



Laidley Business Incubator Expression of Interest

130 Patrick St Laidley



Lockyer Valley Regional Council
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Before completing an expression of interest, please ensure you have read this document and the information pack thoroughly

The Laidley Business Incubator, located at Neilsen's Place, is an environment where new business can trade and test the market in a supported environment with flexible licensing arrangements.

How does Council select business proposals?

Applications are assessed against a variety of factors and criteria administered by a steering group within Lockyer Valley Regional Council. Assessments include the ability to attract customers, the variety of retail offering within the space and each business proponent's preparedness to commence trading.

Council is looking for proposals and/or applicants with a start-up or early stage business proposal taking into consideration the existing retail mix in Laidley when assessing proposals. Proposals which are deemed to have a potentially negative impact on existing businesses will still be assessed with serious consideration given to the probable impact.

Council will not consider business proposals based around the sale and service of food and/or alcohol for consumption on the premises, food tasting and sampling of products is encouraged and permitted. Applicants already renting commercial premises in the Lockyer Valley and which would involve relocating from an existing commercial space to a subsidised area are ineligible.

Participant budget expectations

As with any business, there are a number of costs you will be required to cover to successfully operate as well as a commitment of your own time. Things to consider in your budgeting include:

- occupancy licence fees;
- contribution to utilities e.g. water, electricity etc;
- public liability insurance;
- contents and business insurance appropriate for your proposal;
- workers compensation insurance, if applicable;
- set up costs applicable including fit-out and stock;
- marketing and promotions; and
- anything else you require to operate your business

Council is not responsible for the management, success or failure of your business, nor will Council be liable for any loss or damage to your property for any reason.

Public liability insurance

You will be required to have your own public liability insurance with a reputable insurer covering the use of the licence area to the amount of \$20 million and provide a Certificate of Currency to Council



Expression of Interest

Section A

Contact person:

Contact numbers:

mobile:

business hours:

after hours:

Postal address:

Email:

Do you have a current business? Yes No (If no, go to section B)

If yes, current trading name:

How long have you been in business?

What type of business is this?

Your business structure:

Sole trader

Partnership

Company

Registered trading name:

Australian Business Number:

Website:

Facebook page:

Section B: Business proposal summary

Proposal working title:

Please give a brief description of your business proposal.



Have you run this business, or similar businesses before?

Section C: Business proposal detail

Space / special requirements – What size space do you estimate you require? Do you have any other specific requirements? Please note incubator spaces are approximately 3x3m or 3x6m

Planning – Do you have a business plan or operations plan? Have you had any business training? If so, what? Please attach any documents as necessary. A Business plan template is available from <https://www.business.qld.gov.au/business/starting/business-planning/business-planning-kit>



Budget – As with any business there will be additional costs to cover, such as set up costs and appropriate insurances. Are you confident you can do this? Please include evidence of public liability insurance or intent to obtain a policy

Continued use – Are you looking to develop your business proposal in to a self-sustaining business? i.e. Do you see yourself taking on a commercial lease in the future?

Please list any supporting documentation (optional/if applicable)

- CV / Bio (1 page)
- Business Plan
- Letters of support/personal references (up to two)
- Images (max 5)
- Media (max 5)
- Business references



Disclaimer

Lockyer Valley Regional Council respects your privacy and will not publicly release any confidential information which you provide to us. Please take the time to respond to the following statements:

I am happy for Lockyer Valley Regional Council to publicise my idea for a business in Section B in order to promote the Laidley Business Incubator. Yes No

I would prefer that Lockyer Valley Regional Council keep my proposal quiet for now.

Yes No

If your proposal is approved, are you happy to sign a release that any images taken of your business can be used for marketing purposes?. Yes No

Are you able/willing to attend an interview to discuss your business proposal in further detail with the Laidley Business Incubator Steering Group? Yes No

Council is not liable for any costs incurred by the applicant in relation to your proposal/business. Council is not responsible for the management or success/failure of any business.

Signature

Print Name

Date

How to submit your expression of interest:

By email:

Please scan all supporting documents and return with this form via email to regionaldevelopment@lvrc.qld.gov.au

Who do I contact with any questions:

Helen McCraw

Senior Economic Development Coordinator

Phone 5466 3505

Email regionaldevelopment@lvrc.qld.gov.au

Lockyer Valley Regional Council is collecting your personal information so that we can assess your application for the Laidley Business Incubator. We will not disclose your personal information outside of Council unless we are required by law or you have given your consent. Information provided in and with this application may be disclosed publicly under the Right to Information Act 2009. By completing and signing this form and returning it to Council, we will consider that you have given us your consent to manage your personal information in the manner described in Council's Privacy Statement and this collection notice.