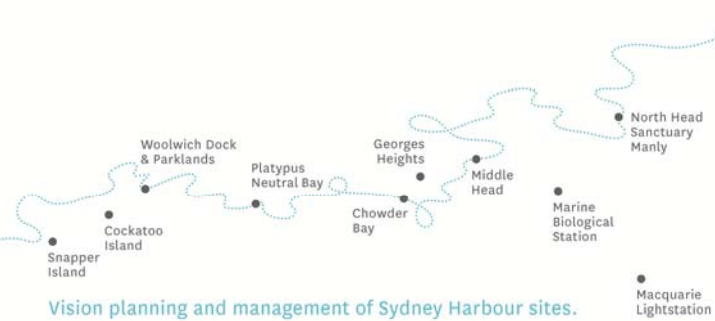




Sub Base Platypus Open Leasing Application Form



Vision planning and management of Sydney Harbour sites.

Lease applications are determined in accordance with the Harbour Trust's Leasing Policy, Management Plan for the site and Tenant Selection Criteria. These documents are available for inspection at the Harbour Trust's Sub Base Platypus website: subbaseplatypus.com.au

In order to be considered, applicants must complete this application form and are required to submit a written proposal to accompany their application. This proposal must include as a minimum:

- How the applicant addresses the Harbour Trust's Tenant Selection Criteria
- An explanation of the nature of the business, business name and target market or principal clients
- Details of relevant experience and track record in the business proposed
- A sample menu or price list if a retail component is applicable
- The proposed trading and operating hours
- The proposed staffing and maximum occupation of the premises
- Operational procedures (eg transportation, waste management, noise management etc) if applicable
- Proposed staff and visitor parking requirements and arrangements
- How any operational or heritage constraints of the premises or site will be addressed
- Any opportunities for public access or interpretation of the premises or site if applicable
- An outline of any fit out works or modifications the applicant proposes to carry out to the suite/building and the anticipated cost
- Any other relevant supporting information

1. Applicant's details

Name of organisation or applicant:

ABN:

Directors/Principals:

Address:

Postcode:

Contact Person:

Mobile Number:

Phone Number:

Email:

Name of Proposed tenant (if different from applicant):

2. Solicitor's details

Company Name:

Contact Person:

Address:

Postcode:

Phone Number:

Fax:

Email:

3. Proposed use

Suite(s) of interest:

Approx. space required (sqm):

Approx. no. of occupants:

Estimated parking requirements:

Brief description of proposed use:

Brief description of any proposed changes to building(s):

Brief description of any special requirements relating to proposed use:

4. Proposed lease terms

Proposed start date of lease:

Initial Term:

Option:

Indicative proposed rent p.a. (excl. outgoings and GST):

Guaranteed Sum: Confirmation of ability to pay 6

months' rent + GST (payable as Bank Guarantee):

Yes

No

Special Conditions / Comments (if any):

5. Current Business

Do you have a current business: Yes / No

How long have you been trading in this business:

Trading Name:

Trading Address:

Nature of business:

6. Proposed Business

Business Structure:

Insert Drop Down

A. Sole Trader (if applicable complete this section)

Registered Trading Name:

Office Address:

Phone:

Fax:

Residential Address:

Phone:

Fax:

B. Partnership (if applicable complete this section)

Registered Trading Name:

Office Address:

Phone:

Fax:

Partners Names:

Residential Address:

Phone:

Fax:

Type of Partnership: Insert Drop Down

C. Company-Private (if applicable complete this section)

Registered Trading Name:

Registered Address:

ACN:

ABN:

Company Structure: Private Company Trading

Private Company Trading as Trustee for:

Insert Drop Down

Directors/Guarantors:

(Minimum 2 required)

D. Company-Public (if applicable complete this section)

Registered Trading Name:

Registered Address:

Postcode:

ACN:

Authorised Directors:

Board Resolution Required: Yes No

General Manager/Secretary:

Copy of last Annual Report: Yes F.Y.E

7. Business/personal references (please provide at least 3 references)

Reference 1:

Current Landlord/Agent:

Company Name:

Address:

Postcode:

Phone number:

Fax:

Email:

Reference 2:

Contact Name:

Relationship to Applicant:

Company Name:

Address:

Postcode:

Phone number:

Email:

Reference 3:

Contact Name:

Relationship to Applicant:

Company Name:

Address:

Postcode:

Phone number:

Email:

8. General

Have you reviewed the following documents:

Yes

No

Platyus, North Sydney - Management Plan

Individual Building Plans

Harbour Trust Leasing Policy

Planning Application Information

Conditions of Application

Harbour Trust Comprehensive Plan

Lease applications and terms are considered by the Harbour Trust and approved by the Harbour Trust's Tenant Selection Committee. No contractual obligations on behalf of the Harbour Trust will arise until execution of lease documentation by the Harbour Trust. The Harbour Trust may consider other applications or withdraw the premises from the market prior to execution of lease documentation.

I/We declare that I/we nor any of the proposed Company Directors or Owners are Undischarged Bankrupts. I/we declare that the information provided has been fully considered and is correct and true. Verification may be obtained from sources named above and credit/personal enquiries may be made at any time. The information provided will remain confidential.

Signed:		Date:	
Name:		Position:	

Privacy Notice

The Harbour Trust will deal with any personal information you provide in accordance with the Privacy Act 1988 (Cth), including the Australian Privacy Principles, and in accordance with the Harbour Trust's Privacy Policy (www.harbourtrust.gov.au/privacy). The Privacy Policy contains information about how to access or correct your personal information and about how to make a complaint about a breach of the Australian Privacy Principles.

Collection of Personal Information

Personal information provided in relation to your lease application in respect of Sub Base Platypus (your 'Application') or provided in relation to any resulting tenancy, including personal information: (a) contained in this Open Leasing Application Form, and (b) provided by third parties, including from previous lessors or letting agents, and your referees; will be collected by the Harbour Trust for the purposes of assessing and evaluating your Application and, if applicable, managing any resulting tenancy.

The Harbour Trust may disclose any personal information it collects with respect to your Application and any resulting tenancy to third parties including debt collection agencies, insurance companies, government departments and other landlords or agents for the purposes for which that information was collected and any other related purposes.

Third Party Personal Information

Please note that, if you provide any personal information of another person in your Application, you are taken to have obtained that person's consent to their personal information being included in your Application and collected, used and disclosed as set out in this Privacy Notice.

Consent

To consent to the collection, use and disclosure of your personal information by the Harbour Trust as set out in this Privacy Notice, please sign below. If you do not provide your consent, the Harbour Trust will not be able to assess your Application and you will not be eligible for a tenancy at Sub Base Platypus.

Applicant Name:		Signed:		Date:	
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