



ACT
Government

Chief Minister, Treasury and
Economic Development

Guidelines to complete an Application for ACT Government Community or other Tenancy Accommodation

ACT Property Group in the Chief Minister, Treasury and Economic Development Directorate, manages a number of multipurpose buildings ranging from former depots, which usually accommodate a single tenancy, to former schools and health centres, which provide a wide range of accommodation as multi-tenanted facilities. The former schools range from small preschools to substantial primary and high schools. The properties are rented out to a range of organisations. Most are community organisations while some are small business.

As demand for access to accommodation within these facilities is high, the number of facilities limited and turnover low, ACT Property Group runs an application register to manage interest from community groups for accommodation in multipurpose buildings. Once an application is received, it is registered and offers of accommodation are made once space that matches stated requirements becomes available. Consequently, as offers of accommodation are made on a first come first served basis it could take some time before an offer of accommodation is forthcoming.

If you do not receive an offer within one year of your application, you will be contacted in writing to check that you still need accommodation. If you do not respond within four weeks, your application will be removed from the application register. Any subsequent application will automatically go to the end of the application register.

If you no longer require accommodation, please let ACT Property Group know so that we can update our records. The contact number for queries in relation to your application or the properties available is 6213 0700.

Please Note: ACT Government agencies needing accommodation will always have priority access to vacancies as they arise.

Applicant Identity

If you are applying on behalf of an organisation, you will need to produce evidence of your authority to apply. A copy of your organisation's minutes of its most recent Annual General Meeting or other documentation demonstrating your authority will suffice.

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Under ACT Property Group's Community and Other Tenancies Application and Allocation Policy, if you are an incorporated body, please attach a copy of your ACT certificate of incorporation to your application. If you are not, then you must meet the criteria set out under Policy to see if you are eligible for Community Group.

Contact details

Please note that if your contact details change and ACT Property Group is not notified of these changes, we will be unable to contact you/your organisation to make an offer or when undertaking our annual review of the application register.

Applicant Details

We need to know who you are, so the more information the better. We need to distinguish between business and non-business applications. We also need to ensure that in buildings with multiple tenancies, that there is a compatible activity mix. So matters such as sharing (see later), hours of operation, use of space part time, are part of the application process.

Proposed use

We need to know what activities you intend undertaking in our accommodation. If, for example you require an office, you will need to state that and the purpose of the office (e.g. the local association secretariat of a community organisation). Please indicate your preferred building type from the options on the application form.

Specific requirements

It is critical that we know what your specific needs are. The more specific you are the easier it will be to match accommodation. It is, however, important that you are flexible and give us options, just in case some aspects of your request cannot be met at all. The size of your accommodation requirements in square metres is critical.

Public liability indemnity insurance

To lease a facility with ACT Property Group, you are required to obtain and maintain Public Liability Insurance to the sum of \$20 Million throughout the duration of your tenancy.

Preferred locations

You may apply for accommodation anywhere in Canberra by district or suburb etc. If you are willing to be flexible it will be easier for us to find suitable accommodation for you. Seeking preferred locations will help us determine demand and subsequently aid planning for our properties that may no longer be needed by Government agencies.

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Rent, grants and funding

Rents vary according to activities and the quality of the accommodation. Once granted a tenancy, rents will be reviewed annually.

At the time an offer is made, you must demonstrate your capacity to pay the rent. If you receive a grant that includes a rent component, you must advise us accordingly. We need to know that you can pay your rent. Community organisations pay a concessional 'cost-recovery' rental rate whereas commercial organisations will pay market rent.

As ACT Property Group's standard rental rates are based on cost recovery, we regret that no subsidy or reduction can be made on rental rates. If you cannot afford the rental rates quoted, then you/your organisation must seek adequate finances to cover your rental commitments either from your members or externally from the private or government sectors.

Sharing Accommodation

If you are a part time operation, it may be easier to offer you accommodation sooner if we can match you with another compatible part time operation.

Rental Rate

ACT Property Group applies a standard Cost Recovery Rental Rate for all eligible community applicants. For current rates, please contact the Application Register Manager on 62130700.

Notification of Receiving your Application

Upon receipt of your application, it will be assessed within four working days and you will be notified of receipt of your application within seven days after assessment.

Other matters

Submitting an application does not guarantee an offer of accommodation by ACT Property Group.

If you receive an offer, the lease term will normally be five years with no option period. This will be discussed with you further at the time of the offer.

Buildings managed by ACT Property Group do not allow for residential accommodation due to the overarching statutory planning requirements, the existing layout and intended community use of the buildings.