



CITY OF VINCENT

EXPRESSIONS OF INTEREST

.....

4 VIEW ST, NORTH PERTH

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EXPRESSIONS OF INTEREST

LEASE OF 4 VIEW ST, NORTH PERTH

ENQUIRIES:

Mona Wong
Senior Land and Legal Advisor
Email: mail@vincent.wa.gov.au

SUBMISSION CLOSING DATE
12 November 2025 at 4pm

ON-SITE PROPERTY INSPECTION
28 October 2025 at 10am

LODGEMENT OF RESPONSES

Submissions to mail@vincent.wa.gov.au.

Submissions are to be received by the closing time and date.

Late submissions will not be accepted. No facsimile submissions will be accepted.

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PART 1 - BRIEF

1.1 Expression of Interest

The City of Vincent is inviting Expressions of Interest (**EOI**) to lease the property located at No. 4 View St, North Perth (**Property**).

This document has been prepared to provide prospective applicants with the following relevant information:

- Part 1 - Brief (read and keep this part);
- Part 2 - Conditions of Responding (read and keep this part); and
- Part 3 - Respondent's proposal (complete and return this part).

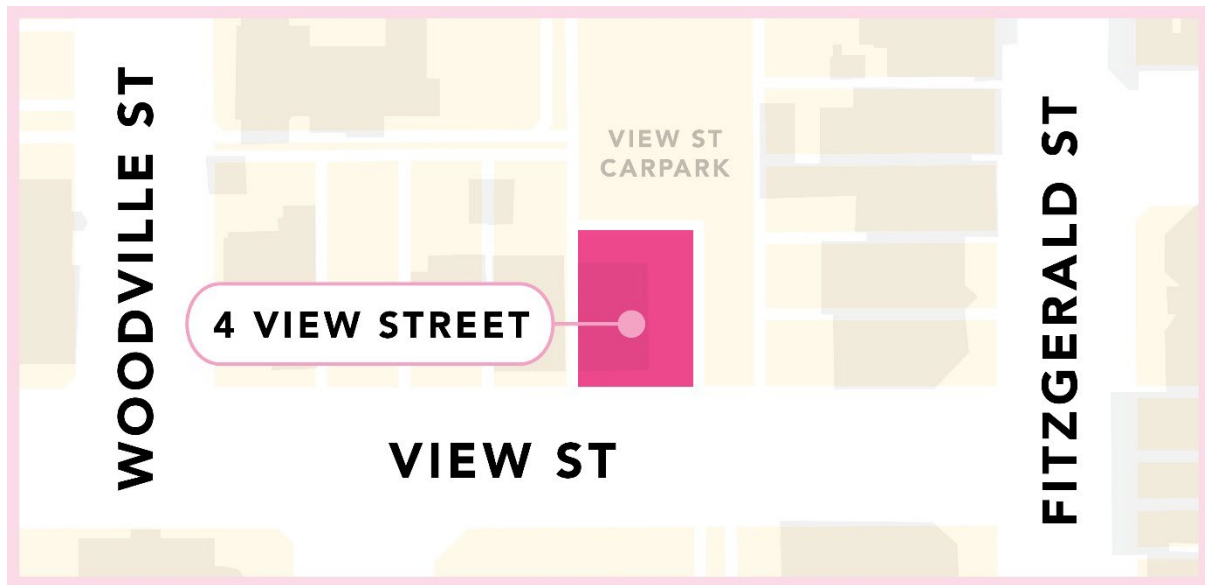
1.2 Opportunity

The City seeks to lease the Property on a short term. The lease terms will be subject to the provisions of the City's [Property Management Framework](#) relevant to the appropriate classification of tenants.

1.3 Property

Located in the heart of North Perth, the Property occupies part of the View Street carpark land and offers approximately 184 square metres of internal space and on-site parking. The building includes:

- Six small rooms
- Kitchen
- Storeroom
- Two toilets



Property Address:	4 View Street, North Perth
Registered Proprietor	Town of Vincent
Certificate of Title of Land:	Lot 15 on Deposited Plan 29892 comprised in Certificate of Title Volume 154 Folio 462. The Certificate of Title is attached to this EOI as Attachment A .
Status	Freehold
Zoning/Land Use:	Zoned Urban under Metropolitan Region Scheme Commercial under Local Planning Scheme 2
Area	Approximately 184m ²

1.4 Property Condition

A condition assessment has recently been undertaken and the building is structurally sound. The Property is currently vacant.

Photos and floor plan are attached to this EOI as **Annexure B**.

Applicants are advised to undertake their own investigations to determine suitability to meet particular needs.

1.5 Property Use

Primarily available for local not-for-profit organisations, community groups and other community purposes which meet the priorities of the [Strategic Community Plan](#) of 'Connected Community' and 'Thriving Places' and objectives of the Property Management Framework subject to there being no costs to the City in modifying or upgrading the existing building on the Property.

1.6 Tenant Fit Out

The Property will be leased “as is” to the approved applicant and the applicant will be responsible for all fit-out works, obtaining approvals and licences. No alterations may be made by the approved applicant to the Property that may trigger building compliance requirements to the Property.

1.7 Lease agreement

Following evaluation of submissions received in line with this document and subject to Council approval, the City will seek to enter discussions with the aim of negotiating and entering into a Lease agreement.

Please note that the evaluation of submissions is for the purpose of a potential recommendation to Council. The evaluation of submissions is non-binding, and the City reserves the right to substitute its own preferred applicant as the proposed lessee.

PART 2 – CONDITIONS OF RESPONDING

2.1 How to prepare your proposal

- Carefully read all parts of this document.
- Ensure you understand the requirements.
- Complete and return the Respondents Proposal (Part 3) in all respects and include any supporting documentation.
- Make sure you have signed the proposal and responded to all the Selection Criteria.
- Lodge your proposal before the deadline.

2.2 Selection process

Following the close of the EOI, submissions will be evaluated by the City's evaluation panel having regard to your responses to the Selection Criteria.

The following evaluation methodology will be used in respect of this EOI:

- Proposals are checked for completeness and compliance. Proposals that do not contain all requested information, e.g., a completed respondent's proposal and attachments, may be excluded from evaluation.
- Proposals are assessed against the Selection Criteria.
- The most suitable applicants may be shortlisted and may also be required to clarify their proposal.
- Referees may also be contacted prior to the selection of the successful applicant.

2.3 Selection criteria

Submissions will be evaluated according to the EOI's qualitative and compliance criteria. The City reserves the right, in its discretion, to negotiate amendments and variations to any submission received from an individual applicant.

Compliance Criteria are detailed within Part 3 of this document and will not be point scored. Each proposal will be assessed on a Yes/No basis as to whether the criteria have been satisfactorily met. An assessment of "No" against any criterion may eliminate the proposal from consideration.

Before responding to the following Selection Criteria, Applicants must note the following:

- All information relevant to your answers to each criterion is to be contained within your Submission.

Part 2 READ AND KEEP THIS PART

- Applicants are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience.
- Applicants are to provide full details for any claims, statements or examples used to address the Selection Criteria; and
- Applicants should ensure that they provide sufficient details in their submission to enable adequate evaluation by the City against the Selection Criteria.

2.4 Qualitative criteria

The City will use the responses to the qualitative criteria listed here as the primary basis for assessing the proposals. The weighting shown against each of the criteria will be used in evaluating the proposals and the City may elect to seek confirmation of material provided from relevant sources. The City may also take into account the applicant's performance history and referees' reports. Proposals should be clear and concise in addressing the following qualitative criteria.

2.4.1 Business structure and financial position

Applicants should detail their business structure and financial position for the proposed lease, labelled as Business Case. The Business Case should address a minimum of the following:

ORGANISATION STRUCTURE

- Organisational background should include mission, purpose and history.
- Current organisation structure (evidence of incorporations, NFP or charity).
- Outline how you believe your charitable or not-for-profit use will align with the City's plans, policies, and strategies.
- Any community benefit outcomes intended to be achieved.

FINANCIAL POSITION

- Provide latest audited financial statements.
- Financial capabilities or reference (bank manager or accountant).

INSURANCE / RISK MANAGEMENT

- Public Liability Insurances (no less than \$20M).
- Workers compensation insurance cover.
- Work Health and Safety considerations and compliance.

2.4.2 Lease proposal

Provide a detailed proposal that addresses the following, at a minimum:

- a) Lessee details (registered business/organisation name, ABN etc).
- b) Commencement date

- c) Proposed rent
- d) Term of lease
- e) Proposed use
- f) Community outcomes
- g) Maintenance obligations
- h) Outgoings and statutory impost

2.4.3 Fit out concept plans

Provide high level concept plans for the applicant's proposed fit out of the Property labelled "Fit Out Concept Plans" outlining how the proposed fit out will look.

Noting that the applicant will be responsible for any works and must follow all the applicable planning, building and environmental health regulations. Please outline how these conditions will be met:

- a) Contributes to the overall look and feel of the Property and aligns with the concept for the proposed use.
- b) Signage design and locations (both internal and external).
- c) Any additional relevant information.

2.4.4 Relevant Experience

Describe your experience in conducting similar requirements:

- a) Demonstrated experience in managing, owning, or operating a similar community or charitable or not-for-profit organisation (include details of the location).
- b) Demonstrate competency and a proven record of accomplishment in establishing and maintaining a similar viable organisation.
- c) Provide a CV for the applicant's key personnel who will be directly involved in the management and day-to-day operations of the organisation (including, skills, qualifications, and relevant experience).
- d) Any additional information.

2.4.5 Referees

Provide contact details (including names, titles, telephone numbers, and/or email addresses) for a minimum of two (2) referees who can specifically attest to the applicant's experience in the operation of a similar or comparable organisation in the last 5 years.

2.5 Compliance and approvals

The tenure arrangement will be subject to:

- Council approval; and
- the City's Property Management Framework relevant to the appropriate classification of tenants.

In addition, notices pursuant to the provisions relating to disposition of property pursuant to the *Local Government Act 1995* may be required.

2.6 Terms and conditions

This EOI is subject to the terms and conditions in **Attachment C**.

2.7 Contact Information

All communication and enquiries relating to the EOI should be directed to:

Name: Mona Wong, Senior Land and Legal Advisor

Email: mail@vincent.wa.gov.au

2.8 Timeframe for considering submissions

Invitation to submit Expression of Interest	21 October 2025
Closing date for submissions	12 November 2025
Report to Council to consider submissions	Feb – March 2026

Note: Only the City can vary the above timeframes.

Part 3 COMPLETE AND RETURN THIS PART

PART 3 – RESPONDENTS PROPOSAL

3.1 Response Form

Registered Business Name (if applicable):			
Australian Company Number/ Australian Business Number:			
Address and Principal office in Western Australia:			
Telephone:		Email:	
Authorised signatory:		By lodging this submission, the Applicant acknowledges he/she is authorised to sign this EOI and agrees to be bound by the terms and conditions set out in this EOI.	
Name:		Position:	
Signature:		Date:	

Part 3 COMPLETE AND RETURN THIS PART

3.2 Selection criteria

3.2.1 Compliance criteria

Please select with a yes or no whether you have complied with the following Compliance criteria:

Description of Compliance Criteria	
Compliance with the Conditions or Responding contained in this Request for Proposal.	YES/NO

Please ensure that you have answered every question below.

Identification of Respondent	
Organisation Profile and Referees	
Are you an incorporated body?	YES/NO
If yes, please include details of your ABN, Registered Entity Name, Constitution/Rules of Association, Charitable or Not-for-Profit status, Contact Person's name and contact details inclusive of phone and email address.	
Agents	
Are you acting as an agent for another party?	YES/NO
If yes, please provide: Agent details including name and address.	

Conflict of Interest	
Will any actual or potential conflict of interest arise if you are awarded a lease/licence, or is any such conflict of interest likely to arise during the term of the lease/licence?	YES/NO
If yes, please provide details and the way in which any conflict will be dealt with.	

Financial Details	
Do you have the financial resources to meet the lease obligations?	YES/NO
If yes, please provide a financial profile for your organisation and list financial referees.	
Are you presently able to pay all your debts in full as and when they fall due?	YES/NO
Are you currently involved in litigation?	YES/NO

3.3 Qualitative criteria

Before responding to the following Qualitative criteria, Respondents must note the following:

- Respondents are to assume that the Evaluation Panel has no previous knowledge of your organisation, its activities or experience.

Part 3 COMPLETE AND RETURN THIS PART

- Respondents are to provide full details for any claims, statements or examples used to address the qualitative criteria; and
- Respondents are to address each issue outlined within a Qualitative criterion.

Please address each of the Qualitative Assessment Criteria below individually as a separate document.

Qualitative Assessment Criteria	Weighting
A. Organisational Structure & Financial Position Respondents should detail their business structure and financial position for the proposed lease, labelled as Business Case. The Business Case should address a minimum of the following: ORGANISATION STRUCTURE • Organisational background should include mission, purpose and history. • Current organisation structure (evidence of incorporations, NFP or charity). • Outline how you believe your charitable or not-for-profit use will align with the City's plans, policies, and strategies. • Any community benefit outcomes intended to be achieved. FINANCIAL POSITION • Provide latest audited financial statements. • Financial capabilities or reference (bank manager or accountant). INSURANCE / RISK MANAGEMENT • Public Liability Insurances (no less than \$20M). • Workers compensation insurance cover. • Work Health and Safety considerations and compliance.	30%
B. Detailed Lease/Licence Proposal Provide a detailed proposal that addresses the following, at a minimum: i) Lessee details (registered business/organisation name, ABN etc). j) Commencement date k) Proposed rent l) Term of lease m) Proposed use n) Community outcomes o) Maintenance obligations	40%

Part 3 COMPLETE AND RETURN THIS PART

p) Outgoings and statutory impost	
C. Fit out Concept Plans	
Provide high level concept plans for the applicant's proposed fit out of the Property labelled "Fit Out Concept Plans" outlining how the proposed fit out will look. Noting that the applicant will be responsible for any works and must follow all the applicable planning, building and environmental health regulations. Please outline how these conditions will be met: d) Contributes to the overall look and feel of the Property and aligns with the concept for the proposed use. e) Signage design and locations (both internal and external). f) Any additional relevant information.	15%
D. Relevant Experience	
Describe your experience in conducting similar requirements: e) Demonstrated experience in managing, owning, or operating a similar community or charitable or not-for-profit organisation (include details of the location). f) Demonstrate competency and a proven record of accomplishment in establishing and maintaining a similar viable organisation. g) Provide a CV for the applicant's key personnel who will be directly involved in the management and day-to-day operations of the organisation (including, skills, qualifications, and relevant experience). h) Any additional information.	15%
E. Referees	
Provide contact details (including names, titles, telephone numbers, and/or email addresses) for a minimum of two (2) referees who can specifically attest to the applicant's experience in the operation of a similar or comparable organisation in the last 5 years.	

ATTACHMENT A – CERTIFICATE OF TITLE

REGISTER NUMBER 15/D29892	
DUPLICATE EDITION 1	DATE DUPLICATE ISSUED 14/1/2002
VOLUME 1541	
FOLIO 462	

WESTERN AUSTRALIA



RECORD OF CERTIFICATE OF TITLE
UNDER THE TRANSFER OF LAND ACT 1893

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.


REGISTRAR OF TITLES



LAND DESCRIPTION:

LOT 15 ON DIAGRAM 29892

REGISTERED PROPRIETOR: (FIRST SCHEDULE)

TOWN OF VINCENT OF 244 VINCENT STREET, LEEDERVILLE

(T H963933) REGISTERED 19/12/2001

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS: (SECOND SCHEDULE)

1. 26881/1964 EASEMENT BENEFIT (FOR/INCLUDES ROW/PAW/WAY PURPOSE) SEE DIAGRAM 29892 AND THE SKETCH IN VOL 1541 FOL 462. REGISTERED 27/4/1964.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

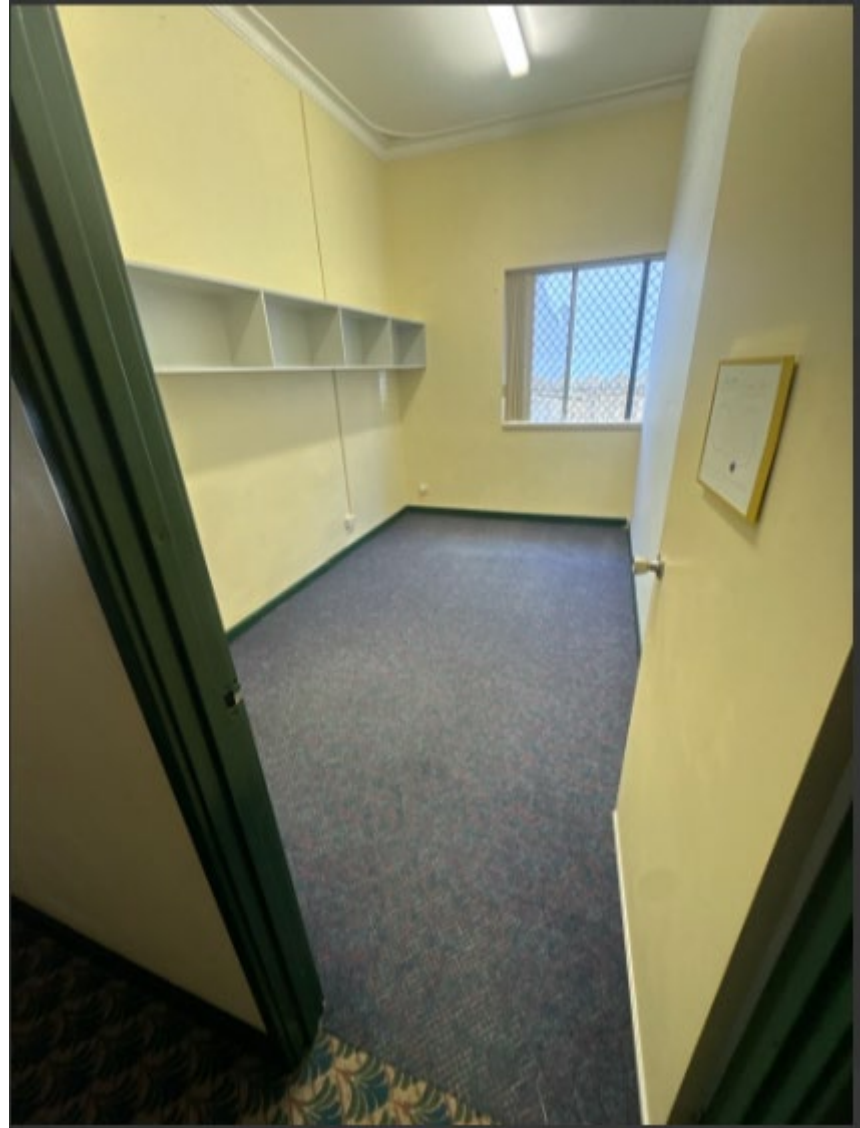
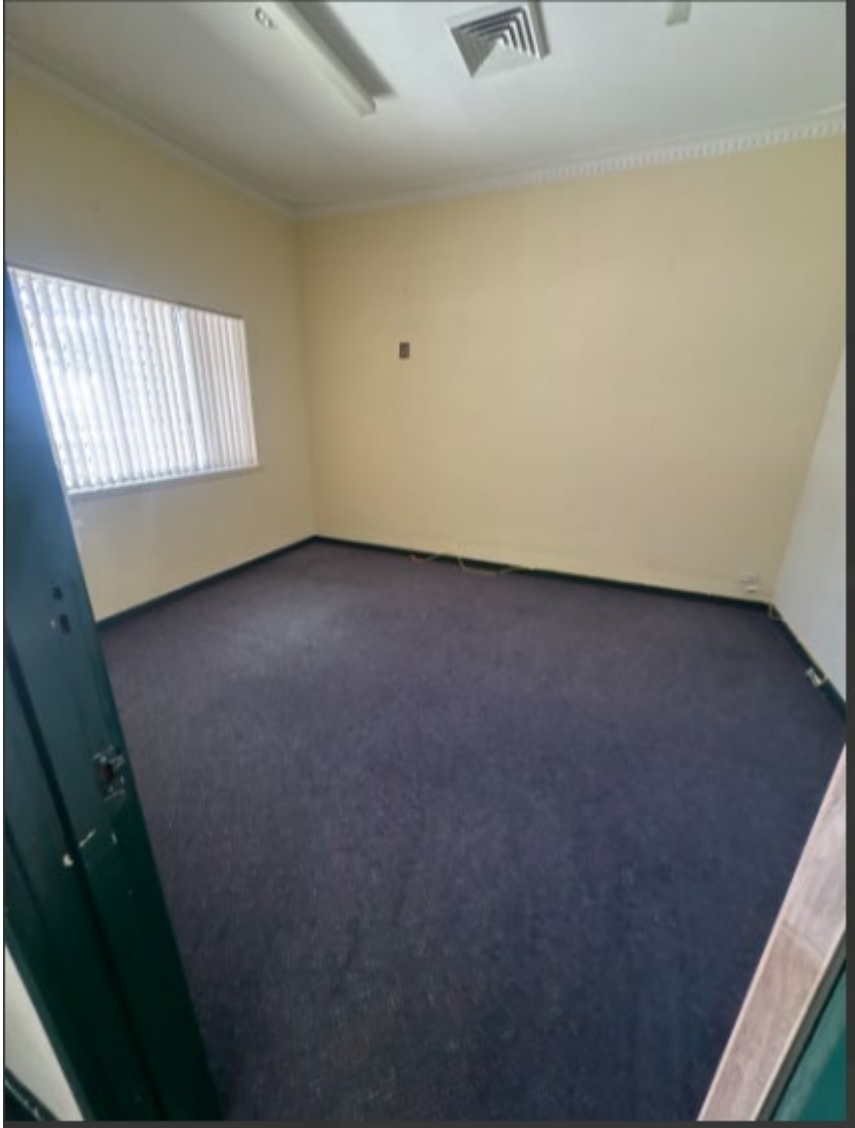
STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 1541-462 (15/D29892)
PREVIOUS TITLE: 1283-157
PROPERTY STREET ADDRESS: 4 VIEW ST, NORTH PERTH.
LOCAL GOVERNMENT AUTHORITY: CITY OF VINCENT

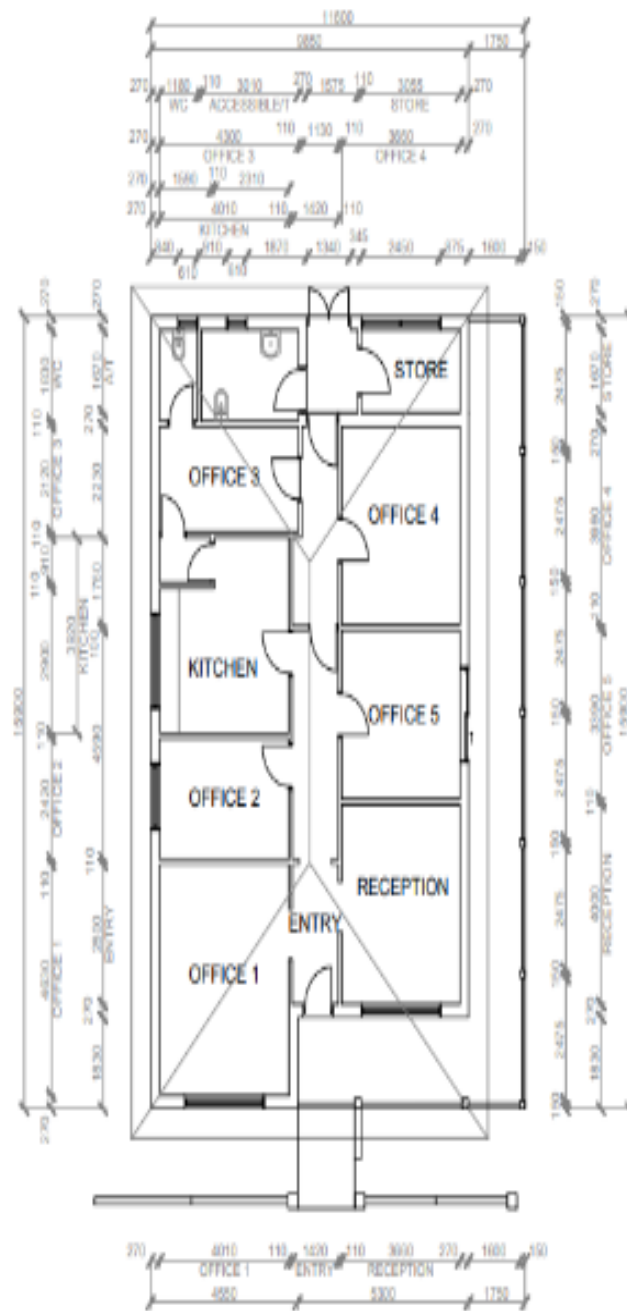
ATTACHMENT B -PHOTOS & FLOOR PLAN











ATTACHMENT C-TERMS AND CONDITIONS

1) **Evaluation or proposals**

The City will assess the submission as per the process detailed in clause 5, and may have regard to further information it deems appropriate, which may include the following:

- a) The City reserves the right to conduct a financial assessment of the Applicant at any time to satisfy it that the Applicant has adequate financial capability to undertake any proposed Project.
- b) Take into account information received from any source as to past or current performance of the Applicant and as to the Applicant's ability to carry out any proposed development in a manner satisfactory to the City.
- c) Seek further information from any Applicant (to the exclusion of others).

The City may in its absolute discretion accept or reject any submission. Without limitation, the City may do any of the following:

- Decide not to proceed at all.
- Consider alternate Proposals.
- Reject all Proposals received.

2) **Confidentiality**

Subject to the provisions of relevant legislation, confidential technical and financial detail received from Applicants will be treated in confidence.

A Applicant should clearly indicate if any part of its Proposal constitutes intellectual property or information which it claims is confidential.

Global claims of confidentiality over entire Proposals from Applicants will be disregarded.

Confidential information will be kept confidential, but the City reserves the right to determine if a claim of confidentiality is justified. The City will respect a Applicant's intellectual property rights but may require a Applicant to substantiate any claim of intellectual property.

The City being a local government authority is subject to the *Freedom of Information Act 1992*.

3) **Right to Amend Process**

The City reserves the right to amend the process set out in this EOI by notice in writing to all Applicants who have not withdrawn and who have not been excluded from the EOI process.

4) Absence of Obligations

No legal or other obligations will arise between a Applicant and the City and the Minister for Lands (If applicable) unless or until a contract has been executed by the City and/or the Minister for Lands acting for and on behalf of the State of Western Australia. In this regard, the City and/or the State of Western Australia are not obliged to proceed with any EOI submissions. The City, at any time, may elect not to proceed with the EOI process.

5) No Expectation

Applicants should be aware that there should be no expectation that the City and/or the Minister for Lands will proceed towards a contract and that there is no legally binding obligation for it to do so.

6) Acceptance of request for proposal terms

By making a submission in accordance with this EOI, a Applicant agrees to the terms and conditions.

7) Disclaimer

All information provided to a Applicant whether in the EOI documents or not, is provided in good faith to assist Applicants to put forward a proposal. The City gives no warranty to the accuracy of the information. It is the Applicant's responsibility to interpret and assess the relevance of the information provided.

The City is not liable for any loss, damage or expense suffered by a Applicant as a result of any inaccuracy or omission in the information provided.

8) Vary scope

The scope or the conditions of the EOI may be varied by giving written notice of the variation to all Applicants at any time before the closing date for submission of the EOI.

9) Governing law

This EOI is governed by the laws of Western Australia.

10) Intellectual property

Copyright in all EOI documents (including, without limitation, this document and any other agreements to which the City is a party) belongs to and remains the property of the City. The City reserves the right to use such documents for other transactions to which the City is a party.

11) No change of offer after submission

An applicant may not change its submission after the closing date unless the City invites it in writing to do so.

12) City has absolute discretion

The City has absolute discretion in relation to the evaluation of a submission received and the selection of a preferred or successful Applicant, if any. After evaluation of all submissions, the City may (in its absolute discretion and before, during or after negotiation with one or more applicants) decide not to appoint any preferred Applicant.

13) Canvassing of Elected Members

Canvassing or lobbying to the Mayor, Councillors or City of Vincent employees in relation to any EOI submission will result in the submission being deemed ineligible.