City Leasing - Enquiry Form

This form is used to collect information to assist the City in assessing lease enquiries for City owned or managed sites. A site may include land, a building, or space within an existing facility. For the purposes of this form, the term *site* refers to any space being sought. Please note that completing this form does not offer any guarantee, as opportunities are limited and subject to assessment and competing priorities.

ABOUT YOUR ORGANISATION	
Name of organisation ABN (if applicable) ACN (if applicable)	
Contact person: Name: Phone: Email:	
ACNC (Australian Charities and Not-for-profits Commission) registration (if applicable)	
Is the group incorporated? If yes, provide incorporation number.	
Website (if applicable)	
What is the core business of the organisation or group?	
If incorporated; How many members does the club have and what is the structure? *(i.e. member numbers and how you govern yourself e.g. committee,)*	
How many staff do you employ? What is the business structure?	
Where do most of the members or clientele reside? *(including approximate proportion residing in the City of Wanneroo)*	
Do you have a current site for your operations? Please provide:	

• Address; • Land tenure (owned or leased); • If leased, term (overall and remaining); and rent; and • Reason for seeking a new site.	
SITE REQUIREMENTS	
Proposed Site. *(If you have identified and are proposing a specific site, please list street address and map if available)*	
If you don't have a proposed site, are you seeking land, or space within an existing facility? Explain briefly what you're seeking. *(E.g. office space in community building, land for a community garden, land on which to build a new facility, standalone existing building)*	
In what general location or suburb do you hope to find a site? *(keep in mind, the more restricted your area the more difficult it will be to find a suitable site)*	
Estimated size of site required (sqm)? If within a building, how many rooms and what size is required?	
Are you seeking exclusive use of a site or are you willing to share a site with similar or complementary organisations?	
What activities will be delivered from the proposed site?	
Intended days of operation?	

Intended hours of operation?		
FINANCE		
Are you planning to make an investment in the site? (*if yes, please answer below questions*)		
What is your best estimate of expenditure for your proposal? (*Consider: building permits, planning applications, accessibility compliance, design and relocation, furniture, fit-out, and security)*		
How will the above costs be met? (*i.e., external funding, own funds, fundraising etc.*)	Existing funds: Grants: Fundraising: Other:	
Any additional information:		

Please Note: The information provided will assist the City in undertaking an initial assessment of your enquiry. Additional supporting information may be requested at a later stage to inform the viability of your proposal, including business plans, financial statements, or evidence of funding.