



Open Leasing Application Form



Lease applications are determined in accordance with the Harbour Trust's leasing policy, management plan for the site and tenant selection criteria. These documents are available for inspection at the Trust's website.

In order to be considered, applicants must complete this application form and are recommended to submit a written proposal to accompany their application. This proposal should include as a minimum:

- An explanation of the nature of the business, business name and target market or principal clients
- Details of relevant experience and track record in the business proposed
- A sample menu or price list if a retail component is applicable
- The proposed trading and operating hours
- The proposed staffing and maximum occupation of the premises
- Operational procedures (eg transportation, waste management, noise management etc) if applicable
- Proposed staff and visitor parking requirements and arrangements
- How any operational or heritage constraints of the premises or site will be addressed
- Any opportunities for public access or interpretation of the premises or site if applicable
- Any Fitout works or modifications proposed to be carried out by the applicant
- Any other relevant supporting information

1. Applicant's details

Name of organisation or applicant:

ABN:

Directors/Principals:

Address:

Postcode:

Contact Person:

Mobile Number:

Phone Number:

Email:

Name of Proposed tenant (if different from applicant):

2. Solicitor's details

Company Name:

Contact Person:

Address:

Postcode:

Phone Number:

Fax:

Email:

3. Proposed use

Building(s) of interest:

Approx. space required (sqm):

Approx. no. of occupants:

Estimated parking requirements:

Brief description of proposed use:

Brief description of any proposed changes to building(s):

Brief description of any special requirements relating to proposed use:

4. Proposed lease terms

Proposed start date of lease:

Initial Term:

Option:

Indicative proposed rent p.a. (excl. outgoings and GST):

Will you be applying for a rent subsidy in accordance with the Harbour Trust's Community Use Policy?

Yes

No

If yes, please outline within your proposal your reasons for applying for a rent subsidy and how you meet the criteria within the Harbour Trust's Community Use Policy.

5. Current Business

Do you have a current business: **Select**

How long have you been trading in this business:

Trading Name:

Trading Address:

Nature of business:

6. Proposed Business

Business Structure: **Select**

A. Sole Trader *(if applicable complete this section)*

Registered Trading Name:

Office Address:

Phone:

Fax:

Residential Address:

Phone:

Fax:

B. Partnership *(if applicable complete this section)*

Registered Trading Name:

Office Address:

Phone:

Fax:

Partners Names:

Residential Address:

Phone:

Fax:

Type of Partnership: **Select**

C. Company-Private *(if applicable complete this section)*

Registered Trading Name:

Registered Address:

ACN:

ABN:

Company Structure: Private Company Trading

Private Company Trading as Trustee for:
Select

Directors/Guarantors:

(Minimum 2 required)

D. Company-Public *(if applicable complete this section)*

Registered Trading Name:

Registered Address:

Postcode:

ACN:

Authorised Directors:

Board Resolution Required: Yes No

General Manager/Secretary:

Copy of last Annual Report: Yes F.Y.E

7. Business/personal references (please provide at least 3 references)

Reference 1:

Current Landlord/Agent:

Company Name:

Address:

Postcode:

Phone number:

Fax:

Email:

Reference 2:

Contact Name:

Relationship to Applicant:

Company Name:

Address:

Postcode:

Phone number:

Email:

Reference 3:

Contact Name:

Relationship to Applicant:

Company Name:

Address:

Postcode:

Phone number:

Email:

8. General

Have you read the following documents:

Yes

No

Site Management Plan

Building Plans

Leasing Policy

Community User Policy

Conditions of Application

SHFT Standard Lease Memorandum

Lease applications and terms are considered by the Trust and approved by the Trust's Tenant Selection Committee. No contractual obligations on behalf of the Trust will arise until execution of leased documentation by the Trust. The Trust may consider other applications or withdraw the premises from the market prior to execution of lease documentation.

I/We declare that I/we nor any of the proposed Company Directors or Owners are Undischarged Bankrupts. I/we declare that the information provided has been fully considered and is correct and true. Verification may be obtained from sources named above and credit/personal enquiries may be made at any time. The information provided will remain confidential.

Signed:		Date:	
Name:		Position:	

Privacy Act Acknowledgement for Tenants

In accordance with Privacy Principle 1.3 of the Privacy Act we require you to read and sign this acknowledgement. In order to consider your application a tenancy applicant is required under the National Privacy Principles of Privacy Act to be made aware that an organisation may access a database. In addition a tenancy applicant is entitled to know what will happen to their information from time to time. Other organisations may include debt collection agencies, insurance companies, government departments and other landlords or agents. I/we the said applicant/s declare that I/we give my/our permission to the agent to collect my/our information. I/we agree that in the event of a default occurring under a tenancy agreement I/we give my/our permission to the member of a tenancy database to register any of my details of such a breach with a tenancy database. I/we further agree and understand that the removal of such information from a database company in subject to the conditions of the Database Company.

Applicant Name:		Signed:		Date:	
-----------------	--	---------	--	-------	--