

# Joondalup Business Incubator

✉ PO Box 1200 Joondalup DC WA 6919

15 Barron Parade, JOONDALUP WA 6027

☎ (08) 9300 2765 Fax (08) 9300 2038 E mail: bizinc@westnet.com.au

ABN 68 472 694 368

## APPLICATION FOR OFFICE SPACE

(Private and Confidential)

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

MOBILE \_\_\_\_\_ EMAIL \_\_\_\_\_

Registered Business/ Company Name \_\_\_\_\_

Date of Registration \_\_\_\_\_ Registration Number \_\_\_\_\_

ABN Number \_\_\_\_\_

Proposed Product/ Service \_\_\_\_\_

Brief Description \_\_\_\_\_

1. **Do you have a Business Plan?** Yes  No

If yes, please attach a copy to your application.

2. **Is this a new business enterprise?** Yes  No

3. **If not new, how long have you been trading?** \_\_\_\_\_ months \_\_\_\_\_ years

4. **Will you be the active Principal in the Business?** Yes  No

5. **Briefly describe what training you have completed within the past 12 months?**

\_\_\_\_\_  
\_\_\_\_\_

6. **What specific training would you be interested in during the next 12 months?**

\_\_\_\_\_  
\_\_\_\_\_

7. **Do you have a cash flow budget for the next 12 months?** Yes  No

8. **Have you considered the effect Incubator rentals will have on your cash flow?**

9. **What provisions have you made (or do you have) to meet rental costs?**

---

---

10. **What are your essential tools of trade?**

---

---

11. **Do you propose to store these at the Incubator?** Yes  No

12. **Have any of the individual parties to this application been bankrupt or associated with a legal entity put under administration, receivership or liquidation?**

Yes  No

13. **Any other comments you wish to make in support of your application?**

---

---

---

---

**Please attach a National Police Certificate for the business Principal(s)**  
(Application forms are available from Police Stations or [www.police.wa.gov.au](http://www.police.wa.gov.au))

**Please provide 2 business referees:**

i. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

ii. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please provide 2 personal referees:**

i. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

ii. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## **DECLARATION**

I have read and understand the “Tenant Eligibility Guidelines” and the above information is true and correct.

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

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