



Australian Government
Office of Township Leasing

Commercial sublease application form

This application form is to be completed by businesses seeking to enter into a commercial Sublease with the Office of Township Leasing to operate within an Aboriginal Township in the Northern Territory.

Applicant checklist

- A signed and completed application form.
- A copy of your Certificate of Incorporation and Constitution (if applicable)
- Any documentation that there is broad support for the proposed business activity from the Township's residents
- A signed and completed consent form to allow a credit check on the applicant business and all proposed personnel
- Signed and completed consent form to allow police checks on the applicant business, any person concerned in the management of the business and all proposed personnel, including a national police record check from a Relevant Authority to determine whether a person has been convicted of a Sexual or a Crime against Children Offence.
- Copy of your business plan (if applicable)

About the Office of Township Leasing

The position of Executive Director, Township Leasing (EDTL) has been established to enter into and administer township leases on Aboriginal land in the Northern Territory. The township leasing scheme enables Aboriginal land owners to issue long term leases over their land to allow more normalised land tenure arrangements and to promote economic development.

Among other things, the functions of the Executive Director are:

- to enter into, on behalf of the Commonwealth, leases under section 19A of the *Aboriginal Land Rights (Northern Territory) Act*;
- to administer leases and subleases and other rights and interests derived from such leases, in accordance with their terms and conditions; and
- to perform any other functions that are prescribed by the regulations, related to the above two functions.

About this form

This form is designed to help organisations either seeking to establish a business, or significantly change an existing business, to explain to the EDTL the nature of the business proposal to enable the office to make a preliminary assessment about the suitability and viability of the of the business for the community. From this preliminary assessment the EDTL will contact the applicant for further discussion/information which may include a requirement to provide a more detailed proposal which may include a requirement for a business plan together with more detailed financial information.

The overarching principle guiding the assessment of each application is to determine whether and how the intended activity would assist with the development of the Township and improve the prosperity and wellbeing of residents, whilst protecting those with existing rights, titles or other interests in the Township, and those who currently occupy or use land in the Township.

How to complete this form

This form is to be completed in electronic form. To complete this form click in the grey fields and check boxes. Check boxes can be unchecked by clicking in the box again.

NB: the text within the response fields is for guidance only and will disappear when highlighted and a response has begun to be entered electronically. A glossary of terms is provided in Attachment 8 which may help you if some aspects are unclear.

If you require assistance completing this form please contact the Office of Township Leasing

Enquiries and Sublease Applications should be directed to

Assistant Director
GPO Box 3671
Darwin NT 0801
Ph: (08) 8936 0462

1. Applicant Information

Business name	Name of the business making the application for a commercial sublease in the township.	ABN	11 digit Australian Business Number
What type of organisation are you?	Sole trader <input type="checkbox"/> Partnership <input type="checkbox"/> Company <input type="checkbox"/>	Are you Incorporated	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a not for profit or community benefit organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> not-for-profit <input type="checkbox"/> community benefit organisation	Are you registered for GST?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Contact Person	Name Position	Address	Street Town/suburb State/Territory Postcode Telephone Business hours Mobile Fax Email

1. Proposed Sublease Details

Proposed term of the sublease	Term in years	<input type="text"/>
<i>Please note that the OTL can only enter into a sublease for the period of the term of the relevant head lease less one day</i>	Option to renew	Yes <input type="checkbox"/> No <input type="checkbox"/>

2. Social and Cultural Awareness

The EDTL has a duty to make reasonable efforts to ensure that Sub-lessee's are familiar with and show respect for Aboriginal Tradition as it applies to the land. The following questions are designed to establish whether the applicant has an existing connection with the community and if not whether they have an understanding of the nature of operating a business within an Aboriginal Township.

Is the applicant:

An Aboriginal or Torres Strait Islander with connection to the relevant Township?

Please provide details

An Aboriginal or Torres Strait Islander who does not have connection to the relevant Township?

Please provide details

Not an Aboriginal or Torres Strait Islander but with connection to the relevant Township?

Please provide details

Not an Aboriginal or Torres Strait Islander who does not have connection to the relevant Township?

3. Persons Involved in the Proposed Business

Please provide details below of the relevant people who will be involved in your proposed business. You may attach additional pages to Attachment 1 for more people if you need extra space. Please check here if you have added additional pages

Person 1

Full name

Role in proposed business

Date of birth

Drivers licence number

Current Address

Has this person ever been convicted of a criminal offence against a child?

Yes

No

If yes please provide details

Has this person signed and completed consent form to allow police checks including a national police record check from a Relevant Authority to determine whether a person has been convicted of a Sexual or a Crime against Children Offence.

Yes

No

Please detail this persons proposed role in the business and their experience in a similar role

Person 2

Full name

Role in proposed business

Date of birth

Drivers licence number

Current Address

Has this person ever been convicted of a criminal offence against a child?

Yes

No

If yes please provide details

Has this person signed and completed consent form to allow police checks including a national police record check from a Relevant Authority to determine whether a person has been convicted of a Sexual or a Crime against Children Offence.

Yes

No

Please detail this persons proposed role in the business and their experience in a similar role

Person 3

Full name

Role in proposed business

Date of birth

Drivers licence number

Current Address

Has this person ever been convicted of a criminal offence against a child?

Yes

No

If yes please provide details

Has this person signed and completed consent form to allow police checks including a national police record check from a Relevant Authority to determine whether a person has been convicted of a Sexual or a Crime against Children Offence.

Yes

No

Please detail this persons proposed role in the business and their experience in a similar role

Person 4

Full name

Role in proposed business

Date of birth

Drivers licence number

Current Address

Has this person ever been convicted of a criminal offence against a child?

Yes

No

If yes please provide details

Has this person signed and completed consent form to allow police checks including a national police record check from a Relevant Authority to determine whether a person has been convicted of a Sexual or a Crime against Children Offence.

Yes

No

Please detail this persons proposed role in the business and their experience in a similar role

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4. Site Details

Township

Please identify the relevant township that the sublease application is for

Proposed premises

Please note the Sublessee is generally not permitted to undertake any development or construction of any building other than in accordance with the Planning Scheme, any applicable laws and with the EDTL's prior written consent

You may wish to attach a slap map and highlight proposed sites for the sublease

Describe the proposed premises; specify either an existing site or nominate an undeveloped area.

Site details

Block number

Land

Survey plan number

Please provide information as appropriate / available

Street number and/or street name

Does the proposed lot contain or located near a Sacred Site?

If yes please provide details

Please note that sub-leases for land on which a Sacred Site is located or within close proximity to the sacred site require approval from the Custodian of the relevant Sacred Site or to an authority charged with its preservation. The OTL may refer your application to a relevant party if required.

Yes No
 unknown

Do you plan to develop the site?

Yes No

If yes please provide details of type of development.

5. Proposed Business

What type of business are you proposing for the above site?

Please describe your proposed business

Is the proposed business a new, extension or continuation of your current business?

new business

extension / continuation of a current business

If an extension / continuation of your current business do you currently operate

within the Township

outside the Township

The EDTL is required to ensure that signage on sub-leased premises complies with all applicable laws and advertising voluntary codes of conduct. Signage must not depict subject matter which is considered offensive to the Township's Aboriginal people

Do you propose to place any signage on the premises?

Yes No

If yes, please provide details

Please list relevant experience running a business

Proposed Trading hours	<p>Monday to Friday</p> <p>Weekends</p> <p>Trading Hours</p>
<p>Please provide information regarding your timeframes for establishing the proposed business as applicable. Please provide timeframes relative to the time from the date of signing the lease.</p>	
<p>Approval for finance (if applicable)</p> <p>Planning Approval</p> <p>Building Approval</p> <p>Commencement of building / fit out works</p> <p>Completion of building / fit out work</p> <p>Approval from the Land Council and/or certification</p> <p>Commencement of business operations</p>	

6 Business Viability	
6.1 All Applicants <i>(all applicants to complete this section)</i>	
<p>How will the business be financed?</p> <p><i>Please tick all that apply</i></p> <p><i>Please attach copies of any relevant financial agreements</i></p>	<p><input type="checkbox"/> Internal funding sources</p> <p><input type="checkbox"/> External funding sources (eg funding from financial institutions)</p> <p><input type="checkbox"/> Government funded</p> <p>Please provide details of funding sources</p> <p><input type="checkbox"/> copies of financial agreements attached</p>
<p>Development and building costs</p>	<p>Construction</p> <p>Building fit out</p> <p>Landscaping and road works</p> <p>Other capital costs</p> <p>Start up costs</p> <p>Connection (eg electricity and water)</p> <p>Legal fees</p> <p>Other</p> <p>Total establishment costs</p>

7. Community Impact

Are there similar businesses currently operating in the Township?

No

Yes If yes please provide details

What benefits will the proposed business provide to the community?

Please describe the proposed benefits to the community

Are there any risks of the proposed business to the community?

Please describe any potential risks to the community including social and economic risks

Is the proposed activity likely to be offensive or cause annoyance to anyone?

No Yes If yes please provide details

The EDTL is required to ensure that businesses that are noxious, offensive or may become an annoyance or nuisance to other occupiers or owners of adjacent property are not permitted on sub-leased premises.

Is the proposed activity likely to adversely impact upon the implementation of alcohol plans within the Township? If so please explain.

No

Yes

If yes please provide details

8. Other Information

8.1 Third Parties

Do you propose to enter into a further relationship with a third party in relation to this sub-lease? No Yes

If yes please provide the name of the third party

If yes please provide details regarding the nature of the agreement

8.2 Additional Information

Please attach the following documents

Any documentation that there is broad support for the proposed business activity from the Township's residents

A signed and completed consent form to allow a credit check on the applicant business and all proposed personnel

Signed and completed consent form to allow police checks on the applicant business, any person concerned in the management of the business and all proposed personnel, including a national police record check from a Relevant Authority to determine whether a person has been convicted of a Sexual or a Crime against Children Offence.

Executive Director of Township Leasing

Re: *Letter of authority* – Township commercial sublease application

- 1 I hereby confirm that the information contained in this application is, to the best of my knowledge, accurate and complete.
- 2 I acknowledge that any sublease approval from EDTL is subject to mandatory acceptance of the terms of the sublease document
- 3 I understand that the EDTL may need to obtain further information about this commercial sublease application and that the EDTL is authorised to take all reasonable steps to obtain such information.
- 4 Consent is given by the applicant to any government body, organisation or business, which has information relevant to this application to provide this information to the EDTL if requested by the EDTL.

Organisation

Person who can legally bind the applicant
Print name

Person who can legally bind the applicant
Signature

Date

Organisation

Person who can legally bind the applicant
Print name

Person who can legally bind the applicant
Signature

Date

*If you are incorporated, affix your corporation's
common seal here*