

LRG Café Space EOI Application Form

<i>Property Address:</i>	Café Space within Latrobe Regional Gallery, 138 Commercial Road, Morwell
--------------------------	---

Privacy Statement

Latrobe City Council is committed to the responsible handling of all personal information in accordance with privacy legislation.

Your personal information is collected by Council to enable us to provide services, activities and events to the local community, and carry out our statutory functions, including in relation to health and planning.

Council will collect information directly from you, where possible, and will not disclose personal information to any other party, except as allowed or required by law, without your consent.

If you require access to your personal information or if you have any questions please do not hesitate to contact Latrobe City Council's Privacy Officer on 1300 367 700 or at PO Box 264 MORWELL VIC 3840.

For further information about how Council collects and manages personal information, please see the Latrobe City Council Privacy Policy available on our website.

Applicant Details – Company

Company Name:			
ABN:			
Registered Address:			
Registered for GST?	YES / NO	(circle appropriate answer)	
Website:			
Director Name (1):			
Residential Address:			
Director Name (2):			
Residential Address:			

OR

Applicant Details – Individual

Applicant Name:			
ABN:			
Residential Address:			
Registered for GST?	YES / NO	(circle appropriate answer)	

Contact Details

Name:			
Telephone:		Email:	
Name:			
Telephone:		Email:	

Business Details

Trading Name:	
Years in Operation:	
Proposed Use:	
Current Address:	
Number of Years at this Address:	
Current Rent:	(insert \$ amount)
Current Landlord/Agent:	
Address:	
Name & Contact Number:	
Required References (applicants can not be considered without the following references being provided)	
Accountant Name:	
Address:	
Name & Telephone:	
Business Reference 1:	
Name & Telephone:	
Business Reference 2:	
Name & Telephone:	

Note – a business reference is a company, supplier or contractor that the applicant holds an account with and who supplies a product or service to the applicant's business.

Not-for-Profit / Social Enterprise focused Organisation

<p>Outline how your organisation operates as a social enterprise</p> <p><i>Please provide any evidence of existing activities to support your application.</i></p>	
--	--

Offer To Lease

Initial Term:	3 Years
Rent:	\$520 + GST (per annum)
Commencement Date:	1 April 2025
Rent Reviews:	N/A
Further Term/s:	1 x 3 Years
Security Deposit/Bank Guarantee:	\$2,500 payable at Commencement Date
Outgoings:	Contribution to outgoings of \$2,000 + GST per annum

Proposed Tenant Works

Please attach a fit-out plan and scope of works intended to be completed as part of the fit-out of the space. *Please note that the requirements for building and planning permits remain with the applicant (should they be required).*

Business Plan

As part of the Application, Council requires a 1-page summary business plan that includes information about the history of the business, the experience, and qualifications of the operators, plans for the future and why you are applying for the property.

Attachments Required

As part of our review of your Application, Latrobe City Council require the following documentation to be provided together with the completed Application Form:

- Current Public Liability Insurance Certificate of Currency
- Copy of ID for each company director or individual applicant/s
- Copy of the most recent set of completed financial reports
- Proposed Fit-out plan and scope of works to occur within the space
- Business Plan 1 page information sheet

Signature

Name:	
Position:	
Date:	
Signature:	