

TOWN *of* CLAREMONT

EXPRESSIONS OF INTEREST

Disposal of Property by way of Lease

Station Master's House
39 Guger Street, Claremont



Our vision and mission

OUR VISION

The Town is a progressive, respectful, sustainable local government supporting a connected, flourishing community.

OUR MISSION

We exist to deliver quality services for Claremont today and to build the foundation for the future.

EXPRESSIONS OF INTEREST

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Introduction

The Town of Claremont (*Town*) is seeking Expression of Interest (*EOI*) to occupy the premises known as Station Master's House at 39 Guger Street, Claremont (*the Site*).

The Site is currently vacant.

About the Town

The Town of Claremont is the local government authority for the beautiful, leafy, riverside suburbs of Claremont and Swanbourne. The Town is located on the land of the Whadjuk Noongar people and covers an area of almost 5km². This Town is home to approximately 13,000 people. Families make up the largest household type and they are supported by eight government and independent schools.

The Town includes a thriving town centre, comprising of a large shopping centre and surrounding streets of boutiques, restaurants, and cafes with the convenience of easy access to public transport. There are approximately 1600 businesses in the Town of Claremont. The Town is also home to the Lake Claremont Conservation Category Wetland, numerous parks and dog exercise areas, a par 3 golf course, the Claremont Aquatic Centre, the Claremont Museum and the Bay View Community Centre.

The Town is a progressive, respectful, sustainable local government supporting a connected, flourishing community. We exist to deliver quality services for Claremont today and to build the foundation for the future.

The Town's Strategic Community Plan 2021 – 2031 contains the following strategic goals relevant to this document:

1. Effectively manage and enhance the Town's community facilities in response to a growing community.
2. Support new and existing local small businesses and entrepreneurial activity.
3. Raise the profile of the Claremont Town Centre as a visitor destination.

For more information, please visit claremont.wa.gov.au

Site Details

The Site is located on the north side of Guger Street and comprises the southern portion of Claremont Train Station. The Site comprises the former Station Master's Quarters.

Station Master's Quarter building was constructed in 1886. Claremont train station is listed as a permanent entry on the Heritage Council of Western Australia Register of Heritage Places

The Site comprises a total area of 943m².

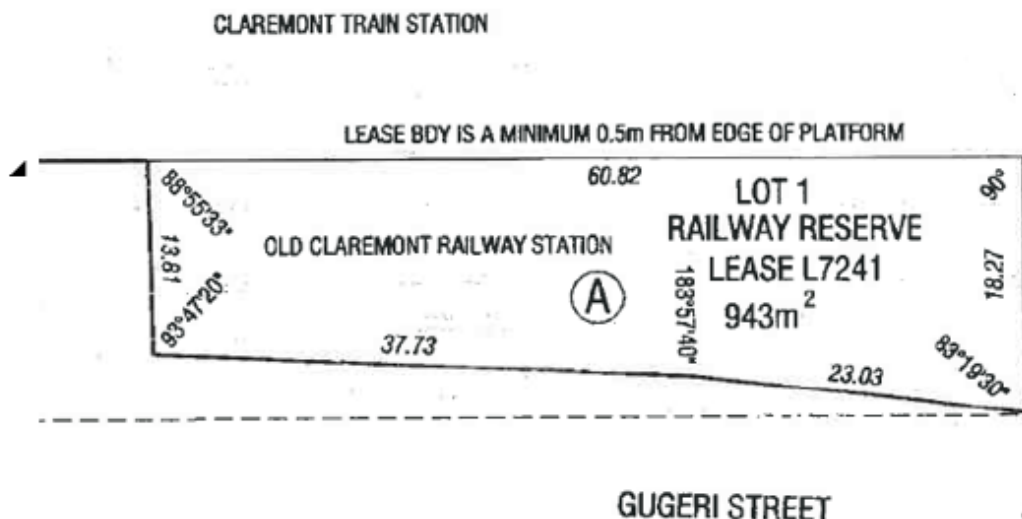
The building on the Site comprises a ground and first floor. The ground floor has an area of 291m². The first floor comprises an area of 74m².

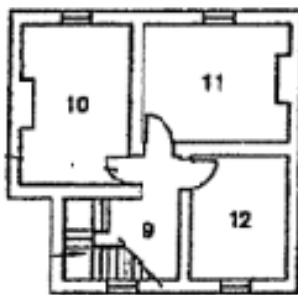
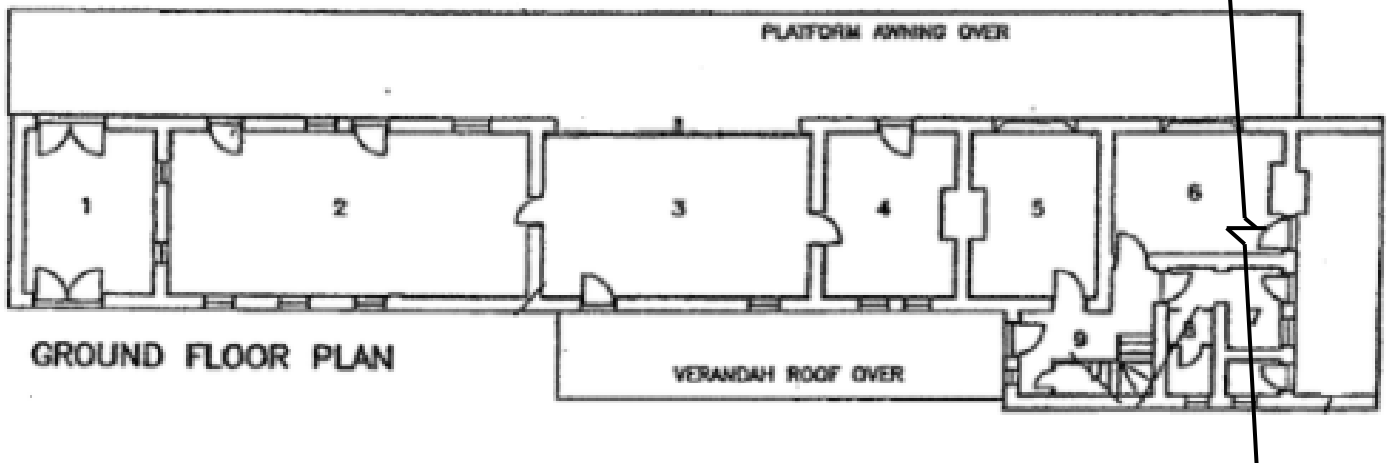
Adjacent to the building is an outdoor courtyard, for the exclusive use of the tenant from which the tenant accesses the toilets for the building. There is also one large and one small demountable building on the eastern portion of the site for the use of the tenant.

The Site also includes an adjacent carpark which comprises 4 exclusive car bays.

The attached train station platform is not accessible.

The Site is located within the Metropolitan Region Scheme. The Site is suitable for retail commercial premises. Any proposed use is subject to MRS development approval, the Public Transport Authority and State heritage requirements.





Terms of the Proposed Lease

Council Policy PE402 Leasing of Facilities guides the Town in negotiating a lease.

Lease terms the Town adheres to for commercial leases include:

- A rent amount based on the market value of the Site.
- Annual CPI rent reviews.
- Market rent review at the commencement of the option term (if option terms are sought).
- The tenant is responsible for payment of outgoings. Outgoings may include but not be limited to: all utilities, rates, taxes, building insurance, pest control, general maintenance including air conditioning, RCD testing, security, tagging and testing etc.
- Three (3) month bank guarantee will be required and/or personal guarantees.
- The legal costs of preparing the lease shall be borne by the tenant.





Process

The proposed disposal of property by way of lease is governed by section 3.58 of the *Local Government Act 1995*. All validly submitted expressions of interest submissions will be presented to Council. Council may resolve not to progress with any submissions.

PROPOSED TIMELINE	
Event	Approximate timeframe
EOI Issue Date	Wednesday 6 August 2026
EOI Closing Date	Friday 28 August 2026
Presentation to Council	Tuesday 29 September 2026
Lease finalised	TBA

Further Information

Applicants seeking further information should direct their enquires to the Town's Leasing Team by contacting (08) 9285 4300 or emailing leasing@claremont.wa.gov.au

A site visit will be held if there is sufficient interest.

Please register your interest for this site visit via leasing@claremont.wa.gov.au

Submissions

1. HOW TO PREPARE AND SUBMIT YOUR OFFER

To submit an EOI, please complete and return the **attached** EOI Form and provide the following details:

- Details of the entity including a company search.
If a community group, please set out your committee members.
- Details of the proposed use.
- Demonstrated experience in the proposed use.
- Proposed capital contribution (if any).
- Profit and Loss for the 2025/26 financial year.
- Proposed commencement date.
- Desired length of lease including any options.
- Rent per annum (excluding outgoings).
- Provide any supplementary information the proponent wishes to provide to allow the Town to evaluate the response. Assume the Town has no previous knowledge of the proponent, their activities or experience.

Submissions are to be lodged to toc@claremont.wa.gov.au by **5.00pm on Friday 28 August 2026** and titled "Proposal to Lease – Station Master's House – [Entity Name]".

The offer is valid for a minimum of six (6) months from the closing date.

2. REJECTION OF OFFERS

An Offer will be rejected without consideration if a proponent (or their agent) is found to have canvassed any of the Town's employees or Councillors with a view to influencing the acceptance of any Expression of Interest.

An Offer may be rejected without consideration of its merits in the event that:

- (a) It fails to comply with any requirements of the EOI;
- (b) It fails to include all information requested.

Please note:

1. The contents and details of this document are accurate as of the date of issue.
2. All applications and information received from proponents will be treated in confidence. The Town being a local government authority is subject to the *Freedom of Information Act 1992*.
3. All information provided to a proponent whether in this document or not, is provided in good faith to assist proponents in making a submission. The Town gives no warranty to the accuracy of the information. It is the proponent's responsibility to interpret and assess the relevance of the information provided. The Town is not liable for any loss, damage or expense suffered by a Proponent as a result of any inaccuracy or omission in the information provided.
4. The scope or conditions of this EOI may be varied by the Town by giving written notice of the variation to all proponents at any time before the closing date for submissions.
5. A proponent may not change its submission after the closing date unless the Town invites it in writing to do so.
6. The Town is under no obligation to proceed with any submission.
7. The Town has absolute discretion in relation to the evaluation of a submission and the selection of a successful proponent, if any.

Evaluation

Following the closing date, the Town will review all submissions received and present them to Council for consideration. In evaluating submissions, the Town will consider the following criteria:

QUALITATIVE REQUIREMENTS	
Criteria	Weighting
A. Rent	40%
B. Business Sustainability	35%
C. Appropriate Use	25%
TOTAL	100%

A. RENT (40% WEIGHTING)

The proponent is to outline:

- The proposed rent per annum exclusive of GST.

Submissions will be assessed on the proposed rent over a five-year term.

RENT	
The Proponent has submitted their proposed rent per annum exclusive of GST.	☐ Yes ☐ No

B. BUSINESS SUSTAINABILITY (35% WEIGHTING)

Proponents are to provide documents in support of their ability to meet the financial requirements of the proposed lease.

BUSINESS SUSTAINABILITY	
The Proponent has provided documents in support of their ability to meet the financial requirements of the proposed lease.	☐ Yes ☐ No

C. APPROPRIATE USE (25% WEIGHTING)

Submissions are to detail the proposed use of the Site which should be suited to activating the Town Centre. The activities of the tenant should not have an adverse impact on the amenity of the surrounding area.

BUSINESS SUSTAINABILITY	
The Proponent has detailed the proposed use of the Site together with any alterations required to facilitate this use.	☐ Yes ☐ No

EOI FORM

In addition to providing information requested, please complete and submit this form.

APPLICANT DETAILS	
Trading Name	
Legal Entity Name	
Date Established	
ACN	
ABN	
Address	
Contact Person	
Contact Person Title	
Contact Person Email	
Contact Person Telephone	
Details of any Guarantors	

CONFLICTS OF INTEREST	
Is the proponent aware of any conflict of actual, potential or perceived conflict of interest which currently exists with the Town, its officers or Councillors, or which may arise in relation to the performance of the contract (if awarded)? ☐ Yes ☐ No	Details

EOI FORM

CHECKLIST

The proponent has enclosed a Submission addressing the Selection Criteria including:

- ☐ Details of the entity including a company search.
- ☐ Details of the proposed use.
- ☐ Demonstrated experience in the proposed use.
- ☐ Proposed capital contribution (if any).
- ☐ Profit and Loss for the 2025/26 financial year.
- ☐ Proposed commencement date.
- ☐ Desired length of lease.
- ☐ Proposed rent per annum (excluding outgoings).
- ☐ Any supplementary information the proponent wishes to provide to allow the Town to evaluate the response.

Signature of Authorised signatory:

Date

Name of Authorised signatory: Position of

Authorised signatory:

ACKNOWLEDGEMENT OF PEOPLE AND COUNTRY

The Town of Claremont acknowledges the Traditional Custodians of the land and waterways of the Claremont and Swanbourne area. We respect the significance of their connection to the sacred sites, the Derbal Yerrigan and Galbamaanup wetland. We honour the ancestors of our community Elders who survived and cared for this Country.



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