

Accommodation grant program

Applicant information



**William Street Creative Hub – Suite 3.02 and 3.03
Level 3, 101-115 William Street, Darlinghurst**

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Introduction

The City of Sydney (City) invites organisations or groups that service the cultural and creative sector to apply to lease **suites 3.03 and 3.02, Level 3, 101-115 William Street Darlinghurst**.

We recognise the challenges that cultural and creative organisations and groups face when seeking affordable space to work in the inner city.

Under our accommodation grants program, we lease facilities or spaces for up to 5 years at reduced rates (below market rental rates) or at no charge. Our community facilities include buildings and spaces that vary in size, location, and function.

It's just one of the programs under our [Creative City Cultural Policy and action plan 2014–2024](#).

We encourage applications from organisations that support Aboriginal and Torres and Strait Islander communities and culture, including Aboriginal community-controlled organisations and networks.

Key information

Dates are indicative and subject to change.

Key Information	Timeline
Applications open	Tuesday 12 November
In person information sessions and site inspection 1 – booking link	Tuesday 19 November
In person information session and site inspection 2 for Aboriginal and Torres Strait Islander organisations – booking link	Thursday 21 November
In person information session & site inspection 3 (if there is demand)– booking link	Tuesday 3 December
Applications close	Tuesday 10 December 2024
Council outcome	Monday 17 March 2025
Applicants notified	Thursday 20 March 2025
Estimated date Lease begins	Friday 28 March 2025

Enquiries and assistance:

If you need assistance with the application or with the grant guidelines, please email communitygrants@cityofsydney.nsw.gov.au

Q&A about this property:

If you have any questions about your application, please email us communitygrants@cityofsydney.nsw.gov.au. Use the subject line **Question** – William St suites 3.03 and 3.02.

We will answer all questions about this opportunity in a frequently asked questions (FAQ) document on the accommodation grants page of our website.

The FAQ will be updated weekly, and you should read it before finalising and submitting your application. We will accept questions until Tuesday 3 December– and publish our last FAQ online 6 December 2024.

Aboriginal and Torres Strait Islander applicants:

We encourage applications from organisations that support Aboriginal and/or Torres and Strait Islander communities and culture, including Aboriginal community-controlled organisations and networks. An information session for applicants from these communities will be held, which will be supported by our First Nations Leadership team.

Through the grants team we can provide support to organisations to apply for an accommodation grant. Enquiries: communitygrants@cityofsydney.nsw.gov.au

How to apply

Apply [online at SmartyGrants](#). You will need to log in or register with SmartyGrants first. Please do this well before the closing date so you can familiarise yourself with the online application process.

Accommodation Grant Program

The City of Sydney's community facilities include different buildings and spaces that vary in size, location and function. Under our accommodation grants program, we lease facilities or spaces for up to 5 years at reduced rates (below market rental rates) or at no charge. We may offer some longer tenancies based on operational and community needs and public interest. Tenancies are informed by the strategic priorities reviewed and set by Council every 4 years.

Refer pages 50 & 51 of the [Grants and Sponsorship Guidelines](#).

The tenant

- We are seeking a tenant to lease and manage the space to service and benefit the cultural and creative sectors.
- Activities that reflect our cultural, social, economic and environmental strategies and action plans.
- Increasing connection with local communities, including artists and creative organisations, small business and visitors.
- Increasing opportunities and exposure for emerging and established artists and creatives.
- Increasing support and opportunities for local Aboriginal and/or Torres Strait Islander communities and culture, including community controlled organisations and networks.

As the footprint for this space is large and may be occupied as shared workspaces for multiple users the tenant could operate and manage the property under a variety of models. Examples include:

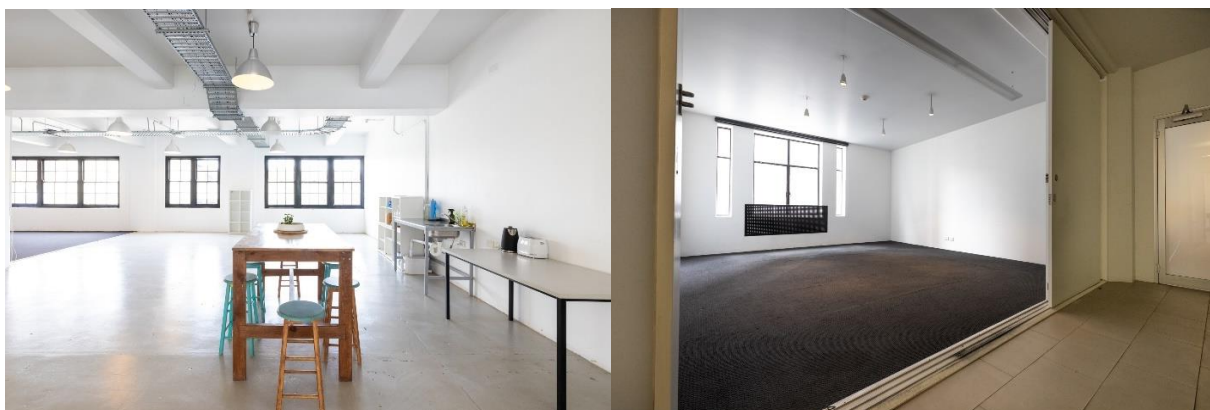
1. a creative organisation takes the space/s as the sole occupier for its own activity, managing all related expenses
2. a lead tenant manages the space/s and makes it available to cultural and creative individuals or small groups, sub-leasing at affordable rates that cover the cost of operating a tenancy (utilities, cleaning, waste, administration, insurance, fit out etc)

3. a group of cultural and creative organisations form an entity to lease and operate the whole space, with collective responsibility for costs.

Property background

Level 3, 101-115 William Street, Darlinghurst contains open-plan office suites with polished cement floors. It is located within a block of buildings that includes a mix of spaces for cultural and commercial use known as the William Street Creative Hub. Current neighbouring cultural and creative tenants include accommodation grant program tenant on level 3 Digital Storytellers and on the ground floor Australian Design Centre. Levels 1 and 2 are available for commercial tenancy. Six artists live next door in residential apartments as part of our creative live/work space program.

This opportunity relates to Level 3 suite 3.02 (244.8m²) and suite 3.03 (26.5m²). These must be leased together so that suite 3.03 can access kitchen facilities.



Studio space for creative production is most at risk and the loss of space in Sydney has particularly impacted artists and creative individuals and organisations. The approved use for the premises is as an office. Please refer to About the property - permitted use section for further information.

Under the accommodation grant program terms applicants can **apply for up to 100% rental subsidy** and a **5-year lease term**.

About the property

This information will help you decide whether the property is right for your organisation and activity.

Permitted use

The land is zoned as operational land and is classified commercial under the [Sydney Local Environmental Plan \(LEP\) 2012](#). (Development Approval D/2023/607). You can view the Development Approval documents through the [development application search tool](#).

Other uses may be permissible as exempt or complying development under the [State Environmental Planning Policy \(Exempt and Complying Development Codes\) 2008 \(SEPP\)](#)

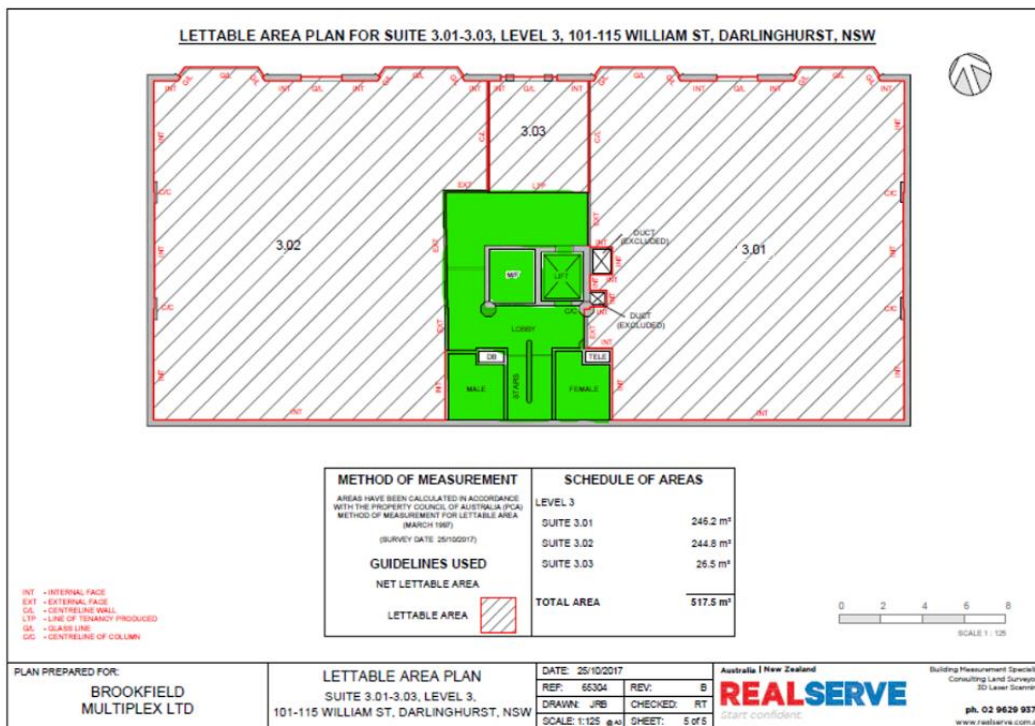
A [complying development certificate \(CDC\)](#) or change of approved use by way of development application, if required, would be your responsibility and expense.

You're responsible for determining and ensuring the intended use of the property is permissible under the planning controls. Before you make an application, you are encouraged to refer to the

development application pages on the City’s website and if you need any further information arrange to speak to a duty planner.

The building, suites & facilities

Suite 3.02 & Suite 3.03 – Floor Plan



The building		Details
Address	Level 3, 101-115 William Street, Darlinghurst	
Building security	There is no monitored alarm system on site. A swipe card operates the main entry, level 3 west door, lift to levels 3 and D, rear garage door and rear auto door.	
Access	Tenants are issued with two swipe cards and a set of keys. Report lost or stolen swipe cards to our property management agents, Colliers. There will be a charge for lost or addition keys and swipe card.	
Shared spaces level 3	Shared bathrooms	
Bathroom	Bathroom facilities on level 3 are shared, unisex and accessible. Showers are located on the lower ground level bathrooms at the rear of the building that all tenants can access.	
Air conditioning	The space is not air conditioned.	
Storage	Nil	

Accessibility	Details
Entry	Level access from footpath into the street level foyer. There is a lift to level 3 from the ground floor.
Wheelchair access	Wheelchair accessible
Mobility parking	No on-site mobility parking. One mobility parking space at 153 Dowling Street, west side, between William Street and Reid Avenue Paid street parking
Accessible toilet	Accessible shower and toilet on the ground floor only
Changing places	Nil
Hearing loop	Nil
Reception area	Nil

The tenancy	Details
Lettable space	Suite 3.02 (244.8m ²) and suite 3.03 (26.5m ²) The building is north facing, with ample natural light and floors are concrete.
Furniture & equipment	The premises come as is and includes some furniture. This can be used by the tenant but will not be repaired or replaced.
Fit out/modifications	The tenant is responsible for any fit-outs or modification needed to make the space suitable for their proposed activities. Any proposed changes to the property – including division of space – must be detailed and sent for approval to the property manager, Colliers. A development application may be required for internal fit out or modification. Any works to the property will be at the tenant's own expense including development application lodgement and application fees, and construction costs. Depending on the nature of the proposed changes/modifications, the property must be returned to its original condition at the end of the lease otherwise agreed by the City of Sydney.
Mail	Lockable tenant mailboxes in ground floor foyer area
Signage	A tenancy board is in the foyer of the building. Updating the tenancy board is at the tenant's expense. No other signage or promotion are permitted in the foyer or outside the building.
Cleaning	Tenants are responsible for cleaning their tenancies and the inside of the windows in their tenancy. The City of Sydney is responsible for cleaning the common areas, the windows in any shared or common areas, as well as the outside of all windows.

The tenancy	Details
Data & communications	The tenant is responsible for determining suitability of wifi and mobile coverage for their purposes and for installing, connecting, paying for, and managing the phone and Internet/NBN service.
Waste management	Tenants are responsible for physically removing their own waste from the tenancy. There is no rubbish removal service provided by the City of Sydney or by the building management. There is a bin room at the back of the building facing Barnett Lane. The bins are emptied by a waste removal contractor the City of Sydney arranges.
Utilities	The property is serviced by electricity, natural gas and water, and the tenant is responsible for the associated charges. Since the suites are separately metered, tenants are responsible for setting up an account with the provider of their choice. No other outgoings will be charged to the tenancy.
Fire safety equipment	Provided and maintained by the City of Sydney, as per an annual fire safety statement
Hazardous materials	The tenant must comply with the hazardous materials management plan (see attachment C)

The Lease agreement	Details
Lease term	5 years
Security (Performance bond)	The City of Sydney's performance bonds policy requires incoming tenants to pay a performance bond. For an accommodation grants program tenancy, the bond is \$500 excluding GST. The bond will be held by the City of Sydney and the preferred method of payment is by direct bank transfer.
Market value rent (ex GST)	<p>Suite 3.02 and 3.03, Level 3, 101-115 William Street Darlinghurst</p> <p>Year 1: \$114,577</p> <p>Year 2: \$118,014</p> <p>Year 3: \$121,554</p> <p>Year 4: \$125,201</p> <p>Year 5: \$128,597</p> <p>Rental amount has been independently assessed by Colliers International Valuers.</p>

Other information	William Street Darlinghurst
Parking	No designated parking. Paid street parking.

Other information	William Street Darlinghurst
Public transport	<p>Bus route 200, 324 & 325 William Street and Palmer Street bus interchange stops at the door.</p> <p>Close to Town Hall, Museum, St James, and Kings Cross train stations.</p> <p>No dedicated set-down areas for taxis or private vehicles.</p>
Bike parking	Internal bike storage on lower ground level.
Reception	Nil
Public amenities	Nil
Loading dock	No access to a loading dock. The closest loading zone is behind the building at the corner of Barnett Lane and Palmer Street between 8:30am – 5:30pm Monday to Friday.

How to apply

Apply online at SmartyGrants. You will need to log in or register an account. Late applications won't be accepted.

We recommend you register or log in with SmartyGrants long before the closing date, giving you time to familiarise yourself with the application process. If you leave your application to the last minute and have any problems uploading it, we may not have enough time to help you.

You can start your application, and then save it and return to it when necessary before lodging your final submission.

You will need to upload attachments to support your application. This is a simple process, but you will need to first save the documents on your computer, or on a storage device.

Allow enough time to upload these files. Files can be up to 20MB each, but we recommend trying to keep them to a maximum of 5MB as larger files take longer to upload. If you have a weak internet connection, you may have difficulty uploading large files.

You can find information on SmartyGrants to help you complete your submission. It includes a help guide for applicants and applicant frequently asked questions about using SmartyGrants.

You will receive a confirmation email when your submission has been successfully made. If you don't receive confirmation, you should presume your submission has not been submitted.

Application requirements

The application form will ask you to complete details of your organisation and your plans for maximising use of the space for the benefit of the communities as well as your capacity to manage the space and the lease.

In addition, specific to this program you will need to tell us about:

- **idea for the space** – how you will use the space
- **use of space** - why is this space suitable

- **support for your practice/work** - how will this opportunity support you (including how often you will use the space)
- **deliverables** - how the project meets the funding priorities
- **financial viability** – you will need to upload a draft annual budget reflecting how you plan to manage the space. Include:
 - estimated operational expenses such as rent, bond, electricity, internet, cleaning, waste removal, furniture, consumables, insurance
 - estimated income which demonstrates your capacity to pay the required subsidised rent and other operational costs.

Information sessions and site inspections

There will be in person information sessions and site inspections offered. These will include a presentation of the information in this document and Q&A session.

An in-person information session and site inspection for Aboriginal and Torres Strait Islander organisations will be on site at 101-115 William Street Darlinghurst.

You must view the property before lodging an application.

See key dates section on page 1 of this document for details and booking links for the sessions.

Shortlisted tenants will be offered a further physical inspection of the space if needed.

Rent subsidy proposal

Under the accommodation grants program, you can apply for rental subsidy of up to 100 per cent of the market rate. We base the size of the subsidy awarded on the type of organisation, the focus of its services and its capacity to pay rent.

You will be asked to nominate your proposed rent payable for each year of the 5 year term as part of your application based on your operating model. Please consider:

- your operating plan for the property
- your organisation's goals and outcomes
- your proposed budget and financial structure
- ability to pay rent.

The purpose of this program and offer of space is to support artists and cultural and creative organisations. Your rent proposal should be manageable and sustainable for your organisation and support you to achieve your goals for the space, while also offering affordable rates to the creative community.

Rents are paid monthly in advance and are subject to a 3% yearly increase, which you should reflect in your proposed level of subsidy.

Funding priorities

- Improved social wellbeing, reduced isolation and increased cultural participation
- Increased services by community and cultural organisations that benefit residents, workers and visitors, and contribute to their social, cultural, economic and environmental health
- Enhanced financial sustainability for local organisations including artists
- Greater public participation in arts and creative projects
- Greater sharing of knowledge and resources by new and emerging groups, increasing the capacity and viability of the business and community sectors
- Active solutions to sector-wide issues and provision of direct services by newly established and startup businesses and organisations that benefit our communities.

The assessment will prioritise applications that address the funding priorities of the program.

Assessment criteria:

- The need for the tenancy and proposed results
- Your capacity and experience
- Connection and benefit to the local area and communities
- Diversity, inclusion and equity in the planning and development of the project
- How the proposal aligns with the funding priorities
- Any other criteria for specific properties as they become available
- For renewals, compliance with past agreements, lease terms and demonstration of ongoing need.

Eligibility

To be eligible an applicant must operate within the City local government area or be able to demonstrate significant benefits for the area's residents, workers and/or visitors.

These individuals and organisations can apply:

- Eligible not for profit organisation
- Incorporated association
- Co-operative
- Partnership
- Sole trader
- Trustee of a trust
- Government departments and agencies

Managing the property

Changing the property

The premises are provided as is. We may permit cosmetic or temporary changes (including removable alterations) that do not affect the structure of the community space in line with the lease. The tenant must use contractors approved by us and they must complete a site induction conducted by Ventia, our facilities management provider. Alterations must be removed unless otherwise approved by us at the end of the lease. Any changes to the layout of the premises that would affect its structure or its ability to comply with the Building Code of Australia, especially in terms of the fire safety systems, need a development application.

Managing noise levels

You will be responsible for noise associated with the premises. All reasonable steps must be taken to prevent noise from causing a nuisance, including the operation of any work tools, instruments, material, and equipment including sound gear.

Also, you must:

- manage noise so that it does not interfere with nearby tenants or neighbouring residential properties
- make minimal noise when leaving the property
- immediately comply with our requests to reduce sound levels
- work within the noise level restrictions as per the development application.

Complaints with neighbours and users

You must develop an internal process for dealing with complaints. This will include:

- having a register for complaints made by the NSW police, the City of Sydney, surrounding business owners and residents
- addressing reasonable complaints without involving the City of Sydney or the NSW police
- providing a contact phone number for lodging complaints during operating hours and encouraging people to use that number to lodge complaints.

Building security and emergencies

You will maintain a high level of security to protect the safety of all users, staff members and property. This includes:

- being responsible for the security of users of the space
- maintaining unobstructed access to exits at all times, to ensure people can safely leave the building during an emergency
- providing a list of emergency phone numbers near all phones at all times
- ensuring all staff members and users are aware of the fire safety requirements and follow procedures if there is a fire at the premises
- providing an after-hours contact to us in case contact is required after hours
- Planning for emergencies in facilities:
 - information of an emergency planning committee and emergency control organisation
 - development of emergency plans
 - provision of evacuation diagrams the current evacuation diagrams installed at the tenancy have recently been updated and are not required to be reviewed for 5 years, unless there are changes made to the property that impact emergency procedures

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- provision of training and fire evacuations
 - We will be responsible for the emergency procedures and evacuation diagrams in common areas only.

Cleaning, waste removal and maintenance

You must ensure deliveries and maintenance are done efficiently and maintain access and safety requirements for users and visitors. Refer to the lease (attachment A).

- keeping the space clean and hygienic, and clear of all rubbish, and flammable or noxious materials, including substances that are likely to contribute to a fire or health hazard.
- cleaning and maintaining the space, as outlined in the maintenance matrix in the lease
- logging maintenance requests with our maintenance provider, Ventia or other property related issues with our property management provider Colliers International.
- storing all waste in approved secure containers placed in the common bin storage area
- managing waste collection and disposal by appropriate contractors
- abiding by the hazardous materials plan of management, including waste management and disposal relevant for specific creative practices.

We are responsible for:

- cleaning and maintaining the common areas and exterior of the building.
- maintaining essential services including emergency lighting and fire services.
- maintaining external areas

The lease agreement

We will enter a standard accommodation grants program **5 year lease** with the successful applicant (see Attachment A). The lease will include general performance criteria and specific performance criteria addressing the successful applicant's purpose and goals. Each year, we will assess whether the tenant has met the criteria adequately. Failure to do so will be a breach of the lease.

Before you move into the premises, we will conduct a condition inspection. A condition report will form part of the lease.

Tenant responsibilities

You must enter into a standard accommodation grants program lease us and comply with the terms of the lease. The specific obligations of the tenant are set out in clause 3 of the lease and require you to:

- meet the general and specific performance criteria
- provide an annual report and any other report requested including a self-assessment to the landlord in line with the accommodation grants program policy
- not act in a manner considered contrary to our values, could reasonably be expected to prejudice our interests or injure our reputation
- comply with the reasonable directions of the City of Sydney as landlord
- acknowledge our support in line with the lease

The terms of the lease require the tenant to:

- pay the cost of utilities and other costs (clause 7)
- pay any land tax assessed by Revenue NSW under section 21C of the *Land Tax Management Act 1956* (NSW) (clause 7.4)
- comply with the obligations for use of the premises (clause 8)

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- comply with child safety laws (where relevant) (clause 8.6)
 - keep the premises in good repair, order and condition, including maintenance as set out in the maintenance obligations matrix in the lease (clause 11)
 - comply with any applicable development consent for the property (clause 11.10)
 - have sole responsibility for the premises under work health and safety laws, and comply with those laws, including but not limited to preparing a work health and safety plan, undertaking work health and safety training and preparing an emergency plan for the premises (clause 11.11)
 - hold public liability insurance for \$20 million, and plate glass insurance, naming the City of Sydney as an interested party, and provide evidence on execution of the lease (clause 13)
 - make good the premises at the end of the lease (clause 19)
 - comply with the Green Leasing provisions (clause 26) if applicable to the property
 - comply with public health orders and comply with the City's directions as Landlord so that we can also comply with public health orders (clause 27)
 - provide a security in the form of either an unconditional and irrevocable bank guarantee or bond for the approved performance bond amount (clause 22).
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Documents

Attachment A: Accommodation grant program lease agreement template

- *Schedule 1 – Plan of the premises*
- *Schedule 2 – Accommodation grant program performance criteria and reporting timeframes*
- *Schedule 3 – Template condition report*
- *Schedule 4 – Maintenance obligations matrix*

Refer to attachment

Attachment B: Hazardous materials management plan

Refer to attachment

Attachment C: Annual fire safety statement

Refer to attachment

Attachment D: Development approval notice of determination

Refer to attachment

