



APPLICATION

Tenant acquisition for retail shop 3/38 William Street Bathurst

General Information:

Bathurst Regional Council has available for lease the premises known as Shop 3/38 William Street Bathurst NSW 2795, being Part Lot 19 in Deposited Plan 1084053. Council confirms there are a total of three shops on the ground floor of this premises and one leased space on the first floor.

Council is seeking a suitably qualified and motivated agent to acquire a suitable tenant for this premises which is expected to become available from 6 December 2024.

The required works to be undertaken for tenant acquisition are as follows:

1. Advertising the premises;
2. Meeting with prospective tenants and conducting inspections;
3. Fielding queries concerning the premises;
4. Conducting reference checks of proposed tenants;
5. Proposing tenants to Council for approval; and
6. Facilitating handover of the management of the premises following acquisition of a suitable tenant to Council.

Council representatives may also meet with shortlisted agents to discuss their applications further.

Further information will be provided to the successful applicant(s) in addition to confirmation of Council's legal representation.

For clarity, all promotional and marketing material in connection with the leasing of this premises must be co-branded and include Council's logo and other information as required by Council

Following acceptance of a suitable tenant by Council, Council will then manage the lease in-house through its Property Department.

Application criteria:

Please complete the below questions and return with any further information as described in the 'how to submit' section below. If you require further space, please attach additional documentation as required:

1. Please outline your experience and history in retail and commercial leasing in the Bathurst area:

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2. Please confirm: a) your fee for acquiring a tenant for the premises, and b) your marketing fee inclusive of GST:

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3. Please confirm your proposed marketing strategy, advertising platforms and approach including digital and physical media:

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4. Please provide a sample of your marketing material for Council's consideration (please attach additional material if required)

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5. Please provide an indication of your expected weekly rent figure (inclusive of GST) based on current market conditions:

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6. Please confirm your expected timeframe for securing a tenant for the premises:

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7. If you have any further information you wish to add, please do so in the below section:

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Your application **MUST** be received by Council by 10:00AM Tuesday, 7 January 2025.

How to submit:

By email

Please submit your application quoting "Tender – Retail Lease Tenant Acquisition 37.00882" to council@bathurst.nsw.gov.au.

The lobbying or liaison with Councillors prior to the consideration of applications to tender by Council will lead to the rejection of the offending expression.

Site map of premises:

