

# EOI for Lease - Part of Richmond Library, 415 Church Street Richmond

## Form Preview

### Expression of Interest for Lease of part of Richmond Library, 415 Church Street, Richmond

#### The Opportunity

Council invites Expressions of Interest from not-for-profit and incorporated community organisations, or other service providers interested in leasing part of Richmond Library, 415 Church Street, Richmond, to activate the space and support the delivery of vital services for the local community.

Richmond Library is a thriving community hub which is home to a number of community organisations in addition to its library services. An opportunity is available to lease a suite of 7 rooms on the lower level, with access to shared amenities.

The space, located on the lower floor of the library, offer flexible accommodation for a diverse range of community, creative or not-for-profit activities. Potential uses may include offices, program delivery, studios or collaborative workspaces. The space allows the occupant to configure the rooms to suit their operational needs, while supporting community connection, and activation within Richmond Library.

Located on the corner of Church and Charlotte Streets, the library is easily accessed by nearby tram services and East Richmond Station, providing convenient links to the CBD and surrounding inner-city neighbourhoods. As an established community hub, the space offers a visible, accessible setting connected to the local community.

#### Site

Situated on part of the lower ground floor of Richmond Library, the premises comprises approximately 136sqm and includes 5 private rooms, foyer/reception area, kitchenette and shared toilet facilities. The accessible entrance is located on Church Street and provides on-street parking.

Offered in current condition; any tenant-funded upgrades require Council approval.

#### Eligibility

This Expression of Interest is open to not for profit and incorporated community organisations, or other service providers intending to operate and deliver services within the City of Yarra.

Applicants must submit a response addressing all evaluation criteria and requirements under this Expression of Interest.

#### Evaluation Criteria

All submissions will be assessed on the following criteria based on a 100% scale. Each criterion will be evaluated based on how each applicant responds to the questions and supporting documents submitted in the application form.

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### **Theme**

### **Criteria**

### **Weighting %**

### **Community Need and Benefit**

The applicant demonstrates that the proposed use address a current community need or service gap.

20%

### **Community Impact and Inclusion**

The applicant demonstrates that the proposed service or activity will directly benefit residents of Yarra, and/or community members that are under-represented, marginalised, or at risk or experiencing disadvantage.

20%

### **Utilisation and Activation of Premises**

The applicant demonstrates how the premises will be regularly and effectively used, including intention or willingness to enter into co-tenancy and/or sub-tenancy arrangements where appropriate to support consistent activation of the premises.

20%

### **Integration with Richmond Library Community Hub**

The applicant demonstrates how the proposed use will complement, enhance and connect with the broader Richmond Library site, including existing tenants, library services and community activities. This may include opportunities for collaboration, referral pathways, shared programming, co-location benefits, and contribution to the activation of Richmond Library as an accessible and connected community hub.

10%

### **Financial and Organisational Capacity**

The applicant demonstrates appropriate governance, experience, resources and financial capacity to meet the rent, lease obligations and operational requirements associated with the premises.

20%

### **Alignment to Council's Objectives**

The applicant demonstrates alignment with Council's objectives, including the Council Plan, Property Strategy and any other relevant Policy or Strategy.

10%

## **How to Apply**

If you are interested in leasing part of Richmond Library, please complete the following application and submit by the closing date.

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Please ensure you have read the detailed Expression of Interest document in full (**available at <https://tinyurl.com/y2sarned>**) prior to commencing this application.

All applicants are required to inspect the premises prior to making a submission. Inspections are by appointment only and can be made by contacting Emma Hayton, Senior Property Officer on the contact details below.

## Contact Information

For further information regarding this opportunity, or to book an inspection, please contact Emma Hayton, Senior Property Officer, at [yarrapropertyservices@yarracity.vic.gov.au](mailto:yarrapropertyservices@yarracity.vic.gov.au) or on 9205 5555.

## Timelines

### Process

#### Date

EOI Opens:

9.00am, Monday 17 August 2026

Site Visit:

Mondays during application period, between 10.00 and 3.00pm by appointment only

EOI Closes:

5.00pm, Monday 17 September 2026

Interviews or if required, issue of a request for further information:

18 – 24 September 2026

Outcome Confirmed:

October 2026

Lease execution:

November 2026

Handover and Site Occupation:

January 2027

## Applicant Information

**\* indicates a required field**

## Organisation Information

### Organisation \*

Organisation Name

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### Applicant ABN \*

The ABN provided will be used to look up the following information. Click Lookup above to check that you have entered the ABN correctly.

| Information from the Australian Business Register |                                  |
|---------------------------------------------------|----------------------------------|
| ABN                                               |                                  |
| Entity Name                                       |                                  |
| ABN Status                                        |                                  |
| Entity Type                                       |                                  |
| Goods & Services Tax (GST)                        |                                  |
| DGR Endorsed                                      |                                  |
| ATO Charity Type                                  | <a href="#">More information</a> |
| ACNC Registration                                 |                                  |
| Tax Concessions                                   |                                  |
| Main Business Location                            |                                  |

Must be an ABN.

### Registered Address \*

Address

  

Address Line 1, Suburb/Town, State/Province, Postcode, and Country are required.

### Organisation Phone Number \*

Must be an Australian phone number.

### Organisation Website

Must be a URL.

## Contact Details

### Applicant Contact \*

First Name

Last Name

### Position

### Contact Phone Number \*

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Must be an Australian phone number.

### Contact Email \*

Must be an email address.

## Referees

Please provide a minimum of 2 (two) referees

### Referee 1 \*

☐ Individual ☐ Organisation  
Organisation Name

First Name Last Name

### Referee 1 Phone Number \*

Must be an Australian phone number.

### Referee 1 Email \*

Must be an email address.

### Referee 2 \*

☐ Individual ☐ Organisation  
Organisation Name

First Name Last Name

### Referee 2 Phone Number \*

Must be an Australian phone number.

### Referee 2 Email \*

Must be an email address.

### Referee 3

☐ Individual ☐ Organisation  
Organisation Name

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First Name

Last Name

**Referee 3 Phone Number**

Must be an Australian phone number.

**Referee 3 Email**

Must be an email address.

### Statement of Conflict

**Will entering into a lease agreement as a result of this EOI give rise to any real, potential or perceived conflicts of interest (including any relevant relationships) which require the applicant's disclosure? \***

**If 'Yes' to the above provide the Applicant must disclose the conflict and strategy to manage it.**

### Response to Evaluation Criteria

**\* indicates a required field**

#### Community Benefits and Use

Your proposal must address the following evaluation criteria:

**What are the services your organisation proposes to deliver from the site? \***

**What community need or service gap does the proposed use address? How was the need determined and how will your services address this need? \***

**Who are the user groups of the services? \***

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**How will the site be used, activated, and made accessible to the community? \***

**How many staff, volunteers and visitors are expected to use the space?**

**How will your organisation complement the services already operating at Richmond Library and contribute to the library as a community hub?**

The existing users of Richmond Library are Yarra Libraries, Carringbush Adult Education Centre, Richmond and Burnley Historical Society and the Women's Art Register.

**Council uses Key Performance Objectives to measure the benefit delivered by tenants in its facilities. Please download and complete the template below to identify the KPOs your organisation will deliver from the premises.**

**Please note that should your submission be successful, these KPOs are not final will be subject to review and agreement with Council.**

### [Template - Key Performance Objectives](#)

**Please upload your completed KPO table here. \***

Attach a file:

A minimum of 1 file must be attached.

## Governance and Alignment

**Briefly describe your organisation structure. \***

**How will you manage your obligations regarding lease, operating and maintenance costs?**

**How does your organisation align with Council's objectives and policies? \***

## Financial Information

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**What is the total annual rent you are proposing?**

Must be a dollar amount.

**If you are proposing to pay less than the market rent, please explain how this proposal aligns with the requirements of Council's Property Strategy.**

**Please attach your most recent annual report and financial statements. \***

Attach a file:

A minimum of 1 file must be attached.

Eligibility

**If the Applicant does not meet any requirements of this Expression of Interest, please provide details below.**

## Supporting Documents

\* indicates a required field

You are now invited to **upload any supporting documents** that help demonstrate or substantiate your application. Supporting attachments may include:

- **Organisational information** Documents that provide background on your organisation, such as registration details, constitution, or governance and management structure.
- **Service delivery and community impact evidence** Materials that support your description of services and outcomes, such as program descriptions, needs analysis, evaluation reports, or letters of support.
- **Proposed use and activation of the site** Documents that support how you plan to use the premises, such as usage schedules, activation plans, or co-tenancy proposals.
- **Financial information** Financial documentation in addition to your annual report and financial statements already provided, that supports your financial capacity, such as budgets, cash flow forecasts, or a business plan.
- **Alignment with Council priorities** Statements or policies that support how your organisation and activities align with Council plans, strategies, and objectives.

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### **Attach Support Material \***

Attach a file:

Attach as many files as required

## Before Submitting Your Application

\* indicates a required field

### Applicants Declaration

The Applicant declares that:

1. Other than any disclosure made in eligibility non-compliance, there are no areas of non-compliance in respect of the Applicant's response.
2. Other than any disclosure made in Conflict of Interest the Applicant does not have a conflict of interest or a potential conflict of interest in respect of the Applicant's response.
3. They have read, understood, and comply with the terms of the proposed lease agreement

### **Please confirm you agree with the above declaration \***

- ☐ I agree and wish to proceed with submission of my application

### **Please confirm you have inspected the premises \***

- ☐ Yes, I have inspected the premises

### Before you submit

**Please review your application carefully before submitting it. Once an application is submitted it cannot be changed.**

**Applications are not submitted until you hit the submit button on the final page of the application form.**

If you have missed a required field or, you will not be able to submit your application. Any questions preventing you from submitting will be highlighted in red on the "Review and Submit" page of the application form.

If you do not receive a confirmation email, your application has not been received. Please check that all the required questions have been answered before attempting to submit again.

Once your application is submitted, you can return to <http://cityofyarra.smartygrants.com.au/> at any time to view or download it. A PDF version will also be emailed to you upon successful submission.