



ACTIVE SPACES IN DAREBIN

ACTIVE SPACES - INFORMATION SHEET

The Active Spaces in Darebin Start Up Kit

For eligible creative businesses the program offers the opportunity to become one of our Active Spaces businesses and receive a Start Up kit, plus support for a year of practise. The Start Up Kit is an agreement to work with the City of Darebin and includes assistance with:

- Business mentoring and business setup 101
- Negotiating a reasonable rent with the real estate agent or the property owner
- If required negotiating a short term lease agreement with the option to use our ***Exclusive Licence Agreement*** (see below)
- Information on commercial leasing agreements
- Support with council permits and processes
- Guidance to find suitable insurance
- Marketing , promotion and networking opportunities
- Promotion on our Facebook page and in other Council publications.
- Small one off grant to assist with start-up costs

As part of the program we expect our businesses to promote their involvement in the program, display the program poster, engage with council officers where relevant and informally report on the business progress

Once you have signed the Start Up Kit agreement, the journey begins.

Exclusive Licence Agreement

This agreement can be used by a business instead of a commercial lease for a period under 12 months. It is to be used in negotiations with the Real Estate Agent or with the property owner. However, it is not essential that you use this Agreement as Real Estate Agents may prefer to use a standard commercial lease.

You will use this Agreement to define:

- The number of days you wish to rent the property
 - The number of days you require to exit this Agreement
- To agree on a reasonable rent, outgoings and any special conditions

Active Spaces can assist you with this negotiation process, or step away and give you the space to negotiate your own agreement

Insurance

Public Liability Insurance

- You will need to have public liability insurance- up to 10 million.
 - We do not recommend any particular insurance company for public liability insurance. However we do have a database of companies that have been used by past Active Businesses, *let us know if you would like this list.*

Products Liability Insurance

Some artists choose to protect themselves against any liability for faulty goods they have made themselves. This is where Products Liability can be useful.

Other Insurances: Contents Insurance, Window Insurance and Building Insurance.

Once you have settled on a shop, find out what kind of insurances are already in place by the property owner. The property owner often has building insurance and window insurance and they may suggest that you pay a fee towards these insurances worked out pro rata. If not you may need to get your own insurance to cover that. You will also need to determine whether you want to take out contents insurance.

Other Permits /Costs to consider

Business Permits:

Planning Permits & Building Permits – *Active Spaces in Darebin* will support businesses through this process, if it is necessary. See below short videos giving more detail about the permit process.

Building permit: <https://youtu.be/Rtmj-oE6wPU>

Planning permit: <https://youtu.be/38aFunAaNjo>

Footpath Permit Application – If you decide to have an A frame sign on the footpath or sell goods outside the shop, you'll need to apply for a permit. Forms and costs follow the link: <http://www.darebin.vic.gov.au/Building-and-Business/Business-in-Darebin/Business-Permits>

Tenancy Costs:

Rates – Often called 'outgoings', property owners pay rates on their properties and traditionally pass this cost on to long term Tenants.

Utilities – Most property owners will want you to pay for electricity, gas and water costs while you are in their premises.

Bond – This is agreed upon on a case by case basis.

Retail costs:

Shop fit out- This can include cleaning, painting and shelving/display furniture.

Point of Sale- This includes store payment options such as EFT facilities.

If you find a vacant shop you would like to utilise for your business/studio/exhibition, let us know and we will find out more information about it for you. Check out realcommercial.com for other leads on vacant shops/properties in Darebin

OUR CONTACT DETAILS

Brodie Butler-Robey

City of Darebin, Active Spaces in Darebin: Business Development Unit

Phone: 8470 8480

Street Address: 274 Gower Street, Preston. Postal Address: PO Box 91, Preston, 3072.

Email: activespaces@darebin.vic.gov.au

Facebook: www.facebook.com/activespacesindarebin

Website: www.darebin.vic.gov.au/activespaces