

Expression of Interest

City of Darwin invites Expressions of Interest for the future use of Tenancy 2, 18 Bauhinia St Nightcliff NT 0810, within the Nightcliff Community Centre.

Submission deadline: 2:00pm ACST on Friday 23rd October 2026

Submissions can be made directly to the City of Darwin Tender Portal www.tenderlink.com.au



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Introduction

An office space has recently become vacant at Tenancy 2, 18 Bauhinia Street, Nightcliff within the Nightcliff Community Centre and an Expression of Interest is now open for potential tenants. There are twelve businesses already operating at the Nightcliff Community Centre and this is a unique opportunity to become part of an established community hub where you will benefit from proximity to community and groups.

The Centre is located within an established residential area and in close proximity to schools, parks and local services. It is accessible by public transport, with four bus stops within walking distance servicing Routes 4 and 19.

Further information on Nightcliff's demographics, liveability, accessibility and neighbourhood characteristics can be accessed through City of Darwin's Liveability Data Platform: [Explore Darwin Neighbourhoods — Data Insights Platform](#).

In accordance with City of Darwin's Property Leasing and Licensing Policy, eligible community organisations may be considered for a rental subsidy.

Property Features:

- Air-conditioned office space of 20m² for lease.
- Wi-Fi available.
- On-site parking including eighteen (18) car spaces and three (3) accessible bays.
- Access to shared common areas, including toilets, a small kitchenette, equipped with electric hot water urn, fridge and microwave, as well as a small playground area.
- Two meeting rooms available for hire.

General Conditions

Purpose of Expression of Interest

The City of Darwin invites you to submit an Expression of Interest for the future use of the office tenancy. Uses including community, health, education, social service activities, are likely to be well suited to the site. It is your responsibility to ensure that the proposed future use is in accordance with zoning requirements.

How to prepare your submission

1. Carefully read all parts of this document
2. Complete the Submission (–at the end of this EOI) and attach any supporting documents
3. Lodge your Submission. The submission must be received by City of Darwin by 2:00pm ACST on Friday 23rd October 2026.
4. The submission is to be lodged via the City of Darwin Tender Portal www.tenderlink.com.au
5. Register for the mandatory inspection of the property.
6. Review Criteria for Subsidy (Annexure A) if applicable.

Contact person

Name: Robyn Wittwer, Manager Property Portfolio

Telephone: 08 8930 0630

Email: property@darwin.nt.gov.au

Process for considering submissions

Upon receipt of the submission, City of Darwin will contact the applicant to notify of the date of the mandatory property inspection.

Following the close of the submission period, City of Darwin may seek further information and supporting documentation from selected applicants.

Factors considered in the review of submission

The assessment and allocation of the tenancy will be undertaken in accordance with City of Darwin's Property Leasing and Licensing Policy, available on the City of Darwin website and at the end of this EOI.

In reviewing the submissions, City of Darwin will consider response to the Assessment criteria detailed below in the Applicants Submission section.

Legislative requirements

- *Northern Territory Local Government Act 2019*
- Northern Territory Regulations
- City of Darwin By-Laws
- Lodgement of submissions and delivery method
- *Building Act 1993 Northern Territory*
- Building Regulations 1993 Northern Territory
- *Law of Property Act 2000*
- *Planning Act 1999*
- Planning Regulations 2000

Submissions

The submission must be received by City of Darwin by **2:00pm ACST on Friday 23rd October 2026**.

The submission is to be lodged via the City of Darwin at the Tender Portal www.tenderlink.com.au.

Rejection of submissions

City of Darwin may not review a submission which is received after the deadline or is not received via one of the methods listed above.

Disclosure of information

Documents and other information relevant to any contract may be disclosed when required by law under the *Freedom of Information Act 1992* or under a Court Order.

Submission validity period

All submissions must remain valid for a minimum period of six months from the closing date.

Ownership of submissions

All documents, materials, articles and information submitted by the applicant will become the property of City of Darwin on submission, provided that the applicant shall be entitled to retain copyright and other intellectual property rights therein.

Canvassing of officials

Any applicant making a submission, or agent acting on their behalf, canvassing the Lord Mayor, Councillors or City of Darwin staff with respect to the preparation, lodgement or assessment of their submission shall have that Expression of Interest automatically disqualified and rejected.

Identity of the applicant

The identity of the applicant is fundamental to City of Darwin. The applicant shall be the person, persons, organisation, corporation or corporations named as the applicant in the Applicants Submission and who's execution appears in the Applicants submission of this Expression of Interest.

Property details

The property is located within the Nightcliff Community Centre at Tenancy 2, (Lot 9340) 18 Bauhinia Street Nightcliff NT 0810 – see floor plan below showing tenancy marked in red.

Office area: 20m²

Please visit the following link which contains further information on the Nightcliff Community Centre, including the facilities and amenities available to tenants and visitors, such as meeting rooms that can be hired and shared facilities.

<https://www.darwin.nt.gov.au/community/community-facilities/nightcliff-community-centre>

Rent and Outgoings

Rental fees will be based on market rent, as determined by an independent certified valuer. Market rental valuations are undertaken every five years, or as otherwise required by City of Darwin, and are used to determine fees for City of Darwin properties. Rent will be reviewed annually on the anniversary of the commencement date in accordance with the Consumer Price Index (CPI), except where a market rent review is undertaken.

Rental Subsidy

In accordance with City of Darwin's Property Leasing and Licensing Policy, eligible community organisations may apply for a rental subsidy.

Assessment of any rental subsidy application will occur following the completion of the Expression of Interest process and identification of the preferred applicant.

Services Fee

City of Darwin will maintain electricity and water connections to the site and provide a range of shared services. A Services Fee applies to tenants to recover these costs. The current fee is \$2,000 per annum

(excluding GST), subject to annual review and adjustment in accordance with CPI increases and City of Darwin requirements.



Fig 1: Nightcliff Community Centre, located at 18 Bauhinia Street, Nightcliff NT 0810. **The office space subject to this Expression of Interest (Tenancy 2) is located within the Centre.**

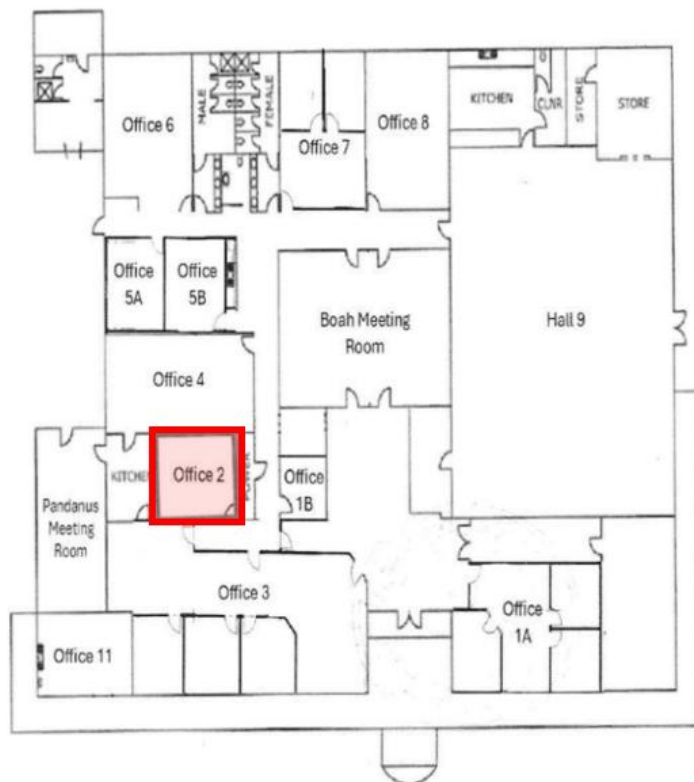


Fig 2: Nightcliff Community Centre, located at 18 Bauhinia Street, Nightcliff NT 0810. **The office space subject to this Expression of Interest (Tenancy 2) is located within the Centre.**

Site restrictions

The land is zoned Community Purpose under the NT Planning Scheme 2020. For a definition, see the NT Planning Scheme, accessible on the Northern Territory Government's website.

Respondents are responsible for ensuring their proposed use complies with the requirements of the zone and all other relevant planning provisions.

Property condition

The site comprises of one vacant office style property within the Nightcliff Community Centre. The property is ready for the prospective tenant to make their own space.



Fig 3: External view and entrance to tenancy

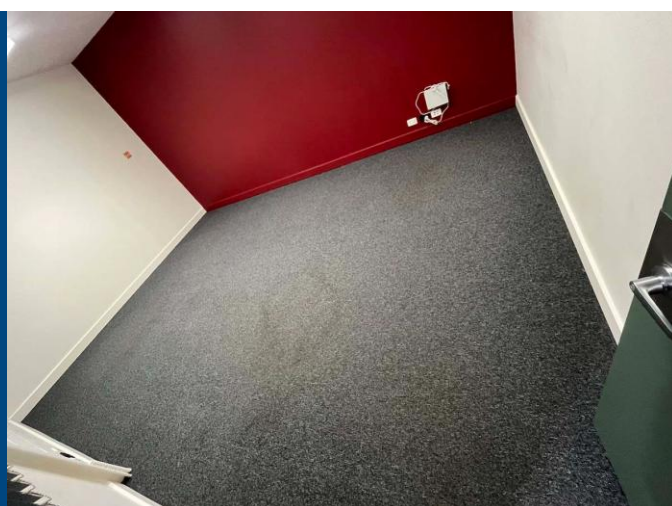


Fig 4: Internal view of tenancy



Fig 5: Internal view of tenancy

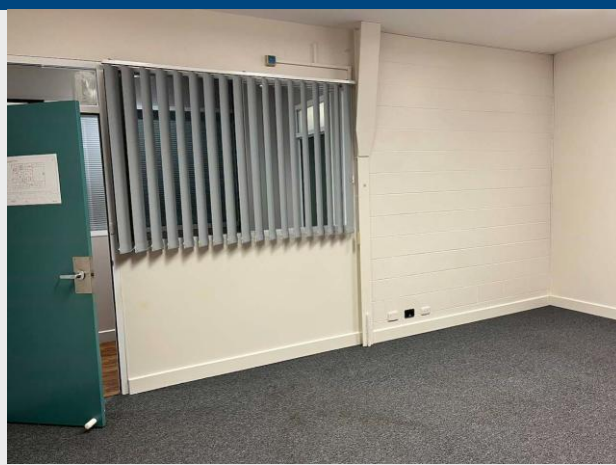


Fig 6: Internal view of tenancy

Property inspection

Anyone intending to make a submission **is requested to register for a mandatory inspection** of the property with the City of Darwin Property team. Inspections will be held on set dates. Dates will be disclosed to Applicants following submission.

Applicants submission

RESPONSE FORM - REF: Tenancy 2, 18 Bauhinia Street Nightcliff NT 0810

Please complete, sign, and return to City of Darwin. Please attach any supporting information.

Submissions to be lodged at the City of Darwin Tender Portal www.tenderlink.com.au.

I/We (Registered Entity Name): (BLOCK LETTERS)			
of: (REGISTERED STREET ADDRESS)			
ABN (if any):		ACN (if any):	
Telephone No:		Facsimile No:	
E-mail:			
Contact Person:			
Proposed Use			
I/We agree that I am/we are bound by and will comply with this submission and its associated attachments			
I/We agree that there will be no cost payable by City of Darwin towards the preparation or submission of this submission, irrespective of its outcome.			
I/We agree to attend mandatory inspection of the property required by City of Darwin .			
This submission is true and correct to the best of my/our knowledge.			
Dated this:		day of:	2026
Signature of authorised signatory			
Name of authorized signatory: (BLOCK LETTERS)			
Position:			
Telephone number:			

Authorised signatory postal address:	
Email address:	

Applicants will be assessed against the criteria contained within section 3.3 of the City of Darwin Property Leasing and Licensing Policy. Each assessment criterion will be scored on a scale of 0 to 5. Please provide a response addressing each criterion.

		•
		•
		•
		•

- Alignment with City of Darwin's Strategic Plan 2030
- Social and community benefit, please include detail of:
 - Use of any local subcontractors/staff or First Nations organisations/staff.
 - Percentage or value provided to local businesses or community organisations.
- Innovation and creativity
- Fit with the local area
- Operational management capability, pls include:
 - References
 - Annual reports
 - Governance and organisational capacity
 - Please attach financial evidence or letter from accountant to demonstrate financial fitness.
- Sustainability
- Commercial return (Any costs or revenue proposed for City of Darwin)
- Economic impact
- Proposed term (length)

- Proposed contribution, including capital upgrades and maintenance responsibilities
- Note: Not all criteria may be applicable to every applicant. Applicants should address those criteria relevant to their proposed use and occupancy arrangement.

Property leasing and licensing

Policy No. 6340.100.E.R

1 Purpose

The purpose of this policy is to outline the guiding principles and statements that inform the negotiating position of City of Darwin as new leases or licenses are entered into with organisations using City of Darwin owned or managed property.

The aim of this policy is to ensure properties are allocated to organisations fairly and consistently to meet community needs and to support the use of properties in alignment with City of Darwin strategies.

2 Scope

This policy applies to the leasing and licensing of City of Darwin owned and managed property.

This Policy applies to any form of contract which legally binds, or potentially legally binds, City of Darwin such as:

- formal contracts
- heads of agreement
- in principle agreement
- options to purchase
- leases.

3 Policy statement

City of Darwin owns and manages a diverse portfolio of properties for community and commercial uses.

Leases or licenses are entered into with a variety of organisations ranging from small community groups and sporting clubs to commercial businesses.

Leases and licences are offered through an open market system to protect the integrity and probity of the process. In some cases, an alternative process may be used.

City of Darwin properties are divided into two categories - Community and Commercial.

The following table details the commercial, and community properties currently owned by City of Darwin.

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Responsible Officer: General Manager Innovation

Electronic version current. Uncontrolled copy valid only at time of printing.

Property use	Property type	
	Community	Commercial
Childcare centres	X	
Community centres	X	
Community gardens	X	
Community markets	X	
Entertainment centre	X	
Commercial hospitality		X
Incorporated association centre of operation	X	
Land	X	X
Commercial retail	X	X
Sport & recreational facilities	X	

3.1 Eligibility

City of Darwin will only enter into a lease or licence agreement with an entity that is:

- an incorporated association
- an individual or organisation auspiced by an incorporated association or organisation with an Australian Business Number (ABN)
- an individual or organisation with an Australian Business Number (ABN).

City of Darwin will not enter into a lease or licence agreement with entities:

- involved in illicit or inappropriate activities
- involved in any regulatory or legal matter involving City of Darwin
- who are political parties or affiliates
- gambling products or services
- involved in advertising or behaviours, conduct, services and/or products that are inconsistent with City of Darwin's values and strategic directions, or may adversely affect City of Darwin's public image or reputation
- in administration or liquidation, or those that are insolvent or bankrupt.

3.2 Alternative process

An alternative process will be considered where:

- the total cost of the public process will exceed the expected community benefit
- leasing to a government authority or utility provider for essential infrastructure

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- where it is an approved unsolicited proposal
- where a unique service/offering is provided that supports City of Darwin strategies.

Where an alternative process is undertaken, City of Darwin will negotiate directly with relevant entities.

3.3 Assessment criteria

Prospective tenants must submit a written application for the property addressing the below assessment criteria:

Criteria	Community	Commercial
Alignment to City of Darwin's Strategic Plan	X	X
Social and community benefit	X	
Innovation & creativity	X	X
Fit with the local area	X	X
Operational management capability	X	X
Sustainability	X	X
Commercial return		X
Economic impact		X
The proposed term (length)	X	X
The proposed contribution including capital upgrades and maintenance responsibilities	X	X
Risk profile	X	X

Applications will be assessed against each criterion, and each criterion is scored between 0 – 5. If multiple applications are received, the applicant with the highest score will be offered a lease or licence first. Should they not wish to proceed, a lease or licence will be offered to the applicant with the next-highest score.

3.4 Rent

A certified valuer will be engaged to determine market rental values every five years or as required by City of Darwin. Market rent valuations will be used to determine fees for City of Darwin properties.

Commercial tenants are responsible for 100% of commercial terms and market value.

To seek a rental subsidy, community organisations must provide evidence of the following standards on application:

- good governance
- maintenance obligation

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- intended use of the facility
- social inclusion.

Community tenants will also be asked to provide annual general meeting reports and minutes including audited financial reports each year to maintain the subsidy.

All tenants are required to pay a contribution towards utilities.

4 Definitions

Childcare centre means a property that provides childcare services in a specially built or adapted property

Commercial means a property that is used for selling goods or providing services for money rather than community use.

Commercial property means a property that provides financial return and income where rents and returns are set in line with market valuations for the property.

Community property means a property that responds to a community need and where rents are below market on the basis that the property supports a purpose.

Entertainment centre means a property that responds to a community need in an entertainment capacity where rents are below market on the basis that the property supports a purpose.

Facility/facilities means a building, amenity or piece of equipment on City of Darwin land provided for a particular purpose.

Land means any land owned by or in City of Darwin's interest.

Lease means an agreement for exclusive use specifying the conditions under which a lessor (City of Darwin) accepts to let out a property to be used by a lessee.

Licence means an agreement specifying for non-exclusive use specifying the conditions under which a licensee (City of Darwin) accepts to licence out a property to be used by a licensee.

Property/properties means 'Real Property' which encompasses City of Darwin's interest in land and fixtures or structures upon the land.

Real property means a property consisting of land or buildings.

Sport & recreational facilities means building or amenity used by sporting or active recreation organisations to support their activities on City of Darwin land.

Tenant means an organisation or individual that leases or licenses City of Darwin owned Property, Land or Facility.

Unsolicited proposal means a proposal that is defined as an unsolicited proposal in the Unsolicited Proposal Policy and the Unsolicited Proposals Procedure.

5 Legislative references

Local Government Act 2019 (NT)

Business Tenancies (Fair Dealings) Act 2003 (NT)

6 Procedures / related documents

0088.100.E.R Unsolicited Proposals Policy

7 Responsibility / application

The General Manager Innovation is responsible for implementation and review of this policy.

All relevant City of Darwin employees are responsible for ensuring that they understand and adhere to this policy.

This policy will be reviewed every four years or as required.

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