

# Office Space Application Form

Please select which size office you require:

11sqm  15sqm  20sqm  30sqm

## Personal Details

First Name:

Last Name:

Address:

Mobile:

Email:

## Business Details

Business Name:

Product/Service offered:

Is the Business Name registered?  Yes  No If yes, date of registration:

Business Structure:  Sole Trader  Partnership  Pty Ltd  Other: Australian

If more than one owner, please list names:

Is this a new business enterprise?  Yes  No

If no, how long have you been trading? \_\_\_\_\_ months \_\_\_\_\_ years

How many staff members do you currently have? (include yourself) \_\_\_\_\_

Do you require any licenses or permits to operate your business?  Yes  No If yes, what are they?

Is your business involved in any legal proceedings or aware of any legal proceedings which may impact on the business? If so, please provide details.

## Background & Experience

Is this your first business?  Yes  No

If yes, please detail:

Do you have any formal qualifications?  Yes  No

### Equipment & Materials

What are your essential tools of trade?

Do you propose to store these  
Items at the Centre?  Yes  No

Are any of these considered  
Hazardous?  Yes  No

### Finance

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  
If yes, please provide detail:

(A satisfactory credit reference may be a condition of approval)

What is the biggest challenge you are currently facing in your business?

### References

Please provide names, firms and contact details of persons who may be directly contacted for references.

1. Name:

Mobile:

Relationship:

2. Name:

Mobile:

Business:

Relationship:

### Declaration

The above information is true and correct.

Signed:

Date:

Print Name:

### Checklist

- Business Registration
- 6-month Profit & Loss
- Current Balance Sheet
- 12-month Cashflow
- Public Liability Insurance
- Application Form
- Audited Financial Statement

Please submit your Application Form and  
supporting documents to  
**admin@stirlingbusiness.asn.au**