



**ACT GOVERNMENT COMMUNITY RENTAL ACCOMMODATION:  
DETAILED TENANCY REQUIREMENT SUMMARY**  
To be completed and attached to the application form

**Enquiries Telephone 6205 6546, 6207 7038 or 6207 5966  
or email: [inquiry.property@act.gov.au](mailto:inquiry.property@act.gov.au)**

The ACT Government would like to thank you for taking the time to complete this *Detailed Tenancy Requirement Summary*. We understand that this form asks a lot of questions and that it may take you and your organisation some time to complete.

The information you provide is extremely valuable in ensuring that the physical buildings in the soon to be refurbished Regional Community Facilities and Neighbourhood Halls meet the needs of as many community organisations as possible.

<b><u>Please refer to the guidelines and checklist when completing this form.</u></b>	
Briefly summarise what activities your organisation undertakes.	
Are your activities primarily Indoor or Outdoor?	
What is your preferred size (provide a range) in square metres?	
Do you have any specialised flooring requirements such as a dance school that may require sprung/board floor, changing facilities and high ceilings?	
Do you have a preference for carpet or vinyl floor coverings?	
Does your organisation require access to	

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commercial food preparation areas?	
Will you need heavy goods delivered and what will be the frequency? How often will heavy vehicles require access?	
Do you require separate entrances for your organisation due to the sensitive nature of your services?	
What are your power requirements likely to be? For example 2 phase, 3 phase and how many powerpoints are you likely to need?	
What telecommunications requirements will you have for example do you require internet access or ISDN phone lines?	
Do you have any audiovisual or specialised lighting requirements?	
What are your acoustic requirements – do you have a need for sound proofing – do you carry out noisy activities (drum practice)?	
Will your equipment generate heat load?	

<p>Do you have specialised plumbing requirements – specialised washing bays – photographic equipment, bio-waste from health centre, or laundry washing requirements?</p>	
<p>Do your activities produce dust or odours that will require extraction/collection?</p>	
<p>What are your rubbish removal requirements – do you have specialised rubbish requirements (sharps – health – hazardous chemicals or photographic chemicals)?</p>	
<p>Are there any cultural sensitivities that may need to be considered?</p>	
<p>Do you require above standard toilets facilities for example additional disabled access toilets or children size toilets?</p>	
<p>Storage requirements – what are the sizes of items to be stored and do you require dangerous or flammable chemical storage?</p>	
<p>Do you have specialised disability</p>	

requirements?	
Do you require specialised signage such as signs co indicated in braille?	
Do you require performance exhibition space?	
What are your outdoor space requirements – do you undertake outdoor performances?	
What specialised outdoor equipment do you have, what is the size of external space that you will require?	
What are the minimum dimensions for your particular activity (eg. indoor bowls requires a particular length of room)?	
Do you require above standard bicycle or motorcycle parking spaces?	
Will animals be involved in your activity?	
Do you have specific allergenic requirements?	
What children's play equipment or secure children's area do you require?	
Do you require showering facilities?	

Do you require automatic doors?	
Do you have specialised heating or cooling requirements?	
Does your organisation require additional security?	
What are your specialised safety requirements – do you work with metal or does your activity produce noxious gasses?	
Please list all other requirements not specified above.	

ENGLISH	If you need interpreting help, telephone:
ARABIC	: إذا احتجت لمساعدة في الترجمة الشفوية ، إتصل برقم الهاتف :
CHINESE	如果你需要传译员的帮助，请打电话：
CROATIAN	Ako trebate pomoć tumača telefonirajte:
GREEK	Αν χρειάζεστε διερμηνέα τηλεφωνήστε στο
ITALIAN	Se avete bisogno di un interprete, telefonate al numero:
PERSIAN	: اگر به ترجمه شفاهی احتیاج دارید به این شماره تلفن کنید:
PORTUGUESE	Se você precisar da ajuda de um intérprete, telefone:
SERBIAN	Ако вам је потребна помоћ преводиоца телефонирајте:
SPANISH	Si necesita la asistencia de un intérprete, llame al:
TURKISH	Tercümana ihtiyacınız varsa lütfen telefon ediniz:
VIETNAMESE	Nếu bạn cần một người thông-ngôn hãy gọi điện-thoại:

**TRANSLATING AND INTERPRETING SERVICE**

**131 450**

Canberra and District - 24 hours a day, 7 days a week