

# Leasing industrial land application form

## Proprietor information

### 1. Applicant

Company name or full names of individuals:

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Trading as:

ACN (if applicable): \_\_\_\_\_

ABN (if applicable): \_\_\_\_\_

Contact details:

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Business street address: \_\_\_\_\_

Postal address: \_\_\_\_\_

Email: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

### 2. Business definition

What business activity is proposed to be carried out on the site?

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### 3. Reason for application

E.g. new industry, expanding or relocating to larger premises

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## Project details

### 4. Project—land, building, equipment and employee details

#### Land

Site on which you wish to establish

Name of estate: \_\_\_\_\_

Area required: \_\_\_\_\_ square metres/hectares (delete as necessary)

Preferred site (description): \_\_\_\_\_

#### Town planning compatibility

Provide details of any local government town planning requirements

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Provide details of any Department of Environment and Resource Management (Environmental Protection Agency) requirements

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#### Buildings and site improvements

Proposed premises

	Stage one (within 12 months)	Stage two (within 1–4 years)	Total (5 years)
Buildings	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>
Hardstand*	m <sup>2</sup>	m <sup>2</sup>	m <sup>2</sup>
Estimated cost	\$	\$	\$

\*Areas specifically improved for outdoor manufacture and storage

#### Site plan

Enclose a site plan indicating the layout and dimensions of the proposed improvements and timings of each stage i.e. stage one, stage two etc. Supply quotes, if available. Otherwise, indicate how cost has been estimated.

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#### Existing premises

Location: \_\_\_\_\_

Land area: \_\_\_\_\_ Size of buildings: \_\_\_\_\_

Leasehold or freehold property? \_\_\_\_\_

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Value of plant and equipment: \$ \_\_\_\_\_  
Employee details (including anticipated employee numbers)

	Existing	New premises—future stages	
		End of year one	End of year two
Factory			
Administration and sales			
<b>Total</b>			

## Current operations

### 5. History and track record

Provide a brief business background (e.g. dates, places, product descriptions etc).

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### 6. Product

Where does your product stand in the market (e.g. target market, market share, product history)?

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### 7. Marketing

What is your marketing strategy (i.e. how will you achieve your marketing objectives)?

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### 8. Business planning

Provide a broad outline of your business plan.

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## 9. General financial information

Provide a financial statement (audited, if available) for each of the last three years and a copy of the business' latest management accounts (e.g. last six months).

Has there been any material change in the fixed assets/liabilities or capital structure since the last balance sheet?

No / Yes—if yes, give full details.

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## 10. Proposed method of financing this development

Details	Cost \$	Method of financing—shareholder funds, bank loans etc
Land		
Buildings		
Plant and equipment		
Working capital		
<b>Total</b>	<b>\$</b>	

Details of any loan approvals from banker/financier (these may be conditional on a provision of lease). Enclose a copy with this application.

### Banker/other financiers (if applicable)

Bank: \_\_\_\_\_ Branch: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Phone number: \_\_\_\_\_

Other financiers: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

## 11. Cash flow projections

Please provide cash flow projections for the next two years (monthly for the first 12 months) assuming this application is approved.

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## 12. Additional information

Do you have additional information that would assist your application?

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## 13. Checklist

All sections of the application form complete	Yes / No
Copies of building details (Item 4)	Yes / No
Copy of site plan (Item 4)	Yes / No
Copies of any supporting information in relation to track record, product or marketing (Items 6, 7 and 8)	Yes / No
Copy of the business plan (Items 2, 4 and 8)	Yes / No
Copies of last three years financial statements plus latest management accounts (Item 9)	Yes / No
Copies of load approvals (Item 10)	Yes / No
Copies of cash flow projections (Item 11)	Yes / No

## 14. Declaration and authorisation

I hereby apply to lease a parcel of land on the above mentioned Economic Development Queensland estate and confirm that, to the best of my knowledge and belief, the information contained in this application is true and correct.

I have received no guarantees/assurances that my application will be approved by Economic Development Queensland and I acknowledge that no parcel of land has been reserved exclusively for me pending receipt of this application.

I hereby declare that I have been authorised to act for the applicant in making this declaration.

Signature of authorised person: \_\_\_\_\_

Date: \_\_\_\_\_

Print full name: \_\_\_\_\_

Position: \_\_\_\_\_

## Submission

Please return a completed form to Economic Development Queensland by:  
Post: GPO Box 2202 Brisbane Qld 4001 Australia  
Email: industrial@edq.com.au