



PROJECT INFORMATION SHEET AND CRITERIA

About Space is a short term programme to fill empty storefronts in the Hutt CBD. The licence agreement is based on accessing property on a rolling 30 day term, with the ability to extend for a second 30 day term per project, unless the property owner has the opportunity to lease the space to a commercial entity, which the applicant will be given a 10 day notice to vacate.

Each project applicant will be held to a set of criteria based on the list below, but realise there are always exception to the rules, so a project may qualify providing there is an available space.

Criteria for acceptance into About Space Programme

Projects will add life to the CBD landscape	Project is ready to go
It is unique and local	It is an on-going activity
It has a high degree of professionalism	It does not compete directly with existing CBD businesses

Each application will be assessed on the merits listed above. Once a project is approved a suitable space is matched to the project and the licence agreement will need to be signed and any fees or rents negotiated in advance of setting up the project.

It is a requirement to enter into the licence agreement with the property owner for a 30 day term, there is a possibility to extend on that, if both parties are in agreement. Keep in mind that all spaces available for the About Space Programme are done so on the stipulation that if the building is sold, or the space is leased in a long term lease the applicant will have to vacate in ten days or at the end of the licence agreement, as agreed to by the property owner. Access to the space by the owner and all of their associates ie: real estate agents and potential leasers to show/view the space must be made by the participant(s).

The successful applicant will be required to keep the space neat and tidy, both inside and outside, especially at the end of term. Every project will have a set of data that needs to be collected for reporting back to council.