



Guidelines to complete an Application for Community or Other Territory Purposes

ACT Property Group in the Department of Territory and Municipal Services manages a number of multipurpose buildings ranging from former depots, which usually accommodate a single tenancy, to former schools and health centres (Regional Community Facilities), which provide a wide range of accommodation as multi-tenanted facilities. The former schools range from small preschools to substantial primary and high schools. The properties are rented out to a range of organisations. Most are community organisations while some are small business.

As demand for access to accommodation within these facilities is high, the number of facilities limited and turnover low, ACT Property Group runs an application register to manage interest from community groups for accommodation in multipurpose buildings. Once an application is received, it is registered and offers of accommodation are made once space that matches stated requirements becomes available. Consequently, as offers of accommodation are made on a first come first served basis it could take some time before an offer of accommodation is forthcoming.

If you do not receive an offer within one year of your application, you will be contacted in writing to check that you still need accommodation. If you do not respond within four weeks, your application will be removed from the application register. Any subsequent application will automatically go to the end of the application register.

If you no longer require accommodation, please let Property Group know so that we can update our records. The contact numbers for queries in relation to your application or the properties available are 6205 6546, 6207 7038, 6207 5966 and 6205 2682.

Please Note: ACT Government agencies needing accommodation will always have priority access to vacancies as they arise.

Applicant Identity

If you are applying on behalf of an organisation, you will need to produce evidence of your authority to apply. A copy of your organisation's minutes of its most recent Annual General Meeting or other documentation demonstrating your authority will suffice.

Under ACT Property Group's Community and Other Tenancies Application and Allocation Policy, If you are an incorporated body, please attach a copy of your ACT certificate of incorporation to your application. If you are not, then you must meet the criteria set out under Policy to see if you are eligible for Community Group.

Contact details

Please note that if your contact details change and ACT Property Group is not notified of these changes, we will be unable to contact you/your organisation to make an offer or when undertaking our annual review of the application register.

Applicant Details

We need to know who you are, so the more information the better. We need to distinguish between business and non-business applications. We also need to ensure that in buildings with multiple tenancies, that there is a compatible activity mix. So matters such as sharing (see later), hours of operation, use of space part time, are part of the application process.

Proposed use

We need to know what activities you intend undertaking in our accommodation. If, for example you require an office, you will need to state that and the purpose of the office (eg. the local association secretariat of a community organisation). Please indicate your preferred building type from the options on the application form.

Specific requirements

It is critical that we know what your specific needs are. The more specific you are the easier it will be to match accommodation. It is, however, important that you are flexible and give us options, just in case some aspects of your request cannot be met at all. The size of your accommodation requirements in square metres is critical.

Public liability indemnity insurance

Anyone entering into a tenancy agreement with the Territory must have the required level of public liability indemnity insurance once accommodation is offered to you. It is a legal requirement that when an offer is accepted you must complete the risk profile available at the following website: www.insuranceriskadvice.act.gov.au

If you do not have internet access, please contact Kevin Wenman, Policy Officer on 6207 0381 Legal and Insurance Policy, Department of Treasury for advice.

The following legislation may be referred to – Financial Management (Public Liability Insurance) determination 2005 and (Public Liability Insurance-Non Profit Entities) Determination 2005.

Preferred locations

You may apply for accommodation anywhere in Canberra by district or suburb etc. If you are willing to be flexible, however, it will be easier to find somewhere for you. Please note that we do not have accommodation at this stage in the Gungahlin area (including Mitchell). Seeking preferred locations will help us determine demand and subsequently aid planning for our properties that may no longer be needed by Government agencies.

Rent, grants and funding

Rents vary according to activities and the quality of the accommodation. Once granted a tenancy, rents will be reviewed annually.

At the time an offer is made, you must demonstrate your capacity to pay the rent. If you receive a grant that includes a rent component, you must advise us accordingly. We need to know that you can pay your rent. Community organisations pay a concessional 'cost-recovery' rental rate whereas commercial organisations will pay a rental rate close to market rent.

As ACT Property Group's standard rental rates are based on cost recovery, we regret that no subsidy or reduction can be made on rental rates. If you cannot afford the rental rates as shown in this document, then you/your organisation must seek adequate finances to cover your rental commitments either from your members or externally from the private or government sectors.

Sharing Accommodation

If you are a part time operation, it may be easier to offer you accommodation sooner if we can match you with another compatible part time operation.

Rental Rate Explained

ACT Property Group applies a standard Cost Recovery Rental Rate for all community properties. These rates will apply to any offer of tenancy and are set out below:

These rates are applicable from 1 July 2008:

For community groups:

In shared buildings \$117.81 per square metre per annum (inc. GST) – this price is inclusive of outgoings such as gas, electricity, water and access to shared kitchen and toilet facilities.

Occupying a site exclusively \$52.51 per square metre per annum (inc. GST) – this price excludes gas, electricity, water as these are charged separately to each tenant. Additionally, the tenant pays for all corridors, kitchen and toilet facilities, etc.

For commercial groups:

Rate will be close to market rent and will be determined on offer of tenancy.

In cases where tenants cannot be separately metered for utility usage, the shared building rental rate will apply. For example, say a class room in a former school measures 70m². The annual rent for a community organisation to occupy this will cost \$8246.70. Additionally, an ex-Government depot building measures about 125m² and also has an enclosed hardstand area of about 300m². If a community group was to tenant one of these properties, the annual rent will cost \$6563.75 for the building plus \$429 for the enclosed hardstand area.

Please Note: The rates shown above are valid from 1 July 2008 until 30 June 2009. A 3% rate rise will occur as of 1 July 2008 for community tenants.

Notification of Receiving your Application

Upon receipt of your application, it will be assessed within four working days and you will be notified of receipt of your application within ten days after assessment.

Other matters

Submitting an application does not guarantee an offer of accommodation by ACT Property Group.

If you receive an offer, the lease term will normally be five years with no option period. This means however you are not bound for five years and may leave earlier.

None of the buildings managed by ACT Property Group allow for residential accommodation due to the overarching statutory planning requirements, the existing layout and intended community use of the buildings.