

# **Tenant Application Form**

## **Evans Head and District Workspace Inc**

Corner Canberra Road and Winjeel Road, Evans Head  
Phone 66824800 or evansheadworkspace@gmail.com

### **1. Your Details**

**Name:**

**Address:**

**Contacts:**

Landline -

Mobile -

Email -

**Trading or Business Name:**

**ABN:**

### **2. Your Business**

How would you best describe your business?

Who is your target market?

What is your competitive advantage?

How long has your business existed?

Did you start it or purchase it?

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How long have you been running your business?

### **3. Your Background**

#### **Previous Employment**

Industry:

Occupation:

Years of service:

Industry:

Occupation:

Years of service:

Industry:

Occupation:

Years of service:

Did you have previous experience in the industry of your business?

Yes/ No

Where do you currently operate?

Have you undertaken any business training?

Yes/ No

Yes, please list:

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Do you feel that you need additional training in any particular area to assist in your business development? Yes/ No

Yes, which areas? (Highlight or circle all applicable)

- Bookkeeping/Financial Management/ Taxation
- Costing/Pricing/ Purchasing
- Marketing
- Direct Sales
- Product Design/ Quality Control
- Service/after sales follow
- Manufacturing Techniques/ Production & Equipment
- Business management/time management
- Government services & assistance Programs
- Staff recruitment and training
- Business Planning
- Other...

Why did you enter into small business? (Highlight or circle all applicable)

- Needed a job
- Independence
- Financial gain
- Challenge
- Future security
- Status
- Other...

Why did you pick your particular business/industry? (Highlight or circle all applicable)

- Previous experience
- Financial return
- Interest in industry
- Other...

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#### 4. Your Business Management

Do you have an existing business plan? Yes/ No

Have you completed your most recent tax return? Yes/ No

Do you review your profit & loss statement on a regular basis? Yes/ No

Would you be happy to meet with the Small Business Development Coordinator, every 6 months, to discuss the development/direction of your business? Yes/ No

Where do you see your business in 5 years time?

#### 5. General

How did you 'hear' about Evans Head and District Workspace?

How long were you looking for a rental property?

What are the reasons you wish to enter Evans Head and District Workspace rather than other properties?

(Highlight or tick the 5 most important)

- Being in a supportive 'business community'
- Free business advice/support
- Knew other businesses in the centre
- No long term lease
- No bond
- Size/shape of units
- Accessibility to units
- Location

Would you become involved in joint advertising? Yes/ No

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It is NOT suitable for retailing. Is this an issue for you? Yes/ No

Are you aware that you must provide your own public liability insurance? Yes/ No

Does your business create any of the following? (Highlight or circle all applicable)

- Noise
- Fumes
- Liquid Waste
- Dust/Shavings
- Any other irritating by product

If applicable, please list any power tools or equipment you intend to use...

Are you aware that rent must be paid in advance and power usage must be kept up to date?  
Yes / No

Do you intend to make any alterations to your unit (if successful)? Yes / No

If yes, what alterations do you intend to make?

Are you aware of the power limitations of the units? Yes / No

Please attach the following documents:

- Business plan (please contact Paul Goodger [ehdworkspace@iinet.net.au](mailto:ehdworkspace@iinet.net.au) for a business plan template, if needed)
- Profit & Loss Statement (for most current period)

Please email your completed application form to [ehdworkspace@iinet.net.au](mailto:ehdworkspace@iinet.net.au)

Or

Post to – Evans Head and District Workspace Work Incubators

1 Canberra Road

Evans Head, 2473

Att; Paul Goodger

Thanks so much for your application.