



Occupancy Licence

Our Occupancy Licence is a comprehensive yet highly versatile standard document.

For example, parties can deal with rights over exclusive office spaces, multiple shared areas, and multiple car park areas all in the one document, whilst also dealing with rent, rent reviews, further terms and guarantees. Alternatively, parties may simply deal with only one car park area with a fixed rent.

Feature	Description	
Option to Renew	The Occupancy Licence allows for the Occupant to have the option to continue the licence for a further term.	✓
Rent Reviews	Rent can be reviewed in a number of ways. The Occupancy Licence allows for review in any way the parties mutually agree too, however, rent is usually reviewed in one of the following ways: • Increased by reference to the Consumer Price Index; • Increased by a fixed percentage; and • Increased by a fixed percentage until the commencement of a further term, where rent is reviewed to market and then increased by a percentage from then on.	✓
Easy to use Schedule	The Occupancy Licence utilises a user friendly Schedule for parties to fill in the necessary details in conjunction with a plan to identify key areas subject to the licence.	✓
Permitted Uses	Permitted uses can vary widely for each independent area subject to the licence. Our Occupancy Licence makes it clear to all parties what the permitted use is for each area.	✓
Shared Areas	Shared areas are a common issue when granting licences. The Occupancy Licence allows for shared use for any area. Examples may include: • bathroom facilities; • shared storage areas; and • corridors and kitchens.	✓
Exclusive Areas	Exclusive areas usually include an office space, or car park area. The Occupancy Licence can allow the Occupant to have quiet and uninterrupted enjoyment of the exclusive areas.	✓
Car Parking Areas	Car parking areas are usually dealt with in a separate document. The Occupancy Licence regulates car park areas including issues such as: - speed in the car parking area; • vehicle weight limitations; • delivery of vehicles; and	✓



	guarantee and indemnity granted to the Licensor by the Occupant.	
Expenses & Outgoings	The expenses and outgoings are incurred by the Licensor except for the expenses and outgoings incurred specified in the schedule to be incurred by the Occupant. A standard list can be found in the schedule and modified by the parties.	✓
Guarantor	If the Licensor feels it necessary, a guarantee can be procured by a third party securing the Rent and outgoings and expenses. Alternatively, there may be no guarantor.	✓
Access Times	The access times can be modified in the schedule for each area. For example, the car park area may remain available permanently, whereas office space in a building may close at certain times.	✓
Premium	A premium may be payable by the Occupant to the Licensor as appropriate.	✓
Plans	The Occupancy Licence relies on a plan or set of plans to outline the areas subject to the Occupancy Licence. These can be drafted by the parties or alternately can be drafted by a professional.	✓

What next?

If you would like to speak to someone about obtaining an Occupancy Licence, call us on **1300 654 590** or email us at wehelp@adlvlaw.com.au.

Further information can also be found on our website at www.adlvlaw.com.au.