# BUILDING APPLICATION FORM.

		<del></del>	
To the City PEngineer, Sir, Lereby apply for period.		INGTON,  Date: April  Muahors	
I hereby apply for permater at Courter Cuba	ween Sis for	T. Banua	l [lá
of Cube No. and Sta		accord	ling to Plans
and Specifications deposited	Address		
Particulars of Land:—Lot	No	TOWN SECT. or D.P	
Frontage	By depth of	Area	
Particulars of Building:—l	oundations	Walls	
Roof	Area of Ground	Floor	square feet
Area of Outbuildings	sq. ft.	Estimated cost £	18500
d:	Yours faithful	ly, unola Caward	<u>O</u> Builder
PHI PE PRINT.		250 Jamblon	

#### R. HANNAH & CO. LTD.

Manufacturers, Importers and Retailers of Footwear.

HEAD OFFICE, WAREHOUSE AND FACTORY
AT
LEEDS STREET, WELLINGTON.

TELEGRAPHIC ADDRESS:

"HANNAH WELLINGTON" (NEW ZEALAND)

CODE: BENTLEY'S
P.O. BOX 125. TE ARO, WELLINGTON, N.Z.

Leeds Street,

WELLINGTON, C2,

New Zealand.

8th February 1937.

NORTH ISLAND

RETAIL STORES

AUCKLAND

KARANGAHAPE RD.

WELLINGTON

CUBA STREET LAMBTON QUAY BURLINGTON ARCADE RIDDIFORD STREET

The City Engineer, WELLINGTON.C.1.

DANNEVIRKE FEILDING GISBORNE

GISBORNE HAMILTON

HAWERA LEVIN

LOWER HUTT

MATAMATA NEW PLYMOUTH

NEW PLYS

PALMERSTON NORTH

PAHÍATUA PETONE

STRATFORD

TAIHAPE

WANGANUI

WHAKATANE

SOUTH ISLAND

RETAIL STORES

CHRISTCHURCH

CASHEL STREET

HIGH STREET COLOMBO STREET

DUNEDIN

GEORGE STREET KING EDWARD STREET

\_\_\_\_

ASHBURTON BLENHEIM

GORE

GORE GREYMOUTH

INVERCARGILL

NELSON OAMARU

RANGIORA TIMARU ...

Dear Sir,

Kindly permit Mr.F.H.Swan Architect of this city to inspect the plans of the Burlington Arcade and our Dixon Street building.

Yours faithfully,

R.HANNAH & CO.LTD. AGENTS FOR OWNERS

ERN.MVC.

DIRECTOR.

Drawings inspected. Francis H. Twan 9/2/37

# SPACING OF MILD DTEEL BARS for Te AroHouse. if these are used for REINFORCEMENT.

For	121	-	On	centres	spans,	1 n	round	bars	at 4"	Centres	· 60°
	10 •	•••	O n	FF		13	Ħ	Ħ	" 7"	* <b>(*)</b>	3500
	8•	-	O n	11	<b>H</b>	11	11	11	"10"	is	(220)
	. 61	-	0 "	<b>58</b>	स	Ħ	FI	**	" 12"		100

Transverse bars of same diameter at 16" centres, wired at all intersections, and cranked up at supports each second bar.

Transverse bars to be laid on top of main bars; each bar to be papped not less than 15" at supports.

ander 128

#### SPECIFICATION

o f

WORK TO BE DONE AND MATERIAL PROVIDED

IN CARRYING OUR EXTENSIVE ALTERATIONS

AND ADDITIONS TO TE ARO HOUSE PREMISES,

AT THE CORNER OF CUBA AND DIXON STREETS

WELLINGTON,

for

Messrs. James A. Hannen and Others,

WELLINGTON.

Congress Of Collonade

A. S. MITCHELL, F.N.Z.I.A.,

Registered Asohitect

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WELLINGTON.

#### GENERAL.

EXTENT OF WORK. The extent of the work covered by this specification and described by the accompanying plans comprises the provision of all the necessary labour, materials, tools, scaffolding, and implements, for the proper and expeditious completion of the works described herein, and, or, by such further details and directions as may from time to time be issued by the Architect.

SITE AND POSSESSION. The site of the proposed works is at the corner of Cubs and Dixon Streets, Wellington, and possession of the premises for the purposes of this Contract, will be given to the Contractor on March 28th, 1928, after which date he will be required to diligently apply himself to their fulfilment to the satisfaction of the Proprietors.

ASSUMED. For the purposes of this Contract it is assumed that the Contractor is and will be Harold Edwards, Builder, 250 Lambton Quay, Wellington, and that ALEXANDER STEWART MITCHELL, Registered Architect, 13 Grey Street, Wellington, is and will be the Architect for the work.

PERMITS. The Contractor will be required to secure the necessary building permits, and to arrange with all interested bodies to cut off or lay on, or otherwise interfere with water supply, drainage, gas and electricity services, and to pay all fees incidental thereto.

INSURANCE. Contractors must insure and maintain insured till
the termination of the contract, the whole of the premises
and property against risk of fire, and shall further
effect a policy of insurance to cover compensation of
workers under and by virtue of any law relating to employer's
liability for accidents and workmen's compensation for

\$ .

INSURANCE.

(Cont'd) accidental injuries to any such worker, or for the death of the same in the course of their employment, and under or in connexion with or incidental to this contract.

These policies of insurance must be lodged with the Froprietor before commencing any work on the contract.

GOMPLETION. The whole of the work is required to be completed within six calendar months after possession has been given, but it must be understood that effective use is to be given within four months of such portions of the premises as may be utilized without detriment to the expeditious completion of the remainder or risk to the user.

Inspect Size. It is understood that the site and existing structure have been inspected by the Contractor, and that the variations between the existing premises and those planned have been noted.

HOARDINGS. Contractor must provide erect and maintain all necessary temporary fencing, hoardings, footwalks, night-lighting, etc., in compliance with the City By-Laws, and must provide and display in a prominent position large notice-boards setting out the names of builder, architect, and proprietors.

EXPLANATORY. As the existing premises to be removed and altered have already been subject to considerable alterations and additions, and as exact dimensions, lengths, etc., have not in all cases been made available, it is essential that Contractor, before ordering material, specially steel joists and similar material, must make accurate measurements of existing work, such measurements to be taken in preference to those on plan.

- MATERIALS RE-USED. As it is desirable to re-use as much of the existing materials as can be economically availed of, Contractor will be required to exercise extreme care in the removal of such material, and must carefully store same, till required. This applied particularly to glass and breakable material, which must be removed before any masonry alterations are commenced.
- OLEANING. Contractor must ascertain exact building alignment and boundary, and accurately set out the building, and generally guard proprietors against any subsequent action for encroachment.
- STORAGE OF MATERIALS. Contractor must provide dry storage for all lime and cement and other perishable material, the same being kept well clear of the ground.
- WATER SUPPLY. During the progress of the contract Contractor muct provide for fresh water supply for building and domestic purposes.
- W.C.'s & LATRINES. The existing W.C.'s and Latrines may be used during the progress of the work, but same must be maintained in a thoroughly clean and sanitary condition, and left in a thorough state of repair at completion.
- ORDER OF WORK. The order of work shall within reasonable limits be left to the Contractor, but every facility must be afforded sub- or other Contractors, or the Proprietors, or their employees, to carry out such other works as may be arranged for, during the progress of this Contract.
- TESTING. The Contractor must have all necessary levelling accurately done, and must when required, assist in testing cement, concrete of other materials to be used, in any portion of the work.

- FOREMEN. Contractor must employ a competent foreman, who shall be constantly on the work for consultation or direction, and he shall further employ competent foremen for each different branch of the trade.
- DETAILS. The drawings, figures and details are to be considered as part of and as illustrating the specifications, and must be carefully followed, and details and embellishments are hot to be deviated from, without the written consent of the Proprietors or the Architect.
- AMBIGUITY. Should there exist or appear to exist any ambiguity between the Specification, plans, and the existing work, the Architect must be immediately notified, and his direction obtained before the work is proceeded with.
- MATERIALS. All materials must be the best of their respective kinds known to the trade, or available, unless otherwise specified. Samples of all such materials, if required, must be submitted to the Architect for his approval.
- PROVIDE AND FIX. The Contractor must in all cases, unless otherwise specified, provide and fix all materials referred to in the specifications, or indicated on plans.
- <u>SUMMARY OF OPERATIONS</u>. The work embraced in the specification is briefly as follows:-
  - All building permits or licenses.
  - All grading and preparation of site necessary for the construction of floors, walls, etc.
  - All excavations, including all trenching, and back filling of same, for water, sewer, drainage and gas piping, and such temporary surface drains as may be necessary to keep works free from water.
  - All concreting in footings, walls, piers, floors, columns, girders, beams, etc.
  - All waterproofing where required.
  - All forms for, and reinforced concrete work.

#### SUMMARY OF OPERATIONS. (Cont'd)

All windows, skylights, and door frames, together with sashes and doors, and the glazing of same.

All roofing including flashing and gutters, downpipes, etc.

All wood-framing and carpenter's work, including forms for concrete work.

All electrical wiring for lighting or heating.

All plaster work.

All painting.

All iron and steel work.

All hardware.

All plumbing.

WATER. All water to be clean and fresh, laid on from the city supply.

SAND. To be clean, sharp, and free from all saline, vegetable or foreign matter, and where used for cement rendering to be washed with clean water to approval.

LIME. Where used to be the best procurable, fresh and well-burnt. Lime mortar to be mixed until thoroughly incorporated, in the proportions of one part lime, to three parts sand.

CEMENT. To be Portland Cement of the highest possible quality, in fine powder, free from lumps, of approved N.Z. manufacture, complying in all respects with the latest specification of the British Engineering Standards Association for this material.

FERROGRETE. In cases of urgent work or where immediate use is to be made of the work, Ferroerste or Cement Fondu may be used in place of Portland Cement, the proportions being similar to those specified for this material.

- AGGREGATE. This must consist of approved broken stone or gravel, washed if necessary, crushed to pass a 1 diam. ring, but not a 1 ring. Test blocks 6 cube, marked with the date of manufacture must be made from the concrete being mixed, each day, for testing purposes as the work proceeds.
- CONCRETE. All concrete must be mixed in approved machine mixer of the "batch" type, mixing to last not less than one minute. The materials to be thoroughly mixed dry, after which an amount of water must be added until uniformity is secured, and so that the resulting mixture will permit of a "Slump" test of not more than 6" for thin, and not more than 3", for heavy sections.
- <u>CEMENT RENDERING</u>. To be used in the proportions of three parts sand to one part Portland Cement. mixed on watertight platform.
- DRAINS & GULLIES. To be best quality glazed, vitrified, earthenware, socketted pipes and fittings, well burned and glazed throughout, circular in section, smooth and true in bore, and free from cracks and flaws of every description.
- To be of the best description of the various kinds and grades specified; to be sawn, hewn or dressed die square, and to hold the full scantling specified or shewn, when finished. This latter will not apply to "dressed" timbers, on which an allowance of to will be made for each dressing.
- IRON & STEEL WORK. To be of the best quality, when cast, to be best remelted grey iron, when wrought, to be welded, forged, or bent in a thorough workscalike manner.

Steel rolled joists, stanchions, etc., to be perfectly straight, truly square on ends, properly bolted, or rivetted, to necessary connecting angles, or to each other, in accord-

#### IRON & STEEL WORK (Cont'd)

ance with standard practice, or the requirements of the City By-Laws.

- BITUMINOUS ROOFING. Where used, to be in unbroken rolls, free from cracks, or any other imperfection. Rolls to be stacked on end in a dry place.
- IRON ROOFING & SPOUTING & DOWNPIPES. Roofing and spouting to be 24

  G.Gal. Tron, also downpipes to upper floors where not

  exposed to damage. Downpipes exposed to possible damage

  to be C.I. Box section. or screwed Gal. W.L. Pipe.
- RIDGING. To be 24 G.Gal I. with 4-lb. lead edging, the latter neatly dressed into corrugations.
- FLASHINGS. To be sheet lead of 4 lbs. per foot, or 24 G. Sheet Copper.
- PAINTING & DECORATING. All external work including plastering to be cleaned down and given three coats paint. All damp walls to be coated with DAMPENE used in accordance with the Maker's instructions.

Internal work where not finished in lime putty to be painted as above.

All woodwork (dressed) to be stained to approval, and varhished.

Lavatories to be painted, with dado, to a height of six feet, and given two coats of distemper above this height.

DEMOLITION & RECONSTRUCTION. In reconstruction of the frontages of the premises of this Contract, care must be taken to do all necessary shoring, underpinning, cutting, toothing and adding to, shown on plan, or as may on demolition prove to be necessary.

All brickwork to be made good in sound bricks laid in 3 to 1 cement mortar, care being taken that all joints are

#### General (Cont'd)

work to old, wherever possible, by means of steel angles or joists. In particular this must be done between new concrete floor and walls, and between 6" thick reinforced concrete partitions to first floor, and front walks.

of, and where necessary, must be added to, or cut away.

New concrete footings of the quality specified, where shown or necessary, are to be excavated for, boxed and constructed, carried down to solid, and finished truly on top to receive steel or brick work, with an intervening layer of Callender's Dampcourse in the latter case.

BRICKWORK. Walls of Brick where tinted red on plan are to be sound wirecut or pressed brick, laid in cement mortar, as specified, bonded three courses stretchers to one course headers, or to match existing work. To be reinforced each sixth course with Johnston's Patent Wire Mesh Bonding. Gut and trim for all openings, arches, etc. windows and door frames, and build in latter where necessary. Build in all steel and W.I. anchors, steel and timber plates, beams and joists, where necessary, and do all necessary cutting and adding to where shown or necessary.

Build in where possible continuous concrete bands at floor and roof levels, and concrete pads under beams and joists. Both to be cast in position and to be full thickness of walls and at least the same depth.

STRUCTURAL STEEL-WORK. The work of the steel stanchions, and beans, shown on plan, are to be British Standard Beans of the various sections and weights indicated. Where a departure from such sections or weights is necessary for any reason, same must be submitted to the Architect for approval.

#### STRUCTURAL STEEL-WORK.

Stanchions are to be fitted at bottoms with steel plate and angle bases rivetted to steel sections and together, in a manner indicated by typical detail to be supplied. such detail to be similar to those illustrated in standard steel section handbooks.

and connecting angles, flush rivetted on top. Where necessary to joint stanchions this must be done about first floor level with standard fishplates and rivets. Intermediate joists to be secured to the flange or web of stanchion by double steel angles and brackets, securely rivetted together. All beams and joists to be in long lengths properly fishplated over stanchions or other supports, and anchored into walls with proper W.I. anchor straps.

be jointed over supporting end walls and bolted rigidly to existing intermediate C.I. columns. Bolts to be well fitted in holes drilled to receive same, securing in position fitted C.I. spacing piece where shown, between stanchions and columns. The small beams supporting timber joisting of verandah are to be securely attached to web of main beams, with angle cleats, and the web at outer ends to be cut away to take 12 square steel supporting stay as shown, the latter being securely bolted to beam, with 3 diam. bolt.

concapte FLOOR. Ground floor to be laid on hard well rammed filling,
to be 6" thick of the proportions specified, cement rendered
the thick and brought to a smooth finish, or prepared to
receive FAMA or Tiles, or coloured cement with border, as
may be directed. Junctions of walls and floors in lavatory
blocks to be well filleted.

Floors to fall to drains and where levels vary, grades are to be long, even and free from obstructions. Shop floors in all cases to be not less than 3° above footpathor court levels.

REINFORGED CONCRETE FLOORS. Carefully box for and construct all reinforced concrete floors as shown. To be not less than 6" thick, cement rendered not less than 2" thick, or otherwise prepared to receive Tiles, Fama, or coloured cement finish as may be directed. To be reinforced as shown on plan with B.R.C. Fabric of the various grades to suit spans as indicated. To be doubled and well lapped at joints which in all cases must be over supports. Fabric to be set up over beams in the positions shown in detail.

REINFORCED CONGRETE STAIRS. Construct reinforced concrete stairs as shown, reinforcement to be BiR.C. FARRIC, of the gauge shown, the whole to be carried on reinforced beams, so arranged as to allow of the construction of additional shop and store, or alternatively, Electric Light Switchboard, as may be directed. Newel Posts to be veneered in marble or other finish to suit shop front bases.

Slope of stairs to be shortened so as to secure greater headroom under trimmer floor beam above,

- ENGASED BEAMS. All steel beams and stanchions except those supporting suspended verandah are to be wound spirally with No. 7 gauge Steel Mire at about 6° centres formed loosely round steel section and the whole carefully boxed and then filled with concrete of the quality specified. The whole to be monolithan with reinforced concrete floors, and to be cast at same time.
- PARTITIONS. Construct between all shops 6" thick partitions, in reinforced concrete, or in concrete blocks laid in cement
  mortar and reinforced with B.R.C. bonding every four courses.

  If of reinforced concrete reinforcement to be h" round steel
  rods at 12" centres each way, wired at all intersections.

  To be plastered on all exposed facings, plugged for fittings
  where required, and finished in lime putty or Keen's Cement.

W. C. PARTITIONS. Divisions between W.C's to be of one brick in thickness (4%) laid in cement mortar, and carried to a height of 7' - 0" save between W.C's for opposite sexes.

To be plastered and finished as specified elsewhere.

FIRST FLOOR CEILINGS. To be formed of Fibrous Plaster Board ?" thick secured to 2" joists, of depths to suit spans. To be heavily panelled with 8" x 1" dressed and stained Oregon, where exposed in collonnade or court, and with fibrous plaster battens in shops.

Ceiling of court to first floor to be framed on existing trusses modified to suit arrangement shown in plan.
Soffit of main 8 panels to be framed of stained Oregon and
plaster board, as must also vertical panels between
ceiling and lights.

Carefully remove existing verandah awning and SUSPENDED VERANDAH. posts and construct continuous suspended verandah as Steel beams supporting timber joisting to be as already described supported both ends as shown in detail, 2" joists laid to fall to gutter shown at wall to be covered with 6" by 1" dressed T. & G. Oregon, closely cramped and well nailed, the whole to be covered with reinforced MALTHOID roofing and made thoroughly watertight. to be made to fall to downpipes concealed in or behind walls, and carried out to street channels as shown. flashed under sill and to be otherwise finished in timber with glass facings as shown in detail. Soffit of veranuah to be deep panelled with dressed and stained li thick Oregon and fibrous plaster board.

The 11 square steel stay-rod supporting outer end of verandah beams to be fitted with slot and key and secured at back of existing beam, through holes drilled or acctoned to receive same.

SHOP FITTINGS. The shop fittings throughout to the height of display windows are to be of American Oak, backed up in large sections with other suitable timbers. Windows to be supported on 4½ thick brick dwarf walls laid in cement mortar. Dwarf walls to be plastered inside and tiled to approval outside. False timber floors to be fitted to all display windows of 6" x 1" T. & G. Matai, a laid on 5" x 2" joists at 18" centres.

Window and door framing to be framed wrought, and moulded as required, glazed with to thick polished plate glass, bevelled in all door panels, secured with Oak battens. All framing to be finally polished. The whole to be to typical detail, of the highest workmanship throughout.

Sashes between display windows and ceilings are to be of stained and polished Oregon, glazed with 26 ounce clear glass. To have sections to open. The sashes over street windows are to be cut down, refitted with sills, and re-used as far as possible, new sashes being made to match where required. The whole to be made thoroughly watertight.

All doors to be fitted with Gibbons' solid bronze furniture and bronze hinges or other make of equal quality. Locks to be fitted with three keys each.

WINDOWS. All external windows opening to light areas and to corridors to be steel sashes glazed with 26 ounce clear, or selected fancy glass as directed. One section to open in all windows under 24 square feet, and two sections in all over this area.

ROOF TRUSSES. Existing trusses to be modified and re-used as far as possible, "queen" lanterns being removed and new rafters bolted to sides of existing rafters, extended to meet at ridge. Where new trusses are required these are to be of king-bolt as shown on plan.

ROOF TRUSSES. Purlins to be of mection to suit span (5" x 2" for 10 ft. (Cont'd)

span) spaced to suit iron and covered with 1" thick sawn

Rimu sarking laid "across" purlins and well nailed. Sarking to be covered with approved saturated felt, the whole being then covered with Galvanised Cor. Iron to match existing iron, which must be repaired and re-used where quality and condition permits.

Iron to be secured to purlins by Gal. lead-headed nails of approved quality.

To lower edge of tie-beams on each side secure 4" x 2" battens to support joists for ceilings.

PLASTERER. All external and internal masonry to be painted, to be cement rendered at thick, in two coats. Where it is to be finished in Lime Putty Plaster or Keen's Cement, it is to be rendered in one coat only.

Lavatory block and brick areas to be cement rendered, lavatory block being steel-trowel finished to a height of six geet from floor level.

5 Form plain or moulded skirtings, architraves, mouldings, internal or external embellishments, coved mouldings to beams in ground floor court, and all work required to be done in making good after other trades, such as plumber, electrician, shop-fitter, etc.

Plaster all beams and ceilings to shops and court, etc., on ground floor, and finish in lime putty.

NOTE. Make allowance for the construction of additional shops to be formed between columns round lighting well (14° x 14°) and under concrete stairs at court entrance (18° x 7°), the latter to have store-room under lower flights and the former lead-glazed ceiling light. Construction and finish generally to be similar to other shops.

PLUMBING.

Plumbing and drainage to be of the highest quality
throughout, complying with the City By-Laws in all respects.
Concealed drains to be of C.I., or E.W. cased in concrete.
W.O. pans and lavatory basins to be of Twyford's or
other approved make, flushers being Sloam Royal Flush
or Nelson type, as approved by the City Engineer. Water
supply to be from 3° Gal. main tapped where required
with stop cock in convenient place. Hose taps and
several lengths of fitted hose to be provided and left
at completion.

EXISTING WORK. Where not specified, all work in doubt is to be made to match existing work both in quality and appearance.

FINAL.

All foremen employed in the works are presumed to be familiar with the plans and specification so that for any departure therefrom Contractor will be held responsible; and he must reinstate such work in accordance with the plans without cost to the Proprietors.

### PROPOSED ALTERATIONS & ADDITIONS

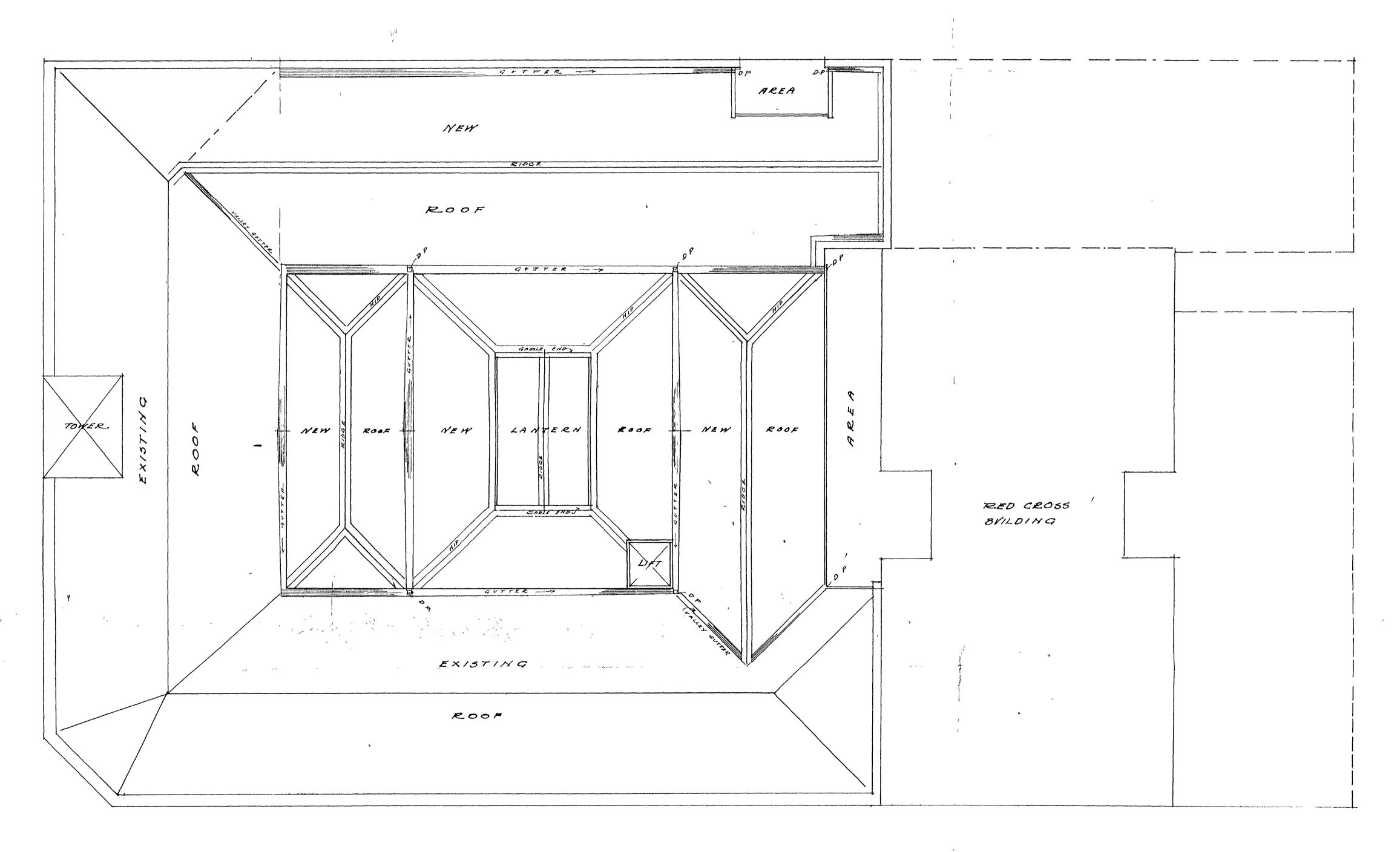
## TE ARO HOVSE - CUBA & DIXON SIS WELLINGTON

SCALE /8IN= IFT

A.S. MITCHELL F N. Z I A.

ARCHITECT

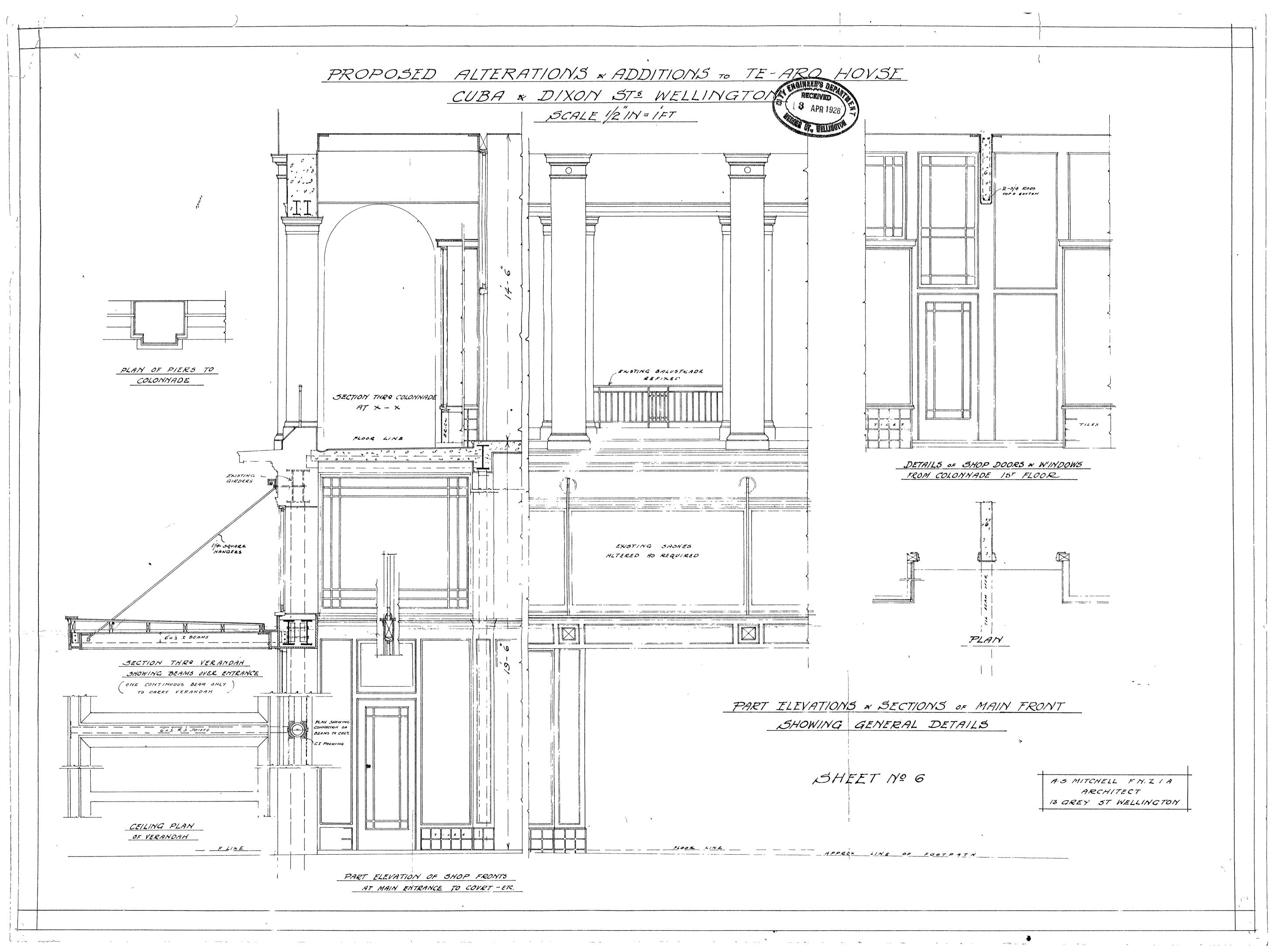
13. GREY 57 WELLINGTON

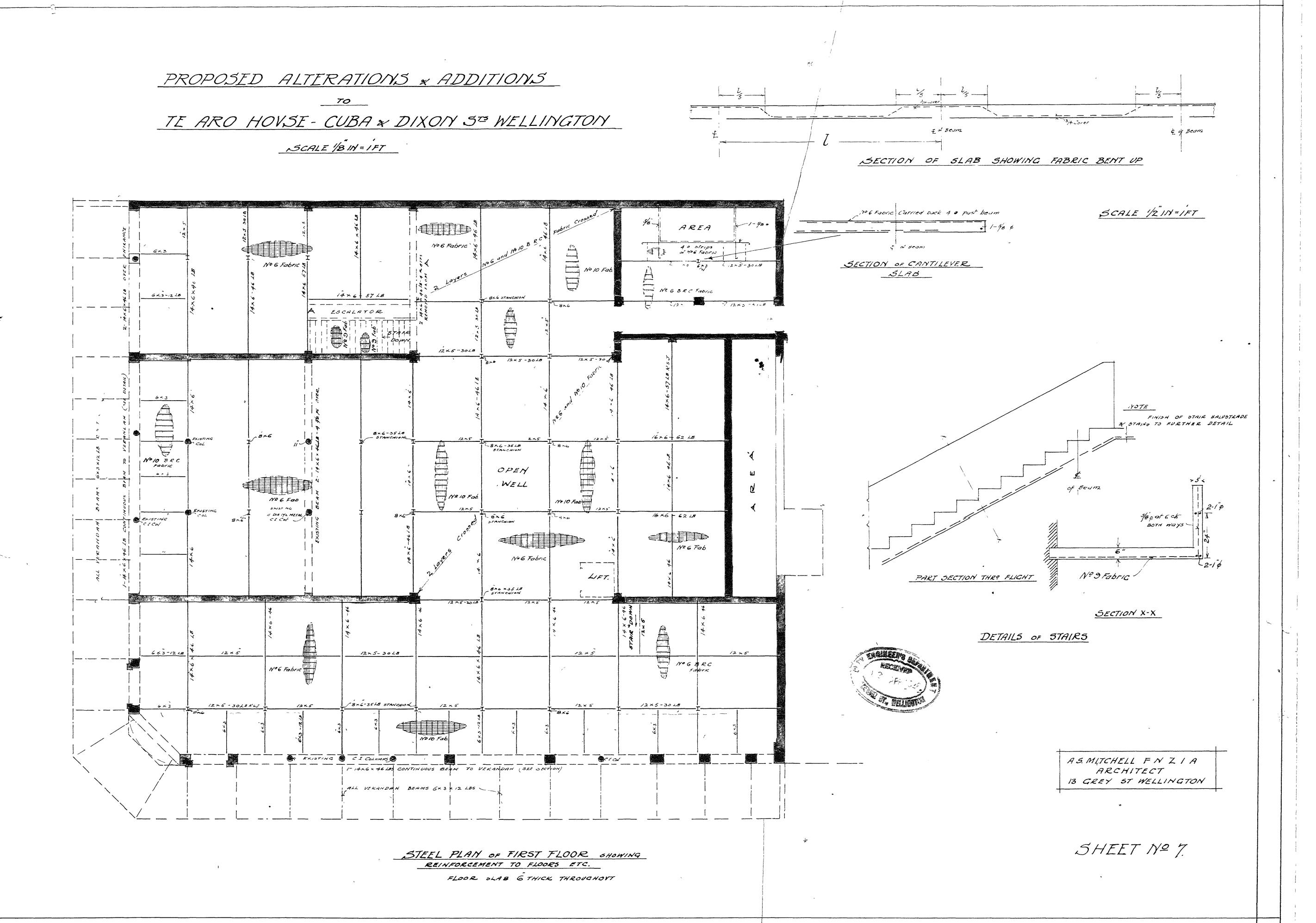


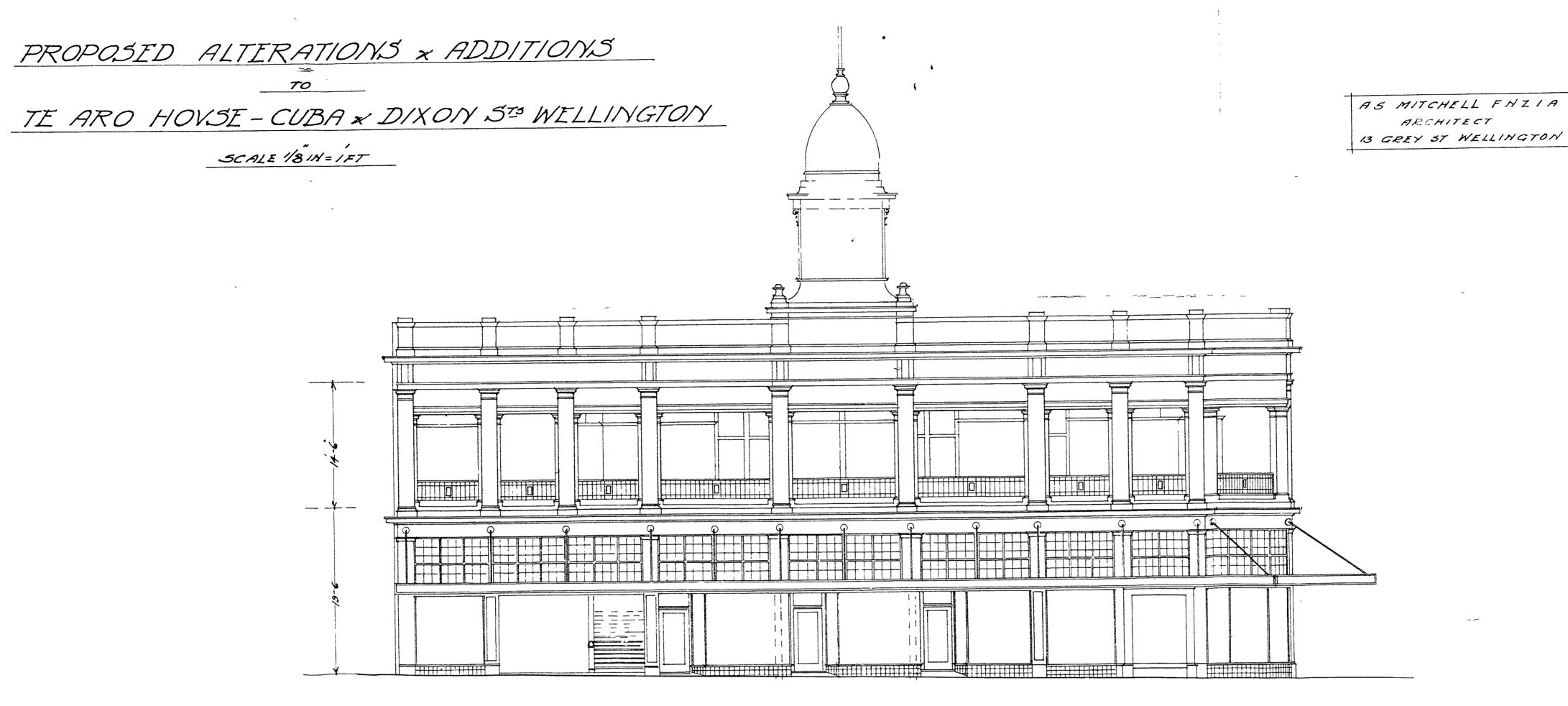
ROOF PLAN



SHEET Nº 5











ELEVATION TO CUBA 57

ELEVATION TO DIXON ST

SHEET NO!

# PROPOSED ALTERATIONS & ADDITIONS

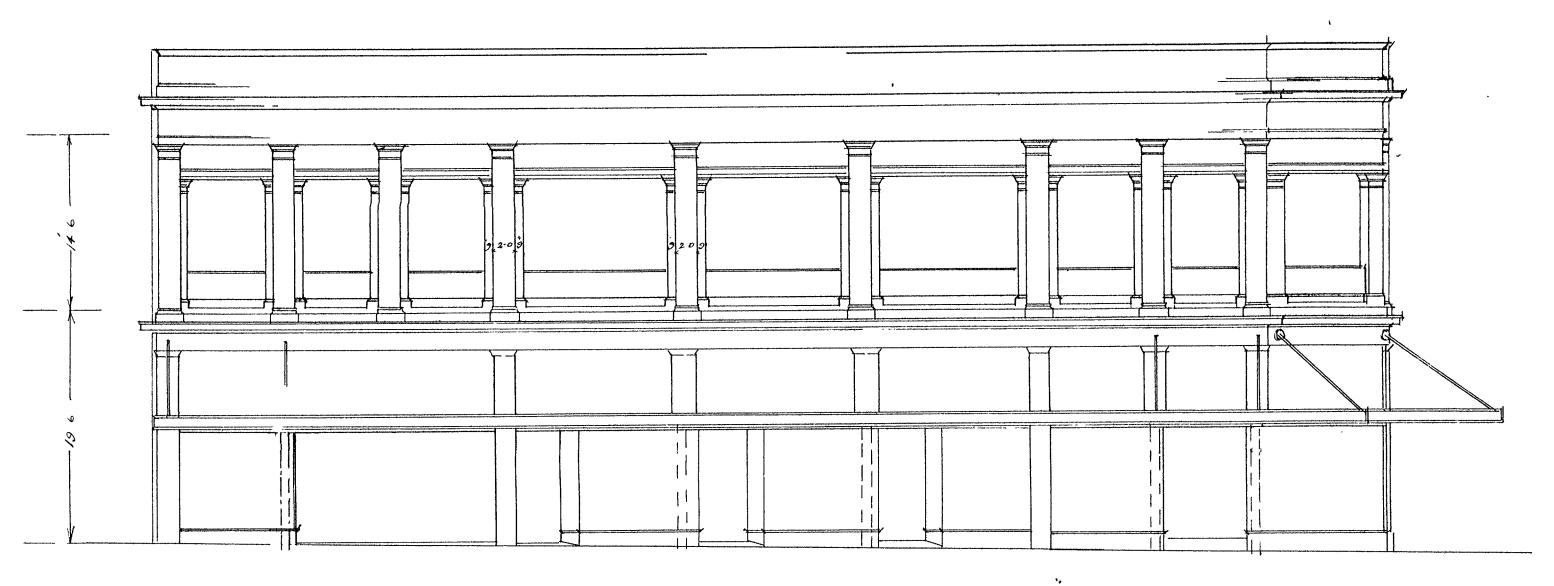
TE ARO HOVSE - CUBA & DIXON SIS WELLINGTON

SCALE 1/8 IN = 1 FT

AMENDED ELEVATIONS SHOWING

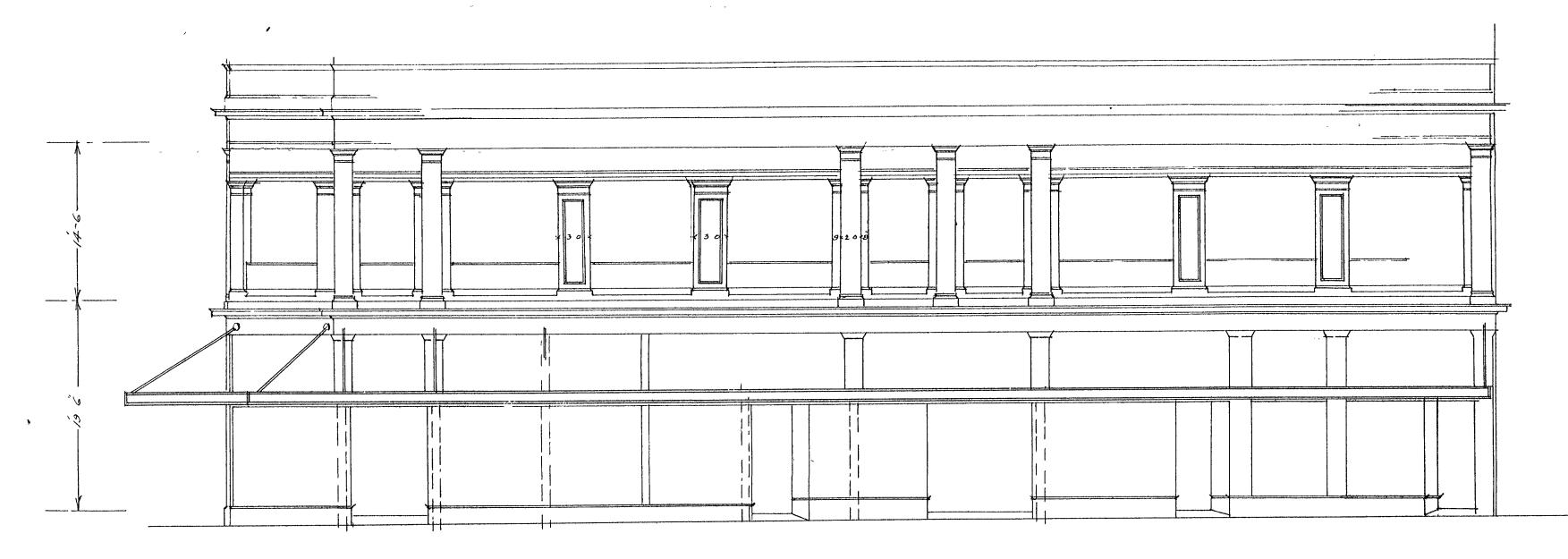
INCREASED WIDTH OF PIERS 1ST FLOOR,

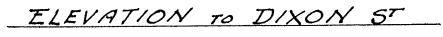
A.S MITCHELL F.N.Z I A ARCHITECT 13 GREY OF WELLINGTON

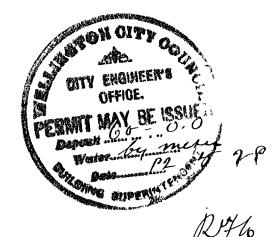




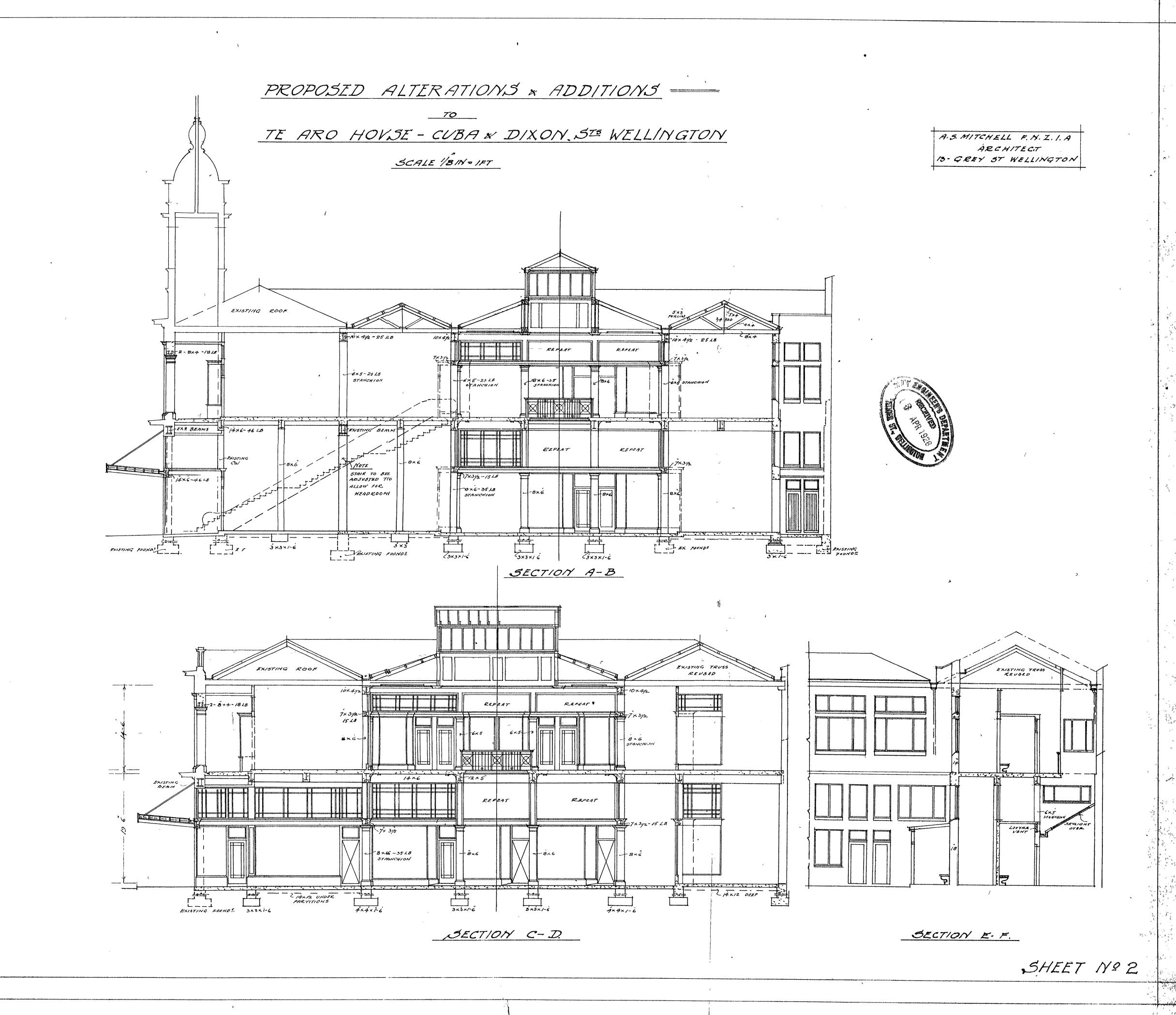
ELEVATION TO CUBA ST.

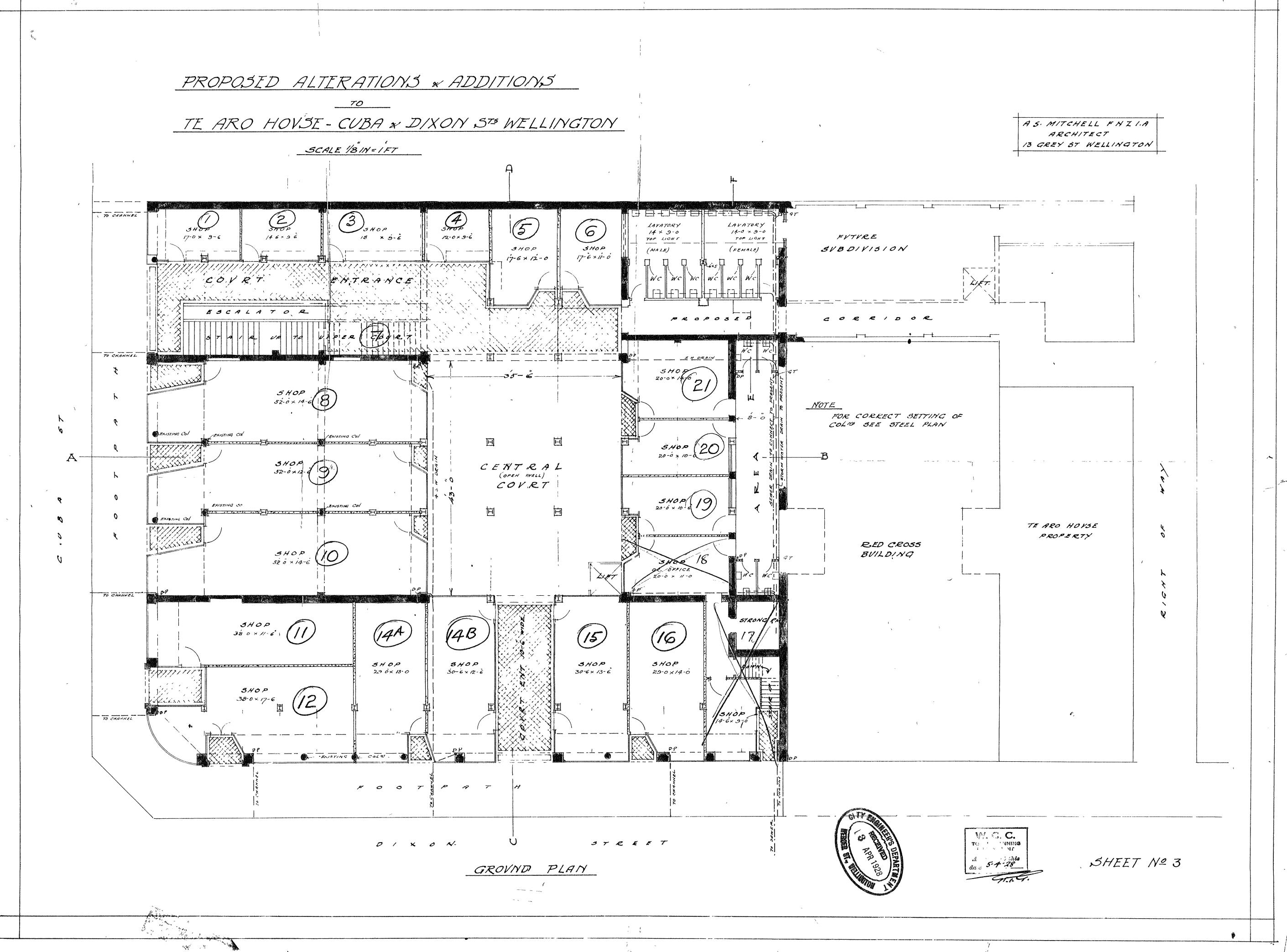


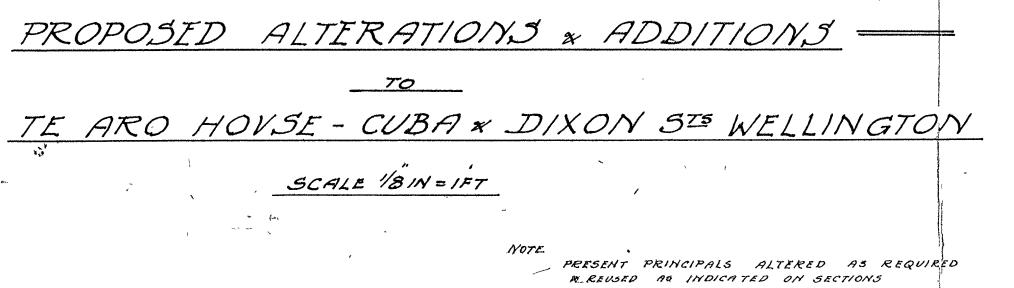




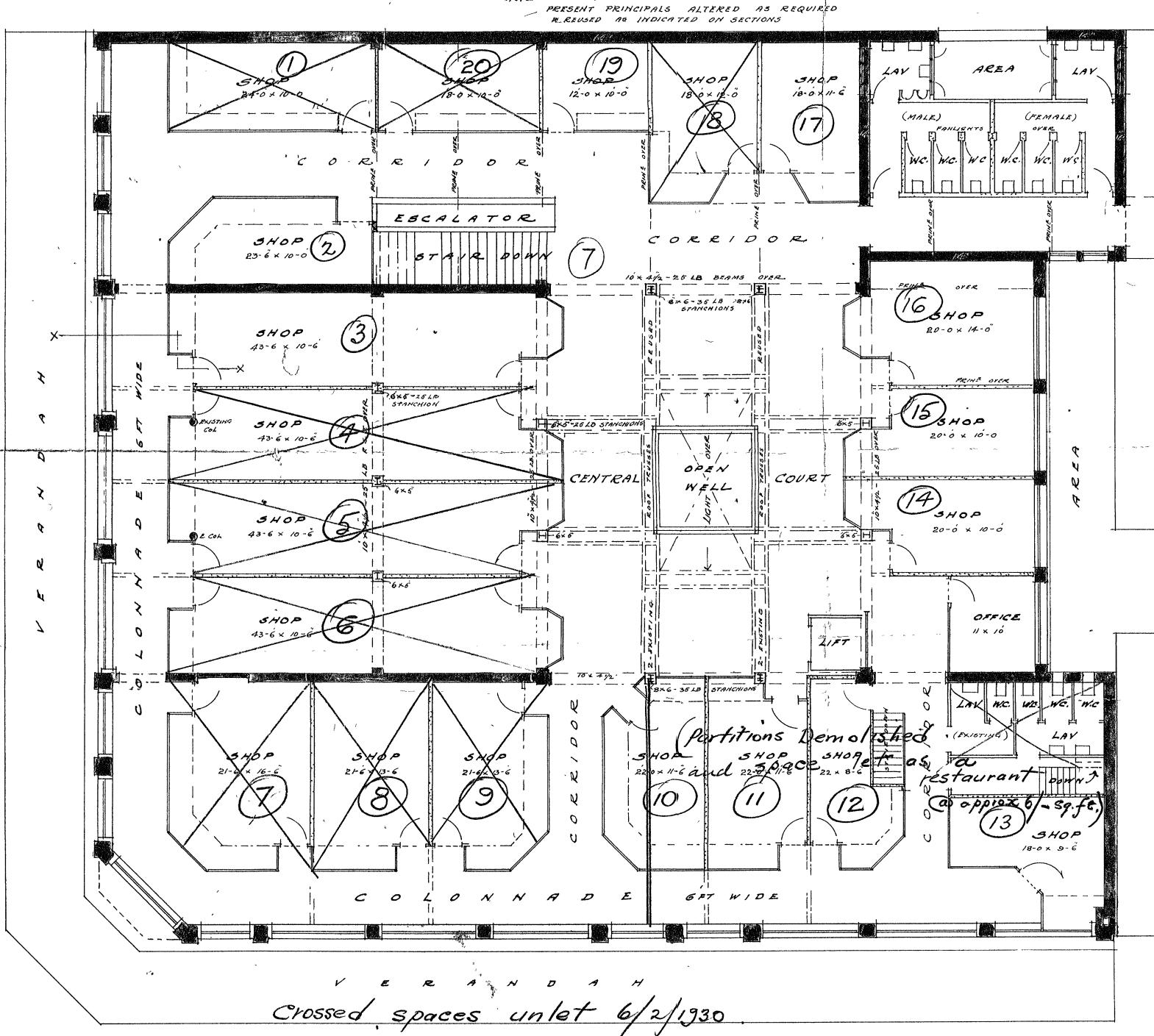
SHEET Nº1-A







AS MITCHELL F. N Z.I A ARCHITECT 13 GREY ST WELLINGTON



FIRST FLOOR PLAN

FVTURE EXTENSION

SHEET NO 4