

# Tenancy Requests – City of Joondalup Properties

## Application Package



## Application guidelines

### What does this application package cover?

This application pack is designed for potential tenants seeking to enter into a tenure arrangement (e.g. lease, license or management agreements) on City of Joondalup owned or managed properties.

It outlines the proposal information required for submission to the City for its assessment.

### Why is there an application form?

The City's *Property Management Framework* (PMF) guides the management of the City's diverse property portfolio for sites under its care, control and ownership, and outlines a set of key principles to support decision-making by the City.

To support a consistent and transparent approach to tenancy evaluations, this application pack has been developed in alignment with the key principles of the Framework, namely:

#### Key Principles

- The City acknowledges its obligation to provide and maintain its properties to meet community needs for present and future generations.
- The City recognises the social contributions made by organisations and community groups in building sustainable communities.
- The City promotes occupancy arrangements that maximise access to the property by the wider community and will therefore preference hire arrangements above Leases or Licences.
- The City supports occupancy arrangements that contribute to the financial viability of the City and reflect an occupant's capacity to pay.
- The City preferences commercial occupancy arrangements directly with the City before considering sub-tenancy arrangements with an existing Tenant.
- The City promotes activities on and within its properties that provide an overall benefit to the public.
- The City acknowledges that historical exclusivity on City properties does not guarantee future exclusive rights.

### What kind of tenancy requests will be supported?

The City will evaluate requests in alignment with:

- The key principles of the PMF.
- The current classification of the property (i.e. Community Purpose, Capital Appreciation or Income Generation).
- Any statutory requirements for disposal of property and current delegations of authority from Council.

Please note, this application process does not replace or fetter any statutory obligations or Ministerial/Council discretion that may be exercisable in respect of the proposal.

Its intent is to provide an initial assessment process to determine the appropriateness, viability or merits of a proposed tenancy request.

### How do I submit my application package to the City?

Before submitting your application, please ensure you have read the City's PMF.

It is also advised that you contact the City's Property Management Team to discuss your proposal before submission.

Applications must be submitted to:

Email: [info@joondalup.wa.gov.au](mailto:info@joondalup.wa.gov.au)

Post: City of Joondalup  
Property Management Team  
PO Box 21  
JOONDALUP WA 6919

## Application form checklist

### Attachments – please include the following information with the completed application:

Site map of proposed tenure area.

Previous two audited financial year records to demonstrate financial ability to meet all tenant obligations in accordance with the City's PMF.

Organisational structure (if incorporated association, please provide committee structure).

Written evidence of financial commitments from other funding sources (loans, donations, other users).

Any other supporting documentation.

## Tenancy Request Application Form

Applicant details		
<b>Applicant</b>		
Name (organisation/individual):		
Address:		
What is the status of your organisation? (Select most appropriate option below):		
Incorporated Association	Charity	Community Group (Not Incorporated)
Commercial – Sole Trader	Commercial – Business	Government Department/ Agency
Telecommunications Carrier		
What is the date of establishment of your organisation/business?		
What is the primary purpose of your organisation/business: (e.g. community sport/recreation, community services, commercial retail, child care, religious group, telecommunications carrier, etc.). Please describe below:		

Contact details	
<b>Primary Contact</b>	
Name:	
Business Phone:	Mobile:
Email:	

Organisational details			
Please provide the following details for the last three years, where relevant to your organisation:			
	Year 1	Year 2	Year 3
Annual Gross Revenue	\$	\$	\$
Membership numbers (if relevant)			
Number of employed staff (if relevant)			
Number of volunteers (if relevant)			

Tenancy Proposal		
Property Type		
What is the type of property you are seeking a tenancy for? (Select most appropriate option/s below):		
Existing City Building – Whole	Existing City Building – Portion	
Future City Building	City Land	
Property Details		
Name of building (if known / relevant):		
Please describe the portion of the property (land and/or building) that is the subject of the tenancy request:		
No.:	Street:	Suburb:
Nearest street intersection:		
Briefly describe the proposed activities to be undertaken within/on the property? (Primary and ancillary)		
Proposed Tenure Period		
Please detail proposed tenure periods in years below, including all further terms. Refer to the City's PMF for guidance on tenure periods. <i>Note: Tenure arrangements on Crown Land cannot exceed 21 years without approval from the Western Australian Planning Commission.</i>		
Initial Term:	Further Term 1:	Further Term 2:

Proposed Operating Hours	
Day	Hours of operation
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	
Proposed Storage Requirements	
Special Conditions	
Proposed Consideration (Rent, Capital and Incentives)	
Please describe all forms of consideration proposed as part of the tenure request. Refer to the City's PMF for guidance on rental calculation methodologies:	
Annual Rent: \$	
Capital Contributions / Fit-Outs (including estimated value):	
Lease Incentives (rent-free periods, etc.):	
Other:	

**Proposal Impacts**

Please describe why the proposed activity/s require an exclusive-use arrangement. (i.e. could a hire arrangement be considered)?

How will the activity/s proposed to be undertaken at the requested site benefit the community? (e.g. social, economic, environmental benefits).

What impacts will the proposed activity/s have on the surrounding area? (i.e. parking, traffic flow, power consumption/upgrades, etc.)



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*This document is available in alternate formats upon request.*