

# GILLIESTON HEIGHTS COMMUNITY HUB, SUITE 1

REDWOOD DRIVE AND PINE STREET, GILLIESTON HEIGHTS

JULY 2024

## Request for Detailed Information

Maitland City Council is seeking potential parties who have an interest in Suite 1 at the Gillieston Heights Community Hub.

You are invited to make a detailed submission of your interest so it can be evaluated more thoroughly. Below is a series of questions and we would invite you to provide a detailed response in the space provided. The field will take as much information as you wish to provide.

We are very happy to review any supporting documentation that you feel is important to your submission.

QUESTION	RESPONSE
Who is completing the following form? Please provide name, contact number and email address.	
What is your trading name or proposed trading name?	
What legal structure will your business/group operate under?	
What is your specific use of the space? Please provide details.	
What term of lease do you require? Do you require an option?	
What are your proposed trading hours and days?	
Do you have any special requirements that need to be discussed regarding the terms of the lease?	
Do you require any building works prior to entering the lease?	

Attached to this document are plans of the building and the leasable space. A draft lease is available for review if required. If you have any questions, please email [Property.Tenders@maitland.nsw.gov.au](mailto:Property.Tenders@maitland.nsw.gov.au) or call **02 4934 9700**

## Where to from here?

Council will require your submission to the above questions and any supporting documentation prior to the close of business **Sunday 11 August**.

Inspections are available on the following dates:

- Tuesday July 16 and 23 from 2.00-3.00pm
- Wednesday 17 and 24 from 5.00-6.00pm

Private inspections can be arranged by appointment

Upon receipt, Council will collate and review the submissions and prepare a report for Council.

Subject to the responses, our aim is to table a final report to Council in early October.

Tenancy of the space should commence in mid October.