

Qualitative Assessment Criteria	Weighting
<p>A. Business Structure & Financial Position</p> <p>Respondents should detail their business structure and use for the proposed licence space including a detailed business case (labelled "Business Case"). The Business Case should address a minimum of the following:</p> <p>1. BUSINESS STRUCTURE</p> <p>a) Organisational background to include mission, purpose and history. b) Current business structure (evidence of incorporations, NFP or charity) c) Outline how you believe your business will align with the Town's plans, policies and strategies. d) Any commercial benefit outcomes intended to be achieved e) Any community benefit outcomes intended to be achieved.</p> <p>2. FINANCIAL POSITION</p> <p>f) Provide latest audited financial statements g) Financial reference (bank manager or accountant)</p> <p>3. INSURANCE / RISK MANAGEMENT</p> <p>h) Public Liability Insurances (no less than \$20M) i) Workers compensation insurance cover j) Work Health and Safety considerations and compliance.</p>	35%
<p>B. Detailed Proposal</p> <p>Provide a detailed licence proposal (labelled "Licence Proposal") that address the following, at a minimum:</p> <p>a) Agreement Type b) Lessee details (registered business name, ABN etc.) c) Any guarantor/s to be listed. d) Term of Licence</p> <p style="padding-left: 20px;">i) Rent amount per month or per annum. ii) Rent Review method. iii) Security Deposit / Bank Guarantee</p> <p>Outline your proposed use of the Licence area, to include:</p> <p>e) Estimated number of patrons you forecast to visit the service per month. f) Special conditions (requested by the applicant and clearly outlining any incentive requested, lesser contributions, licences required, etc.) g) The proposed use and social benefits; h) Compliance with Town Planning Scheme No. 1</p>	35%
<p>C. Fit out Concept Plans</p>	10%

Provide high level concept plans for the Applicant's proposed fit out of the premises (Labelled "Fit Out Concept Plans") outlining at a minimum how the proposed fit out:

Noting, the Applicant will be responsible for any works and will be required to comply with any applicable Planning, Building and Environmental Health requirements.

- a) Caters for the proposed number and type of customer.
- b) Contributes to the overall look and feel of the premises and matches the concept for the proposed business
- c) Signage design and locations (both internal and external)
- d) Any additional relevant information

D. Relevant Experience

Describe your experience in conducting similar Requirements:

- a) Demonstrated experience in managing, owning or operating a similar business (include details of the location)
- b) Demonstrate competency and proven track record in establishing and maintaining a similar viable business.
- c) Provide a CV for the Applicant's key personnel who will be directly involved in the management and day-to-day operations of the business (including, skills, qualifications and relevant experience).
- d) Any additional information.

20%

F. Referees

Provide contact details (including names, titles, telephone numbers and/or email addresses) for a minimum of two (2) referees who can specifically attest to the applicants experience in the operation of similar or comparable business in the last 5 years.