# Expression of Interest

## Pop Up and/or Long-Term Lease (Part of) Evan Davies Building

fremantle.wa.gov.au

# Background

The City of Fremantle invites Expressions of Interest from businesses, community organisations, social enterprises and other suitable operators seeking to occupy a vacant ground floor tenancy within the Evan Davies Building, Fremantle.

The tenancy is being offered on a short-term basis for a period of up to six (6) months or long-term at the request from proponents. It is open to proponents to commence on a pop-up licence and then transition to a longer term Lease.

The City is seeking proposals that will activate the premise from early December 2026 and contribute positively to the vibrancy of Fremantle's city centre.

For enquiries regarding this EOI please contact the City's Commercial Property Team. Proposals must be submitted electronically via email to adamda@fremantle.wa.gov.au no later than 4 December 2026.

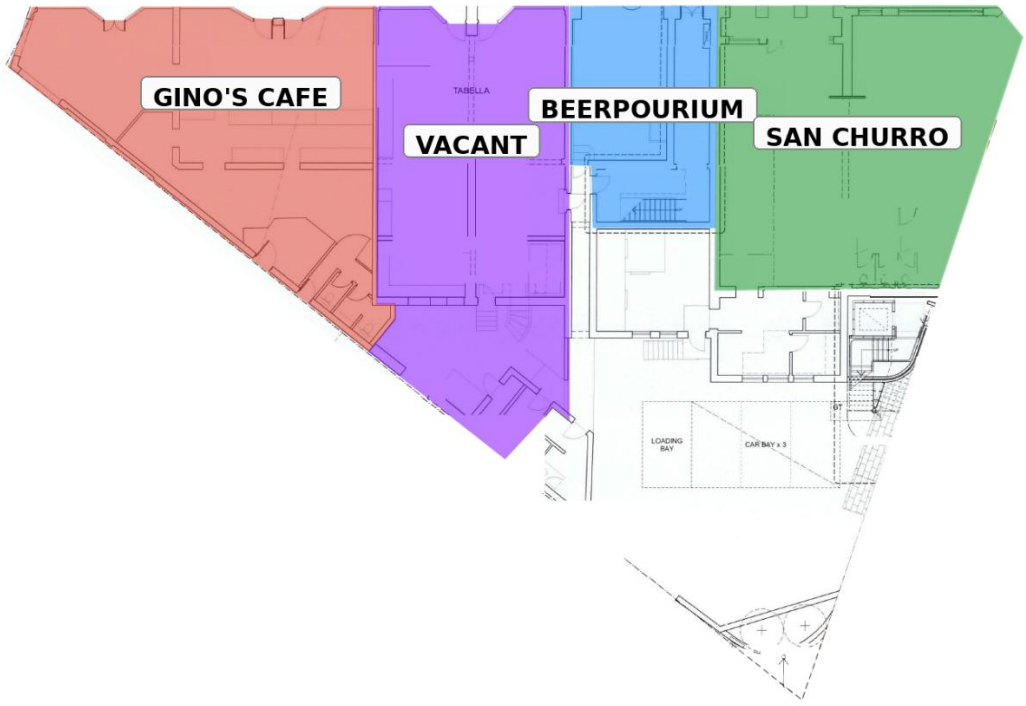
# Property Details

| | |
|---|---|
| Location: | Evan Davies Building, Fremantle |
| Tenancy: | Vacant ground floor tenancy (refer attached floor plan 'Vacant') |
| Area (sqm): | 139sqm (approximately) plus rear storage |
| Street frontage: | 5.5m (approximately) |
| Existing services: | Water, 63-amp power, waste and gas connection. |
| Nearby traders: | Gino's Café, Beerpourium & San Churro |

Permitted Uses:

- Retail
- Showroom
- Gallery or exhibition space
- Studio
- Community use
- Pop-up business
- Creative enterprise
- Food and Beverage
- Other compatible commercial uses

## Floor Plan



# Key information

### Lease Term and commencement date

The City will offer a pop-up Licence term 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.

The total pop-up licence term is limited to 6 months. Proponents interested in a longer term tenancy are also encouraged to apply and specify the term. A market rental return is expected for longer term leases, whereas a lower rent for a pop-up is acceptable.

The Lease commencement date will also be dependent on vacant possession and any additional approvals that will be required, such as, development approvals, building works, and other statutory approvals as applicable. Indicatively, proponents can expect the tenancy to be available by no later than 14 December 2026.

Trade and occupancy may not occur in the premises until the Lessee has finalised all fit out works and obtained all relevant approvals.

### Proposed Rent, Rent Reviews and KPIs

Pop Up: The City seeks proposals that recover the property's operating costs, currently fixed at approximately $1,600 + GST per month excluding any associated utility and statutory charges.

Long-Term: The City seeks proposals that reflect a market rent (determined by an Independent Valuer). Proponents are encouraged to quantify a rental amount that is deemed sustainable based on their proposed use and projected sales.

Should a proponent apply to an alfresco seating licence, there are additional fees and charges.

A rental figure should form part of the submission.

### GST

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

### Fit out by Lessee

The approved Applicant will be required to complete fit out within 7 days from the commencement of the Lease or as otherwise agreed upon between all parties.

### Approvals

The Applicant will be responsible for all costs associated with due diligence, infrastructure, planning approval, and statutory compliance such as consultation and connection to necessary services.

### Disclaimer

The contents of this Expression of Interest (EOI) are believed to be accurate and complete as of the date of issue of this EOI. The statements, opinions, projections, forecasts or other information contained in this EOI are subject to change.

### Canvassing of elected members and officers

If an Applicant, whether personally or by an agent, canvasses any of the Lessor's Elected Members, Officers, Contractors or their Representatives (as the case may be) then regardless of such canvassing having any influence on the acceptance a submission, the Applicants submission will be omitted from consideration.

### Marketing

On the execution of a formal Lease by both parties, the Lessor will seek your acknowledgement that the Lessor can use your trading name in press releases or advertising/promotional materials.

### Additional documents

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

## Approval process

Strict timelines will be applied as part of the approval process. These may be as follows, but will be dependent on the selected applicant.

| **Strict timelines will be applied as part of the approval of a Lease/Licence. These may be as follows, but will be dependent on the selected applicant.** | |
|---|---|
| EOI applications | 4 December 2026 |
| Assessment process – undertaken by panel | 1 week |
| Lease finalised | 1 week from the delivery of all conditions as required by the Panel. |

# Selection criteria and submitting proposals

Proposals must be submitted electronically via email to adamda@fremantle.wa.gov.au no later than 4 December 2026.

| Submissions will be assessed on the basis of the following selection criteria. Applicants must address the criteria in their submissions. | |
|---|---|
| Business Proposal and Contribution to Fremantle | 30% |
| Economic Sustainability & Activation | 30% |
| Financials | 40% |

## Proposal and Contribution to Fremantle (Weighting 30%)

1. **Mandatory** - the business or organisation must;
    a) Demonstrate the financial capacity and operational capability to successfully establish and operate the proposed business.
    b) Submit a business plan that outlines:
        - the proposed business concept and offerings;
        - target market and customer base;
        - marketing and operational strategy;
        - management and staffing structure;
        - financial forecasts and assumptions; and
    c) Ensure the proposed use complies with the relevant planning, health, building and other statutory requirements.

2. **Desirable** - the business or organisation may;
    a) Introduce a new business, service, retail offering or hospitality concept to Fremantle.
    b) Enter into a Lease / Licence agreement and commence trading prior to 22 December 2026

## Economic Sustainability and Activation (Weighting 30%)

### Business Viability

- Demonstrate the commercial viability of the proposed business.
- Outline relevant experience and track record of the operators.
- Provide details of anticipated trading performance and growth opportunities.

### Premise Activation

- Explain how the business will attract customers and contribute to street activity.
- Describe proposed trading hours and how the tenancy will remain active and engaging.
- Outline any events, community engagement initiatives or complementary services that support activation.
- Demonstrate how the use will activate (if applicable) the street frontage / alfresco.

### Fit-out and Presentation

- Describe any proposed improvements, fit-out works, signage and maintenance commitments.
- Detail how the fit-out will enhance the appearance and functionality of the premises.

## Financials (Weighting 40%)

### Proposed Lease Terms

- Preferred lease term.
- Proposed commencement date.
- Proposed monthly rental (exclusive of GST)

# EOI – Application Form

Company Name: _____

Name of Director/s: _____

Address: _____

Contact Details: _____

Business Phone: _____

After Hours Phone: _____

Mobile Phone: _____

Email Address: _____

Name of Director: _____

Address: _____

# 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: _____

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 oremail 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, Councillors, referees or guarantors. In order to assist us to contact 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.