



Request for Proposals -  
For Lease

368 West Coast Drive, Trigg

## 1. Property Details

The City of Stirling is seeking offers to lease the property located at 368 West Coast Drive, Trigg in line with the sites current zoning and requirements under the City's Planning Schemes and Framework.

The property has a building area of approximately 14m<sup>2</sup> within a freestanding building which also accommodates public bathrooms.

The building is located on the ocean foreshore, fronting South Trigg Beach. The property is situated alongside a public carpark and the relatively newly constructed Surfing WA building.

Specifically, the property is located within the northern coastal suburb of Trigg, approximately 13 kilometres from the Central Business District.

The property will be leased 'as is' with prospective Applicants to undertake necessary upgrades or refurbishments to the premises to meet the operational needs of the tenancy. The area includes a servery window with roller door facing onto an open sided alfresco area.

## 2. Key Features

- Kiosk located in a prime location with 180 degree ocean views;
- Walk to Trigg Beach;
- Walk to Clarko Reserve and Trigg Bushland Reserve;
- Approximately 14m<sup>2</sup> of building space;
- Adjacent to the new Surfing WA facility; and
- Open on-site bitumen car parking.

## 3. Indicative Leasing Details

The Principal's preference is for the lease to be structured on a net lease basis, with all outgoings being separately payable by the tenant in addition to the rent (subject to negotiation and applicable legislation). Outgoings include but are not limited to:-

- Utilities and Services (e.g. electricity, water, waste removal);
- Maintenance, repair, replacement;
- Cleaning (e.g. common area cleaning, grease traps);
- Rates, taxes and other statutory levies; and
- Insurances.

Applicants should state in their Submissions whether they are seeking any incentives from the Principal, however please note that monetary or cash incentives will not be considered.

In addition to commercial terms, the Lease Agreement document may address issues such as:

- Responsibility for fit-out, including Principal's requirements and criteria for evaluation of fit-out plans;
- Treatment of common areas;

- Statutory and other requirements (i.e. Council approval, compliance with *Local Government Act 1995* and approval from Minister of Lands);
- Assignment, sub-letting and charging; and
- End of lease obligations, including in relation to removal of fit-out.

## 4. Application Details

The City will be accepting applications from the market on a rolling basis and may elect to commence negotiations with prospective tenants as applications are received with a view to accepting an offer. On this basis, there is not an open and close date for submissions.

### **A. Vision and Understanding**

Respondents should detail their vision for the proposed Lease Space including a detailed business plan (labelled "Business Plan". The Business Plan should address at a minimum the following:-

- a) Current business structure and background of the company and/or local franchise.
- b) Outline your vision for the lease area.
- c) Proposed offering and proposed hours of operation.

### **B. Detailed Lease Proposal**

Provide a detailed lease proposal (labelled "Lease Proposal") which addresses, at a minimum, the Applicants proposed:

- a) Term of Lease (both initial term and any further proposed term(s)).
- b) Offered commencing rent (per annum) and rent reviews (please specify whether rent is Net or Gross).
- c) Special conditions (requested by the Applicant, clearly outlining any incentive requested, lessor contributions or licences required).

### **C. Fit Out Concept Plans**

Provide high level concept plans for the Applicants proposed fit-out of the premises (labelled "Fit-Out Concept Plans") outlining at a minimum how the proposed fit-out:

- a) Caters for the proposed number and type of customer.
- b) Contributes towards the overall look and feel of the premises and matches the concept for the proposed business offering;
- 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) Demonstrate at least three years' 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 Respondents 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.

### **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 applicants experience in the operation of similar or comparable business in the last 5 years.

## **5. Legislative Compliance Requirements**

Leasing of the commercial space will be subject to compliance with the *Local Government Act 1995* 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 -
  - (i) describing the property concerned;
  - (ii) giving details of the proposed disposition; and
  - (iii) 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
- (b) 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 -

- the names of all other parties concerned;
- the consideration to be received by the local government for the disposition; and
- 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**

Where the City of Stirling (City) proposes to lease property, an approval to lease is required to be granted by way of Council Resolution following the stages defined within this document.

Council approval will be sought following the Request for Proposal phase and following any negotiations with suitable short-listed Applicant(s).

Applicants must acknowledge that a formal Development Application will need to be submitted by the Applicant to the City's Approvals Business Unit for approval of any use of the leased premises.

## 6. Contact Details

For further information on this property or to schedule an inspection please contact the City's Property Services Team on **(08) 9205 8952** or via email at [propertyservices@stirling.wa.gov.au](mailto:propertyservices@stirling.wa.gov.au)

Submissions to Lease the property can be made to the City of Stirling attaching all required Application materials to:-

By Email to:-  
[propertyservices@stirling.wa.gov.au](mailto:propertyservices@stirling.wa.gov.au)

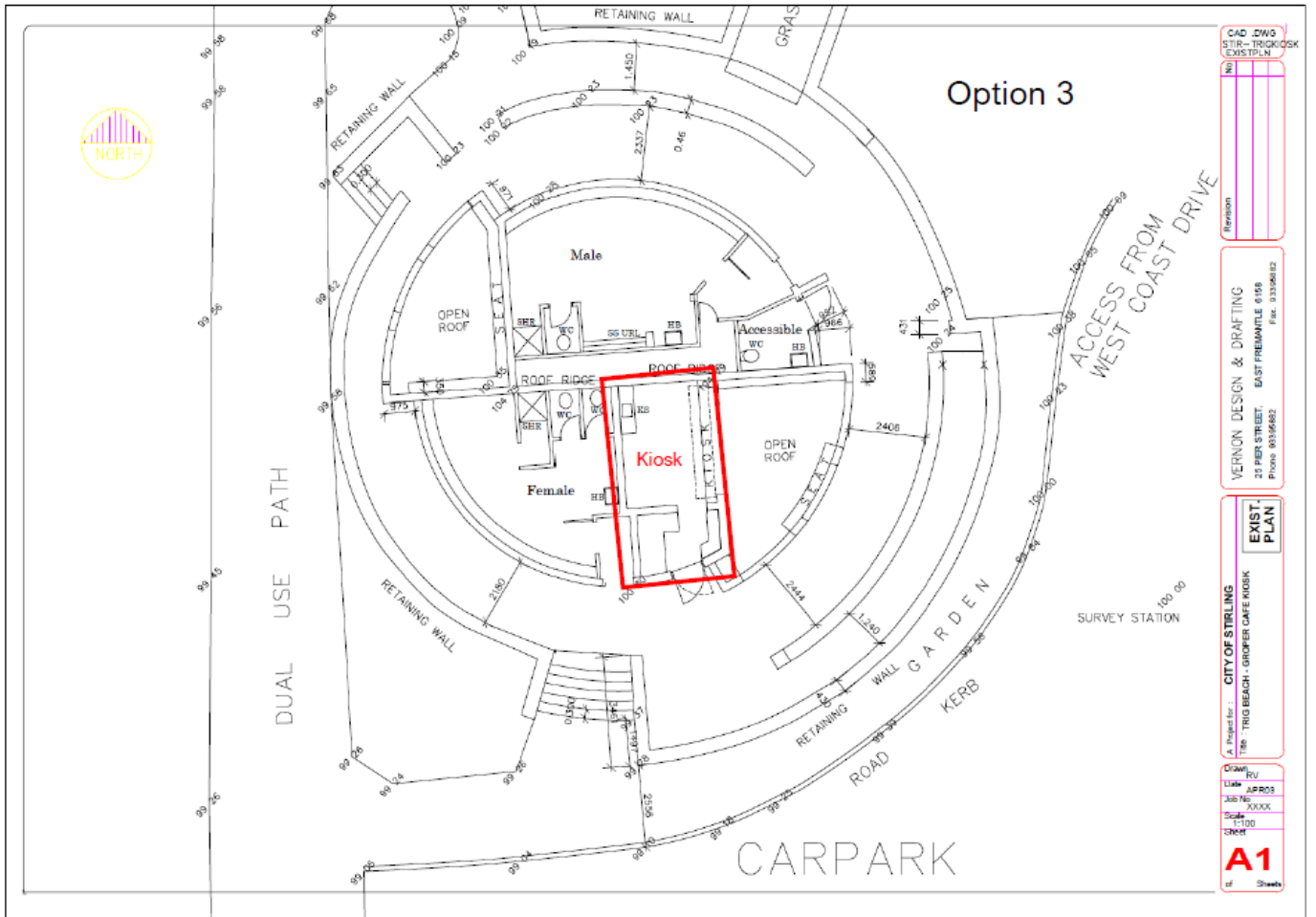
or

Hardcopy mail to:-

City of Stirling Main Administration Building  
C/o Property Services  
25 Cedric Street  
Stirling, WA, 6021

All applications are to address all requirements contained within Section 4 above.









**Administration Centre** 25 Cedric Street Stirling WA 6021

**Telephone** (08) 9205 8555 | **Email** [stirling@stirling.wa.gov.au](mailto:stirling@stirling.wa.gov.au) | **Web** [www.stirling.wa.gov.au](http://www.stirling.wa.gov.au) |    /citystirlingwa

This information is available in alternative formats on request. Please contact the Stirling Customer Contact Centre on (08) 9205 8555