



TOWN OF
VICTORIA PARK



REQUEST FOR PROPOSALS - LEASE OR LICENCE OPPORTUNITY

10 Kent Street
East Victoria Park



WE'RE OPEN
VIC PARK

PART 1 - BRIEF

1.1 Introduction

The Town of Victoria Park (the Town) is inviting Submission of Interest to lease or licence 10 Kent Street, East Victoria Park.

This document has been prepared to provide prospective applicants with the following relevant information:

- Part 1 - Brief (read and keep this part).
- Part 2 - Conditions of Responding (read and keep this part); and
- Part 3 - Respondent's proposal (complete and return this part).

1.2 Location

The property is ideally located in the heart of East Victoria Park, a vibrant and growing locality earmarked for high population growth. Situated just 4km east of the Perth CBD, it offers a balance of accessibility, amenity, and future opportunity.

Positioned within close proximity to the Albany Highway commercial strip, one of the area's major thoroughfares, the site enjoys direct connectivity into the city, as well as strong links to Perth's wider metropolitan network.

Essential services and facilities are also nearby, including the Park Shopping Centre, Leisurelife Recreation Centre and educational facilities such as Curtin University, reinforcing the property's strategic and highly connected location.



1.3 The Opportunity

The Town seeks to lease or licence a portion of Lot 10 on Plan 1954 comprised in Certificate of Title Volume 46 Folio 394A.

The property is within Local Planning Scheme 2 Zoning for District Centre. The objectives for which include:

- To facilitate a mix of land uses that focus on the weekly needs of the wider district catchment.
- To provide a community focal point for people, services, employment and leisure that are highly accessible, and do not adversely impact on adjoining residential areas.
- To facilitate developments of a scale and design that contribute to the desired character of the district centre, and to a high quality public realm through fine grained active frontages and building design that encourage public interaction.
- To provide a broad range of employment opportunities to encourage diversity within the centre.
- To ensure a mix of commercial and residential developments, which provide for activity and accessibility at the street level and support provision of public transport and pedestrian links.
- To provide for a wide range of residential accommodation, including high density residential, to meet the diverse needs of the community.

Expressions of interest are invited from parties seeking to utilise the space for community benefit, aligning with the Town's commitment to fostering local engagement and services. Applicants should provide detail of the proposed use and development class, including supporting information, sufficient for the Town to evaluate the proposal.

The Building Code of Australia (BCA) classification for the building is Class 5 – Office. Any change to the building's use or classification will require a Development Application, which is a separate statutory process which must proceed any lease being entered into. All associated costs will be the responsibility of the applicant. While landlord consent can be provided to lodge a Development Application, this does not constitute or guarantee the granting of a lease.

Lease terms may be for a period of up to five (5) years and will be subject to the standard tenure guidelines contained within Council Policy 310 – Leasing and Licensing.

Licence terms may be for a period of up to three (3) years and will be subject to the standard tenure guidelines contained within Council Policy 310 – Leasing and Licensing

The Town will require a redevelopment clause in the lease as outlined in Policy 310 – Leasing and Licensing. The successful proponent must acknowledge this clause and agree to legally binding undertakings not to make public comments adverse to the Town in the event the Town exercises its right to terminate the lease and obtain vacant possession.



1.4 The Property

The premises is located at 10 Kent Street, East Victoria Park, featuring a rectangular shaped site totalling approximately 300sqm and recently renovated 110sqm character style, rendered brick and iron residence that has been converted to an office.

The building consists of an open plan reception area with high ceilings, a kitchen and staff area, three offices and universal access toilet. Externally, there is a front veranda, shade sails over alfresco style timber decking, covered patio and side carport.

Parking for two vehicles can be accommodated onsite in tandem, with timed street parking available along Kent Street.

The property presents an excellent opportunity for a tenant to secure a recently renovated well-located space. The successful lessee or licensee would be responsible for maintaining approximately 300sqm, including the front, side and rear enclosed areas.



Image 1 – Main Reception area facing the street

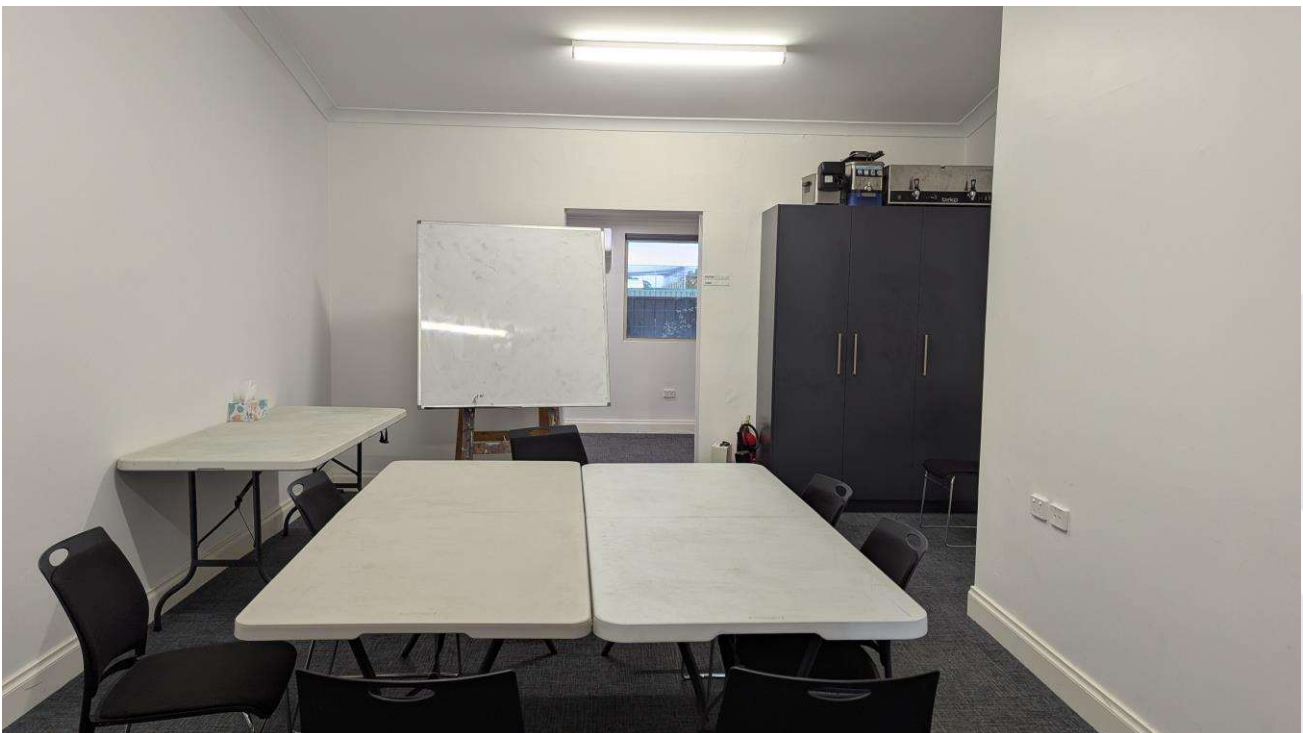


Image 2 – Main Reception area facing the kitchen and rear of the property



Image 3 - Kitchen



Image 4 – Staff area with window overlooking rear deck and patio area

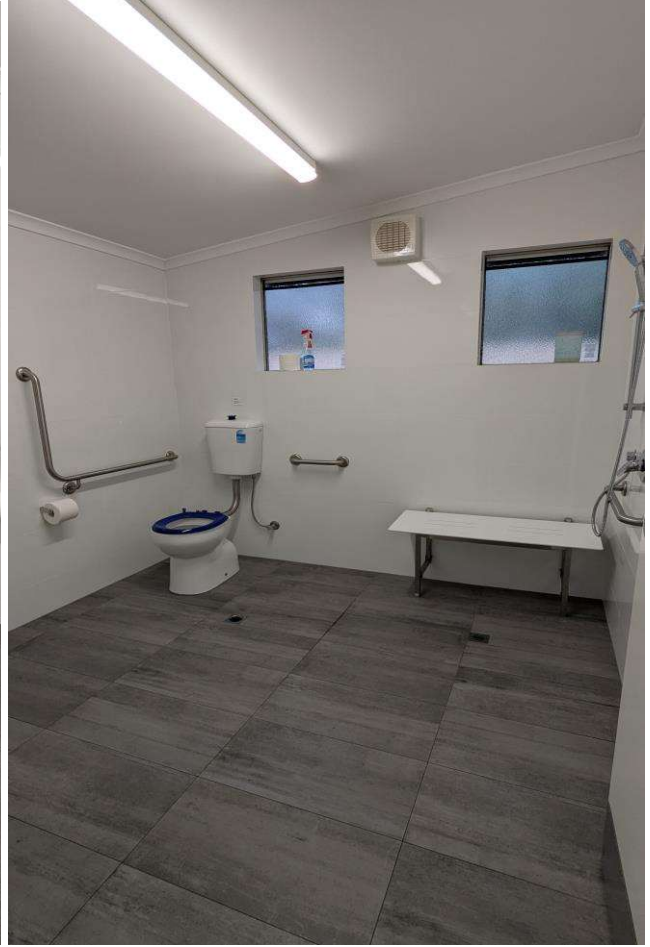


Image 5 & 6 – Universal access toilet



Image 7 – Rear deck and Patio area

1.5 Permitted use

The premises at 10 Kent Street is currently zoned 'District Centre' under the Town's Town Planning Scheme No. 2.

The below uses are permitted if it complies with any relevant development standards and requirements of the Scheme:

- Amusement parlour
- Art gallery
- Civic use
- Community purpose
- Consulting rooms
- Convenience store
- Fast food outlet / lunch bar
- Home occupation
- Home office
- Hotel
- Hosted short-term rental accommodation
- Liquor stall – small
- Market
- Medical Centre
- Multiple Dwelling*
- Office
- Recreation - Private
- Residential building
- Restaurant/Cafe
- Shop

The below uses are not permitted unless the local government has exercised its discretion by granting development approval:

- Betting agency
- Bulky goods showroom
- Car park
- Cinema/Theatre
- Educational establishment
- Exhibition centre***
- Family day care***
- Funeral parlour
- Garden centre
- Grouped Dwelling*
- Independent living complex
- Liquor store – large
- Reception centre
- Residential aged care facility
- Single house*
- Small bar**
- Trade display

** Multiple dwellings, grouped dwellings and single houses in the District Centre, Local Centre and Mixed Use zones are subject to Clause 32.*

*** Use exempt from development approval if conditions of deemed clause 61(3) of the deemed provisions are satisfied*

**** Exemptions may apply in accordance with local planning policy.*

The below uses are not permitted unless the local government has exercised its discretion by granting development approval after advertising the application in accordance with clause 64 of the deemed provisions:

- Brewery
- Childcare premises
- Commercial vehicle parking
- Home business
- Home store
- Hospital
- Motor vehicle wash
- Nightclub
- Place of worship
- Renewable energy facility
- Restricted use
- Service station
- Tavern
- Telecommunication infrastructure
- Tourist and visitor accommodation
- Trade supplies
- Unhosted short-term rental accommodation
- Veterinary centre
- Winery

1.6 Tenant Fit Out

The Property will be leased or licensed "as is" to the approved applicant and the applicant will be fully responsible for all fit-out works, obtaining approvals and licences.

1.7 Lease/Licence Agreements

Following evaluation of Submissions received in line with this document selection of the preferred submission may be subject to Council approval and will be subject to any required compliance with section 3.58 of the *Local Government Act 1995*.

The Town will seek to enter discussions with the aim of negotiating and entering into a Lease or Licence agreement. Please note that officer evaluation of submissions is for the purpose of a potential recommendation to council. Officer evaluation of submissions is non-binding, and the council reserves the right to substitute its own preferred proponent as the proposed Lessee/Licensee.

The Lease or Licence Agreement may address issues such as:

- Tenant responsibility for any fit-out, including Principal's requirements and criteria for evaluation of fit-out plans.
- Treatment of any common areas.
- Statutory and other requirements.
- Assignment, sub-letting, and charging; and
- End of lease obligations, including in relation to removal of fit-out.

1.8 Additional Lease/Licence Terms

The Tenant will have possession of the allocated premises and may be responsible for all non-structural and preventative maintenance, including:

- Fire equipment servicing.
- Mechanical services maintenance.
- Pest control.
- Electrical compliance testing.
- Sewer pump and grease trapping services; and
- Septic system servicing.

The agreement is to be structured on a net lease or licence basis, with all outgoings being separately payable by the Tenant in addition to the rent and any sinking fund contribution. Outgoings are set in accordance with Policy 310 Leasing and Licensing, and may include the following, but are not limited to:

- Refuse collection.
- Rates, taxes, and other statutory levies.
- Utilities and services.
- Maintenance, repair, and replacement.
- Cleaning; and
- Insurances.

Estimated outgoings are \$2900 per annum which includes gutter cleaning, pest treatments, electrical compliance testing, water rates and water use. Estimated outgoings calculation excludes rates, taxes, other statutory levies, and electricity & gas which would need to be set up directly with a supplier. This is subject to the agreement with the Town.

1.9 Attachments

Policy 310 – Leasing and Licensing

PART 2 - CONDITIONS OF RESPONDING

2.1 Request Documents

This Request for Proposal is comprised of the following parts:

- a. Part 1 - Brief (read and keep this part).
- b. Part 2 - Conditions of Responding (read and keep this part).

c. Part 3 - Respondents Proposal.

2.2 How to prepare your proposal

- Carefully read all parts of this document.
- Ensure you understand the Requirements.
- Complete and return the Respondents Proposal (Part 3) in all respects and include any supporting documentation.
- Make sure you have signed the proposal and responded to all the Selection Criteria.
- Lodge your proposal before the deadline.

2.3 Selection Process

Following the close of the Request for Proposal (RFP), submissions will be evaluated by the Town's officer evaluation panel having regard to your responses to the Selection Criteria.

The following evaluation methodology will be used in respect of this RFP:

- Proposals are checked for completeness and compliance. Proposals that do not contain all requested information, e.g., a completed respondent's proposal and attachments, may be excluded from evaluation.
- Proposals are assessed against the Selection Criteria.
- The most suitable applicants may be shortlisted and may also be required to clarify their proposal.
- Referees may also be contacted prior to the selection of the successful applicant.

2.4 Selection Criteria

Submissions will be evaluated according to the RFP's qualitative and compliance criteria. The Town is not bound to accept any of the submissions received. The Town reserves the right, in its discretion, to negotiate amendments and variations to any submission received from an individual applicant. Compliance Criteria are detailed within Part 3 of this document and will not be point scored. Each proposal will be assessed on a yes-no basis as to whether the criteria have been satisfactorily met. An assessment of "No" against any criterion may eliminate the proposal from consideration.

All submissions for the leasing or licencing of this premises 10 Kent Street, East Victoria Park, will be subject to any necessary statutory building and planning approvals being obtained at the cost of the applicant.

Before responding to the following Selection Criteria, Applicants must note the following:

- All information relevant to your answers to each criterion is to be contained within your Submission.
- Applicants are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities, or experience.
- Applicants are to provide full details for any claims, statements or examples used to address the Selection Criteria; and
- Applicants should ensure that they provide sufficient details in their submission to enable adequate evaluation by the Town against the Selection Criteria.

2.5 Qualitative Criteria

A. Business Structure and Financial Position

Respondents should detail their business structure and use for the proposed agreement, including a detailed business case (labelled "Business case"). The Business Case should address a minimum of the following:

1. BUSINESS STRUCTURE

- Organisational background should include mission, purpose, and history.
- Current organisation structure.
- Outline how you believe your proposed use will align with the Town's plans, policies, and strategies.
- Any community benefit outcomes intended to be achieved.

2. FINANCIAL POSITION

- Provide latest audited financial statements.
- Financial reference (bank manager or accountant).

3. INSURANCE / RISK MANAGEMENT

- Public Liability Insurances (no less than \$20M).
- Workers compensation insurance cover.
- Work Health and Safety considerations and compliance.

B. Detailed Proposal

Provide a detailed proposal (labelled 'Proposal for 10 Kent Street') that address the following, at a minimum:

- a) Agreement Type.
- b) Lessee/Licensee details (registered business/organisation name, ABN etc).
 - i) Any guarantor/s to be listed.
- c) Term of Lease/Licence.
- d) Rent.
 - i) Amount per month or per annum.
 - ii) Rent Review method.
 - iii) Security Deposit / Bank Guarantee.
- e) Special conditions (requested by the applicant and clearly outlining any terms, licences required, etc.).

C. Fit Out Concept Plans

Provide high level concept plans for the applicant's proposed fit out of the premises (labelled "Fit Out Concept Plans") outlining how the proposed fit out will look.

Noting that the applicant will be responsible for any works and must follow all the applicable planning, building and environmental health regulations. Please outline how these conditions will be met:

- 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 use
- 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 or organisation (include details of the location).
- b) Demonstrate competency and a proven record of accomplishment in establishing and maintaining a similar viable business or organisation.
- 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 or organisation (including, skills, qualifications, and relevant experience).
- d) Any additional information.

E. 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 applicant's experience in the operation of a similar or comparable organisation in the last 5 years.

In determining the most advantageous proposal, the Evaluation Panel will score each respondent against the Qualitative Criteria above and as detailed within Part 3 of this document.

2.6 Legislative and Compliance Requirements

Leasing of the property will be subject to compliance with applicable *Local Government Act 1995* requirements (unless the Council is satisfied that an exemption applies under Regulation 30 of the *Local Government (Functions and General Regulations 1996)* and Council's Statutory Process / Regulations. The Act states that:

Local Government Act 1995

Where Council proposes to enter into a new lease, it must comply with Section 3.58 of the *Local Government Act 1995* (the Act). Section 3.58 of the Act states that a local government can dispose of property (including by way of a lease) other than by way of public auction or public tender if, before agreeing to dispose of the property:

- a) it gives local public notice of the proposed disposition –
- b) describing the property concerned.
- c) giving details of the proposed disposition; and
- d) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than two (2) weeks after the notice is first given; and
- e) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the Council or a Committee, the decision and the reasons for it are

recorded in the minutes of the meeting at which the decision was made.

The following details must be included in the local Public Notice:

- a) the names of all other parties concerned.
- b) the consideration to be received by the local government for the disposition; and
- c) the market value of the disposition as ascertained by a valuation carried out not more than six (6) months before the proposed disposition.

Council Statutory Processes/ Regulations

Approval under delegated or Council authority may be sought following receipt of a proposal satisfactory to the Town, evaluation by the Towns officers in terms of the Selection Criteria and any negotiations with suitable short-listed applicant(s).

The Town reserves the right to extend the end date for proposals to be received and/or to withdraw the opportunity to lease Property from the market.

2.7 Contact Persons

If applicants are requiring more information, they should contact:

Property Development and Leasing Team

Telephone: (08) 9311 8111

Email: admin@vicpark.wa.gov.au

3. PART 3 – RESPONDENTS PROPOSAL

3.1 Response Form

ABN / ACN (if applicable):		
Registered Name of Individual/Company/Organisation:		
Business/Trading Name:		
Postal Address:		
Street Address (if different to postal address):		
Contact	Name:	
	Telephone:	
	Email:	

In relation to Request for Proposal, please nominate the dollar rate per square metre per annum that you would be prepared to pay as the successful Tenant.

Lease Rate (per square meter per annum)	Total \$ per annum

I/we agree that I/we are bound by, and will comply with:

- This Request for Proposal and its associated attachments, all in accordance with the Conditions of Responding contained in this Request for Proposal signed and completed.
- All Proposals submitted will remain firm for ninety (90) days from the closing date of submission of Quotation.
- The Respondent consents to any disclosures made due to the Town complying with its Freedom of Information Act 1991 obligations, subject to any legally required consultation.

Dated this: _____ day of _____ 2025.

Signature of authorised signatory of Respondent: _____

Name of authorised signatory (BLOCK LETTERS): _____

Position: _____

Contact Number: _____

Authorised signatory Postal Address: _____

Email Address: _____

3.2 Selection Criteria

Compliance Criteria

Please select with a yes or no whether you have complied with the following Compliance criteria:

Description of Compliance Criteria	
Compliance with the Conditions or Responding contained in this Request for Proposal.	YES/NO

Please ensure that you have answered every question below.

Identification of Respondent	
Organisation Profile and Referees	
Are you an incorporated body?	YES/NO
If yes, please include details of your ABN, Registered Entity Name, Constitution/Rules of Association, Contact Person's name and contact details inclusive of phone and email address.	

Agents and Trusts	
Are you acting as an agent for another party or as the trustee of a trust?	YES/NO
If yes, please provide: Agent details including name and address, the name of the trust and	

the names and addresses of beneficiaries.

Conflict of Interest	
Will any actual or potential conflict of interest arise if you are awarded a lease/licence, or is any such conflict of interest likely to arise during the term of the lease/licence?	YES/NO
If yes, please provide details and the way in which any conflict will be dealt with.	
Financial Details	
Do you have the financial resources to meet the lease/licence obligations?	YES/NO
If yes, please provide a financial profile for your organisation and list financial referees.	
Are you presently able to pay all your debts in full as and when they fall due?	YES/NO
Are you currently involved in litigation?	YES/NO

3.3 Qualitative Criteria

Before responding to the following Qualitative criteria, Respondents must note the following:

- Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience.
- Respondents are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- Respondents are to address each issue outlined within a Qualitative criterion.

Please address each of the Qualitative Assessment Criteria below individually as a separate document.

Qualitative Assessment Criteria	Weighting
A. Organisational Structure & Financial Position <p>Respondents should detail their organisation structure and use for the proposed lease space including a detailed organisation case (labelled "Business Case"). The Business Case should address a minimum of the following:</p> <p>1. ORGANISATION STRUCTURE</p> <p>a) Organisational background to include mission, purpose, and history.</p> <p>b) Current organisation structure (evidence of incorporation).</p> <p>c) Outline how you believe your organisation will align with the Town's plans, policies, and strategies.</p> <p>d) Community benefit outcomes intended to be achieved.</p> <p>2. FINANCIAL POSITION</p> <p>e) Provide latest audited financial statements (if available).</p> <p>f) Financial reference (preferably a bank manager or accountant).</p> <p>3. INSURANCE / RISK MANAGEMENT</p> <p>g) Public Liability Insurances (no less than \$20M).</p> <p>h) Workers compensation insurance cover.</p> <p>i) Work Health and Safety considerations and compliance.</p>	25%
B. Detailed Lease/Licence Proposal <p>Provide a detailed lease/licence proposal (labelled "Lease/Licence Proposal") which addresses, at a minimum the Applicants proposed:</p> <p>a) Agreement Type.</p> <p>b) Lessee/Licensee details (registered ABN etc.).</p> <p>i) Any guarantor/s to be listed.</p> <p>c) Term of Lease/Licence.</p> <p>d) Rent.</p> <p>e) Security Deposit / Bank Guarantee.</p> <p>f) Special conditions (requested by the Applicant and clearly outlining any terms or licences required etc).</p>	50%
C. Fit out Concept Plans <p>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:</p> <p>a) Caters for the proposed number and type of customer.</p> <p>b) Contributes to the overall look and feel of the premises and matches the concept for the proposed organisation.</p> <p>c) Signage design and locations (both internal and external).</p> <p>d) Any additional relevant information.</p> <p>Noting, the Applicant will be responsible for any proposed works and will be required to comply with any applicable Planning, Building and Environmental Health requirements.</p>	10%

D. Relevant Experience	
<p>Describe your experience in conducting similar requirements:</p> <p>a) Demonstrated experience in managing, owning, or operating a similar organisation (include details of the location).</p> <p>b) Demonstrate competency and proven track record in establishing and maintaining a similar viable organisation.</p> <p>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 or organisation (including, skills, qualifications, and relevant experience).</p> <p>d) Any additional information.</p>	15%
E. Referees	
<p>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 organisation within the last 5 years.</p>	

Definitions:

<i>Applicant:</i>	A person/company who has or intends to submit a Submission in response to a Request for Proposal.
<i>Attachments:</i>	Any document/s provided separately by the Town for completion by the Applicant or for Additional Information purposes.
<i>Closing Date:</i>	The latest date and time for lodgement of your Submission.
<i>Town:</i>	The Town of Victoria Park.
<i>Submission:</i>	A completed proposal submitted by the applicant for consideration by the Town.
<i>Selection Criteria:</i>	The criteria used by the Town in evaluating your Submission as detailed in Part 3 of this document.