

Request for Property by Commercial Groups 2

Form Preview

Information & Instructions

Dear Prospective Commercial Partner,

Thank you for your interest in leasing a Council property to support your business or commercial activities.

This Expression of Interest (EOI) form enables Council to better understand your proposed use, operational requirements, and how your activity may align with Council's objectives for community facilities and property assets.

Please complete all sections of the form and provide as much relevant information as possible. Once your submission has been received, a Council officer will review your application and contact you to discuss your proposal and the next steps in the assessment process.

Submission of this form will register your interest and place your application on a waiting list for consideration. Please note that lodging an EOI does not guarantee access to, or allocation of, a Council property.

All commercial proposals are assessed on their individual merits, taking into account factors such as community benefit, compatibility with the intended use of the property, operational impacts, commercial viability, and the availability and suitability of Council facilities.

Council seeks to work with commercial partners who can deliver services, programs, or opportunities that enhance outcomes for the community while ensuring the responsible and sustainable use of public assets.

We appreciate your interest and look forward to learning more about your proposal.

Yours sincerely,

Tim Lawson Manager Strategic Procurement and Property Knox City Council

Organisation Details

* indicates a required field

Organisation Details

Organisation Name *

Organisation ABN *

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

Information from the Australian Business Register	
ABN	
Entity Name	

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ABN Status
Entity Type
Goods & Services Tax (GST)
DGR Endorsed
ATO Charity Type
ACNC Registration
Tax Concessions
Main Business Location

[More information](#)

Must be an ABN.

Website

Must be a URL.

Current Organisation Address *

Address

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

Organisation Contact

Contact Person Name

First Name

Last Name

Please enter details of the person completing this application

Position

Email

Must be an email address.

Phone Number

Must be an Australian phone number.

Child Safety

* indicates a required field

Knox City Council - Child Safety

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Knox City Council has a zero tolerance for child abuse. Organisations that provide services or facilities for children are required by law to comply with the Victorian Child Safe Standards to safeguard children. Obligations are detailed on the Commission for Children and Young People (CCYP) website [CCYP | Child Safe Standards](#).

Organisations providing services, facilities or activities for children under 18 must:

- 1. Maintain compliance with the Child Wellbeing and Safety Act (2005) and Child Safe Standards if deemed to be in scope.*
- 2. Ensure all employees, contractors and volunteers engaged in Council activities involving children and young people aged 0-18 years hold a valid and current Working with Children Check (WWCC), (or for interstate visitors, an equivalent Check from their home State/territory)*
- 3. Maintain an up-to-date register of WWCC Checks.*
- 4. Notify Council immediately if any of their employees, contractors or volunteers engaged in Council activities involving children and young people aged 0 to 18 have their WWCC Check suspended or revoked or are issued with a WWCC exclusion.*

Please confirm the following regarding Child Safety: *

- ☐ We understand our obligations under the Child Wellbeing and Safety Act (2006) and Child Safe Standards
- ☐ If successful, we agree to provide annual confirmation to Council of our organisation's compliance with current Child Safe Standards

Site Details

Available Properties

Site Identification

Specify the name and address of the property or properties you are seeking. If no site identified, specify what type of property or use you require?

If possible, attach a map with the area you wish to occupy marked on a map- this can be a screenshot from Googlemaps so long as the area is clearly identified

Attach a file:

General Questions

* indicates a required field

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What goods or services does your organisation provide? *

Please provide a

What will the leased area be used for? Will it be used to provide goods and services?

How many people are employed at your organisation?

Do you provide any community based services?"

New Section

Please provide any other relevant information you believe would be beneficial for your submission

Please attach any other relevant information you would like to include with your Expression of Interest

Attach a file:

Compliance

Lease Templates

Please note that Council will use the standard Real Estate Institute of Victoria templates for Commercial or Retail lease.

Do you agree to these standards?

- ☐ Yes
- ☐ No

Insurance

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Tenants must agree to provide evidence of required insurance to Council upon request, Typically Public Liability insurance of \$20 million. Additional requirements may apply.

Do you agree to Council's insurance requirements?

- ☐ Yes
- ☐ No

Please attach a copy of your organisation's Public Liability Insurance Certificate of Currency

Attach a file:

Fees and Charges

Council officers will conduct an initial review of your application and advise you of the outcome. If there is potential to proceed, you will be required to pay a fee as established in Council's Fees and Charges (available in the Council budget [Annual budget | Knox](#))

Do you agree to pay this fee and acknowledge it is not refundable?

- ☐ Yes
- ☐ No

Declaration

Privacy

We collect personal information of individuals during this application form to assist us in administering evaluating submissions. The information we collect will only be used by Knox City Council for that primary purpose or directly related purposes. The information will not be disclosed, in particular for purposes relating to marketing, except as required by law.

Evaluation of Application

Council makes no guarantees as to the outcome of your application?

- ☐ Agreed
- ☐ Not Agreed

Council makes no guarantees on any timelines for assessing your application required to assess your application?

- ☐ Agreed
- ☐ Not Agreed

An occupancy agreement does not replace any other building, planning traffic or similar fees, permits or other requirements?

- ☐ Agreed
- ☐ Not Agreed

Declaration of Relationships / Conflict of Interest

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You will need to tell us about any relationships that you, or a member or your organisation or your organisation has with a Council staff member or Councillor. This includes, but is not limited to the following types of relationships: • representation on your Board • employees of your organisation • personal relationships such as family members or partners. **It does not include** professional relationships that occur in the usual operation of your organisation such as the use of your organisations services or programs. The information you provide here won't influence the outcome of your application, however it will assist us in ensuring your application is assessed fairly and accurately, in an unbiased, transparent process.

Do you, or any person involved in your organisation, have any relationships with a Council staff member or Councillor?

- ☐ Yes
- ☐ No

Conflict of Interest Details

Please describe the nature of the relationship