



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. Township Leasing 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.

How to complete this form

Please complete all fields contained in the application.

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

Enquiries and Sublease Applications should be directed to

Office of Township Leasing

GPO Box 3671

Darwin NT 0801

Ph: 1800 152 259

E: townshipleasing@otl.gov.au

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/Partnership

Company

Are you Incorporated:

Yes

No

Are you Registered for use:

Yes

No

Contact Person:

Name:

Position:

Address:

Street:

Town/suburb:_____

State/Territory:_____

Postcode:_____

Telephone:_____

Business hours:

Mobile:_____

Fax:_____

Email:_____

2. Proposed Term

Proposed term of the sublease: Term in years:_____

3. Proposed Aboriginality

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?

4. Applicants Details

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:

4. Applicants Details

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:

5. 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 map and highlight proposed sites for the sublease.

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

Proposed premises

Please provide information as appropriate / available

Lot number:

Land:

Street number and/or street name:

Survey plan number:

Do you plan to develop the site?

Yes

No

If yes please provide details of type of development.

6. 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

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.

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

Please list relevant experience running a business:

Proposed Trading hours

Monday to Friday: _____

Weekends: _____

Trading Hours: _____

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.

Approval for finance (if applicable): _____

Planning Approval: _____

Building Approval: _____

Commencement of building / fit out works: _____

Completion of building / fit out work: _____

Approval from the Land Council and/or certification:

Commencement of business operations:

7. Business Viability

7.1 All Applicants (all applicants to complete this section)

How will the business be financed? *Please tick all that apply*

- ☐ Internal funding sources
- ☐ External funding sources (eg funding from financial institutions)
- ☐ Government funded
- Please provide details of funding sources:

Development and building costs

Construction: _____

Building fit out: _____

Landscaping and road works: _____

Other capital costs: _____

Start up costs: _____

Connection (eg electricity and water): _____

Legal fees: _____

Other: _____

Total establishment costs: _____

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.

9. Additional Information



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