

## Lease Application Form

To complete this form you will need to locate and attach the following documents relating to your organisation:

- Certificate of Incorporation (for incorporated organisations only)
- Constitution and / or Association Rules
- List of current committee members / Directors
- Current ABN Record Extract
- ASIC Business Name Search or Associations Incorporation Summary
- Certificate of Currency for Public Liability Insurance (minimum cover \$20,000,000)
- Evidence of financial standing (e.g. most recent audited financial statements or, where not available, profit and loss statements and balance sheets)

In addition, please provide details of your organisation's operational funding sources. This should include a breakdown of income streams (such as grants, membership fees, service fees, sponsorships, or donations) and demonstrate your capacity to meet ongoing financial commitments associated with the lease.

### **Incomplete applications or missing documentation may result in delays in assessment.**

Please provide a **covering letter** outlining key information about your organisation and proposed use of the premises. This should include, at a minimum:

- A brief organisational overview, including your purpose, structure, and history
- A detailed description of the services you provide
- Identification of your target user group and how they access your services
- An outline of the community benefit your organisation delivers, including any measurable outcomes or contributions
- A clear explanation of why the proposed location is suitable and necessary for your operations
- Qualifications, experience, and roles of key personnel involved in delivering your services
- Information on any existing or proposed partnerships with local community groups, organisations, or stakeholders

Please ensure the covering letter provides sufficient detail to support your application and demonstrates your organisation's capacity to operate sustainably and in alignment with community needs in line with the City's Strategic Community Plan.



**Property Details**

Are you requesting to lease:

- Vacant land - with intention to develop
- An entire property including all buildings and land
- A building only
- Rooms within or a portion of a building

Property name: \_\_\_\_\_

Street address: \_\_\_\_\_

Suburb: \_\_\_\_\_

Please indicate whether you require exclusive use of any areas outside of, or in addition to, the leased premises. *Exclusive use will only be granted where specifically approved and documented within the lease:*

- Courtyard/paved area
- Outbuilding/shed/patio
- Playground
- Car park:
- Other:

What is your organisation’s intended use of the premises?

- Office space
- Consultation rooms
- Club premises
- Storage
- Other: \_\_\_\_\_

**Organisation details**

Organisation name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

State: \_\_\_\_\_

Postcode: \_\_\_\_\_

Postal address: \_\_\_\_\_

Suburb: \_\_\_\_\_

State: \_\_\_\_\_

Postcode: \_\_\_\_\_

Please indicate the legal structure and status of your organisation (you may select more than one option where applicable):

- Not-for-profit organisation / incorporated association
- Company limited by guarantee
- Registered with Australian Charities and Not-for-profits Commission (ACNC)
- Government body or agency
- Business / commercial entity

Number of paid employees will you have at the premises on a daily basis: \_\_\_\_\_

Number of volunteer staff will you have at the premises on a daily basis: \_\_\_\_\_

Expected number of clients your organisation will service at the premises on a daily and weekly basis: \_\_\_\_\_

Please indicate your anticipated hours of operation at the premises:

Monday: \_\_\_\_\_

Tuesday: \_\_\_\_\_

Wednesday: \_\_\_\_\_

Thursday: \_\_\_\_\_

Friday: \_\_\_\_\_

Saturday: \_\_\_\_\_

Sunday: \_\_\_\_\_

If your hours vary (e.g. seasonal, event-based, or extended hours), please provide additional details: \_\_\_\_\_



**Previous Rent History**

Property leased: \_\_\_\_\_

Address: \_\_\_\_\_

Property manager /

Lessor name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Lease period: \_\_\_\_\_

Property leased: \_\_\_\_\_

Address: \_\_\_\_\_

Property manager /

Lessor name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Lease period: \_\_\_\_\_

**Contact details**

Main contact person: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Mobile number: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency contact  
person: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Mobile number: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_



**Declaration of applicant**

I, \_\_\_\_\_ (name)  
 \_\_\_\_\_ (position) of  
 \_\_\_\_\_ (organisation) do  
 \_\_\_\_\_ hereby

declare that I am authorised on behalf of the organisation to sign this declaration and the information supplied is, to the best of my knowledge, accurate and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Witnessed by: \_\_\_\_\_ Position: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit your application (including the covering letter and all attachments) to the Corporate Services - City Properties team.

In person:  
 City of Rockingham Administration Building  
 Civic Boulevard  
 Rockingham WA 6168

By mail:  
 Corporate Services – City Properties  
 City of Rockingham  
 PO Box 2142  
 Rockingham DC WA 6967

By email: [customer@rockingham.wa.gov.au](mailto:customer@rockingham.wa.gov.au)

The City of Rockingham is collecting your personal information to process your application. It may also be used for secondary purposes which would be reasonably expected.

We may share this information with the Department of Planning Lands and Heritage for them to assess the application.

If you choose not to provide your personal information, your request will not be considered.

To access, correct or learn more about how we handle personal information please contact [privacy@rockingham.wa.gov.au](mailto:privacy@rockingham.wa.gov.au) or visit [rockingham.wa.gov.au/privacy](http://rockingham.wa.gov.au/privacy).