

Creative Spaces - Collins Street Studios

GUIDELINES (OFFICES)

The City of Melbourne respectfully acknowledges the Traditional Owners of the land we govern, the Wurundjeri Woi-wurrung and Bunurong Boon Wurrung peoples of the Eastern Kulin and pays respect to their Elders past, present and emerging.

We acknowledge and honour the unbroken spiritual, cultural and political connection the Wurundjeri, Bunurong, Dja Dja Wurrung, Taungurung and Wadawurrung peoples of the Eastern Kulin have to this unique place for more than 2000 generations.

We are committed to our reconciliation journey, because at its heart, reconciliation is about strengthening relationships between Aboriginal and non-Aboriginal peoples, for the benefit of all Victorians.

Collins Street Studios is supported through the Melbourne City Revitalisation Fund – a \$200 million partnership of the Victorian Government and the City of Melbourne.

Collins Street Studios is supported by the Victorian Government through Creative Victoria.



Introduction

Operating since 2008, Creative Spaces is a City of Melbourne program providing affordable work and exhibition space and soft infrastructure via the Creative Spaces website. Currently supporting hundreds of artists and creative organisations, the program has a strong reputation and is seen as a leader in creative space provision. It partners with government and the private sector to identify, secure, develop and manage space across the municipality for creative use.

Located on Level 3 at 271 Collins Street, Collins Street Studios presents a rare opportunity to co-locate your practice within a bustling hub that will host over 100 central city creatives and provide a platform for collaboration, the sharing of ideas, resources and skills. The project has converted 1125m² of vacant open plan office space into a diverse collection of spaces for creative sector organisations and practitioners whose work is suited to an office environment.

A unique transformation of an above street level floor within a central city office building, Collins Street Studios includes street frontages to Collins Street, Flinders Lane and Centre Place.

The main building fronting Collins Street was originally constructed in 1929 and is privately owned. Formerly the NAB headquarters during the early years of Melbourne's development, the property has since undergone an internal refit and is universally accessible.

Suitability

Creative Spaces encourages creative businesses, organisations and practitioners whose work is desk or office based to apply. As an office space, this opportunity will not suit public facing organisations such as galleries, or artists that require wet workspaces or have hard arts practices.

Applicants are advised to refer to the assessment criteria on page 9 of this document before submitting. All applications are assessed individually on their merits by an assessment panel.

Licences

Office applicants will commence on a multi-year licence. **

City of Melbourne has signed a 10-year Head Lease for the premises, with a market review in 2028.

In line with the Head Lease, licence fees will increase each year as outlined in the table below.

Table of % licence fee increases by year:

2025, 2026, 2027	4% each year
2028	Maximum 10%
2029, 2030, 2031, 2032	4% each year

** No licence term will exceed 30 June 2028, allowing for the scheduled rent review.

Creative Spaces' mission is to provide more affordable creative space and is a not-for-profit program.

Key licence inclusions

- Permitted use of Collins Street Studios is for offices and workspaces only. Retail trade is not permitted.
- Normal business hours are 8am-6pm Monday to Friday.
- The building is accessible to licensees outside of normal business hours; however City of Melbourne reserves the right to restrict access.
- There is no public access to the building. Guests are permitted to visit within the normal conduct of business; however they must be accompanied by a licensee.
- Children must be accompanied by an adult at all times.
- No pets are allowed on the premises at any time with the exception of certified assistance animals.
- Licensees must obtain their own Public Liability Insurance (PLI) to the sum of \$20 million.
- Licensees are required to pay a security deposit equivalent to one months' licence fee, inclusive of GST.
- The licensee must promptly repair any damage to the licensed area, or any part of the building caused or contributed to by the licensee.
- The licensee acknowledges and agrees that the licensor or its agent have the right to enter the licensed area at any time on giving to the licensee reasonable notice to inspect, carry out works, access and service its own equipment and do any other thing as required.
- Licensees must obtain written approval from the Creative Spaces Building Manager to make any modifications or alterations to the licensed area.
- Licensees may vacate the licensed area before the end of the licence term by giving three (3) calendar months' notice in writing, following a minimum occupation of 12 months.
- The licence fee is invoiced on a monthly basis.
- The licensee must keep the licensed area in good repair and condition.
- The licensee must apply and be approved for a new licence at the end of the licence term.
- Licensees are required to use the licensed area two to three times per week on average during the Term.
- All licensees are required to complete an online training module for building evacuation.
- Licensees must have all electrical items tested and tagged by a qualified supplier.
- Licences are subject to the same terms and conditions as the Head Lease.
- Applicable only to Office 2: In the event of a fire, an additional fire exit will be provided via Office 1. Creative Spaces will provide fire safety and induction training.

About the space

Several opportunities exist to take up a licence within Collins Street Studios with various sized spaces and rental rates to appeal to a diversity of groups from the creative sector.

A warm shell fit out of all spaces is provided. Collins Street Studios' offices and studios are ready to use including floor and wall finishes, lighting, HVAC - heating, ventilation and air conditioning, Wi-Fi, perimeter power and data points. This does not include furniture or other fixtures or fittings.

In order to position affordable space within this central city location, Creative Spaces has established varied rental rates.

Council rates, land tax, cleaning of the common areas, water, waste disposal, body corporate fees, directional signage, Wi-Fi internet and the general maintenance and management of the site will be provided by Creative Spaces.

Internet requirements that exceed the base offering will be at the cost of the licensee.

Subsequent to the monthly licence fee, an additional cost proportionate to the licensed area will be charged for power usage. Common areas will be furnished; however offices and studios are to be furnished at the licensee's expense.

Site visits

It is a requirement to attend a site visit to inspect the premises prior to submitting an application.

To arrange a visit, please email creativespaces@melbourne.vic.gov.au

Site information

Permitted use	Offices and workspaces.
Business hours	Monday to Friday 8am-6pm excluding weekends and public holidays.
Loading bay	The site has a loading bay with access from Flinders Lane. All deliveries are to be coordinated with the Creative Spaces Building Manager.
Heritage	There is a heritage listing on the building. Some spaces on Level 3 (Office 2) hold heritage significance and therefore cannot be altered including affixing to walls etc. These spaces incorporate a former bank board room and adjoining wood panelled offices.
Bicycle racks	Available in the building's basement.

End of trip facility	An end of trip facility that includes showers and change rooms is available on Level 8 for use during business hours. The facility includes one all gender/universal access shower and toilet.
Heating, Ventilation and Air Conditioning (HVAC)	HVAC is automated for operation during business hours only. HVAC can be programmed outside of business hours by providing at least two days' notice to Creative Spaces and will incur a charge to the licensee of \$50/hour ex GST.
Car parking	There is no onsite car parking allocation for licensees. Both street parking and dedicated multi story car parking options are available in the CBD.
Public meetings	There is no public access to the building. Events open to the general public are not permitted. Guests are permitted to visit within the normal conduct of business (eg. meetings), however will not be granted access unless accompanied by a licensee.
Waste management	Licensees are responsible for the removal and disposal of all waste from the licensed areas. There are general and cardboard waste disposal points located in the basement.

Applying as a group

Creative Spaces supports expressions of interest from organisations, businesses and individuals working in partnership who may wish to share a space. In this instance, one application with all parties' details is to be submitted.

Sustainable practice

Applicants are encouraged to use resources wisely in the creation and delivery of their work. Successful applicants are expected to have a demonstrable commitment to sustainable practices. Further information and ideas can be found in the environmentally sustainable practices [fact sheet](#).

How to apply

- Read the guidelines and assessment criteria thoroughly and preview the application form.
- Contact Creative Spaces at creativespaces@melbourne.vic.gov.au to arrange a site visit or with any queries.
- Allow ample time to plan, gather support material and to draft your application (save as you go).
- Complete and submit an online application through SmartyGrants by the closing date. Late applications will not be accepted.

Assessment process

- Applications are assessed by a City of Melbourne panel.
- Unsuccessful applicants are eligible to re-apply in future rounds.
- Applications are kept confidential, and the contents will not be disclosed to any person outside the application and assessment process.
- The City of Melbourne does not seek to correct errors in applications or supporting material. Applications are assessed as they have been submitted.
- The City of Melbourne reserves the right to request further information in considering any application, as well as the right to reject any application that is ineligible or does not meet the assessment criteria.
- All applicants will be notified of the result of their application via email.

Assessment criteria

Experience and Outcomes 25%
<ul style="list-style-type: none">• Overview of your creative organisation/practice• How you will use the space• Experience in delivering your vision / mission to date• Capacity to deliver your vision / mission
Creative Sector and Local Engagement 35%
<ul style="list-style-type: none">• How your organisation, business or practice engages with the sector• Awards and achievements• Audience engagement• Why you make a great addition to the city's creative industry• Your interest in working in the CBD
Financial Capacity 20%
<ul style="list-style-type: none">• Current rent per annum• Financial capacity to commit to the licence

Organisational Compliance 20%

- OHS policy details (if applicable)
- Dangerous goods or hazardous substances (if applicable)
- Working with children (if applicable)

Interpreter and translation services

Our multilingual information telephone service provides access to translators and information in different languages.

Accessibility for applicants with disability

Applicants with disability are encouraged to contact staff to discuss any specific needs or additional support that may be required to complete and submit an application.

If you are deaf, hearing-impaired or speech-impaired contact us via the National Relay Service on 133 677 (ask for 03 9658 9658).

Technical assistance

Refer to the Help Guide for SmartyGrants technical assistance. The SmartyGrants support desk is open 9am-5pm Monday to Friday on 03 9320 6888 or by email service@smartygrants.com.au.

Disclaimer

Please note that we reserve the right to update and modify the content within this guideline at any time without prior notice. While we strive to provide accurate and up-to-date information, it is advised to regularly check for any updates or revisions to ensure you have the most current version.