

Expression of Interest
Lease of Burnley Cottage, 150 Yarra Boulevard, Richmond



Issue Date: Expressions of Interest opens **11 August 2025**

Closing Date: Expressions of Interest closes **31 October 2025**

Site Inspection: To schedule a site visit, please contact Yarra Property Services at yarrapropertyservices@yarracity.vic.gov.au

Applications: Completed EOI form, along with all necessary attachments, is emailed to yarrapropertyservices@yarracity.vic.gov.au

Enquiries: Any enquiries on this EOI can be emailed to Yarra Property Services at yarrapropertyservices@yarracity.vic.gov.au

Definitions

The following terms in this EOI have the following meaning:

Applicant means the group, organisation, business or individual who expresses their interest with Council in accordance with the criteria set out in this EOI to lease the Premises;

Council means Yarra City Council;

EOI Form means the form annexed to this document at Annexure A;

Expression of Interest or **EOI** means this document;

Lessee means the successful Applicant that will enter into a lease for the Premises with Council;

Premises means 150 Yarra Boulevard, Richmond being the building as shown in Annexure B of this EOI, also known as Burnley Cottage; and

Selection Criteria means the selection criteria set out in section 4 of this EOI.

1) Purpose / Background

Burnley Cottage, located in the heart of Richmond, is a historically significant property with deep ties to Richmond's heritage. Situated in a prime location near the Yarra River and Burnley Gardens, the property holds cultural and historical value within the local community.

Council is inviting expressions of interest from community groups, businesses or individuals interested in leasing Burnley Cottage. The successful applicant will use the Burnley Cottage as a mixed-use community hub which will incorporate the following services:

- a) a café or light food and beverage service;
- b) a community space that facilitates and supports delivery of various community services such as:
 - i) arts and cultural programs;
 - ii) health, wellness and recreational activities; or
 - iii) community support services, such as language programs, social services and educational initiatives, and
- c) dedicated elements or spaces that highlight and preserve the history of Burnley Cottage and its surrounds.

Council may, at its discretion, consider proposals that do not include all of the above components, where it can be demonstrated that the proposed use offers significant community value.

Expressions of interest should demonstrate a commitment to heritage conservation, adaptive reuse, inclusiveness and access by the community and sensitiveness to nearby residential areas with operating hours.

2) Proposed Lease

The successful Applicant will enter into a Lease Agreement with Council on the following proposed terms:

Item	Details
Premises	150 Yarra Boulevard, Richmond, being the Premises outlined with thick black borders and red borders in the plans at annexure A of this EOI.
Lease Term	TBC
Further Terms	TBC
Proposed rent	\$23,500 plus GST
Review dates	TBC
Permitted use	Subject to and pending Council's approval of a successful applicant/lessee.
Building outgoings	100% of all services connected to the Premises, maintenance of the Premises and insurances as required by Council.
Security deposit	TBC
Fit out	<p>The successful applicant will be responsible for the cost of any fit out, restoration and maintenance of the Premises, other than works of a capital nature.</p> <p>Any fit out and restoration must ensure the heritage identity of the Premises is preserved and all drawings and specifications of such fit out and restoration works must be submitted to Council for their consideration and written approval.</p>
GST	The Lessee will be required to pay goods and services taxes on all taxable supplies made under the lease to Council, including the supply of the Premises.
Guarantors and financial statements	<p>The successful Applicant will be required to provide the following:</p> <p>a) a guarantee and indemnity (in the form prepared by Council) from each of the following:</p>

Item	Details
	<p>i) all directors and principal shareholders where the Applicant is a corporation; and</p> <p>ii) all adult beneficiaries if the Applicant is a trust,</p> <p>(Guarantors)</p> <p>b) current balance sheets;</p> <p>c) profit and loss statements; and</p> <p>d) signed and dated statements of Assets and Liabilities from each of the Guarantors.</p> <p>The Applicant must ensure that all information and statements provided are true and accurate and that all of the assets owned by the Applicant and Guarantors are noted on the statements.</p>
Sub-letting	If the successful Applicant includes a proposal to sub-let the Premises, a clause of this nature will be included in the lease. Council reserves the right to refuse a proposed sub-lessee on any grounds.
Assignment of lease	The Lessee will have the right to assign the lease subject to the written approval of Council. Council reserves the right to refuse a proposed assignee on any grounds.

3) Selection Criteria

Council will have consideration of the following Selection Criteria when considering a suitable Applicant for the Premises:

Key Points to Address		Information to include
1	Commitment to heritage and environmental conservation	<ul style="list-style-type: none"> Describe how proposed fit-out and restoration works will respect and enhance the heritage values of the Premises. Outline any previous experience in environmental and heritage conservation. Explain how environmental sustainability will be embedded in the ongoing use and operation of the Premises.
2	Range and Quality of Community Services Provided	<ul style="list-style-type: none"> Describe the proposed programs and services. Identify the target demographic(s) or participant groups. Provide a marketing or outreach strategy to promote local engagement.

Key Points to Address		Information to include
		<ul style="list-style-type: none"> Explain how your use of the Premises will support and benefit the local and broader community.
3	Effective Use of Space and Mixed Use by Various Groups	<ul style="list-style-type: none"> Explain how different uses and activities will be integrated within the space. Detail how all areas of the Premises will be activated and utilised. Explain how different groups, organisations, businesses or individuals will collaborate or coexist within the Premises. Provide details of experience managing similar multi-use facilities. State the proposed hours and frequency of use. Confirm the minimum hours of activity to be delivered each week. If applicable, provide the current schedule of programs, services and activities.
4	Capital and operational investment	<ul style="list-style-type: none"> Outline the fit-out or restoration works required to support your proposed use. Provide an estimate of the associated costs. Indicate which costs will be covered by the Applicant and whether any financial contribution is being sought from Council.
5	Financial Capacity and Lease Considerations	<ul style="list-style-type: none"> Demonstrate the organisation's financial capacity to meet lease obligations, including rent, outgoings, insurance, fit-out/restoration and maintenance. Indicate whether any lease subsidy or financial support is being requested. Note that Council leases are typically at full market value, however, consideration may be given to applicants providing a demonstrated community benefit, high-demand services, and with limited revenue generation capacity.

4) Key Principles

When assessing applications, Council will have consideration of the following key principles:

- a) open and fair competition;
- b) probity, transparency, accountability and risk management;

- c) compliance with legislative requirements;
- d) environmental sustainability;
- e) social procurement;
- f) support for indigenous businesses and enterprises; and
- g) collaboration of groups and their goods and services.

5) Application Process

Applicants must submit a statement responding to all of the Selection Criteria which must be accompanied by the EOI Form annexed to this EOI. If there are any further terms or conditions that are proposed, the Applicant should include such details.

A timeline and further details on the application process are set out in the below table:

Process	Detail	Relevant Date
Call for Expressions of Interest	Available on Council's website for downloading.	11 August 2025
How to submit an Expression of Interest	<p>If you are intending to submit an Expression of Interest form:</p> <ol style="list-style-type: none"> 1) read all parts of this document and ensure all the requirements are understood; 2) make all necessary enquiries for the proposed use and the costs associated with converting the Premises to this use under the relevant planning scheme; and 3) complete the EOI Form and accompany this with submissions on the Selection Criteria including supporting documents. 	
Lodgement of application	EOI applications must be lodged by 5pm on the closing date via <u>Email</u>	Expressions of Interest close 31 October 2025
Assessment of Expressions of Interest	All eligible EOIs will be assessed against the assessment criteria set out in this document.	Following close of Expressions of Interest.
Further information to assess	Where any information is unclear and further information is required, clarification will be sought by Council.	Following close of Expressions of Interest.

Process	Detail	Relevant Date
Expressions of Interest		
Inspection of Premises/Licensed Area	The Premises will be open for inspection to Applicants only.	Inspection of Premises – Email provided above.
Assessment and outcome of Expressions of Interest Forms	<p>Eligible applications will be assessed by a panel of council officers.</p> <p>All Applicants will be advised of the outcome once the successful Applicant is selected.</p>	
Lease Agreement	The successful Applicant will be provided with Council's pro-forma lease agreement which must be executed by all relevant parties.	
Planning Permit	<p>If required, the successful Applicant will make application for a planning permit.</p> <p>The Applicant must bear its own cost for obtaining a planning permit.</p>	
Fit out and restoration works	<p>Submit all plans and specifications of any fit out and/or restoration works to Council for their consideration.</p> <p>Written approval is required from Council prior to commencement of any Fit out and restoration works.</p>	

6) Terms and Conditions

By reading this EOI, the Applicant agrees and acknowledges that:

- a) all applications and supporting documents become the property of Council and Council may use, retain, and copy the information contained in applications for the following purposes:
 - i) evaluating and short listing applications;
 - ii) preparing a lease agreement between Council and the successful Applicant; or
 - iii) in response to a claim raised by an Applicant regarding the EOI process,
- b) all applications and supporting documents will be kept confidential, in-line with current privacy laws, unless such information is required to be disclosed by law;
- c) they must not make any false or misleading claims or statements in relation to their application;
- d) they will submit the consents required by Council for undertaking security and/or financial investigations;
- e) this EOI is the property of Council and may only be used for preparing an application to lease the Premises;
- f) no representation made by or on behalf of Council in relation to the EOI shall be binding on Council;
- g) they will have no claim against Council or any of their officers, employees or agents with respect to this EOI;
- h) they and their agents, officers, employees and advisers must not:
 - i) engage in any anti-competitive conduct or other similar conduct or practices with any other prospective Applicant;
 - ii) approach, or request any other person to approach, any officers, employees, ex-employees or agents engaged by Council to either provide support for its application or otherwise attempt to influence the outcome of the EOI process; or
 - iii) discuss the EOI process with any officers, employees, ex-employees or agents engaged by Council.

Failure to comply with any of the above requirements will result in the Applicant's application being withdrawn.

7) Council's Rights

Council reserves the right at its absolute discretion to:

- a) reject any application or to exclude any applicant from the process at any point;
- b) exclude any application submitted after the EOI closing time;
- c) amend this EOI or call for a new EOI;
- d) vary or cancel the EOI process or any part of it, at any time;
- e) reject any application that does not adhere to the criteria set out in this EOI; or
- f) refuse further participation in the EOI process by any applicant for any reason.

Council is under no obligation to:

- a) provide an applicant with a further opportunity to respond to this EOI; or
- b) allow an applicant to vary its application once that application has been submitted.

Annexure A – EOI Form

Burnley Cottage, 150 Yarra Boulevard, Richmond

Complete and sign this form and **enclose a detailed response** with your application that addresses all of the Selection Criteria as outlined in this EOI.

Full Name of Applicant:	
Trading Name:	
ABN/ACN:	
Address for Service:	
Place of Business Address:	
Applicant Contact Name:	
Applicant Job Title:	
Telephone Number:	
Mobile Number:	
Email Address:	
Guarantor Name/s	
Guarantor Address/es	

I/We make the following application and statements including in relation to my/our assets and liabilities as at the below date and agree to notify Council promptly of any material change therein.

SIGNED:

DATED:

PRIVACY DISCLOSURE STATEMENT

Yarra City Council seeks to responsibly manage any personal information or health information we handle and are committed to ensuring full compliance with the privacy principles outlined in the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic). We believe that the responsible handling of personal information and health information is a key aspect of democratic governance, and are strongly committed to protecting an individual's right to privacy. Yarra City Council's full Privacy Policy is available at <https://www.yarracity.vic.gov.au/about-us/council-mayor-and-councillors/governance/privacy-policy>. Any access to the information or any privacy enquiries may be directed to Council's Privacy Officer on (03) 9205 5555 or email yarrapropertyservices@yarracity.vic.gov.au

Annexure B – Plan of Premises



