

TENANT APPLICATION FORM

Application to Become a Tenant at the Coffs Harbour Innovation Centre

Applicants are requested to complete all sections/questions and return the completed form to the address on the front cover.

YOUR NAME:
BUSINESS NAME:
SOLE TRADER/PARTNERSHIP/COMPANY:
ABN/ACN:
ENTRY CRITERIA
1. <u>Business Product and Information:</u> <ul style="list-style-type: none">a. Is your business innovative? Please describe.b. Are you a new business, or a business which is small, but established and wishes to grow?c. What is your business?d. What is your product?e. Is your product a commercial product that will generate an income?f. Why do you need the services of the Innovation Centre?g. When do you anticipate your product reaching the market?h. Will your product create jobs?i. Is your product technically feasible – will it work?j. Do you see your business developing in terms of employment, export, investment, innovation and growth revenue?k. Do you see any possible synergies with the CHEC community?
2. <u>The Financial Viability of Your Business</u> <ul style="list-style-type: none">a. Do you have the ability to pay rent and utility charges (telephone/electricity)?b. Can you pay for your business operating costs?
3. <u>Business Entrepreneurial Skills and Abilities</u> <ul style="list-style-type: none">a. Do you believe you have the basic skills to make the proposed business a success?

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| <ul style="list-style-type: none">b. Do you have any gaps in your skills? If so, what are they?c. Are you clear why you wish to locate at the Innovation Centre?d. What are your expectations of the Innovation Centre? |
| 4. <u>Business Strategies Commitment</u> |
| Would you be open to taking advice and participating in the Innovation Centre's community? |
| 5. <u>Any other relevant information about your business</u> |

NOTES ON THE PROCESS

- *Before admitting companies, personal references and a credit check may be sought.*
- *A basic 'due diligence' process will run alongside the selection process. This will particularly seek to assess the viability of the proposed business or technology, and may call upon expert advice.*
- *Finally, the selection process aims to assist with the identification of the clients' development needs, and to establish milestones for key actions.*
- *The Coffs Harbour Technology Park Board in considering applications will assess the 'fit' of the proposed business in the educational environment of the Campus.*