

COLLINS STREET STUDIOS

GUIDELINES 2024

Level 3
271 Collins Street
Melbourne 3000

EOI (Expression of Interest) Timeline

Applications open	9am Friday 23 February
EOI close	3pm Monday 18 March
Assessment period	Mid-March
Notification of outcome	Mid/Late March
Licences commence	April 2024

Collins Street Studios is supported through the Melbourne City Revitalisation Fund – a \$200 million partnership of the Victorian Government and the City of Melbourne.

Collins Street Studios is supported by the Victorian Government through Creative Victoria.



Supported by

The City of Melbourne respectfully acknowledges the Traditional Owners of the land we govern, the Wurundjeri Woi-wurrung and Bunurong Boon Wurrung peoples of the Eastern Kulin and pays respect to their Elders past, present and emerging.

We acknowledge and honour the unbroken spiritual, cultural and political connection the Wurundjeri, Bunurong, Dja Dja Wurrung, Taungurung and Wadawurrung peoples of the Eastern Kulin have to this unique place for more than 2000 generations.

We are committed to our reconciliation journey, because at its heart, reconciliation is about strengthening relationships between Aboriginal and non-Aboriginal peoples, for the benefit of all Victorians.

INTRODUCTION

Operating since 2008, Creative Spaces is a City of Melbourne program providing affordable work and exhibition space and soft infrastructure via the Creative Spaces website. Currently supporting more than 100 artists and creative organisations, the program has a strong reputation and is seen as a leader in creative space provision. It partners with government and the private sector to identify, secure, develop and manage space across the municipality for creative use.

Now, Creative Spaces presents its first ever site in Melbourne's CBD for expressions of interest. Located on Level 3 at 271 Collins Street, Collins Street Studios presents a rare opportunity to co-locate your practice within a bustling hub that will host over 100 central city creatives and provide a platform for collaboration, the sharing of ideas, resources and skills. The project will convert 1125m² of vacant open plan office space into a diverse collection of spaces for creative sector organisations and practitioners whose work is suited to an office environment.

SUITABILITY

Creative Spaces encourages creative businesses, organisations and practitioners whose work is desk or office based to apply. As an office space, this opportunity will not suit public facing organisations such as galleries, or artists that require wet work spaces or have hard arts practices.

Applicants are advised to refer to the assessment criteria on page 9 of this document before submitting. All applications are assessed individually on their merits by an assessment panel.

LICENCES

A unique transformation of an above street level floor within a central city office building, Collins Street Studios includes street frontages to Collins Street, Flinders Lane and Centre Place.

The main building fronting Collins Street was originally constructed in 1929 and is privately owned. Formerly the NAB headquarters during the early years of Melbourne's development, the property has since undergone an internal refit and is universally accessible.

Studio applicants will commence on a one year licence, after which multiyear licence terms of between one and three years will be available for application.**

Office applicants will commence on a five year licence, after which licence terms of between one and five years will be available for application.**

City of Melbourne has signed a 10 year Head Lease for the premises, commencing in 2023. In line with the Head Lease, licence fees will increase on 1 May each year, commencing in 2024.

Table of % licence fee increases by year:

2024, 2025, 2026, 2027	4% each year
2028	Maximum 10%
2029, 2030, 2031, 2032	4% each year

*** No licence term will exceed the Head Lease term.*

Creative Spaces' mission is to provide more affordable creative space and is a not-for-profit program.

KEY LICENCE INCLUSIONS

- Permitted use of Collins Street Studios is for offices and work spaces only. Retail trade is not permitted.
- Business hours are 8am-6pm Monday to Friday.
- The building is accessible to licensees outside of business hours, however City of Melbourne reserves the right to restrict access.
- There is no public access to the building. Guests are permitted to visit within the normal conduct of business, however they must be accompanied by a licensee.
- Children must be accompanied by an adult at all times.
- No pets are allowed on the premises at any time with the exception of certified assistance animals.
- Licensees must obtain their own Public Liability Insurance (PLI) to the sum of \$20 million.
- Licensees are required to pay a security deposit equivalent to one months' licence fee, inclusive of GST.
- The licensee must promptly repair any damage to the licensed area or any part of the building caused or contributed to by the licensee.
- The licensee acknowledges and agrees that the licensor or its agent have the right to enter the licensed area at any time on giving to the licensee reasonable notice to inspect, carry out works, access and service its own equipment and do any other thing as required.
- Licensees must obtain written approval from the Creative Spaces Building Manager to make any modifications or alterations to the licensed area.
- Licensees may vacate the licensed area before the end of the licence term by giving three calendar months' notice in writing.
- The licence fee is invoiced on a monthly basis.
- The licensee must keep the licensed area in good repair and condition.
- The licensee must apply and be approved for a new licence at the end of the licence term. Licensees are required to use the licensed area two to three times per week on average during the Term.
- All licensees are required to complete an online training module for building evacuation.
- Licensees must have all electrical items tested and tagged by a qualified supplier.
- Licences are subject to the same terms and conditions as the Head Lease.
- In the event of a fire, an additional fire exit will be provided via Office 1. Creative Spaces will provide fire safety and induction training.

ABOUT THE SPACE

Several opportunities exist to take up a licence within Collins Street Studios with various sized spaces and rental rates to appeal to a diversity of groups from the creative sector. A warm shell fit out of all spaces is provided. Collins Street Studios' offices and studios will be ready to use including floor and wall finishes, lighting, HVAC - heating, ventilation and air conditioning, Wi-Fi, perimeter power and data points. This does not include furniture or other fixtures or fittings.

In order to position affordable space within this central city location, Creative Spaces has established varied rental rates.

Licensed areas available are outlined in the table below:

Area	Size	Monthly licence fee (excluding GST)	Maximum occupancy
Office 2	165m2	\$7,219.00	20 persons
Office 3	100m2	\$3,033	10 persons

COSTS

Council rates, land tax, cleaning of the common areas, water, waste disposal, body corporate fees, directional signage, Wi-Fi internet and the general maintenance and management of the site will be provided by Creative Spaces.

Internet requirements that exceed the base offering will be at the cost of the licensee. Subsequent to the monthly licence fee, an additional cost proportionate to the licensed area will be charged for power usage. Common areas will be furnished, however offices and studios are to be furnished at the licensee's expense.

SITE VISITS

Mandatory site visits to inspect the premises (30 min duration) are available on the following dates:

- **Wednesday 6 March at 2:00pm**
- **Wednesday 13 March at 2:00pm**

RSVP via email to creativespaces@melbourne.vic.gov.au with your preferred site visit, date, time and what your art form/business practice is.

If you are unable to attend on the above listed dates you may designate a proxy.

SITE INFORMATION

Permitted use	Offices and work spaces.
Business hours	Monday to Friday 8am-6pm excluding weekends and public holidays.
Loading bay	The site has a loading bay with access from Flinders Lane. All deliveries are to be coordinated with the Creative Spaces Building Manager.
Heritage	There is a heritage listing on the building. Some spaces on Level 3 (Office 2) hold heritage significance and therefore cannot be altered including affixing to walls etc. These spaces incorporate a former bank board room and adjoining wood panelled offices.
Bicycle racks	Available in the building's basement.
End of trip facility	An end of trip facility that includes showers and change rooms is available on Level 8 for use during business hours. The facility includes one all gender/universal access shower and toilet.
Heating, Ventilation and Air Conditioning (HVAC)	HVAC is automated for operation during business hours only. HVAC can be programmed outside of business hours by providing at least two days' notice to Creative Spaces and will incur a charge to the licensee of \$50/hour ex GST.
Car parking	There is no onsite car parking allocation for licensees. Both street parking and dedicated multi story car parking options are available in the CBD.
Public meetings	There is no public access to the building. Events open to the general public are not permitted. Guests are permitted to visit within the normal conduct of business (eg. meetings), however will not be granted access unless accompanied by a licensee.
Waste management	Licensees are responsible for the removal and disposal of all waste from the licensed areas. There are general and cardboard waste disposal points located in the basement.

APPLYING AS A GROUP

Creative Spaces supports expressions of interest from organisations, businesses and individuals working in partnership who may wish to share a space. In this instance, one application with all parties' details is to be submitted.

SUSTAINABLE PRACTICE

Applicants are encouraged to use resources wisely in the creation and delivery of their work. Successful applicants are expected to have a demonstrable commitment to sustainable practices. Further information and ideas can be found in the environmentally sustainable practices [fact sheet](#).

HOW TO APPLY

- Read the guidelines and assessment criteria thoroughly and preview the application form.
- RSVP via email to creativespaces@melbourne.vic.gov.au with your preferred site visit time and date.
- Contact the Creative Spaces team with any queries on (03) 9658 9893 or creativespaces@melbourne.vic.gov.au
- Allow ample time to plan, gather support material and to draft your application (save as you go).
- Complete and submit an online application through SmartyGrants by the closing date. Late applications will not be accepted.

ASSESSMENT PROCESS

- Applications are assessed by a City of Melbourne panel.
- Unsuccessful applicants are eligible to re-apply in future rounds.
- Applications are kept confidential and the contents will not be disclosed to any person outside the application and assessment process.
- The City of Melbourne does not seek to correct errors in applications or supporting material. Applications are assessed as they have been submitted.
- The City of Melbourne reserves the right to request further information in considering any application, as well as the right to reject any application that is ineligible or does not meet the assessment criteria.
- All applicant will be notified of the result of their application via email.

ASSESSMENT CRITERIA

Your Creative Practice 40%
• Overview of your creative organisation, business or practice • How you will use the space • Experience in delivering your vision / mission to date • Capacity to deliver your vision / mission
Creative Sector and Local Engagement 40%
• How your organisation, business or practice engages with the sector • Awards and achievements • Audience engagement • Why you make a great addition to the city's creative industry • Your interest in working in the CBD
Financial Capacity 20%
• Current rent per annum • Financial capacity to commit to the licence

INTERPRETER AND TRANSLATION SERVICES

Our multilingual information telephone service provides access to translators and information in different languages.

ACCESSIBILITY FOR APPLICANTS WITH DISABILITY

Applicants with disability are encouraged to contact staff to discuss any specific needs or additional support that may be required to complete and submit an application.

If you are deaf, hearing-impaired or speech-impaired contact us via the National Relay Service on 133 677 (ask for 03 9658 9658).

TECHNICAL ASSISTANCE

Refer to the Help Guide for SmartyGrants technical assistance. The SmartyGrants support desk is open 9am-5pm Monday to Friday on 03 9320 6888 or by email service@smartygrants.com.au.

DISCLAIMER

Please note that we reserve the right to update and modify the content within this guideline at any time without prior notice. While we strive to provide accurate and up-to-date information, it is advised to regularly check for any updates or revisions to ensure you have the most current version.