

STEP

1

FINDING THE RIGHT PREMISES TO LEASE



OPEN

**Now you've read
a brief overview
of the 10 steps
required to set up
a shop, it's time to
start Step 1 with
your first activity:
finding a home for
your shop.**

The comprehensive *Tenancy Inspection Checklist* in this section will help you find out many details about the property that can affect the cost of setting up your shop.

What might seem like a small item that's not included in your lease or tenancy may end up costing you a lot of money down the track, so it's important to get as much information about what is included as early as possible. This will ensure you can make an informed decision and will help you brief your shopfitter and designer as well, meaning you'll source more accurate quotes.

TOP TIPS FOR PICKING YOUR PREMISES

#1: BRING A FRIEND

It can be really exciting checking out tenancies, so it's a good idea to bring someone with you who can take photos and remind you to use your checklist. Photos are invaluable afterwards as they easily record multiple details, so take as many as you can. They'll help with briefing your designer down the track as well.

#2: CHECK IT OUT MORE THAN ONCE

It can be worth visiting your potential tenancy at different times of the day. You don't need to go into the space with a leasing agent again, but go back to check out the neighbourhood, foot traffic, parking, and neighbouring businesses.

#3: THE LEASING AGENT IS NOT YOUR FRIEND

Remember that the leasing agent you are dealing with has a job to do: convince you to lease the property. They will be selling the property (and their story) to you hard. It can be tricky not to get caught up in the excitement, but it's important that you ask the leasing agent as many questions as you can and run through your checklist thoroughly.

GET HELP

If you're feeling overwhelmed by the details or need help with any aspect of setting up your shop, give us a call on 0424 113 116.

We can do a thorough tenancy inspection for you and provide a report with specific questions for your landlord from only \$800 plus GST.

TENANCY INSPECTION – CHECKLIST

LANDLORD:

ADDRESS:

LEASING AGENT:

INSTRUCTIONS:



Use this checklist when you are looking at a tenancy to see if it suits your needs. Use the notes section at the end to record anything you might forget later. Print a copy out for each tenancy you inspect.



Take lots of photographs in case you don't get a chance to write everything down. And ask the leasing agent for the answers to your questions. Ask lots of questions and write down the answers the leasing agent gives you.

SHOPFRONT

- ☐ Is there good visibility for customers?
- ☐ Is there signage, in place or available? ☐ Any special landlord requirements?
- ☐ Is there room for promotional signage (specials etc.)?

If you are to build a shopfront, what does the landlord/leasing agent want?
For example: bifolds / opening windows / auto doors / special finishes (e.g. timber) /
are A-frame signs for specials allowed?

- ☐ If there is a shopfront, are the doors intact and operational? ☐ Easy to operate?
- ☐ Do the doors have closers if required?
- ☐ Are they disabled compliant?
- ☐ Are there locks in place? ☐ Are they on a master-key system?

SERVICES

- ☐ Electricity – switchboard size (number of circuits)? ☐ Power supply?
- ☐ Is there an air-conditioning/ heating system? ☐ What capacity / system size?
- ☐ Fire services (e.g. fire hose reels / sprinklers)?
- ☐ Water supply? ☐ Hot water supply? ☐ Or do you install your own?

FLOOR

What is the flooring? ☐ Bare concrete ☐ Existing finish?

What is the condition? ☐ Good ☐ Poor

☐ Any height differences / steps / trip hazards?

CEILING

☐ Is there a ceiling installed? What type? ☐ Plasterboard ☐ Tile

☐ If there is existing lighting, is it sufficient for your needs?

☐ Is there exit signage (at least one running man sign)?

☐ Is there emergency lighting (spitfires or LEDS)?

WALLS

☐ Are the tenancy walls in good condition, ready for painting or other finishes?

☐ Are they full height (if required)?

AMENITIES

☐ Are there toilets for staff & customers? How many? ☐ Compliant for disabled?

☐ Do customers / staff need to go outside to access toilets? ☐ If so, is there weather protection?

☐ Is there customer car parking?

☐ Is there staff car parking?

RUBBISH ROOM & LOADING FACILITIES

☐ Is there a dedicated rubbish area?

☐ Is rubbish removal included in outgoings?

☐ Is the bin room air-conditioned?

☐ Are bins provided?

☐ Is a tap available?

☐ Is there a loading dock? ☐ With rear access to the tenancy?

OTHER NOTES

SPECIAL SECTION FOR FOOD TENANTS

FOR ALL TENANCIES

- ☐ What is the kitchen exhaust provision? ☐ Is there duct work to connect to? ☐ Does it go to the roof?
 - ☐ Are there any special exhaust requirements? ☐ UV ☐ ESP ☐ Other:
 - ☐ Is there make up air for the kitchen exhaust system provided?
 - ☐ Is there an existing kitchen exhaust hood? ☐ Treatment / filters? ☐ Capacity:
 - ☐ Is there gas? ☐ Natural ☐ LPG ☐ Capacity: ☐ Existing meter?
 - ☐ Is there a grease trap? Size: ☐ Shared?
 - ☐ Is grease trap cleaning included in the outgoings?
 - ☐ Are there sufficient toilets for Liquor licence? ☐ Are they shared with other tenants?
 - ☐ Is the tenancy zoned for food usage?
 - ☐ Is the tenancy zoned for a liquor licence?
 - ☐ Is there an outdoor seating area? ☐ Is this council land or owned by the landlord?
 - ☐ Is there an area for delivery drivers to wait?
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FOR TENANCIES WITH AN EXISTING FITOUT

- ☐ Is the kitchen floor suitable: ☐ Slip resistant? ☐ Light colour? ☐ Easily cleaned?
 - ☐ Is the main dining floor suitable? ☐ Any steps or trip hazards?
 - ☐ Are any areas of flooring lifting, damaged etc.?
 - ☐ Are floor wastes in place in the kitchen for mopping?
 - ☐ Is the flooring in the kitchen covered up the walls to aid cleaning?
 - ☐ Is the ceiling in the kitchen smooth and impervious – i.e. painted plasterboard?
 - ☐ Are all gaps sealed with silicon?
 - ☐ Is the flow of the kitchen correct: delivery → prep → serving → washing?
 - ☐ Is there sufficient dry storage?
 - ☐ If there is no exhaust, will you have any equipment using more than 8kw of power?
 - ☐ Is there a dishwasher?
 - ☐ Is there a cleaning cupboard, including area to store mops / brooms?
 - ☐ Is there sufficient bench space for prep and plating?
 - ☐ Is the included equipment adequate for your proposed menu?
 - ☐ Is the equipment compliant (150mm off floor, or on plinths)?
 - ☐ Are sneeze guards adequate?
 - ☐ Is there somewhere for a laptop / business files?
 - ☐ Is there space for staff to leave their bags/jackets?
 - ☐ Are there built-in cold rooms or freezers? ☐ Are they working correctly?
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- ☐ Is there customer furniture included? ☐ Is it suitable for re-use? ☐ Sturdy? ☐ Easily cleaned?
- ☐ Can be re-configured?
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- ☐ If external furniture is included, does it need to be brought in at night? ☐ Is there room inside to store it?
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- ☐ Is pest control up to date?
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- ☐ When did the previous Food Business Licence lapse?
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- ☐ Will the landlord be providing a list of all inclusions, including make & model numbers for all equipment?
If not, list below:

OTHER NOTES