



# Expression of Interest

Lease

Union Stores Building (portion)  
Level 1, 41-47 High Street,  
Fremantle



## Background

Built in 1895, the heritage-listed Union Stores Building is a two-storey brick and stone property located at the corner of Henry and High Streets, Fremantle.

The City is inviting expressions of interest from proponents to lease a portion of the building under the terms of a lease agreement.

The building comprises approximately 1,195 m<sup>2</sup> across two levels. The ground floor is fully leased to four established retailers: Japingka Gallery, New Edition Bookshop, The Record Finder, and Port Jarrah Furniture. A 332 m<sup>2</sup> section of Level 1, currently used as office accommodation, is now available for lease.

The available space includes exclusive ground floor access from Henry Street, internal amenities, and a kitchenette. A floor plan showing the area (hatched in red) is included in this document.

Secure parking is available at the rear of the building, with requirements negotiated on a case-by-case basis.

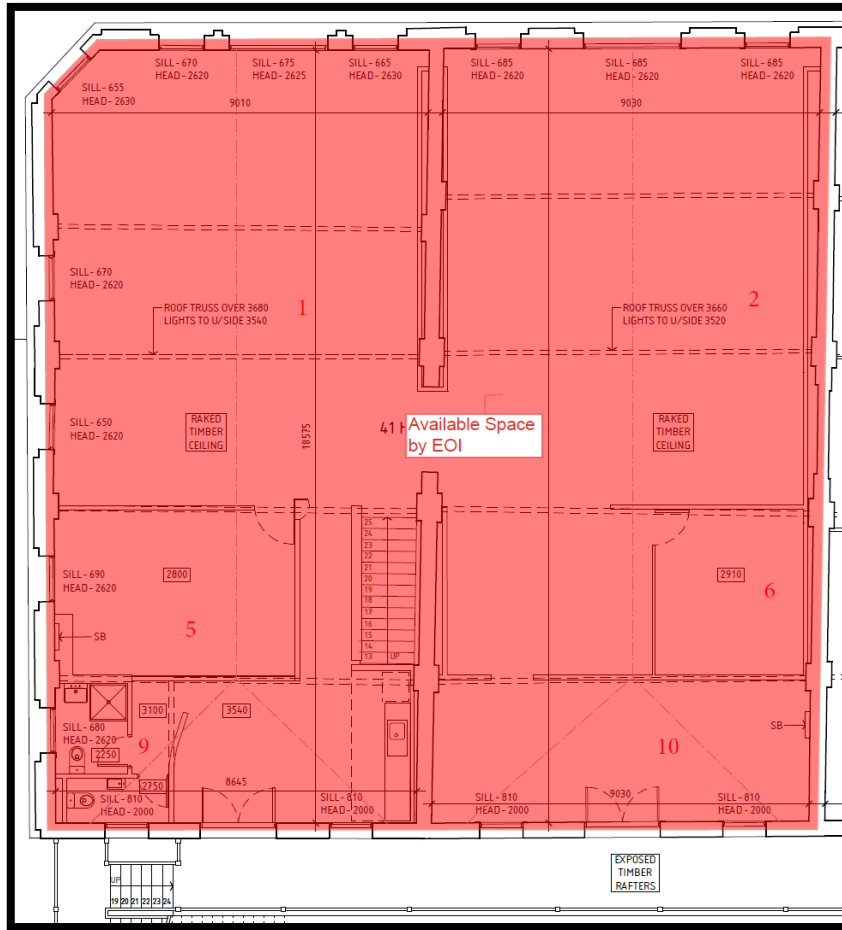
Expressions of interest will be assessed against the criteria outlined in this document. The City may engage with multiple proponents if complementary concepts or uses are proposed.

Please note this process is for expressions of interest only, and the City reserves the right not to lease the premises.

For enquiries or to arrange a viewing, contact the City's Commercial Property team at **adamda@fremantle.wa.gov.au**.

Proposals must be submitted electronically to **adamda@fremantle.wa.gov.au** by **31 January 2026**.

# Floor Plan



# Applicants Responsibilities

Before submitting an expression of interest, the Applicant is deemed to have satisfied itself:

- (1) **Site Inspection** – by physically examining the property and understanding its relationship to the building plans and surrounding urban environment.
- (2) **Regulatory Enquiries** – by consulting the relevant authorities regarding zoning, permissible development, applicable restrictions, and the manner in which development may be carried out.
- (3) **Encumbrance Review** – by reviewing and understanding the terms and conditions of any encumbrances affecting the property.

By lodging a submission, the Applicant acknowledges that it has undertaken all necessary investigations, enquiries, and studies at its own expense and relies solely on its own assessment. No statement, warranty, or representation by the City or its agents shall be deemed to have been relied upon in relation to these matters.

Should the City proceed to lease the premises, it reserves the right to include special conditions not currently outlined in this Expression of Interest. All conditions remain subject to final Council approval and will be communicated to the Applicant prior to submission to Council. These conditions will be incorporated into the Lease for execution by the successful Lessee.

# Key information

## Council approval

The selected applicant and any subsequent lease agreement may be subject to Council approval.

Council reserves the right to:

- Amend, add, or remove any conditions within the lease presented for approval; and
- Decline to accept any applicant or lease submitted for Council consideration.

## Lease Offer and Terms

The City will offer a Lease to the successful proponent/s based on the concept agreed upon, and with consideration given to the merit and specific requirements of the successful proposal.

It is the City's preference that any lease granted for the building has a maximum term of **10 years, including options**.

The lease commencement date will be subject to any additional approvals required, such as development approvals, building works, and other statutory consents.

Trade and occupancy cannot commence until the proposed lessee has completed all fit-out works and obtained all relevant approvals (where applicable).

## Proposed Rent, Rent Reviews and KPIs

Rent proposals will form part of the assessment process, and a proposed rental figure should be included in your submission. The expectation is that rent will reflect current market conditions equally \$70,000 pa + GST + outgoings.

Rent reviews will occur annually on the anniversary of the lease commencement date, based on a fixed increase of **4% per annum**.

## **Outgoings**

A variable outgoing budget will apply to the property.

The Lessee will be required to undertake all required connections to Electricity, Gas and Telecommunications providers. On demand charges may include (as/if applicable) but not be limited to;

- i. Cleaning
- ii. Pest control
- iii. General maintenance
- iv. Air conditioning servicing and maintenance
- v. RCD testing
- vi. Tagging and testing
- vii. Security – alarms and locks
- viii. Signage
- ix. Lift servicing and maintenance
- x. Water rates
- xi. Water usage
- xii. Backflow testing
- xiii. Council Rates
- xiv. Emergency Service Levy
- xv. Land Tax

The Lessor, at its discretion, may undertake scheduled maintenance requirements for the property and recover the costs from the Lessee.

The Council Rates and Emergency Service Levy will be calculated on the final leased area and a Gross Rental Valuation provided by Landgate.

Land Tax is charged directly by the Department of State Revenue (DSR). This will be determined by DSR once the property is developed and the lease is finalised.

## **GST**

The Lessee will be required to pay goods and services taxes on all supplies made under the Lease agreement, including the supply of the premises.

## **Bank guarantee**

The approved Applicant is not required to provide a Bank Guarantee.

## Guarantors and Financial statements

The approved applicant will be required to provide a **Guarantee and Indemnity** form from each director and principal shareholder. If the applicant is a trust, adult beneficiaries may also be required to provide guarantees and indemnities.

In addition, the following financial information must be submitted:

- Current Asset and Liabilities Statement for the applicant;
- Signed and dated statements of assets and liabilities for each guarantor.

All information provided must be true and accurate, and all assets listed must be owned solely by the applicant and guarantors.

## Lessor's Right to Veto Sublease

If the accepted applicant proposes to sublease any part of the premises, a clause to this effect will be included in the lease agreement. The Lessor reserves the right to veto any proposed sublessee on any grounds.

## Lease Assignments and Use of Premises

The Lessee may assign the lease, subject to the prior written approval of the Lessor. The Lessor reserves the right to veto any proposed assignee on any grounds.

The City will also consider applications from the Lessee to utilise the premises and/or surrounding areas for events or activations that benefit the Lessee. Such requests will be assessed on a case-by-case basis.

## Condition Precedent Clause

If the accepted submission is subject to additional approvals—such as development approval—a condition precedent will be included in the lease agreement.

## Approvals and Associated Costs

The applicant will be responsible for all costs related to due diligence, infrastructure requirements, planning approvals, and statutory compliance. This includes any necessary consultation and connection to essential services (where applicable).

## **Disclaimer**

The contents of this Expression of Interest (EOI) are believed to be accurate and complete as of the date of issue. However, all statements, opinions, projections, forecasts, and other information contained in this EOI are subject to change without notice.

## **Canvassing of Elected Members and Officers**

If an applicant, either personally or through an agent, canvasses any of the Lessor's elected members, officers, contractors, or their representatives, the applicant's submission will be excluded from consideration—regardless of whether such canvassing influences the outcome.

## **Marketing**

Upon execution of a formal lease by both parties, the Lessor will seek the Lessee's acknowledgment that the Lessor may use the Lessee's trading name in press releases and advertising or promotional materials.

## **Additional documents**

Applicants may include and attach to the EOI Form; additional documentation they feel supports their submission.

## Selection Criteria and Submission Requirements

Proposals must be submitted electronically via email to **adamda@fremantle.wa.gov.au** no later than **31 January 2026**.

Hard copy submissions may also be delivered in person to the **Walyalup Civic Centre** via the customer service desk, addressed to **Commercial Property**.

Submissions will be assessed against the following selection criteria. Applicants must address each criterion in their proposal:

### Overview of Business (Weighting 20%)

Applicants should provide details addressing the following:

#### 1. Tenancy Mix and Uniqueness

Provide details on how your business will contribute to a diverse and vibrant tenancy mix within the building and Fremantle.

- a. Explain what makes your concept unique or innovative compared to existing offerings.
- b. Indicate whether your business or organisation is new to Fremantle and how this will add value to the local economy and community.
- c. If applicable, reference your commercial plan and outline how your business complements existing tenants.

#### 2. Alignment with the City Strategic Community Plan

Demonstrate how your business aligns with the outcomes of the City's Strategic Community Plan.

- a. Highlight contributions to economic development, cultural vibrancy, sustainability or community engagement.
- b. Provide examples of initiatives or practices that support these outcomes (e.g. local employment, sustainability measures, cultural programming).

#### 3. Mandatory and Desirable Criteria

Provide a clear explanation of how your business satisfies, at a minimum, the mandatory requirements.

- a. **Mandatory Requirements:** Demonstrate your business's financial stability and confirm its capability to operate from the property for its intended purpose.
- b. **Desirable Criteria:** Detail any additional attributes that strengthen your submission, including innovative operational strategies, contributions to community engagement, and alignment with heritage conservation principles.

## **Business Sustainability (Weighting 20%)**

Applicants should demonstrate how their business will remain viable and resilient over the lease term. Address the following points:

### **1. Operational Sustainability**

- a. Outline your business model and explain how it supports long-term operations.
- b. Include strategies for maintaining consistent revenue streams and adapting to market changes.

### **2. Environmental and Social Responsibility**

- a. Describe any sustainability initiatives your business implements (e.g. waste reduction, energy efficiency, ethical sourcing).
- b. Highlight contributions to community engagement or social impact programs.

### **3. Risk Management**

- a. Identify any potential risks to your business and how you plan to mitigate them (e.g. economic downturns, supply chain issues).
- b. Provide evidence of contingency planning or diversification strategies.

### **4. Growth and Innovation**

- a. Explain how your business plans to grow or innovate during the lease term.
- b. Include any plans for new products, services, or technology adoption that enhance sustainability.

## **Financials (Weighting 60%)**

Applicants must provide clear evidence of financial capacity and stability to support their proposal. Include the following:

### **1. Proposed Rent and Outgoings**

- a. State your proposed rental amount and confirm alignment with market expectations.

### **2. Financial Statements**

- a. Provide current asset and liabilities for your business.

## Expression of Interest Form

### Proposed Lessee (s)

(Please complete all sections below)

#### 1. Company Details

- **Company Name:** \_\_\_\_\_
- **ABN:** \_\_\_\_\_

#### 2. Director Details

##### Director 1

- **Name:** \_\_\_\_\_
- **Address:** \_\_\_\_\_
- **Business Phone:** \_\_\_\_\_
- **After Hours Phone:** \_\_\_\_\_
- **Mobile:** \_\_\_\_\_
- **Email:** \_\_\_\_\_

##### Director 2 (*if applicable*)

- **Name:** \_\_\_\_\_
- **Address:** \_\_\_\_\_
- **Business Phone:** \_\_\_\_\_
- **After Hours Phone:** \_\_\_\_\_
- **Mobile:** \_\_\_\_\_
- **Email:** \_\_\_\_\_

#### 3. Guarantors

**Please provide details of any guarantors:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 4. Selection Criteria

**Attach a submission that addresses all Selection Criteria outlined in the EOI document:**

- **Overview of Business**
- **Business Sustainability**
- **Financials**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Trading As:** \_\_\_\_\_

**Phone No:** \_\_\_\_\_

**I (or We) make the following statement of all my (or our) assets and liabilities as at the above date and provide other material information. I (or We) agree to notify the City promptly of any material change therein.**

## Asset & Liabilities Statement

Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_

### ASSETS

#### Current Assets

Category	Amount (AUD)
Cash	
Bank Accounts	
Accounts Receivable	
Other Current Assets	
<b>Total Current Assets</b>	

#### Non-Current Assets

Category	Amount (AUD)
Property (e.g. real estate)	
Equipment (net of depreciation)	
Investments	
Other Non-Current Assets	
<b>Total Non-Current Assets</b>	

<b>TOTAL ASSETS</b>	
---------------------	--

### LIABILITIES

#### Current Liabilities

Category	Amount (AUD)
Accounts Payable	
Credit Cards / Overdraft	
Short-Term Loans	
Taxes Payable	
Other Current Liabilities	
<b>Total Current Liabilities</b>	

#### Non-Current Liabilities

Category	Amount (AUD)
Long-Term Loans	
Mortgages	
Other Non-Current Liabilities	
<b>Total Non-Current Liabilities</b>	

<b>TOTAL LIABILITIES</b>	
--------------------------	--

**EQUITY**






<b>TOTAL EQUITY</b>	
---------------------	--

**Certification: I certify that the information provided is true and correct to the best of my knowledge.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## CHECKLIST

- **Proposed Lessee (1) Drivers Licence number:** \_\_\_\_\_  
Copy of drivers licence attached   (Please Tick)
- **Proposed Lessee (2) Drivers Licence number (If applicable):** \_\_\_\_\_  
Copy of drivers licence attached   (Please Tick)
- **Submission including Selection Criteria attached**   (Please Tick)
- **Statement of Assets and Liabilities – Completed**   (Please Tick)
- **Privacy Disclosure Statement – Executed**   (Please Tick)

## **PRIVACY DISCLOSURE STATEMENT**

Attached is the City of Fremantle's Privacy Disclosure Statement. It is important that you read the statement.

Each person who has provided to the City of Fremantle personal information in this standard form acknowledges, by signing below, that he or she has received and read the City of Fremantle Privacy Disclosure Statement attached and agrees to the collection, use and disclosure of that personal information in the manner and for the purposes set out in the important Privacy Disclosure Statement.

**SIGNED:** \_\_\_\_\_

**SIGNED:** \_\_\_\_\_

**DATED:** \_\_\_\_\_

## **PRIVACY DISCLOSURE STATEMENT**

In submitting this application/tender you authorise the City to collect personal information from you for the purpose of assessing your application/tender. Personal information collected for the purpose of assessing your application/tender may include your name, address, phone number, financial details, credit worthiness, business information and lease premise details. This information may be collected from you when you submit any written application, form or document to the City or by other means including telephone or email contact with you. All personal information collected will be used for the sole purpose of processing applications and tenders. If you do not provide us with your personal information, we may not be able to process your application/tender or deal with your request. We share your personal information only to the extent necessary to assess and determine your application/tender or request. Personal information may be shared with persons or third parties that assist us in the assessment and determination of your application or the provision of our services, which may include City Officers, Councilors, referees or guarantors. In order to assist us in contacting you, we store your personal information onto our database. By signing the form to which this statement is attached, you acknowledge that you have read this statement and consented to the collection, use and disclosure of your personal information in the manner and for the purposes set out in this statement.