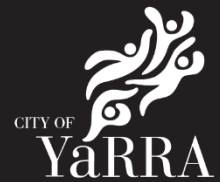


Expression of Interest for Lease
Part of Richmond Library
415 Church Street, Richmond



The Opportunity

Council invites Expressions of Interest from not for profit and incorporated community organisations, or other service providers interested in leasing rooms within 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.

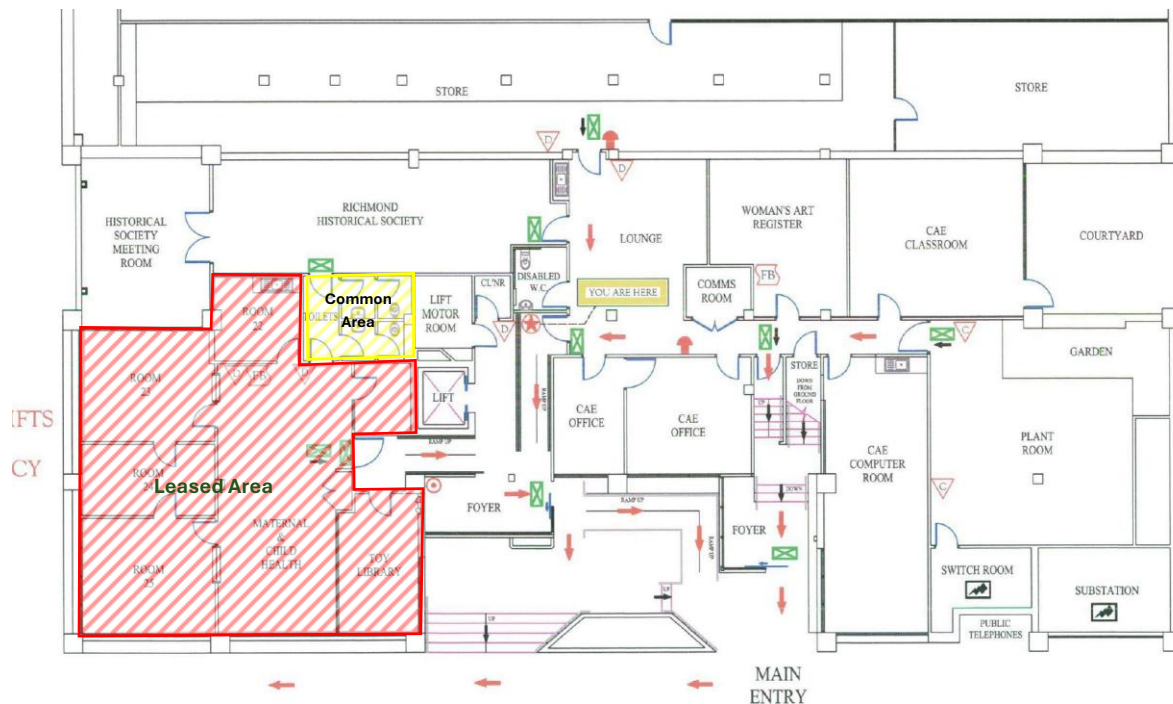
The rooms offer flexible accommodation for a diverse range of community, creative or not-for-profit activities. Potential uses may include offices, program delivery, studios or collaborative workspaces. The space allows the occupant to configure the rooms to suit their operational needs, while supporting 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.

The Premises

Address:	Part of Lower Level, 415 Church Street, Richmond 3121
Area:	136sqm approx.
Condition:	All facilities are offered for lease in their current condition. Any approved facility upgrades would need to be funded by the tenant at the tenant’s expense. Prior is Council approval required.
Key Facilities:	• 5 private offices/rooms • Foyer/reception area • Kitchenette • Shared toilet facilities • Accessible entrance • On-street parking





The Proposal

The successful applicant will be awarded the opportunity to enter into a Lease for the premises under the following high-level terms:

Market Rent:	\$21,000 per annum plus GST <i>Please provide the proposed rent in your application*</i>
Proposed Term:	3 to 5 years
Annual Rent Review:	4% Fixed Increase
Security Deposit:	6 month's rent OR \$2,000, whichever is greater
Outgoings:	100% of all rates, taxes, levies, all services connected to the premises
Repairs and Maintenance:	All maintenance and repairs responsibilities are as outlined in the maintenance schedule at the end of this document
Insurance:	\$20 Million Public Liability Plate glass insurance
Permitted Use:	Subject to and pending Council's approval of a successful applicant

*Council may consider a reduced rental arrangement where appropriate. However, any proposed rental outcome must align with the requirements of Council's Property Strategy 2025–2030 (Strategy). Applicants are encouraged to review the Strategy to understand the available rental models and determine their potential eligibility - [Plans, publications and policies | Yarra City Council](#)

Council Objectives

Council's aims for the operation of the premises are as follows:

- The space is used to deliver a clear and demonstrable benefit to the Yarra community and contribute towards the activation of the Richmond Library community hub
- The premises are generally used every day, at all times of the day, all year round. Applicants are encouraged to consider co-tenancy and/or sub-tenancy arrangements where appropriate to support consistent use of the premises.
- The occupancy and utilisation arrangements provide the greatest possible opportunity for the greatest number of people and groups to access and benefit from the premises.
- The occupants of the premises align with the objectives of the Council Plan, and other relevant Policies or Strategies, as amended from time to time - [Plans, publications and policies | Yarra City Council](#).
- The users that benefit from accessing the site share in the reasonable ongoing maintenance costs of the premises.

Eligibility

This Expression of Interest is open to all not-for-profit and incorporated community organisations, and service providers operating and delivering or 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. Each criterion will be evaluated based on how each applicant responds to the questions and examples submitted in the application form.

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

Applications are to be submitted [via the SmartyGrants](https://cityofyarra.smartygrants.com.au/EOIRichmondLibrary) portal at <https://cityofyarra.smartygrants.com.au/EOIRichmondLibrary>

Applications are to be submitted no later than the EOI Closing Date and any applications submitted after this time shall not be considered.

Once the EOI has closed, all applications will be assessed by an Evaluation Panel (Panel) against the Evaluation Criteria.

Upon assessment, there may be provision for interviews or requests for further information by the Panel for further assessment.

Once the successful applicant has been determined through the Panel's assessment, they will be notified pending approval of the applicable Delegate. Once approval is received, Council will enter into negotiations with the successful applicant to finalise the Lease arrangement.

A timeline and further details on the application process are as follows:

Process	Date
EOI Opens:	9.00am, Monday 17 August 2026
Site Visit:	Mondays during application period, by appointment only
EOI Closes:	5.00pm, Monday 14 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

Terms And Conditions

By reading this EOI, the Applicant agrees and acknowledges that:

- a) all applications and supporting documents become the property of Council and Council may use, retain, and copy the information contained in applications for the following purposes:

- i) evaluating and short-listing applications;
 - ii) preparing a lease agreement between Council and the successful Applicant; or
 - iii) in response to a claim raised by an Applicant regarding the EOI process,
- b) all applications and supporting documents will be kept confidential, in-line with current privacy laws, unless such information is required to be disclosed by law;
- c) they must not make any false or misleading claims or statements in relation to their application;
- d) they will submit the consents required by Council for undertaking due diligence in relation to the application process, including security and/or financial investigations;
- e) this EOI is the property of Council and may only be used for preparing an application to lease the Premises;
- f) no representation made by or on behalf of Council in relation to the EOI shall be binding on Council;
- g) they will have no claim against Council or any of their officers, employees or agents with respect to this EOI;
- h) they and their agents, officers, employees and advisers must not:
 - i) engage in any anti-competitive conduct or other similar conduct or practices with any other prospective Applicant;
 - ii) approach, or request any other person to approach, any officers, employees, ex-employees or agents engaged by Council to either provide support for its application or otherwise attempt to influence the outcome of the EOI process; or
 - iii) discuss the EOI process with any officers, employees, ex-employees or agents engaged by Council.

Failure to comply with any of the above requirements will result in the Applicant's application being withdrawn.

Council's Rights

Council reserves the right at its absolute discretion to:

- a) reject any application or to exclude any applicant from the process at any point;
- b) exclude any application submitted after the EOI closing time;
- c) amend this EOI or call for a new EOI;
- d) vary or cancel the EOI process or any part of it, at any time;
- e) reject any application that does not adhere to the criteria set out in this EOI; or
- f) refuse further participation in the EOI process by any applicant for any reason.

Council is under no obligation to:

- a) provide an applicant with a further opportunity to respond to this EOI; or
- b) allow an applicant to vary its application once that application has been submitted.