

Qualitative Assessment Criteria	Weightin
<p>A. Business Structure & Financial Position</p> <p>Respondents should detail their usiness structure and use for the proposed lease or 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 d) Financial reference (bank manager or accountant)</p> <p>3. INSURANCE / RISK MANAGEMENT</p> <p>g) Public Liability Insurances (no less than \$20M) h) Workers compensation insurance cover i) Work Health and Safety consdierations and compliance.</p>	<p>35%</p>
<p>B. Detailed Lease Proposal</p> <p>Provide a detailed lease or licence proposal (labelled "Lease or Licence Proposal") which addresses, at a minimum the Applicants proposed:</p> <p>a) Agreement Type b) Term of Lease or Licence c) Rent (please specify if Net or Gross), Rent Review method, d) Outline your proposed use of the Lease or Licence area, to include: i) What will you be using the space for? ii) Estimated number of patrons you forecast to visit the service per month. e) Special conditions (requested by the Applicant and clearly outlining any incentive requested, lessor contributions, or licences required etc) f) The proposed use; and if relevant i) compliance with the definition of Community Purpose under Town Planning Scheme No. 1</p> <p><i>"Community Purpose means premises designed or adapted primarily for the provision of educational, social or recreational facilities or services by organisations involved in activities for community benefit"</i></p>	<p>35%</p>
<p>C. Fitout Concept Plans</p> <p>Provide high level concept plans for the Applicant's porposed fit out of the premises (Labelled "Fit Out Concept Plans") outlining at a minimum how the proposed fit out:</p> <p>Noting, the Applicant will be responsible for any works and will be required to comply with any applicable Planning, Building and Envrionmental Health requirements.</p> <p>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</p>	<p>10%</p>
<p>D. Relevant Experience</p>	

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%