stored telephone number, it should be removed from the database.

SUBJECT ACCESS REQUESTS

All individuals who are the subject of personal data held by the company are entitled to:

- Ask what information the company holds about them and why.
- Ask how to gain access to it.
- Be informed how to keep it up to date.
- Be informed how the company is meeting its data protection obligations.

If an individual contacts the company requesting this information, this is called a subject access request. Subject access requests from individuals should be made by email, addressed to the Data Protection Team at DataProtectionTeam@fourfrontgroup.co.uk



The Data Protection Team can supply a standard request form, although individuals do not have to use this.

Individuals will not be charged for subject access requests. The Data Protection Team will aim to provide the relevant data within 30 days. The Data Protection Team will always verify the identity of anyone making a subject access request before handing over any information.

DISCLOSING DATA FOR OTHER REASONS

In certain circumstances, GDPR allows personal data to be disclosed to law enforcement agencies without the consent of the data subject.

Under these circumstances, Fourfront Group will disclose requested data. However, the data controller will ensure the request is legitimate, seeking assistance from the board and from Fourfront Group's legal team where necessary.

PROVIDING INFORMATION

The company aims to ensure that individuals are aware that their data is being processed, and that they understand:

- How the data is being used
- How to exercise their rights

To these ends, the company has a Privacy Policy, setting out how data relating to individuals is used by the company.



H&S policy statement



Fourfront Group Health and Safety Policy Statement

Fourfront Group, comprising Area Sq Ltd, Sketch Studios Ltd and 360 Workplace Ltd, is a leading UK commercial interior specialist. They provide consultancy, design, fit-out and furniture services for refurbishment and relocation projects.

Fourfront Group recognises the management of Health and Safety as an integral part of its business and as a Senior Leadership Team priority. Its policy is that all activities and work will be carried out in a safe manner to ensure the health, safety and welfare of its employees and others who may be affected by its activities.

Fourfront Group's target is for zero accidents and zero work-related ill health to be achieved by applying best practice in H&S management. Compliance with relevant H&S legislation and other applicable legislation is therefore regarded as the minimum standard acceptable.

The achievement of the new registration to ISO 45001:2018 is a minimum requirement for Fourfront Group, as is the continued pursuit of improvement. The effectiveness of the H&S management system is monitored by planned audits, management reviews, and effective corrective and preventative action.

It is the intention of Fourfront Group's Board to ensure that all work activities are carried out in accordance with this H&S policy and all relevant statutory provisions. This H&S policy sets out Fourfront Group's organisation and procedures for managing H&S throughout its trading companies.

The organisation and arrangements to meet the above objectives and for the implementation of this policy are detailed within the Fourfront Group's H&S manual.

Directors, managers and employees all have responsibilities for implementing the specific arrangements as set out in the policy for their operating company. All employees are expected to read the H&S policy, familiarise themselves with its provisions and carry out their defined responsibilities.

All employees, contractors and sub-contractors are required to cooperate with their respective policy and ensure that their work is undertaken without risk to themselves or others so far as is reasonably practicable.

Employees are expected to be proactive on H&S issues as part of the continued development of the H&S ethos & pro-active culture of the organisation. Feedback on H&S matters is therefore encouraged and welcomed.

Fourfront Group recognise Wellbeing of our staff is of paramount importance and managed correctly with support from trained staff will allow matters to be dealt with in a sensitive manner.

Fourfront Group's policy statement will be displayed in an appropriate visible position in all offices, and on the H&S notice board on all projects.

The Board has nominated Peter Barlow MD KP Safety Solutions Ltd as the person responsible for health, safety and welfare for Fourfront Group.

Fourfront Group will provide all practicable measures, including equipment, information, instruction, training and supervision for employees and contractors, to ensure that their work activities do not put themselves, their colleagues, occupiers of premises, contractors, visitors or members of the public at risk.

Fourfront Group will make available competent Health & Safety advice so that its legal obligations will be met. Fourfront Group's policy is that all employees will be consulted on aspects of their work activities which impact upon health, safety and welfare.

This policy statement will be reviewed annually or sooner if any working practices or legislation change.

Signed:

Gary Chandler

CEO

Date: 1st July 2020



Rev 7 July 2020



Environmental policy



TITLE: ENVIRONMENTAL POLICY

REF: FFE05

Fourfront Group is a leading commercial interior specialist. The Group consists of Area (design and fit-out specialist), 360 Design Studios (design consultancy) and Sketch Studios (commercial furniture specialist). In response to the global need for sustainable development, Fourfront Group is working to reduce the environmental footprint of its products & services, office locations and supply chain. Fourfront Group is meeting this corporate social responsibility through the continuous improvement of our ISO 14001 accredited Environmental Management System (EMS).

We aim to:

- Adhere to and work beyond both current and anticipated environmental legislation and other requirements.
- Implement a waste management strategy that minimises waste production and therefore increases diversion from landfill through:
 1. Recycling
 2. Supply chain management
 3. Ensure our activities will operate in such a way so as to prevent pollution.
- Implement an energy strategy that:
 1. Improves energy efficiency
 2. Sources from green providers where possible
- Monitor and quantifiably reduce our carbon footprint
- Build an environmentally responsible supply chain and sub-contractor network
- Educate, train and motivate employees to carry out tasks in an environmentally responsible manner
- Embed and continuously improve our environmental performance both internally and with our supply chain and sub-contractor networks.

To implement these objectives an Environment Management Team has been established to periodically co-ordinate, manage and review the ongoing development and implementation of the EMS. This is fully supported by the Group's Senior Management who are committed to improving the environmental performance of the business moving forward.

Signed:

Gary Chandler
Managing Director
Date: 1st May 2018





Fourfront Group -CMA Investigation

Confidential

Case Background

Back in July 2017, the Competition & Markets Authority (CMA) launched an investigation into suspected anti-competitive arrangements in the provision of design, construction and fit-out services in the fit-out industry within the UK.

The CMA were alerted to the potential existence of such arrangements by Jones Lang Lasalle (JLL) who had found irregularities following their acquisition of Bluu Solutions Ltd in 2015 which then became Tetris/Bluu Ltd under JLL. These irregularities suggested that Bluu had both sought and provided cover prices to a number of their competitors.

The owner of Bluu and our own founder, Clive Lucking, had a very longstanding friendship, and it is through this relationship that regrettably several breaches of the Competition Act arose through the provision of cover prices. Following twenty months of review, a Statement of Objection was issued by the CMA to Area Sq and Cube Interior Solutions on 1st March 2019 confirming the finding of evidence that infringements to the Competition Act had occurred.

In parallel with the CMA investigation, and on taking on the role of CEO across the Group, I instructed an exhaustive internal review of over 6,000 tendered or completed projects. This highlighted that between 2006-2016, on 10 occasions, Area Sq and Cube were involved in preparing cover prices whilst bidding for projects – 4 of these 10 occurrences had been initiated by Area Sq or Cube. This corroborated and confirmed the findings of the CMA investigation. The group cooperated fully with the CMA throughout their investigation and at no point did we seek to deny our culpability. Indeed, this was recognised and considered a mitigating factor by the CMA in its conclusions.

The CMA investigation reached resolution in March 2019. As a result, Fourfront Group (as the holding company) were fined £4.14m by the CMA, the size of fine being commensurate with the relevant annual turnover relating to the date of each offence. The first tranche of this has been paid with the remainder to be paid over the next 4 years. Other businesses were also fined, although Jones Lang Lasalle were given full indemnity on having correctly brought the matter to the CMA's attention.

Please note that 360 Workplace and Sketch, were never part of this investigation, and there has never been any suggestion of their involvement in any way.

During the extended course of the investigation the CMA's powers were extended by the Secretary of State to pursue the disqualification of Directors. In our case they saw fit to exercise these in relation to these infringement as follows:

Clive Lucking, CEO during the period of infringements accepted and signed a Competition Disqualification Undertaking (CDU) for his part in the breaches of competition policy. Clive had already resigned as a Director of all Fourfront Group Companies back in March 2019, stepping away from the business.

In addition to Clive, the CMA also argued that Sion Davies in his capacity as Area Sq London MD, and Aki Stamatis as our Chairman, meant that they should have been aware that such infringements were



occurring and taken measures to intervene. We and our lawyers disputed these conclusions as both those parties were not aware of the extent of Clive Lucking's actions. In the end CDUs were accepted by Sion and Aki, but an application to Court was immediately made to enable them to carry on as part of the leadership within the business. The Court hearing of that application took place on the 12th November 2019. I am pleased to say that the Court accepted our arguments and granted both Aki and Sion dispensation to carry on as Directors within the group.

Although there is no hiding from the fact that infringements did occur, these were rare and not systemic in our business. They stemmed from the specific actions of one person, Clive Lucking, and his involvement in specific projects. Both myself and the wider leadership have apologised unreservedly for our failures in this matter.

As in business as in life the question arises what lessons have been learnt from past mistakes, and what procedures have been put in place to ensure such events can never occur again.

Mitigation Plan/Actions

Since taking on the role of Chief Executive back in May 2018, I have been determined to ensure our business ethics and practices are beyond reproach, and to set new standards in our marketplace.

This has involved the business taking a long hard look at itself, and a root and branch review of all our policies and procedures. Below are just some of the actions that have been undertaken thus far to ensure compliance and ethics continue to underpin the culture of our business.

NON EXECUTIVE DIRECTOR APPOINTMENT: We appointed in 2019 David Rintoul as a Non-Executive Director, with a focus on ensuring compliance to our codes and policies by all employees. David is a well-known lawyer of over 30 years construction industry experience. He is attending all Fourfront Group board meetings and is now a senior member of our Compliance team. He has also been given authority by the board to investigate any areas or matters as he wishes, including the ability to carry out random and unannounced emails searches of our servers to ensure that our actions match our words.

NEW POLICIES: With assistance from the CMA, a new policy was written setting out our approach on Anti-competitive behaviour & Competition Law. Our HR policies and induction programmes have also been aligned with our new policies, to ensure every new member of staff is fully aware of all policies and our zero tolerance to non-compliance.

CODE OF CONDUCT: We created a new Code of Conduct. This is written in our 'language' and is aligned with our culture and tone of voice.

ISO37001 ANTI-BRIBARY AND CORRUPTION ACCREDITATION: We wanted to ensure our policies and processes would stand up to external audit, so embarking on a journey to achieve ISO37001 back in early 2019. Formal accreditation was received in the November. We understand we are one of only a few companies within our sector to achieve this accreditation.

REVISED PROCESSES: We have created a comprehensive manual setting out clearly what is expected from our staff, partners and clients, as well as an internal programme ensuring reviews and updates are shared.



STAFF TRAINING: We have established class leading training programmes for all our frontline employees with the lawyers Clarkes LLP focusing on the Bribery Act and Competition Law issues. This compulsory training gives practical guidance on what to look out for, particular risk areas, and examples of good and bad practice to ensure that the values and requirements of the policies are met. We have also carried out Ethics training by the CIOB (Chartered Institute of Building) for all our frontline staff. This training regime has been described as 'best in class' by a number of independent parties including the Chartered Institute of Building and our lawyers.

EXTERNAL COMPLIANCE CONSULTANT: We have retained an additional external compliance consultant, Alphacello, to assist the board on an ongoing basis and ensure all our policies remain current and best practise.

Copies or all new policies are available on request, please do let us know if you would like to review any of them specifically.

We have worked incredibly hard over the past 24 months to ensure our systems and processes are exemplary. We want to be the standard bearers for our industry and truly believe we have made huge inroads to achieving this. We will continue to take our corporate responsibilities very seriously, to ensure our people, our suppliers, and our clients are safeguarded from any future potential risks and compliance issues.

Kind regards



Company Registration No. 03874693 (England and Wales)

AREA SQ. LIMITED
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 OCTOBER 2020

AREA SQ. LIMITED

COMPANY INFORMATION

Directors	M J Scott J E Cornwell G J Chandler C C Pye S Davies D A J Rintoul C Stewart	(Appointed 13 January 2020)
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Company number	03874693
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Registered office	The Old Post Office 33 Station Road Egham Surrey TW20 9LA
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Auditor	Rouse Audit LLP 55 Station Road Beaconsfield Buckinghamshire HP9 1QL
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AREA SQ. LIMITED

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AREA SQ. LIMITED

STRATEGIC REPORT

FOR THE YEAR ENDED 31 OCTOBER 2020

The directors present the strategic report for the year ended 31 October 2020. The principal activity of Area Sq. Limited is the design and fit-out of office refurbishment and relocation projects. Area Sq. Limited together with Area Europe Limited, Cube Interior Solutions Limited, 360 Workplace Limited and Sketch Studios Limited, are wholly owned subsidiaries of Fourfront Group Limited.

Business review

The business has delivered a remarkable turnaround compared to the previous financial year and this has been achieved in one of the toughest trading environments that any business has faced. The business has delivered a strong trading profit and has returned to a strongly positive net asset position on the balance sheet.

The actions taken by the directors in the previous year resulted in a more simplified management structure and a lower cost base and enabled the business to trade profitably even with reduced turnover.

The agility of this new structure enabled the directors to make quick decisions when the Covid-19 pandemic struck and resulted in the business being able to continue to trade profitably during the whole of the financial year. As Area is in the construction industry, all trading continued during lockdown phases.

Whilst the take up of new business decreased somewhat during the period from March to May 2020, there were still many projects being delivered during this time. By June 2020 the volume of new business started to increase again and this has continued consistently during the trading period.

Principal risks and uncertainties

The following key financial risks have been identified:

Market risk

The Directors believe that membership of Fourfront Group continues to add to Area's existing strength by offering alternative procurement solutions for clients and raising awareness of Area to clients of other Fourfront Group businesses. Together these enable both Area and Fourfront Group to continue to enjoy a sizeable market share.

Brexit risk

The Directors have spent considerable time assessing the risks and opportunities arising from the UK leaving the EU on 31 December 2020. The Company has taken the necessary steps to ensure the continuity of delivery to existing and future clients across the region now that the EU transition period has ended.

Currency risks

As many of the Company's sales are to domestic customers, the company's' revenues are in local currency. For those transactions that are denominated in foreign currency, there is generally a similar balance of purchases and sales in the foreign currency to reduce risk. Additionally, none of the countries that we operate in, sell to, or purchase from in other currencies are facing hyperinflationary risks.

Liquidity risk

The Board reviews the Company's ongoing liquidity risks regularly and also as part of the planning process. The Board considers short-term requirements against available sources of funding taking into account cash flow. The Company actively manages short and long term cashflows and has access to a sufficient and approved facility to meet its payment obligations.

Credit risk

The Company's principal credit risk relates to the recovery of amounts owed by customers for invoiced sales. The credit risk is handled in accordance with a frequently updated counterpart list including running credit checks on clients prior to engagement, proactive communications on debtor balances to clients and active overdue debt management and reporting. The customer payment history is regularly reviewed and allowances for bad debts are made if necessary.



AREA SQ. LIMITED

STRATEGIC REPORT (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2020

COVID risk

The Directors continue to assess the main risks facing the business for the forthcoming year as the challenging economy in the light of the impact of Covid-19 resulted in increased competition, pressure on margins and slower take up of commercial office space. The Directors will therefore continue to invest in strengthening relationships with all our clients and industry partners including professional teams, as well as the continued investment in staff training.

Development and performance

In the light of the economic situation resulting from the Covid-19 pandemic, the directors made the decision to further rationalise operating costs during the year in order to protect the business from any potential reduction in turnover. The new structure will enable the business to deliver continued profits during more challenging economic times.

In the first 3 months of the new financial year, Area has already secured significant projects that will deliver in the first 6 months of the year and is well on track to achieve its FY21 goals. The ongoing Covid-19 restrictions are not having a significant effect on the business and trading has continued during the third lockdown phase, in fact Area has secured a number of projects that would not have been available had it not been for the pandemic situation.

The Directors are very pleased that Area has delivered a strong turnaround, traded profitably and has returned the balance sheet to strength in a highly challenging year and that it has now built a foundation for a continued sustainable future as a profitable market-leader.

Financial key performance indicators

Performance indicators:

	12 months ended 31 October 2020	18 months ended 31 October 2019
	£	£
Turnover	61,368,446	154,988,383
Gross Profit	16,142,954	35,443,566
Net profit / (loss) before tax	3,350,882	(5,099,376)

The above results include one-off restructuring costs of £613,099 (2019: £1,093,762).

Other key performance indicators

The company has no non-financial performance indicators that are regularly reviewed by directors. The Company prides itself on the quality and engagement of its people and has a strong culture underpinned by the "Fourfront Way". The Company undertakes regular staff engagement surveys and conducts regular staff "face to face" reviews to measure staff engagement.

AREA SQ. LIMITED

STRATEGIC REPORT (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2020

Statement by the directors in performance of their statutory duties in accordance with s172(1) Companies Act 2006

S172(1a) When making strategic and financial decisions the directors consider various possible outcomes and consult with internal and external stakeholders to help the company achieve the best possible outcome. In making these decisions and consulting with various groups, the board members act in good faith on behalf of the company to achieve sustainable long-term growth.

S172(1b) The company understands the importance its employees play in achieving its strategic goals. In this regard, the company makes it a priority to attract, retain and motivate employees. The Company actively promotes its values linked to the "Fourfront Way" and this creates a highly focused culture of staff engagement. The Company also carries out regular staff engagement surveys and actively responds and creates solutions to address any issues discovered.

S172(1c) The company works with suppliers, customers and the community to foster improved relationships and accountability. We work in an environment of continuous quality and relationship improvement to exceed client expectations by working closely with our entire supply chain. The Company regularly meets with its preferred and approved supply chain group to promote good communications and build trusted relationships. We also partner with various community organizations to give back to the communities that we serve. The Company actively supports our employees' participation in activities to support our chosen charity – Shooting Star Chase and has helped to raise significant funds for the charity over the years. The Company also allows all employees 3 paid days per year to take part in charity work.

S172(1d) The company works diligently to ensure that we are complying with all local laws and regulations. We engage regularly with professional advisors to ensure that the Company is fully compliant and that it can proactively be prepared for any changing regulations as they occur. The Group has a well-documented and managed health and safety policy and process and the Group is ISO 45001 certified (this is the standard for Health and Safety Management Systems). We have specially identified individuals at all relevant locations who address environmental and safety concerns. With an eye on continuous improvement, we work to reduce waste and thereby reduce pollution from the environment.

S172(1e) The company monitors government regulations to ensure that we are complying with all necessary laws. Directors of the organisation also must comply with ethical standards to ensure that the company is maintaining a high standard of business conduct. The Company has a well-documented compliance culture and has a leading industry expert on its board who serves as a non-executive director to ensure that compliance is always at front of mind. The Group is also ISO 37001 anti-bribery and corruption accredited.

S172(1f) The company considers all stakeholders when making significant strategic and financial decisions. Although considerations are made between the different groups, there is not a requirement to balance the interests of all members in this process, meaning that, at times, certain stakeholder interests may not be fully aligned however all decisions are made to benefit the interests and success of the business as a whole.

Engagement with Suppliers, Customers and Others in a business relationship

The directors work regularly with external parties to ensure smooth operation of the supply chain and to exceed client expectations. The Company works with a trusted panel of preferred and approved sub-contractors and we regularly meet with this group to ensure good communication and excellent delivery standards. Through discussion with employees and directly with external parties' directors regularly and proactively discuss potential delays, quality concerns and commercial issues with customers and vendors.

On behalf of the board

M J Scott
Director

2/2/21



AREA SQ. LIMITED

DIRECTORS' REPORT

FOR THE YEAR ENDED 31 OCTOBER 2020

The directors present their annual report and financial statements for the year ended 31 October 2020. The comparative period is for 18 months ended 31 October 2019.

Directors

The directors who held office during the year and up to the date of signature of the financial statements were as follows:

M J Scott
J E Cornwell
G J Chandler
C C Pye
S Davies
D A J Rintoul
C Stewart

(Appointed 13 January 2020)

Future developments

The future development of the company is discussed within the Strategic Report in accordance with s414C (11).

Statement of directors' responsibilities

The directors are responsible for preparing the annual report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement of disclosure to auditor

So far as each person who was a director at the date of approving this report is aware, there is no relevant audit information of which the company's auditor is unaware. Additionally, the directors individually have taken all the necessary steps that they ought to have taken as directors in order to make themselves aware of all relevant audit information and to establish that the company's auditor is aware of that information.

On behalf of the board



M J Scott

Director

Date: 3/2/21

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AREA SQ. LIMITED

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF AREA SQ. LIMITED

Opinion

We have audited the financial statements of Area Sq, Limited (the 'company') for the year ended 31 October 2020 which comprise the statement of comprehensive income, the statement of financial position, the statement of changes in equity and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 October 2020 and of its profit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the financial statements* section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The directors are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the strategic report and the directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the strategic report and the directors' report have been prepared in accordance with applicable legal requirements.

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AREA SQ. LIMITED

**INDEPENDENT AUDITOR'S REPORT (CONTINUED)
TO THE MEMBERS OF AREA SQ. LIMITED**

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the strategic report and the directors' report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of directors

As explained more fully in the directors' responsibilities statement, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Use of our report

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members, as a body, for our audit work, for this report, or for the opinions we have formed.

Rouse Audit LLP

Bindi Palmer (Senior Statutory Auditor)
for and on behalf of Rouse Audit LLP

4/2/2021

Chartered Accountants
Statutory Auditor

55 Station Road
Beaconsfield
Buckinghamshire
HP9 1QL

AREA SQ. LIMITED

**STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31 OCTOBER 2020**

	Notes	Year ended 31 October 2020 £	18 months ended 31 October 2019 £
Turnover	3	61,368,446	154,988,383
Cost of sales		(45,225,492)	(119,544,817)
Gross profit		16,142,954	35,443,566
Administrative expenses		(12,926,818)	(39,432,628)
Other operating income		747,845	-
Exceptional items	4	(613,099)	(1,093,762)
Operating profit/(loss)	5	3,350,882	(5,082,824)
Interest payable and similar expenses	9	-	(16,552)
Profit/(loss) before taxation		3,350,882	(5,099,376)
Tax on profit/(loss)	10	(332,109)	614,375
Profit/(loss) for the financial year		3,018,773	(4,485,001)


There were no recognised gains and losses for 2020 or 2019 other than those included in the Statement of comprehensive income.



AREA SQ. LIMITED
STATEMENT OF FINANCIAL POSITION
AS AT 31 OCTOBER 2020

	Notes	2020		2019	
		£	£	£	£
Fixed assets					
Tangible assets	12	212,497		648,890	
Current assets					
Stocks	13	335,374		76,941	
Debtors	14	15,968,431		19,230,277	
Cash at bank and in hand		4,456,205		2,086,699	
		20,760,010		21,393,917	
Creditors: amounts falling due within one year	15	(18,830,194)		(23,287,053)	
Net current assets/(liabilities)		1,929,816		(1,893,136)	
Total assets less current liabilities		2,142,313		(1,244,246)	
Creditors: amounts falling due after more than one year	16	(367,786)		-	
Net assets/(liabilities)		1,774,527		(1,244,246)	
Capital and reserves					
Called up share capital	18	50,000		50,000	
Capital contribution reserve	19	347,843		347,843	
Profit and loss reserves		1,376,684		(1,642,089)	
Total equity		1,774,527		(1,244,246)	

The financial statements were approved by the board of directors and authorised for issue on 21/2/21 and are signed on its behalf by:


 M J Scott
 Director

Company Registration No. 03874693

AREA SQ. LIMITED

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 31 OCTOBER 2020

	Notes	Share capital contribution £	Capital contribution reserve £	Profit and loss reserves £	Total £
Balance at 1 May 2018		50,000	347,843	3,954,242	4,352,085
Period ended 31 October 2019:					
Loss and total comprehensive income for the period		-	-	(4,485,001)	(4,485,001)
Dividends	11	-	-	(1,111,330)	(1,111,330)
Balance at 31 October 2019		50,000	347,843	(1,642,089)	(1,244,246)
Period ended 31 October 2020:					
Profit and total comprehensive income for the period		-	-	3,018,773	3,018,773
Balance at 31 October 2020		50,000	347,843	1,376,684	1,774,527



AREA SQ. LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 OCTOBER 2020

1 Accounting policies

Company information

Area Sq. Limited is a private company limited by shares incorporated in England and Wales. The registered office is The Old Post Office, 33 Station Road, Egham, Surrey, TW20 9LA.

1.1 Accounting convention

These financial statements have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the requirements of the Companies Act 2006.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

This company is a qualifying entity for the purposes of FRS 102, being a member of a group where the parent of that group prepares publicly available consolidated financial statements, including this company, which are intended to give a true and fair view of the assets, liabilities, financial position and profit or loss of the group. The company has therefore taken advantage of exemptions from the following disclosure requirements:

- Section 4 'Statement of Financial Position' – Reconciliation of the opening and closing number of shares;
- Section 7 'Statement of Cash Flows' – Presentation of a statement of cash flow and related notes and disclosures;
- Section 26 'Share based Payment' – Share-based payment expense charged to profit or loss, reconciliation of opening and closing number and weighted average exercise price of share options, how the fair value of options granted was measured, measurement and carrying amount of liabilities for cash-settled share-based payments, explanation of modifications to arrangements;
- Section 33 'Related Party Disclosures' – Compensation for key management personnel.

The financial statements of the company are consolidated in the financial statements of Fourfront Holdings Limited. These consolidated financial statements are available from Companies House.

1.2 Going concern

The directors have considered the unprecedented situation created by the COVID-19 pandemic. This had some impact on the company due to the slowdown in new business going to site experienced during the period March to June 2020. However, the Company continued to trade during both lockdowns and is continuing to trade during the current third national lockdown. The business was able to continue trading profitably throughout the year and delivered strong trading profits together with a strong positive balance sheet.

The business has already booked enough new business in the first 3 months of the new trading year to enable delivery of its forecasted turnover for the first 6 months of the year. There is also a strong pipeline of new opportunities which will enable the business to deliver on its plan for the remainder of the year.

Given the current trading position and forecasts prepared, the directors believe that the company is a going concern. Consequently, the directors have prepared the financial statements on a going concern basis.

Based on the above, the directors continue to consider it appropriate to continue adopting the going concern basis, in preparing the financial statements.

In making their assessment of going concern, the directors have considered information for a period of at least twelve months from the date the financial statements were authorised for issue.

AREA SQ. LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2020

1 Accounting policies

(Continued)

1.3 Reporting period

The financial statements are presented for the 12 month period ended 31 October 2020 (2019: 18 months ended 30 October 2019). The previous reporting period was extended in order that the company's accounting reference date continues to be co-terminus with that of its ultimate parent undertaking, Fourfront Holdings Limited. The comparative amounts presented are therefore not entirely comparable.

1.4 Turnover

Turnover is recognised to the extent that it is probable that the economic benefits will flow to the company. Revenue is measured as the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes.

Revenue from the sale of goods is recognised when the significant risks and rewards of ownership of the goods have passed to the buyer (usually on dispatch of the goods), the amount of revenue can be measured reliably, it is probable that the economic benefits associated with the transaction will flow to the entity and the costs incurred or to be incurred in respect of the transaction can be measured reliably.

Revenue from a contract to provide services is recognised in the period in which the services are provided in accordance with the stage of completion of the contract when all of the following conditions are satisfied:

- the amount of revenue can be measured reliably;
- it is probable that the company will receive the consideration due under the contract;
- the stage of completion of the contract at the end of the reporting period can be measured reliably; and
- the costs incurred and the costs to complete the contract can be reliably measured.

1.5 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold improvements	over the term of the lease
Plant and equipment	20 - 50% straight line
Fixtures and fittings	20 - 50% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is credited or charged to profit or loss.

1.6 Impairment of fixed assets

At each reporting period end date, the company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any). Where it is not possible to estimate the recoverable amount of an individual asset, the company estimates the recoverable amount of the cash-generating unit to which the asset belongs.



AREA SQ. LIMITED**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)****FOR THE YEAR ENDED 31 OCTOBER 2020****1 Accounting policies (Continued)**

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset (or cash-generating unit) is estimated to be less than its carrying amount, the carrying amount of the asset (or cash-generating unit) is reduced to its recoverable amount. An impairment loss is recognised immediately in profit or loss, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

1.7 Stocks

Work in progress represents expenditure incurred on contracts which have not been completed at the period end.

1.8 Financial instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the company's statement of financial position when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method. Financial assets classified as receivable within one year are not amortised.

Classification of financial liabilities

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

Basic financial liabilities

Basic financial liabilities, including trade and other creditors, are initially recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

1.9 Equity instruments

Equity instruments issued by the company are recorded at the proceeds received, net of transaction costs. Dividends payable on equity instruments are recognised as liabilities once they are no longer at the discretion of the company.

1.10 Taxation

The tax expense represents the sum of the tax currently payable and deferred tax.

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AREA SQ. LIMITED**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)****FOR THE YEAR ENDED 31 OCTOBER 2020****1 Accounting policies (Continued)****Current tax**

The tax currently payable is based on taxable profit for the year. Taxable profit differs from net profit as reported in the income statement because it excludes items of income or expense that are taxable or deductible in other years and it further excludes items that are never taxable or deductible. The company's liability for current tax is calculated using tax rates that have been enacted or substantively enacted by the reporting end date.

Deferred tax

Deferred tax liabilities are generally recognised for all timing differences and deferred tax assets are recognised to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits. Such assets and liabilities are not recognised if the timing difference arises from goodwill or from the initial recognition of other assets and liabilities in a transaction that affects neither the tax profit nor the accounting profit.

The carrying amount of deferred tax assets is reviewed at each reporting end date and reduced to the extent that it is no longer probable that sufficient taxable profits will be available to allow all or part of the asset to be recovered. Deferred tax is calculated at the tax rates that are expected to apply in the period when the liability is settled or the asset is realised. Deferred tax is charged or credited in the income statement, except when it relates to items charged or credited directly to equity, in which case the deferred tax is also dealt with in equity. Deferred tax assets and liabilities are offset when the company has a legally enforceable right to offset current tax assets and liabilities and the deferred tax assets and liabilities relate to taxes levied by the same tax authority.

1.11 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.13 Share-based payments

Where share options are awarded to employees, the fair value of the options at the date of grant is charged to the Statement of comprehensive income over the vesting period. Non-market vesting conditions are taken into account by adjusting the number of equity instruments expected to vest at each Statement of financial position date so that, ultimately, the cumulative amount recognised over the vesting period is based on the number of options that eventually vest. Market vesting conditions are factored into the fair value of the options granted. The cumulative expense is not adjusted for failure to achieve a market vesting condition.

The fair value of the award also takes into account non-vesting conditions. These are either factors beyond the control of either party (such as a target based on an index) or factors which are within the control of one or other of the parties (such as the company keeping the scheme open or the employee maintaining any contributions required by the scheme).

Where the terms and conditions of options are modified before they vest, the increase in the fair value of the options, measured immediately before and after the modification, is also charged to the Statement of comprehensive income over the remaining vesting period.

Where equity instruments are granted to persons other than employees, the Statement of comprehensive income is charged with fair value of goods and services received.

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AREA SQ. LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2020

1 Accounting policies (Continued)

1.14 Government grants

Government grants are recognised at the fair value of the asset received or receivable when there is reasonable assurance that the grant conditions will be met and the grants will be received.

A grant that specifies performance conditions is recognised in income when the performance conditions are met. Where a grant does not specify performance conditions it is recognised in income when the proceeds are received or receivable. A grant received before the recognition criteria are satisfied is recognised as a liability.

1.15 Foreign exchange

Transactions in currencies other than pounds sterling are recorded at the rates of exchange prevailing at the dates of the transactions. At each reporting end date, monetary assets and liabilities that are denominated in foreign currencies are retranslated at the rates prevailing on the reporting end date. Gains and losses arising on translation in the period are included in profit or loss.

2 Judgements and key sources of estimation uncertainty

In the application of the company's accounting policies, the directors are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Critical judgements

The following judgements (apart from those involving estimates) have had the most significant effect on amounts recognised in the financial statements.

Percentage of completion (contracts)

Revenue on contracts is recognised on the basis of the level of completion of the contract. The percentage completed each month is established in conjunction with the project manager and directors.

Debtor recoverability

Where outstanding customer debt from 31 October 2020 has still to be wholly or partially recovered by the date of the approval of these financial statements, management have exercised judgement in providing for any bad or doubtful debt. Management has individually considered each outstanding remaining debt in terms of payment history, the status of the current commercial relationship and any future committed business in reaching their decision of the appropriate level of provision to make for each customer.

Recognition of deferred tax assets

The extent to which deferred tax assets can be recognised is based on an assessment of the probability that future taxable income will be available against which the deductible temporary differences and tax losses carried forward can be utilised.

AREA SQ. LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 OCTOBER 2020

3	Turnover	2020	2019
		£	£
	Turnover analysed by geographical market		
	United Kingdom	61,202,006	137,701,832
	Rest of Europe	166,440	17,286,551
		61,368,446	154,988,383
4	Exceptional items	2020	2019
		£	£
	Restructuring costs	613,099	1,093,762
		613,099	1,093,762
5	Operating profit/(loss)	2020	2019
	Operating profit/(loss) for the period is stated after charging/(crediting):	£	£
	Exchange (gains)/losses	(11,640)	31,791
	Government grants	(747,845)	-
	Depreciation of owned tangible fixed assets	386,683	1,111,849
	Loss on disposal of tangible fixed assets	170,142	108,619
	Operating lease charges	403,284	872,408
		(11,640)	31,791
		(747,845)	-
		386,683	1,111,849
		170,142	108,619
		403,284	872,408
	Government grants relates to income in respect of the Coronavirus Job Retention Scheme.		
6	Auditor's remuneration	2020	2019
	Fees payable to the company's auditor and associates:	£	£
	For audit services		
	Audit of the financial statements of the company	42,500	42,500
		42,500	42,500
	For other services		
	Taxation compliance services	5,000	5,000
		5,000	5,000



AREA SQ. LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 OCTOBER 2020

7 Employees

The average monthly number of persons (including directors) employed by the company during the year was:

	2020 Number	2019 Number
Design and production	97	151
Sales and marketing	31	48
Administration	23	36
Total	151	235

Their aggregate remuneration comprised:

	2020 £	2019 £
Wages and salaries	9,118,204	28,931,741
Social security costs	1,048,767	3,639,119
Pension costs	276,432	1,118,404
Total	10,443,403	33,689,264

8 Directors' remuneration

	2020 £	2019 £
Remuneration for qualifying services	910,746	2,793,127
Company pension contributions to defined contribution schemes	20,824	106,957
Total	931,570	2,900,084

The number of directors for whom retirement benefits are accruing under defined contribution schemes amounted to 3 (2019 - 11).

Remuneration disclosed above include the following amounts paid to the highest paid director:

	2020 £	2019 £
Remuneration for qualifying services	210,443	350,563
Company pension contributions to defined contribution schemes	6,702	20,664

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AREA SQ. LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 OCTOBER 2020

9 Interest payable and similar expenses

	2020 £	2019 £
Interest on bank overdrafts and loans	-	11,966
Other interest	-	4,586
Total	-	16,552

10 Taxation

	2020 £	2019 £
Current tax		
UK corporation tax on profits for the current period	-	(411,995)
Adjustments in respect of prior periods	-	70,937
Total current tax	-	(341,058)
Deferred tax		
Origination and reversal of timing differences	332,109	(273,317)
Total tax charge/(credit)	332,109	(614,375)

The actual charge/(credit) for the year can be reconciled to the expected charge/(credit) for the year based on the profit or loss and the standard rate of tax as follows:

	2020 £	2019 £
Profit/(loss) before taxation	3,350,882	(5,099,376)
Expected tax charge/(credit) based on the standard rate of corporation tax in the UK of 19.00% (2019: 19.00%)	636,668	(968,881)
Tax effect of expenses that are not deductible in determining taxable profit	20,710	126,293
Tax effect of utilisation of tax losses not previously recognised	(332,980)	-
Adjustments in respect of prior years	-	70,937
Group relief	(368,686)	-
Deferred tax adjustments in respect of prior years	332,109	58,792
Capital allowances and depreciation	44,288	98,484
Taxation charge/(credit) for the period	332,109	(614,375)

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AREA SQ. LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 OCTOBER 2020

11 Dividends	2020 Per share £	2019 Per share £	2020 Total £	2019 Total £
Ordinary shares				
Interim paid	-	22.23	-	1,111,330

12 Tangible fixed assets	Leasehold improvements £	Plant and equipment £	Fixtures and fittings £	Total £
Cost				
At 1 November 2019	1,920,114	831,191	757,634	3,508,939
Additions	94,597	12,813	13,022	120,432
Disposals	(1,079,600)	(398,201)	(298,028)	(1,775,829)
At 31 October 2020	935,111	445,803	472,628	1,853,542
Depreciation and impairment				
At 1 November 2019	1,622,783	650,786	586,480	2,860,049
Depreciation charged in the year	184,664	94,027	107,992	386,683
Eliminated in respect of disposals	(984,311)	(373,694)	(247,682)	(1,605,687)
At 31 October 2020	823,136	371,119	446,790	1,641,045
Carrying amount				
At 31 October 2020	111,975	74,684	25,838	212,497
At 31 October 2019	297,331	180,405	171,154	648,890

13 Stocks	2020 £	2019 £
Contract work in progress	335,374	76,941

14 Debtors	2020 £	2019 £
Amounts falling due within one year:		
Trade debtors	7,731,430	7,772,956
Corporation tax recoverable	501,753	501,753
Amounts owed by group undertakings	3,651,234	2,149,490
Other debtors	871,310	2,304,272
Prepayments and accrued income	3,062,704	6,351,806
	15,818,431	19,080,277

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AREA SQ. LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 OCTOBER 2020

14 Debtors	2020 £	2019 £
Amounts falling due after more than one year:		
Other debtors	150,000	150,000
Total debtors	15,968,431	19,230,277

15 Creditors: amounts falling due within one year	2020 £	2019 £
Trade creditors	7,169,257	9,168,233
Amounts owed to group undertakings	160,741	1,191,821
Corporation tax	32,758	32,758
Other taxation and social security	4,892,693	1,366,025
Other creditors	476,895	174,308
Accruals and deferred income	6,097,850	11,353,908
	18,830,194	23,287,053

In other creditors, an amount of £368,922 (2019: £nil) is secured by fixed and floating charges over the assets of the company and its fellow group undertakings.

16 Creditors: amounts falling due after more than one year	2020 £	2019 £
Taxation and social security	367,786	-

17 Retirement benefit schemes	2020 £	2019 £
Defined contribution schemes		
Charge to profit or loss in respect of defined contribution schemes	276,432	1,118,404

The company operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the company in an independently administered fund.

18 Share capital	2020 Number	2019 Number	2020 £	2019 £
Ordinary share capital Issued and fully paid				
Ordinary shares of £1 each	50,000	50,000	50,000	50,000

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AREA SQ. LIMITED**NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)****FOR THE YEAR ENDED 31 OCTOBER 2020****19 Capital contribution reserve**

This reserve represents a contribution made by the parent company in settlement of share options issued to certain employees.

20 Financial commitments, guarantees and contingent liabilities

During the period ended 31 October 2019, the Competition and Markets Authority imposed a regulatory penalty on the group amounting to £4,143,304. The penalty has been recognised in the financial statements of Fourfront Group Limited, the immediate parent undertaking, as determined by the directors. The penalty is payable in instalments and the amount outstanding at the balance sheet date was £3,452,753 (2019: £3,452,753) plus accrued interest of £112,215 (2019: 43,041). Area Sq. Limited is jointly and severally liable for a proportion of the total penalty amounting to £3,297,404 plus interest.

At the balance sheet date, there were fixed and floating charges over the assets of the company whereby the company guaranteed all amounts due to Bibby Financial Services Limited by the group. An amount of £427,355 (£nil) was due to Bibby Financial Services Limited by the group at the balance sheet date.

21 Operating lease commitments

At the reporting end date the company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2020 £	2019 £
Within one year	261,780	528,773
Between two and five years	404,021	1,273,284
	<u>665,801</u>	<u>1,802,057</u>

22 Directors' transactions

During the year, the company provided S Davies with interest free finance. The amount outstanding at the balance sheet date was £50,000 (2019 : £50,000).

During the year, the company provided G J Chandler with interest free finance. The amount outstanding at the balance sheet date was £100,795 (2019 : £100,795).

During the year the company was charged £62,900 (2019: £nil) by Clarks legal LLP and Hill Dickinson LLP in respect of Director's Board fees. Entities in which D A J Rintoul had an interest in the year.

23 Ultimate controlling party

The parent undertaking of the smallest and largest group for which consolidated financial statements are drawn up of which the company is a member is Fourfront Holdings Limited. The registered office of Fourfront Holdings Limited is The Old Post Office, 33 Station Road, Egham, Surrey, TW20 9LA.



Audited Accounts

Company Registration No. 03874693 (England and Wales)

AREA SQ. LIMITED
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE PERIOD ENDED 31 OCTOBER 2019

AREA SQ. LIMITED

COMPANY INFORMATION

Directors	M J Scott J E Cornwell G J Chandler C C Pye S Davies D A J Rintoul C Stewart	(Appointed 25 October 2019) (Reappointed 13 January 2020)
Company number	03874693	
Registered office	The Old Post Office 33 Station Road Egham Surrey TW20 9LA	
Auditor	Rouse Audit LLP 55 Station Road Beaconsfield Buckinghamshire HP9 1QL	



AREA SQ. LIMITED

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AREA SQ. LIMITED

STRATEGIC REPORT

FOR THE PERIOD ENDED 31 OCTOBER 2019

The directors present the strategic report for the period ended 31 October 2019. The principal activity of Area Sq. Limited is the design and fit-out of office refurbishment and relocation projects. Area Sq. Limited together with Area Europe Limited, Cube Interior Solutions Limited, 360 Workplace Limited and Sketch Studios Limited, are wholly owned subsidiaries of Fourfront Group Limited.

Business review

In July 2017, the Competition & Markets Authority (CMA) launched an investigation into suspected anti-competitive arrangements in the provision of design, construction and fit-out services in the fit-out industry within the UK. Following twenty months of review, a Statement of Objection was issued by the CMA to Fourfront Group on 1st March 2019 confirming the finding of evidence that infringements to the Competition Act had occurred.

The Group cooperated fully with the CMA throughout their investigation and at no point did we seek to deny our culpability. Indeed, this was recognised and considered a mitigating factor by the CMA in its conclusions.

The CMA investigation reached resolution in March 2019. As a result, Fourfront Group were fined £4.14m by the CMA, the size of penalty being commensurate with the relevant annual turnover relating to the date of each offence. The first tranche of this has been paid with the remainder to be paid over the next 4 years.

The penalty has been recognised in the financial statements of Fourfront Group Limited, the immediate parent undertaking, as determined by the directors. Area Sq. Limited is jointly and severally liable for a proportion of the total penalty amounting to £3,297,404 plus interest.

As a result of the CMA findings, the directors instigated a number of comprehensive mitigation plans and actions across the Group. Below are some of the actions that have been undertaken to ensure compliance and ethics continue to underpin the culture of the Group.

Non-Executive Director appointment:

In 2019 the Group appointed David Rintoul as a Non- Executive Director, with a focus on ensuring compliance to our codes and policies by all employees. David is a well-known lawyer of over 30 years construction industry experience. He attends all Fourfront Group board meetings and is now a senior member of our Compliance team.

New policies:

With assistance from the CMA, a new policy was written setting out our approach on anti-competitive behaviour and Competition Law, as well as a more general Code of Conduct. Our HR policies and induction programmes have also been aligned with our new policies, to ensure every new member of staff is fully aware of all policies and our zero tolerance to non-compliance.

ISO37001 Anti-bribery and corruption accreditation:

We wanted to ensure our policies and processes would stand up to external audit, and so embarked on a journey to achieve ISO37001 in early 2019. Formal accreditation was received in November 2019. We are one of only a few companies within our sector to achieve this accreditation.

Revised processes:

We have created a comprehensive manual setting out clearly what is expected from our staff, partners and clients, as well as internal programmes ensuring reviews and updates are shared.

Staff training:

We have established training programmes for all our frontline employees with the lawyers Clarkeslegal LLP focusing on the Bribery Act and Competition Law issues. This compulsory training gives practical guidance on what to look out for, particular risk areas, and examples of good and bad practice to ensure that the values and requirements of the policies are met. We have also carried out Ethics training by the CIOB (Chartered Institute of Building) for all our frontline staff. This training regime has been described as 'best in class' by a number of independent parties including the Chartered Institute of Building and our lawyers.

External compliance consultant:

We have retained an additional external compliance consultant, Alphacello, to assist the board on an ongoing basis and ensure all our policies remain current and best practice.



AREA SQ. LIMITED

STRATEGIC REPORT (CONTINUED)

FOR THE PERIOD ENDED 31 OCTOBER 2019

As a result of the CMA action, Area experienced a downturn in business of approximately 30% due to the reputational damage. The directors undertook a comprehensive exercise to restructure the business in order to ensure that it was aligned to this downturn in business and had a foundation in place for recovery and future growth.

Due to the fact that the group had built an overhead infrastructure for growth with the original target of being a £250m group in 3 years, the exercise to reduce overheads was complex and took time. During the restructuring process, turnover declined at a faster rate than overheads. This contributed significantly to the losses incurred during the period.

The directors made the decision to exit non-core, underperforming business units and undertook a major cost restructuring exercise which resulted in a reduction in cost base of at least 30% compared to the previous 12 months.

The resulting net losses of Area Sq Limited in 2019 were affected by the one-off restructuring costs of £1.1m.

Principal risks and uncertainties

The Directors have spent considerable time assessing the risks and opportunities arising from the UK leaving the EU on 31 January 2020. During the trading period a new business unit, Area Europe Limited, was set up to deliver projects in the EU for a range of existing clients. A full assessment of the legal, tax and operating requirements was made, and a structure was set up to allow the Group to trade across borders in an effective manner. Whether or not a trade deal is reached with the EU, the Group has taken the necessary steps to ensure the continuity of delivery to existing and future clients across the region.

The Directors continue to assess the main risks facing the business for the forthcoming year as the challenging economy in the light of the impact of Covid-19 resulting in increased competition, pressure on margins and slow take up of commercial office space. The Directors will therefore continue to invest in strengthening relationships with all our clients and industry partners including professional teams, as well the continued investment in staff training.

The Directors believe that membership of Fourfront Group continues to add to Area's existing strength by offering alternative procurement solutions for clients and raising awareness of Area to clients of other Fourfront Group businesses. Together these enable both Area and Fourfront Group to continue to enjoy a sizeable market share.

Development and performance

During the trading year to 31 October 2020, the Covid-19 pandemic struck. This did have a dramatic effect on the business and many projects that were due to go live were put on hold. The Group did continue to operate safely and in accordance with government guidelines and, with the support of the government JRS scheme, continued trading throughout the period. With a reduced cost base, the Group and Area is in line to end the year to 31 October 2020 showing a very positive net profit and net asset position despite the effects of the Covid-19 pandemic.

The Directors are very pleased that Area has now turned around as a business and is once again a profitable market-leader.

AREA SQ. LIMITED

STRATEGIC REPORT (CONTINUED)

FOR THE PERIOD ENDED 31 OCTOBER 2019

Financial key performance indicators

Performance indicators:	18 months ended 31 October 2019 £	12 months ended 30 April 2018 £
Turnover	154,988,383	119,981,434
Gross profit	35,443,566	33,059,766
Net (loss) / profit before tax	(5,099,376)	1,199,019

The above results include one-off restructuring costs of £1.1m (2018: £nil).

Other key performance indicators

The group have no non-financial performance indicators that are regularly reviewed by directors. The Group prides itself on the quality and engagement of its people and has a strong culture underpinned by the "Fourfront Way". The Group undertakes regular staff engagement surveys and conducts regular staff "face to face" reviews to measure staff engagement.

On behalf of the board

M J Scott
Director
28.11.2019



AREA SQ. LIMITED

DIRECTORS' REPORT

FOR THE PERIOD ENDED 31 OCTOBER 2019

The directors present their annual report and financial statements for the period ended 31 October 2019.

Directors

The directors who held office during the period and up to the date of signature of the financial statements were as follows:

M J Scott	
A Stamatīs	(Resigned 1 October 2019)
C G Lucking	(Resigned 1 March 2019)
J E Cornwell	
G J Chandler	
S Pearson	(Resigned 11 April 2019)
P Ames	(Resigned 31 July 2019)
C C Pye	
S Davies	
L R Marple	(Resigned 11 April 2019)
D A J Rintoul	(Appointed 25 October 2019)
S V Baldock	(Appointed 18 October 2018 and resigned 12 August 2019)
J M Bass	(Appointed 18 October 2018 and resigned 11 April 2019)
C Stewart	(Resigned 29 October 2019 and reappointed 13 January 2020)

Results and dividends

The results for the period are set out on page 9.

Ordinary dividends were paid amounting to £1,111,330 (2018 : £2,707,306). On 29 June 2018, the directors declared an interim dividend to be paid to the Company's shareholder. This dividend was paid with respect to the financial performance of the company for the 12 months to 30 April 2018. At the time of the distribution there were sufficient distributable profits to make the dividend payment. The directors do not recommend payment of a final dividend.

Disabled persons

Applications for employment by disabled persons are always fully considered, bearing in mind the aptitudes of the applicant concerned. In the event of members of staff becoming disabled, every effort is made to ensure that their employment within the company continues and that the appropriate training is arranged. It is the policy of the company that the training, career development and promotion of disabled persons should, as far as possible, be identical to that of other employees.

Employee involvement

The group operates a framework for employee information and consultation which complies with the requirements within the Information and Consultation of Employees Regulations 2004. During the period, the policy of providing employees with information about the Group has been continued through employee engagement surveys, regular monthly business update meetings and general surveys where employees are encouraged to share their suggestions and views on the Group's performance.

Future developments

The future development of the company is discussed within the Strategic Report in accordance with s414C (11).

AREA SQ. LIMITED

DIRECTORS' REPORT (CONTINUED)

FOR THE PERIOD ENDED 31 OCTOBER 2019

Statement of directors' responsibilities

The directors are responsible for preparing the annual report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to:

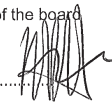
- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Statement of disclosure to auditor

So far as each person who was a director at the date of approving this report is aware, there is no relevant audit information of which the company's auditor is unaware. Additionally, the directors individually have taken all the necessary steps that they ought to have taken as directors in order to make themselves aware of all relevant audit information and to establish that the company's auditor is aware of that information.

On behalf of the board


 M J Scott
 Director
 Date: 28/10/20



AREA SQ. LIMITED

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF AREA SQ. LIMITED

Opinion

We have audited the financial statements of Area Sq. Limited (the 'company') for the period ended 31 October 2019 which comprise the Statement of Comprehensive Income, the Statement Of Financial Position, the Statement of Changes in Equity and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 October 2019 and of its loss for the period then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

The impact of uncertainties due to Britain exiting the European Union on our audit

Uncertainties related to the effects of Brexit are relevant to understanding our audit of the financial statements. All audits assess and challenge the reasonableness of estimates made by the directors, and the appropriateness of the going concern basis of preparation of the financial statements. All of these depend on assessments of the future economic environment and the company's future prospects and performance.

Brexit is one of the most significant economic events for the UK, and at the date of this report its effect are subject to unprecedented levels of uncertainty to outcomes, with the full range of possible effects unknown. We applied a standardised firm-wide approach in response to that uncertainty when assessing the company's future prospects and performance. However, no audit should be expected to predict the unknowable factors or all possible future implications for a company and this is particularly the case in relation to Brexit.

Emphasis of matter

We draw attention to note 1.2 in the financial statements which discloses how the directors have assessed and managed the risk in respect of the continued and on-going impact of the COVID-19 pandemic. Our opinion is not modified in respect of this matter.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

AREA SQ. LIMITED

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF AREA SQ. LIMITED

Other information

The directors are responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of our audit:

- the information given in the Strategic Report and the Directors' Report for the financial period for which the financial statements are prepared is consistent with the financial statements; and
- the Strategic Report and the Directors' Report have been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Strategic Report and the Directors' Report.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of directors

As explained more fully in the Directors' Responsibilities Statement, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.



AREA SQ. LIMITED

INDEPENDENT AUDITOR'S REPORT (CONTINUED) TO THE MEMBERS OF AREA SQ. LIMITED

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Rouse Audit LLP

Bindi Palmer (Senior Statutory Auditor)
for and on behalf of Rouse Audit LLP

28 11 2020

Chartered Accountants
Statutory Auditor

55 Station Road
Beaconsfield
Buckinghamshire
HP9 1QL

AREA SQ. LIMITED

STATEMENT OF COMPREHENSIVE INCOME FOR THE PERIOD ENDED 31 OCTOBER 2019

	Notes	18 months ended 31 October 2019 £	12 months ended 30 April 2018 £
Turnover	3	154,988,383	119,981,434
Cost of sales		(119,544,817)	(86,921,668)
Gross profit		35,443,566	33,059,766
Administrative expenses		(39,432,628)	(31,823,297)
Exceptional items	4	(1,093,762)	-
Operating (loss)/profit	5	(5,082,824)	1,236,469
Interest payable and similar expenses	9	(16,552)	(37,450)
(Loss)/profit before taxation		(5,099,376)	1,199,019
Tax on loss/profit	10	614,375	(364,177)
(Loss)/profit for the financial period		(4,485,001)	834,842

There were no recognised gains and losses for 2019 or 2018 other than those included in the Statement of comprehensive income.

There was no other comprehensive income for 2019 (2018:£Nil).



Audited Accounts




AREA SQ. LIMITED

STATEMENT OF FINANCIAL POSITION

AS AT 31 OCTOBER 2019

	Notes	2019		2018	
		£	£	£	£
Fixed assets					
Tangible assets	12		648,890		1,282,650
Current assets					
Stocks	13		76,941		498,312
Debtors	14		19,230,277		27,797,316
Cash at bank and in hand			2,086,699		2,192,179
			21,393,917		30,487,807
Creditors: amounts falling due within one year	15	(23,287,053)		(27,418,372)	
Net current (liabilities)/assets			(1,893,136)		3,069,435
Total assets less current liabilities			(1,244,246)		4,352,085
Capital and reserves					
Called up share capital	17		50,000		50,000
Capital contribution reserve	18		347,843		347,843
Profit and loss reserves			(1,642,089)		3,954,242
Total equity			(1,244,246)		4,352,085

The financial statements were approved by the board of directors and authorised for issue on 28/10/20 and are signed on its behalf by:


 M J Scott
 Director

Company Registration No. 03874693

AREA SQ. LIMITED

STATEMENT OF CHANGES IN EQUITY

FOR THE PERIOD ENDED 31 OCTOBER 2019

	Notes	Share capital £	Capital contribution reserve £	Profit and loss reserves £	Total £
Balance at 1 May 2017		50,000	347,843	5,826,706	6,224,549
Period ended 30 April 2018:					
Profit and total comprehensive income for the period		-	-	834,842	834,842
Dividends	11	-	-	(2,707,306)	(2,707,306)
Balance at 30 April 2018		50,000	347,843	3,954,242	4,352,085
Period ended 31 October 2019:					
Loss and total comprehensive income for the period		-	-	(4,485,001)	(4,485,001)
Dividends	11	-	-	(1,111,330)	(1,111,330)
Balance at 31 October 2019		50,000	347,843	(1,642,089)	(1,244,246)



AREA SQ. LIMITED

NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 OCTOBER 2019

1 Accounting policies

Company information

Area Sq. Limited is a private company limited by shares incorporated in England and Wales. The registered office is The Old Post Office, 33 Station Road, Egham, Surrey, TW20 9LA.

1.1 Accounting convention

These financial statements have been prepared in accordance with FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the requirements of the Companies Act 2006.

The financial statements are prepared in sterling, which is the functional currency of the company. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

This company is a qualifying entity for the purposes of FRS 102, being a member of a group where the parent of that group prepares publicly available consolidated financial statements, including this company, which are intended to give a true and fair view of the assets, liabilities, financial position and profit or loss of the group. The company has therefore taken advantage of exemptions from the following disclosure requirements:

- Section 4 'Statement of Financial Position' – Reconciliation of the opening and closing number of shares;
- Section 7 'Statement of Cash Flows' – Presentation of a statement of cash flow and related notes and disclosures;
- Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instrument Issues' – Carrying amounts, interest income/expense and net gains/losses for each category of financial instrument; basis of determining fair values; details of collateral, loan defaults or breaches, details of hedges, hedging fair value changes recognised in profit or loss and in other comprehensive income;
- Section 26 'Share based Payment' – Share-based payment expense charged to profit or loss, reconciliation of opening and closing number and weighted average exercise price of share options, how the fair value of options granted was measured, measurement and carrying amount of liabilities for cash-settled share-based payments, explanation of modifications to arrangements;
- Section 33 'Related Party Disclosures' – Compensation for key management personnel.

The financial statements of the company are consolidated in the financial statements of Fourfront Holdings Limited. These consolidated financial statements are available from Companies House.

1.2 Going concern

The directors have considered the unprecedented situation created by the COVID-19 pandemic. To date this has had some impact on the company due to the slowdown in new business going to site experienced during the period March to June 2020. However since July, business has started to book again. Up to the time when the pandemic struck, the company was in profit and during the year ended 31 October 2020 the company will also deliver profit. Given the current trading position and forecasts prepared, the directors believe that the company is a going concern. Consequently, the directors have prepared the financial statements on a going concern basis.

Based on the above, the directors continue to consider it appropriate to continue adopting the going concern basis, in preparing the financial statements, but with the provision that there is uncertainty due to the effects of COVID-19.

In making their assessment of going concern, the directors have considered information for a period of at least twelve months from the date the financial statements were authorised for issue.

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AREA SQ. LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 OCTOBER 2019

1 Accounting policies

(Continued)

1.3 Reporting period

The financial statements are presented for the 18 month period ended 31 October 2019 (2018: 12 months ended 30 April 2018). The reporting period has been extended in order that the company's accounting reference date continues to be co-terminus with that of its ultimate parent undertaking, Fourfront Holdings Limited. The comparative amounts presented are therefore not entirely comparable.

1.4 Turnover

Turnover is recognised to the extent that it is probable that the economic benefits will flow to the company and the revenue can be reliably measured. Revenue is measured as the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes.

Revenue from the sale of goods is recognised when the significant risks and rewards of ownership of the goods have passed to the buyer (usually on dispatch of the goods), the amount of revenue can be measured reliably, it is probable that the economic benefits associated with the transaction will flow to the entity and the costs incurred or to be incurred in respect of the transaction can be measured reliably.

Revenue from a contract to provide services is recognised in the period in which the services are provided in accordance with the stage of completion of the contract when all of the following conditions are satisfied:

- the amount of revenue can be measured reliably;
- it is probable that the company will receive the consideration due under the contract;
- the stage of completion of the contract at the end of the reporting period can be measured reliably; and
- the costs incurred and the costs to complete the contract can be reliably measured.

1.5 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold improvements	over the term of the lease
Plant and equipment	20 - 50% straight line
Fixtures and fittings	20 - 50% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is credited or charged to profit or loss.

1.6 Impairment of fixed assets

At each reporting period end date, the company reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any). Where it is not possible to estimate the recoverable amount of an individual asset, the company estimates the recoverable amount of the cash-generating unit to which the asset belongs.

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AREA SQ. LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 31 OCTOBER 2019

1 Accounting policies (Continued)

Recoverable amount is the higher of fair value less costs to sell and value in use. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset for which the estimates of future cash flows have not been adjusted.

If the recoverable amount of an asset (or cash-generating unit) is estimated to be less than its carrying amount, the carrying amount of the asset (or cash-generating unit) is reduced to its recoverable amount. An impairment loss is recognised immediately in profit or loss, unless the relevant asset is carried at a revalued amount, in which case the impairment loss is treated as a revaluation decrease.

1.7 Stocks

Work in progress represents expenditure incurred on contracts which have not been completed at the period end.

1.8 Financial instruments

The company has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the company's statement of financial position when the company becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method. Financial assets classified as receivable within one year are not amortised.

Classification of financial liabilities

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the company after deducting all of its liabilities.

Basic financial liabilities

Basic financial liabilities, including trade and other creditors, are initially recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

1.9 Equity instruments

Equity instruments issued by the company are recorded at the proceeds received, net of direct issue costs. Dividends payable on equity instruments are recognised as liabilities once they are no longer at the discretion of the company.

1.10 Taxation

The tax expense represents the sum of the tax currently payable and deferred tax.

AREA SQ. LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 31 OCTOBER 2019

1 Accounting policies (Continued)

Current tax

The tax currently payable is based on taxable profit for the year. Taxable profit differs from net profit as reported in the income statement because it excludes items of income or expense that are taxable or deductible in other years and it further excludes items that are never taxable or deductible. The company's liability for current tax is calculated using tax rates that have been enacted or substantively enacted by the reporting end date.

Deferred tax

Deferred tax liabilities are generally recognised for all timing differences and deferred tax assets are recognised to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits. Such assets and liabilities are not recognised if the timing difference arises from goodwill or from the initial recognition of other assets and liabilities in a transaction that affects neither the tax profit nor the accounting profit.

The carrying amount of deferred tax assets is reviewed at each reporting end date and reduced to the extent that it is no longer probable that sufficient taxable profits will be available to allow all or part of the asset to be recovered. Deferred tax is calculated at the tax rates that are expected to apply in the period when the liability is settled or the asset is realised. Deferred tax is charged or credited in the income statement, except when it relates to items charged or credited directly to equity, in which case the deferred tax is also dealt with in equity. Deferred tax assets and liabilities are offset when the company has a legally enforceable right to offset current tax assets and liabilities and the deferred tax assets and liabilities relate to taxes levied by the same tax authority.

1.11 Employee benefits

The costs of short-term employee benefits are recognised as a liability and an expense, unless those costs are required to be recognised as part of the cost of stock or fixed assets.

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.13 Share-based payments

Where share options are awarded to employees, the fair value of the options at the date of grant is charged to the Statement of comprehensive income over the vesting period. Non-market vesting conditions are taken into account by adjusting the number of equity instruments expected to vest at each Statement of financial position date so that, ultimately, the cumulative amount recognised over the vesting period is based on the number of options that eventually vest. Market vesting conditions are factored into the fair value of the options granted. The cumulative expense is not adjusted for failure to achieve a market vesting condition.

The fair value of the award also takes into account non-vesting conditions. These are either factors beyond the control of either party (such as a target based on an index) or factors which are within the control of one or other of the parties (such as the company keeping the scheme open or the employee maintaining any contributions required by the scheme).

Where the terms and conditions of options are modified before they vest, the increase in the fair value of the options, measured immediately before and after the modification, is also charged to the Statement of comprehensive income over the remaining vesting period.

Where equity instruments are granted to persons other than employees, the Statement of comprehensive income is charged with fair value of goods and services received.



AREA SQ. LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 OCTOBER 2019

1 Accounting policies (Continued)

1.14 Foreign exchange

Transactions in currencies other than pounds sterling are recorded at the rates of exchange prevailing at the dates of the transactions. At each reporting end date, monetary assets and liabilities that are denominated in foreign currencies are retranslated at the rates prevailing on the reporting end date. Gains and losses arising on translation are included in the income statement for the period.

2 Judgements and key sources of estimation uncertainty

In the application of the company's accounting policies, the directors are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

Critical judgements

The following judgements (apart from those involving estimates) have had the most significant effect on amounts recognised in the financial statements.

Percentage of completion (contracts)

Revenue on contracts is recognised on the basis of the level of completion of the contract. The percentage completed each month is established in conjunction with the project manager and directors.

Debtor recoverability

Where outstanding customer debt from 31 October 2019 has still to be wholly or partially recovered by the date of the approval of these financial statements, management have exercised judgement in providing for any bad or doubtful debt. Management has individually considered each outstanding remaining debt in terms of payment history, the status of the current commercial relationship and any future committed business in reaching their decision of the appropriate level of provision to make for each customer.

Recognition of deferred tax assets

The extent to which deferred tax assets can be recognised is based on an assessment of the probability that future taxable income will be available against which the deductible temporary differences and tax losses carried forward can be utilised.

3 Turnover and other revenue

	2019 £	2018 £
Turnover analysed by geographical market		
United Kingdom	137,701,832	118,715,421
Rest of Europe	17,286,551	1,266,013
	<u>154,988,383</u>	<u>119,981,434</u>

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AREA SQ. LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 OCTOBER 2019

4 Exceptional items

	2019 £	2018 £
Restructuring costs	1,093,762	-

5 Operating (loss)/profit

	2019 £	2018 £
Operating (loss)/profit for the period is stated after charging:		
Exchange losses	31,791	14,696
Depreciation of owned tangible fixed assets	1,111,849	891,251
Loss on disposal of tangible fixed assets	108,619	-

6 Auditor's remuneration

	2019 £	2018 £
Fees payable to the company's auditor and associates:		
For audit services		
Audit of the financial statements of the company	42,500	35,200
For other services		
Taxation compliance services	5,000	9,500
All other non-audit services	-	1,000
	<u>5,000</u>	<u>10,500</u>

7 Employees

The average monthly number of persons (including directors) employed by the company during the period was:

	2019 Number	2018 Number
Design and production	151	169
Sales and marketing	48	54
Administration	36	40
	<u>235</u>	<u>263</u>

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AREA SQ. LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 OCTOBER 2019

7 Employees		(Continued)	
Their aggregate remuneration comprised:			
	2019	2018	
	£	£	
Wages and salaries	28,931,741	22,617,890	
Social security costs	3,639,119	2,804,786	
Pension costs	1,118,404	450,766	
	<u>33,689,264</u>	<u>25,873,442</u>	
8 Directors' remuneration			
	2019	2018	
	£	£	
Remuneration for qualifying services	2,793,127	2,727,474	
Company pension contributions to defined contribution schemes	106,957	44,966	
	<u>2,900,084</u>	<u>2,772,440</u>	
The number of directors for whom retirement benefits are accruing under defined contribution schemes amounted to 11 (2018 - 13).			
Remuneration disclosed above include the following amounts paid to the highest paid director:			
	2019	2018	
	£	£	
Remuneration for qualifying services	350,563	308,386	
Company pension contributions to defined contribution schemes	20,664	3,957	
	<u>371,227</u>	<u>312,343</u>	
9 Interest payable and similar expenses			
	2019	2018	
	£	£	
Interest on bank overdrafts and loans	11,966	37,450	
Other interest	4,586	-	
	<u>16,552</u>	<u>37,450</u>	

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AREA SQ. LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 OCTOBER 2019

10 Taxation		2019	2018
		£	£
Current tax			
UK corporation tax on profits for the current period		(411,995)	420,000
Adjustments in respect of prior periods		70,937	22,786
		<u>(341,058)</u>	<u>442,786</u>
Deferred tax			
Origination and reversal of timing differences		(273,317)	(78,609)
		<u>(273,317)</u>	<u>(78,609)</u>
Total tax (credit)/charge		<u>(614,375)</u>	<u>364,177</u>
The actual (credit)/charge for the period can be reconciled to the expected (credit)/charge for the period based on the profit or loss and the standard rate of tax as follows:			
		2019	2018
		£	£
(Loss)/profit before taxation		(5,099,376)	1,199,019
Expected tax (credit)/charge based on the standard rate of corporation tax in the UK of 19.00% (2018: 19.00%)			
Tax effect of expenses that are not deductible in determining taxable profit		(968,881)	227,814
Adjustments in respect of prior years		126,293	114,577
Group relief		70,937	22,786
Deferred tax adjustments in respect of prior years		-	(1,000)
Capital allowances and depreciation		58,792	-
		<u>98,484</u>	<u>-</u>
Taxation (credit)/charge for the period		<u>(614,375)</u>	<u>364,177</u>

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AREA SQ. LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 31 OCTOBER 2019

11 Dividends	2019		2018	
	Per share £	Per share £	Total £	Total £
Ordinary shares				
Final paid	-	54.15	-	2,707,306
Interim paid	22.23	-	1,111,330	-
	<u>22.23</u>	<u>54.15</u>	<u>1,111,330</u>	<u>2,707,306</u>
Total dividends				
Final paid			-	2,707,306
Interim paid			1,111,330	-
			<u>1,111,330</u>	<u>2,707,306</u>
12 Tangible fixed assets				
	Leasehold improvements £	Plant and equipment £	Fixtures and fittings £	Total £
Cost				
At 1 May 2018	1,395,298	1,172,794	1,747,750	4,315,842
Additions	111,962	257,246	217,500	586,708
Disposals	-	(598,849)	(794,762)	(1,393,611)
Reallocations	412,854	-	(412,854)	-
At 31 October 2019	<u>1,920,114</u>	<u>831,191</u>	<u>757,634</u>	<u>3,508,939</u>
Depreciation and impairment				
At 1 May 2018	1,298,967	767,331	966,894	3,033,192
Depreciation charged in the period	322,771	468,174	320,904	1,111,849
Eliminated in respect of disposals	-	(584,719)	(700,273)	(1,284,992)
Reallocations	1,045	-	(1,045)	-
At 31 October 2019	<u>1,622,783</u>	<u>650,786</u>	<u>586,480</u>	<u>2,860,049</u>
Carrying amount				
At 31 October 2019	<u>297,331</u>	<u>180,405</u>	<u>171,154</u>	<u>648,890</u>
At 30 April 2018	<u>96,331</u>	<u>405,463</u>	<u>780,856</u>	<u>1,282,650</u>
13 Stocks				
			2019	2018
			£	£
Work in progress			<u>76,941</u>	<u>498,312</u>

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AREA SQ. LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 31 OCTOBER 2019

14 Debtors	2019		2018	
	£		£	
Amounts falling due within one year:				
Trade debtors	7,772,956	11,167,908		
Corporation tax recoverable	501,753	-		
Amounts owed by group undertakings	2,149,490	866,839		
Other debtors	2,304,272	914,119		
Prepayments and accrued income	6,351,806	14,698,450		
	<u>19,080,277</u>	<u>27,647,316</u>		
			2019	2018
			£	£
Amounts falling due after more than one year:				
Other debtors	150,000	150,000		
	<u>150,000</u>	<u>150,000</u>		
Total debtors	<u>19,230,277</u>	<u>27,797,316</u>		
15 Creditors: amounts falling due within one year			2019	2018
			£	£
Trade creditors	9,168,233	10,274,438		
Amounts due to group undertakings	1,191,821	-		
Corporation tax	32,758	65,597		
Other taxation and social security	1,366,025	1,415,033		
Other creditors	174,308	529,588		
Accruals and deferred income	11,353,908	15,133,716		
	<u>23,287,053</u>	<u>27,418,372</u>		
16 Retirement benefit schemes			2019	2018
			£	£
Defined contribution schemes				
Charge to profit or loss in respect of defined contribution schemes	1,118,404	450,766		
	<u>1,118,404</u>	<u>450,766</u>		

The company operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the company in an independently administered fund.

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AREA SQ. LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 31 OCTOBER 2019

17 Share capital

	2019 £	2018 £
Ordinary share capital Issued and fully paid		
50,000 Ordinary shares of £1 each	50,000	50,000
	<u>50,000</u>	<u>50,000</u>

18 Capital contribution reserve

This reserve represents a contribution made by the parent company in settlement of share options issued to certain employees.

19 Financial commitments, guarantees and contingent liabilities

During the period, the Competition and Markets Authority imposed a regulatory penalty on the group amounting to £4,143,304. The penalty has been recognised in the financial statements of Fourfront Group Limited, the immediate parent undertaking, as determined by the directors. The penalty is payable in instalments and the amount outstanding at the balance sheet date was £3,495,795 plus accrued interest of £43,041. Area Sq. Limited is jointly and severally liable for a proportion of the total penalty amounting to £3,297,404 plus interest.

At the balance sheet date there were fixed and floating charges over the assets of the company whereby the company guaranteed all amounts due to Lloyds Bank Plc by the group. As at the balance sheet date the amount owed to Lloyds Bank Plc by certain group entities was £750,000 (2018: £11,159). The charges have subsequently been satisfied.

20 Operating lease commitments

At the reporting end date the company had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2019 £	2018 £
Within one year	528,773	673,493
Between two and five years	1,273,284	2,383,972
In over five years	-	284,044
	<u>1,802,057</u>	<u>3,341,509</u>

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AREA SQ. LIMITED

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE PERIOD ENDED 31 OCTOBER 2019

21 Events after the reporting date

On March 11, 2020 the World Health Organisation labelled the public health emergency situation caused by the coronavirus (COVID-19) outbreak a global pandemic. The rapid escalation of events, in both the UK and worldwide, is resulting in an unprecedented health crisis that will have an impact on the macroeconomic environment and business evolution.

At the date these financial statements were authorised for issue it is premature to make a detailed assessment or quantification of the potential impacts that COVID-19 will have on the company because of the uncertainty over its consequences. The company considers these consequences derived from COVID-19 a subsequent event that does not require any adjustment to the financial statements for the period ended 31 October 2019. On the basis of current trading and forecasts prepared, the directors consider that the pandemic will not compromise the company's ability to continue as a going concern, but with the provision that there is uncertainty due to the effects of COVID-19, see note 1.2.

Subsequent to the balance sheet date the group was provided with finance by Bibby Financial Services Limited. Amounts due in respect of this arrangement are secured by a fixed and floating charge over the assets of the company and its fellow group undertakings.

22 Directors' transactions

During the period the company provided S Davies with interest free finance. The amount outstanding at the balance sheet date was £50,000 (2018 : £50,000).

During the period the company provided G J Chandler with interest free finance. The amount outstanding at the balance sheet date was £100,795 (2018 : £20,795).

23 Controlling party

The parent undertaking of the smallest and largest group for which consolidated financial statements are drawn up of which the company is a member is Fourfront Holdings Limited. The registered office of Fourfront Holdings Limited is The Old Post Office, 33 Station Road, Egham, Surrey, TW20 9LA.

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Audited Accounts

Registered number: 03874693

AREA SQ. LIMITED

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 APRIL 2018

AREA SQ. LIMITED

COMPANY INFORMATION

Directors	P Ames (appointed 2 June 2017) C C Pye A Stamatidis N M Thorne (resigned 2 June 2017) C G Lucking O J Hammond (resigned 2 June 2017) S Davies J E Cornwell G J Chandler M J Scott T Hall (resigned 18 April 2018) S Pearson (appointed 2 June 2017) R Shaw (resigned 15 March 2018) C Stewart (appointed 2 June 2017) P Fitzpatrick (resigned 15 March 2018) L R Marple (appointed 2 June 2017)
Registered number	03874693
Registered office	The Old Post Office 33 Station Road Egham Surrey TW20 9LA
Independent auditor	Grant Thornton UK LLP Chartered Accountants & Statutory Auditor 1020 Eskdale Road Winnersh Berkshire RG41 5TS
Bankers	Lloyds Bank Plc 1-3 The Broadway Crawley West Sussex RH10 1DU



AREA SQ. LIMITED

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AREA SQ. LIMITED

STRATEGIC REPORT
FOR THE YEAR ENDED 30 APRIL 2018

Introduction

The principal activity of Area Sq. Limited is the design and fit out of office refurbishment and relocation projects. Area Sq. Limited together with Cube Interior Solutions Limited, 360 Workplace Limited and Sketch Studios Limited, are wholly owned subsidiaries of Fourfront Group. Although each business is independent, they complement each other and this assists the Group's robust financial growth.

Business review

On 3 July 2017 Area Sq. Limited and Cube Interior Solutions Limited merged to create Area, one of the largest workplace design and fit-out specialists in the UK. The new company delivers a comprehensive construction service, working with end-users, landlords and professional teams to cover all procurement routes including design and build, detail and build, and traditional. The merger was agreed to ensure that Fourfront Group can deliver a single, focused offering to the market, allowing professional teams to engage with one business irrespective of procurement criteria, for the first time. All new projects formerly delivered by Cube Interior Solutions Limited are now being undertaken by Area Sq Limited.

The financial results for the period ended 30 April 2018 are in line with Directors' expectations. Despite operating in an increasingly challenging market, the group has sustained its market share and has achieved growth in gross profits. The business has continued to invest in recruitment and infrastructure in order to support its future growth. The Directors continue to focus on cementing the group's market position and further improving processes and delivery.

Through Area's reputation for delivering exceptional work, the business has continued to maintain a significant proportion of its turnover from existing clients. Client satisfaction interviews are conducted after completion of each project, which have demonstrated high levels of client satisfaction.

Principal risks and uncertainties

The Directors continue to assess the main risks facing the business for the forthcoming year as the challenging economy, reduced margins, slow take up of commercial office space and continuing to recruit and retain the highest calibre personnel. The Directors will therefore continue to invest in strengthening relationships with all our clients and industry partners including professional teams, as well the continued investment in staff training through 'The Fourfront Academy'.

The Directors believe that membership of Fourfront Group continues to add to Area's existing strength by offering alternative procurement solutions for clients and raising awareness of Area to clients of other Fourfront Group businesses. Together these enable both Area and Fourfront Group to continue to enjoy a sizeable market share.



AREA SQ. LIMITED

STRATEGIC REPORT (CONTINUED)
FOR THE YEAR ENDED 30 APRIL 2018

Financial key performance indicators

The 12 month summary of trading for the period ending 30 April 2018 is:

	2018	2017
	£	£
Turnover	119,981,434	102,285,096
Gross profit	33,059,766	27,199,570
Net profit before tax	<u>1,199,019</u>	<u>4,577,812</u>

These results are in line with the expectations of the Directors considering difficult trading conditions. Strong working capital and a healthy pipeline of project work put the group in a strong trading position for 2018-2019.

Other key performance indicators

The group have no non financial performance indicators that are regularly reviewed by directors. Across the group they have high staff retention with an employee turnover rate of less than 20% per year and regularly receive positive feedback in client surveys.

This report was approved by the board on 9 January 2019 and signed on its behalf.



M J Scott
Director

AREA SQ. LIMITED

DIRECTORS' REPORT
FOR THE YEAR ENDED 30 APRIL 2018

The Directors present their report and the financial statements for the year ended 30 April 2018.

Results

The profit for the year, after taxation, amounted to £834,842 (2017: £3,573,610).

During the year dividends totalling £2,707,306 were paid (2017 : £Nil)

Future developments

There is nothing the directors need to bring to the attention of the users of the accounts.

Directors

The Directors who served during the year were:

- P Ames (appointed 2 June 2017)
- C C Pye
- A Stamatis
- N M Thorne (resigned 2 June 2017)
- C G Lucking
- O J Hammond (resigned 2 June 2017)
- S Davies
- J E Cornwell
- G J Chandler
- M J Scott
- T Hall (resigned 18 April 2018)
- S Pearson (appointed 2 June 2017)
- R Shaw (resigned 15 March 2018)
- C Stewart (appointed 2 June 2017)
- P Fitzpatrick (resigned 15 March 2018)
- L R Marple (appointed 2 June 2017)

Employee involvement

The group operates a framework for employee information and consultation which complies with the requirements within the Information and Consultation of Employees Regulations 2004. During the year the policy of providing employees with information about the Group has been continued through employee engagement surveys, regular monthly business update meetings and general surveys where employees are encouraged to share their suggestions and views on the Group's performance.

Disabled employees

The group gives full consideration to applications for employment from disabled persons where the candidate's particular aptitudes and abilities are consistent with adequately meeting the requirements of the job. Opportunities are available to disabled employees for training, career development and promotion.

Where existing employees become disabled, it is the group's policy to provide continuing employment wherever practicable in the same or an alternative position and to provide appropriate training to achieve this aim.



AREA SQ. LIMITED

DIRECTORS' REPORT (CONTINUED)
FOR THE YEAR ENDED 30 APRIL 2018

Disclosure of information to auditor

The Directors confirm that:

- so far as each Director is aware, there is no relevant audit information of which the company's auditor is unaware, and
- the Directors have taken all the steps that they ought to have taken as Directors in order to make themselves aware of any relevant audit information and to establish that the company's auditor is aware of that information.

Auditor

Under section 487(2) of the Companies Act 2006, Grant Thornton UK LLP will be deemed to have been reappointed as auditor 28 days after these financial statements were sent to members or 28 days after the latest date prescribed for filing the accounts with the registrar, whichever is earlier.

This report was approved by the board on 9 January 2019 and signed on its behalf.


M J Scott
 Director

AREA SQ. LIMITED

DIRECTORS' RESPONSIBILITIES STATEMENT
FOR THE YEAR ENDED 30 APRIL 2018

The Directors are responsible for preparing the Strategic report, the Directors' report and the financial statements in accordance with applicable law and regulations.

Company law requires the Directors to prepare financial statements for each financial year. Under that law the Directors have elected to prepare the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'. Under company law the Directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period.

In preparing these financial statements, the Directors are required to:

- select suitable accounting policies for the company's financial statements and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The Directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The Directors are responsible for the maintenance and integrity of the corporate and financial information included on the company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements and other information included in Directors' reports may differ from legislation in other jurisdictions.





INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF AREA SQ. LIMITED

Opinion

We have audited the financial statements of Area Sq. Limited for the year ended 30 April 2018, which comprise the Statement of comprehensive income, the Statement of financial position, the Statement of changes in equity and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the company's affairs as at 30 April 2018 and of its profit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Who we are reporting to

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members, as a body, for our audit work, for this report, or for the opinions we have formed.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.



INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF AREA SQ. LIMITED (CONTINUED)

Other information

The Directors are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Strategic report and the Directors' report for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Strategic report and the Directors' report have been prepared in accordance with applicable legal requirements.

Matter on which we are required to report under the Companies Act 2006

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Strategic report or the Directors' report.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit.





INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF AREA SQ. LIMITED (CONTINUED)

Responsibilities of directors for the financial statements

As explained more fully in the Directors' responsibilities statement on page 5, the Directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Directors determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditor's report.

Who we are reporting to

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an Auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members, as a body, for our audit work, for this report, or for the opinions we have formed.

Grant Thornton UK LLP

Andy Ka BA FCA
Senior Statutory Auditor
for and on behalf of Grant Thornton UK LLP
Statutory Auditor, Chartered Accountants
Reading
Date: 9 January 2019

AREA SQ. LIMITED

**STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 APRIL 2018**

	Note	2018 £	2017 £
Turnover	4	119,981,434	102,285,096
Cost of sales		(86,921,668)	(75,085,526)
Gross profit		33,059,766	27,199,570
Administrative expenses		(31,823,297)	(22,522,396)
Operating profit	5	1,236,469	4,677,174
Interest payable and expenses	9	(37,450)	(99,362)
Profit before tax		1,199,019	4,577,812
Tax on profit	10	(364,177)	(1,004,202)
Profit for the financial year		834,842	3,573,610

There were no recognised gains and losses for 2018 or 2017 other than those included in the Statement of comprehensive income.

There was no other comprehensive income for 2018 (2017:ENil).

The notes on pages 12 to 27 form part of these financial statements.



AREA SQ. LIMITED REGISTERED NUMBER:03874693				
STATEMENT OF FINANCIAL POSITION AS AT 30 APRIL 2018				
	Note	2018 £	2017 £	
Fixed assets				
Tangible assets	12	1,282,650	1,351,411	
		<u>1,282,650</u>	<u>1,351,411</u>	
Current assets				
Stocks	13	498,312	2,328,855	
Debtors: amounts falling due after more than one year	14	150,000	156,119	
Debtors: amounts falling due within one year	14	27,647,316	31,532,679	
Cash at bank and in hand	15	2,192,179	6,792,249	
		<u>30,487,807</u>	<u>40,809,902</u>	
Creditors: amounts falling due within one year	16	(27,418,372)	(35,916,947)	
Net current assets		<u>3,069,435</u>	<u>4,892,955</u>	
Total assets less current liabilities		<u>4,352,085</u>	<u>6,244,366</u>	
Provisions for liabilities				
Deferred tax	18	-	(19,817)	
		<u>-</u>	<u>(19,817)</u>	
Net assets		<u>4,352,085</u>	<u>6,224,549</u>	
Capital and reserves				
Called up share capital	19	50,000	50,000	
Other reserves	20	347,843	347,843	
Profit and loss account	20	3,954,242	5,826,706	
		<u>4,352,085</u>	<u>6,224,549</u>	

The financial statements were approved and authorised for issue by the board and were signed on its behalf on

9 January 2019.

M J Scott
Director

The notes on pages 12 to 27 form part of these financial statements.

AREA SQ. LIMITED				
STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 APRIL 2018				
	Called up share capital £	Other reserves £	Profit and loss account £	Total equity £
At 1 May 2017	50,000	347,843	5,826,706	6,224,549
Profit for the year	-	-	834,842	834,842
Total comprehensive income for the year	-	-	834,842	834,842
Dividends: Equity capital	-	-	(2,707,306)	(2,707,306)
Total transactions with owners	-	-	(2,707,306)	(2,707,306)
At 30 April 2018	<u>50,000</u>	<u>347,843</u>	<u>3,954,242</u>	<u>4,352,085</u>

The notes on pages 12 to 27 form part of these financial statements.

STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 APRIL 2017				
	Called up share capital £	Other reserves £	Profit and loss account £	Total equity £
At 30 April 2016	50,000	-	2,253,096	2,303,096
Profit for the year	-	-	3,573,610	3,573,610
Total comprehensive income for the year	-	-	3,573,610	3,573,610
Transfer between other reserves	-	347,843	-	347,843
Total transactions with owners	-	347,843	-	347,843
At 30 April 2017	<u>50,000</u>	<u>347,843</u>	<u>5,826,706</u>	<u>6,224,549</u>

The notes on pages 12 to 27 form part of these financial statements.



AREA SQ. LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2018

1. General information

Area Sq. Limited is a private company limited by shares and incorporated in England and Wales. It's registered head office is located at The Old Post Office, 33 Station, Road, Egham, Surrey, TW20 9LA.

2. Accounting policies

2.1 Basis of preparation of financial statements

The financial statements have been prepared under the historical cost convention unless otherwise specified within these accounting policies and in accordance with Financial Reporting Standard 102, the Financial Reporting Standard applicable in the UK and the Republic of Ireland and the Companies Act 2006.

The preparation of financial statements in compliance with FRS 102 requires the use of certain critical accounting estimates. It also requires management to exercise judgement in applying the company accounting policies (see note 3).

The following principal accounting policies have been applied:

2.2 Financial reporting standard 102 - reduced disclosure exemptions

The company has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by the FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland":

- the requirements of Section 7 Statement of Cash Flows;
- the requirements of Section 3 Financial Statement Presentation paragraph 3.17(d);
- the requirements of Section 11 Financial Instruments paragraphs 11.41(b), 11.41(c), 11.41(e), 11.41(f), 11.42, 11.44 to 11.45, 11.47, 11.48(a)(iii), 11.48(a)(iv), 11.48(b) and 11.48(c);
- the requirements of Section 12 Other Financial Instruments paragraphs 12.26 to 12.27, 12.29(a), 12.29(b) and 12.29A;
- the requirements of Section 33 Related Party Disclosures paragraph 33.7.

This information is included in the consolidated financial statements of Fourfront Holdings Limited as at 30 April 2018 and these financial statements may be obtained from Companies House.

2.3 Going concern

The Directors have prepared forecasts covering a period of at least 12 months from signing the financial statements. These forecasts demonstrate that the company and group, of which is part, continue to maintain sufficient cash balances and headroom for the company and group to continue to meet its liabilities as and when they fall due.

Therefore the directors are satisfied that it is appropriate to prepare the financial statements on a going concern basis.

AREA SQ. LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2018

2. Accounting policies (continued)

2.4 Revenue

Revenue is recognised to the extent that it is probable that the economic benefits will flow to the company and the revenue can be reliably measured. Revenue is measured as the fair value of the consideration received or receivable, excluding discounts, rebates, value added tax and other sales taxes.

Revenue from sale of goods

Revenue from the sale of goods is recognised when the significant risks and rewards of ownership of the goods have passed to the buyer, usually on delivery of the goods, the amount of revenue can be measured reliably, it is probable that the economic benefits associated with the transaction will flow to the entity and the costs incurred or to be incurred in respect of the transaction can be measured reliably.

Revenue from rendering of services

Revenue from a contract to provide services is recognised in the period in which the services are provided in accordance with the stage of completion of the contract when all of the following conditions are satisfied:

- the amount of revenue can be measured reliably;
- it is probable that the company will receive the consideration due under the contract;
- the stage of completion of the contract at the end of the reporting period can be measured reliably; and
- the costs incurred and the costs to complete the contract can be measured reliably.



AREA SQ. LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2018

2. Accounting policies (continued)

2.5 Tangible fixed assets

Tangible fixed assets under the cost model are stated at historical cost less accumulated depreciation and any accumulated impairment losses. Historical cost includes expenditure that is directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

Depreciation is charged so as to allocate the cost of assets less their residual value over their estimated useful lives, using the straight-line method.

Depreciation is provided on the following basis:

Long-term leasehold property	- over the term of the lease
Plant and machinery	- 50%
Fixtures and fittings	- 50%

The assets' residual values, useful lives and depreciation methods are reviewed, and adjusted prospectively if appropriate, or if there is an indication of a significant change since the last reporting date.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in the Statement of comprehensive income.

2.6 Stocks

Stocks and work in progress are valued at the lower of cost and net realisable value after making due allowance for obsolete and slow-moving stocks.

Work in progress represents expenditure incurred on contracts which have been completed at the year end.

2.7 Debtors

Short term debtors are measured at transaction price, less any impairment.

2.8 Cash and cash equivalents

Cash is represented by cash in hand and deposits with financial institutions repayable without penalty on notice of not more than 24 hours. Cash equivalents are highly liquid investments that mature in no more than three months from the date of acquisition and that are readily convertible to known amounts of cash with insignificant risk of change in value.

AREA SQ. LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2018

2. Accounting policies (continued)

2.9 Financial instruments

The company only enters into basic financial instrument transactions that result in the recognition of financial assets and liabilities like trade and other debtors and creditors, loans from banks and other third parties, loans to related parties and investments in non-puttable ordinary shares.

Debt instruments (other than those wholly repayable or receivable within one year), including loans and other accounts receivable and payable, are initially measured at present value of the future cash flows and subsequently at amortised cost using the effective interest method. Debt instruments that are payable or receivable within one year, typically trade debtors and creditors, are measured, initially and subsequently, at the undiscounted amount of the cash or other consideration expected to be paid or received. However, if the arrangements of a short-term instrument constitute a financing transaction, like the payment of a trade debt deferred beyond normal business terms or financed at a rate of interest that is not a market rate or in the case of an out-right short-term loan not at market rate, the financial asset or liability is measured, initially, at the present value of the future cash flow discounted at a market rate of interest for a similar debt instrument and subsequently at amortised cost.

Financial assets that are measured at cost and amortised cost are assessed at the end of each reporting period for objective evidence of impairment. If objective evidence of impairment is found, an impairment loss is recognised in the Statement of comprehensive income.

For financial assets measured at amortised cost, the impairment loss is measured as the difference between an asset's carrying amount and the present value of estimated cash flows discounted at the asset's original effective interest rate. If a financial asset has a variable interest rate, the discount rate for measuring any impairment loss is the current effective interest rate determined under the contract.

For financial assets measured at cost less impairment, the impairment loss is measured as the difference between an asset's carrying amount and best estimate of the recoverable amount, which is an approximation of the amount that the company would receive for the asset if it were to be sold at the reporting date.

Financial assets and liabilities are offset and the net amount reported in the Statement of financial position when there is an enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

2.10 Creditors

Short term creditors are measured at the transaction price. Other financial liabilities, including bank loans, are measured initially at fair value, net of transaction costs, and are measured subsequently at amortised cost using the effective interest method.



AREA SQ. LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2018

2. Accounting policies (continued)

2.11 Foreign currency translation

Functional and presentation currency

The company's functional and presentational currency is GBP.

Transactions and balances

Foreign currency transactions are translated into the functional currency using the spot exchange rates at the dates of the transactions.

At each period end foreign currency monetary items are translated using the closing rate. Non-monetary items measured at historical cost are translated using the exchange rate at the date of the transaction and non-monetary items measured at fair value are measured using the exchange rate when fair value was determined.

Foreign exchange gains and losses resulting from the settlement of transactions and from the translation at period-end exchange rates of monetary assets and liabilities denominated in foreign currencies are recognised in the Statement of comprehensive income except when deferred in other comprehensive income as qualifying cash flow hedges.

2.12 Finance costs

Finance costs are charged to the Statement of comprehensive income over the term of the debt using the effective interest method so that the amount charged is at a constant rate on the carrying amount.

2.13 Dividends

Equity dividends are recognised when they become legally payable. Interim equity dividends are recognised when paid. Final equity dividends are recognised when approved by the shareholders at an annual general meeting. Dividends on shares recognised as liabilities are recognised as expenses and classified within interest payable.

AREA SQ. LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2018

2. Accounting policies (continued)

2.14 Share based payments

Where share options are awarded to employees, the fair value of the options at the date of grant is charged to the Statement of comprehensive income over the vesting period. Non-market vesting conditions are taken into account by adjusting the number of equity instruments expected to vest at each Statement of financial position date so that, ultimately, the cumulative amount recognised over the vesting period is based on the number of options that eventually vest. Market vesting conditions are factored into the fair value of the options granted. The cumulative expense is not adjusted for failure to achieve a market vesting condition.

The fair value of the award also takes into account non-vesting conditions. These are either factors beyond the control of either party (such as a target based on an index) or factors which are within the control of one or other of the parties (such as the company keeping the scheme open or the employee maintaining any contributions required by the scheme).

Where the terms and conditions of options are modified before they vest, the increase in the fair value of the options, measured immediately before and after the modification, is also charged to Statement of comprehensive income over the remaining vesting period.

Where equity instruments are granted to persons other than employees, the Statement of comprehensive income is charged with fair value of goods and services received.

2.15 Operating leases: the company as lessee

Rentals paid under operating leases are charged to the Statement of comprehensive income on a straight line basis over the lease term.

Benefits received and receivable as an incentive to sign an operating lease are recognised on a straight line basis over the period until the date the rent is expected to be adjusted to the prevailing market rate.

The company has taken advantage of the optional exemption available on transition to FRS 102 which allows lease incentives on leases entered into before the date of transition to the standard 1 May 2014 to continue to be charged over the period to the first market rent review rather than the term of the lease.

2.16 Pensions

Defined contribution pension plan

The company operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the company pays fixed contributions into a separate entity. Once the contributions have been paid the company has no further payment obligations.

The contributions are recognised as an expense in the Statement of comprehensive income when they fall due. Amounts not paid are shown in accruals as a liability in the Statement of financial position. The assets of the plan are held separately from the company in independently administered funds.



AREA SQ. LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2018

2. Accounting policies (continued)

2.17 Holiday pay accrual

A liability is recognised to the extent of any unused holiday pay entitlement which is accrued at the Statement of financial position date and carried forward to future periods. This is measured at the undiscounted salary cost of the future holiday entitlement so accrued at the Statement of financial position date.

2.18 National Insurance on share options

To the extent that the share price at the reporting date is greater than the exercise price on options granted under unapproved schemes after 19 May 2000, provision for any National Insurance contributions has been made based on the prevailing rate of National Insurance. The provision is accrued over the performance period attaching to the award.

2.19 Current and deferred taxation

The tax expense for the year comprises current and deferred tax. Tax is recognised in the Statement of comprehensive income, except that a charge attributable to an item of income and expense recognised as other comprehensive income or to an item recognised directly in equity is also recognised in other comprehensive income or directly in equity respectively.

The current income tax charge is calculated on the basis of tax rates and laws that have been enacted or substantively enacted by the reporting date in the countries where the company operates and generates income.

Deferred tax balances are recognised in respect of all timing differences that have originated but not reversed by the Statement of financial position date, except that:

- The recognition of deferred tax assets is limited to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits; and
- Any deferred tax balances are reversed if and when all conditions for retaining associated tax allowances have been met.

Deferred tax balances are not recognised in respect of permanent differences except in respect of business combinations, when deferred tax is recognised on the differences between the fair values of assets acquired and the future tax deductions available for them and the differences between the fair values of liabilities acquired and the amount that will be assessed for tax. Deferred tax is determined using tax rates and laws that have been enacted or substantively enacted by the reporting date.

AREA SQ. LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2018

3. Judgements in applying accounting policies and key sources of estimation uncertainty

When preparing the financial statements, management undertake a number of judgements, estimates and assumptions about the recognition and measurement of assets, liabilities, income and expenses. The following are significant management judgements in applying the accounting policies of the company that have the most significant effect on the financial statements.

Debtor recoverability

Where outstanding customer debt from 30 April 2018 has still to be wholly or partially recovered by the date of the approval of these financial statements, management have exercised judgement in providing for any bad or doubtful debt. Management has individually considered each outstanding remaining debt in terms of payment history, the status of the current commercial relationship and any future committed business in reaching their decision of the appropriate level of provision to make for each customer.

Recognition of deferred tax assets

The extent to which deferred tax assets can be recognised is based on an assessment of the probability that future taxable income will be available against which the deductible temporary differences and tax loss carry forwards can be utilised. Management consider the amount of deferred tax asset recognised at 30 April 2018 to therefore be reasonable.

4. Turnover

The whole of the turnover is attributable to the principal activity of the company.

Analysis of turnover by country of destination:

	2018 £	2017 £
United Kingdom	118,715,421	102,285,096
Rest of Europe	1,266,013	-

5. Operating profit

The operating profit is stated after charging:

	2018 £	2017 £
Depreciation of tangible fixed assets	891,251	738,800
Exchange differences	14,696	24,515
Other operating lease rentals	606,051	432,372
Defined contribution pension cost	450,766	341,205



AREA SQ. LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2018

6. Auditor's remuneration

	2018 £	2017 £
Fees payable to the company's auditor and its associates for the audit of the company's annual financial statements	35,200	35,200
Fees payable to the company's auditor and its associates in respect of:		
Taxation compliance services	9,500	9,300
All other services	1,000	-

7. Employees

Staff costs, including Directors' remuneration, were as follows:

	2018 £	2017 £
Wages and salaries	22,617,890	17,621,665
Social security costs	2,804,786	2,283,084
Pension costs	450,766	341,205
	<u>25,873,442</u>	<u>20,245,954</u>

Included within wages and salaries is a total expense of share-based payments of £Nil (2017: £Nil).

The options on which this has arisen were granted in the parent company, Fourfront Group Limited.

The cost has been allocated to Area Sq. Limited by virtue of the employees to whom they were granted working for the company.

The average monthly number of employees, including the Directors, during the year was as follows:

	2018 No.	2017 No.
Design and production	169	122
Sales and marketing	54	53
Administration	40	36
	<u>263</u>	<u>211</u>

AREA SQ. LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2018

8. Directors' remuneration

	2018 £	2017 £
Directors' emoluments	2,727,474	1,857,284
Company contributions to defined contribution pension schemes	44,966	40,321

During the year retirement benefits were accruing to 13 Directors (2017: 13) in respect of defined contribution pension schemes.

The highest paid Director received remuneration of £308,386 (2017: £364,913).

The value of the company's contributions paid to a defined contribution pension scheme in respect of the highest paid Director amounted to £3,957 (2017: £3,924).

There are considered to be no key management personnel other than directors.

9. Interest payable and similar expenses

	2018 £	2017 £
Bank interest payable	37,450	99,362



AREA SQ. LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2018

10. Taxation

	2018 £	2017 £
Corporation tax		
Current tax on profits for the year	420,000	1,048,984
Adjustments in respect of previous periods	22,786	(9,444)
Total current tax	442,786	1,039,540
Deferred tax		
Origination and reversal of timing differences	(78,609)	(35,338)
Total deferred tax	(78,609)	(35,338)
Taxation on profit on ordinary activities	364,177	1,004,202

Factors affecting tax charge for the year

The tax assessed for the year is higher than (2017: higher than) the standard rate of corporation tax in the UK of 19% (2017: 19.92%). The differences are explained below:

	2018 £	2017 £
Profit on ordinary activities before tax	1,199,019	4,577,812
Profit on ordinary activities multiplied by standard rate of corporation tax in the UK of 19% (2017: 19.92%)	227,814	911,900
Effects of:		
Expenses not deductible for tax purposes, other than goodwill amortisation and impairment	114,577	87,733
Capital allowances for year in excess of depreciation	-	10,098
Adjustments to tax charge in respect of prior periods	22,786	(9,444)
Group relief	(1,000)	(2,812)
Adjustments for closing deferred tax to the average rate	-	6,727
Total tax charge for the year	364,177	1,004,202

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AREA SQ. LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2018

11. Dividends

	2018 £	2017 £
Dividends paid during the year. £54.15 (2017: £Nil)	2,707,306	-

12. Tangible fixed assets

	Long-term leasehold property £	Plant and machinery £	Fixtures and fittings £	Total £
Cost or valuation				
At 1 May 2017	1,042,853	855,761	1,314,077	3,212,691
Additions	-	183,565	390,141	573,706
Transfer of trade and assets from Cube	352,445	133,468	43,532	529,445
At 30 April 2018	1,395,298	1,172,794	1,747,750	4,315,842
Depreciation				
At 1 May 2017	939,587	424,616	497,077	1,861,280
Charge for the year on owned assets	206,654	258,312	426,285	891,251
Transfer of trade and assets from Cube	152,726	84,403	43,532	280,661
At 30 April 2018	1,298,967	767,331	966,894	3,033,192
Net book value				
At 30 April 2018	96,331	405,463	780,856	1,282,650
At 30 April 2017	103,266	431,145	817,000	1,351,411

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AREA SQ. LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2018

13. Stocks

	2018 £	2017 £
Work in progress	498,312	2,328,855

No impairment losses were recognised against stock in the current or prior periods.

14. Debtors

	2018 £	2017 £
Due after more than one year		
Other debtors	150,000	156,119
	2018 £	2017 £
Due within one year		
Trade debtors	11,167,908	16,917,326
Amounts owed by group undertakings	866,839	209,443
Other debtors	855,327	1,014,791
Prepayments and accrued income	14,698,450	13,391,119
Deferred taxation	58,792	-
	<u>27,647,316</u>	<u>31,532,679</u>

An impairment loss of £Nil (2017: £Nil) was recognised against trade debtors.

15. Cash and cash equivalents

	2018 £	2017 £
Cash at bank and in hand	2,192,179	6,792,249

AREA SQ. LIMITED

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 APRIL 2018

16. Creditors: Amounts falling due within one year

	2018 £	2017 £
Trade creditors	10,274,438	11,229,288
Amounts owed to group undertakings	-	1,726,858
Corporation tax	65,597	531,787
Other taxation and social security	1,415,033	3,538,720
Other creditors	529,588	70,155
Accruals and deferred income	15,133,716	18,820,139
	<u>27,418,372</u>	<u>35,916,947</u>

17. Financial instruments

	2018 £	2017 £
Financial assets		
Financial assets that are debt instruments measured at amortised cost	34,490,225	37,717,208
Financial liabilities		
Financial liabilities measured at amortised cost	(31,164,402)	(31,846,440)

Financial assets measured at amortised cost comprise cash, trade debtors, amounts owed by group undertakings, other debtors and accrued income.

Financial liabilities measured at amortised cost comprise of trade creditors, other creditors, amounts due to group companies and accruals and deferred income.



AREA SQ. LIMITED		
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2018		
18. Deferred taxation		
	2018 £	2017 £
At beginning of year	(19,817)	(55,155)
Charged to profit or loss	78,609	35,338
At end of year	58,792	(19,817)
The deferred taxation balance is made up as follows:		
	2018 £	2017 £
Accelerated capital allowances	38,500	(24,601)
Short term timing differences	20,292	4,784
	58,792	(19,817)
19. Share capital		
	2018 £	2017 £
Allotted, called up and fully paid		
50,000 Ordinary shares of £1 each	50,000	50,000
20. Reserves		
Other reserves		
Capital contribution reserve: This reserve represents a contribution made by the parent company in settlement of the share options issued to certain employees.		
Profit and loss account		
The profit and loss account includes all current and prior period retained profits and losses, dividends and contribution made to the Fourfront Group Limited Employee Benefit Trust, a trust controlled by the company's parent.		
21. Contingent liabilities		
The company is party to a cross guarantee in respect of a loan facility taken out by Fourfront Group Limited, its parent undertaking. At 30 April 2018, the amount owed by Fourfront Group Limited in respect of this loan was £Nil (2017: £2,666,666).		

AREA SQ. LIMITED		
NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 APRIL 2018		
22. Pension commitments		
The company operated a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independent administered fund. Contributions totaling £434,858 (2017: £341,205) were payable to the fund during the year. At the year end amounts totaling £72,300 (2017: £52,587) were outstanding and are included in other creditors.		
23. Commitments under operating leases		
At 30 April 2018 the company had future minimum lease payments under non-cancellable operating leases as follows:		
	2018 £	2017 £
Not later than 1 year	673,493	581,605
Later than 1 year and not later than 5 years	2,383,972	2,076,420
Later than 5 years	284,044	521,739
	3,341,509	3,179,764
24. Related party transactions		
The company has taken the exemption under FRS 102 not to disclose transactions with other 100% owned group companies.		
25. Post balance sheet events		
The company is party to a cross guarantee in respect of a loan facility taken out after the balance sheet date by Fourfront Group Limited, its parent undertaking. The value of the facility is £1,500,000.		
26. Controlling party		
The immediate parent company is Fourfront Group Limited. The ultimate controlling party and both the smallest and largest group for which consolidated accounts, which include Area Sq. Limited, are available is Fourfront Holdings Limited, a company incorporated in England & Wales. Consolidated accounts for the group are available from Fourfront Holdings Limited, The Old Post Office, 33 Station Road, Egham, Surrey, TW20 9LA.		





Thank you from us all at **area**