**Form E2: Application for rent concession**

1. **Purpose of the form**

Please use this form to tell us why you feel the Council should allow you to rent Council accommodation at less than market rent. This will allow us to assess the social value of the service that your organisation provides and the benefits to the Council and residents of letting the property at less than best consideration.

**Please read guidance E2a before completing this form.**

Please note that where a question is marked \* you can leave this blank if you have previously completed and submitted form E3: Application form for community organisations requesting space.

1. **Details of your requirements**

Please complete all sections below and include evidence where requested. Please enclose a copy of your latest financial accounts and your business plan.

|  |  |
| --- | --- |
| **Contact details** | |
| **1** | **Name of organisation/venture:** |
| **2** | **Contact details for lead representative of organisation/venture:**  Name:  Address:  Telephone number(s):  Home:  Work:  Mobile:  Email address: |
| **3** | **Contact details for additional representative of organisation/venture (if applicable):**  Name:  Address:  Telephone number(s):  Home:  Work:  Mobile:  Email address: |
| **About your organisation/venture** | |
| **4** | **Type of organisation/venture (voluntary/community/charity/other)\*** |
|  |
| **5** | **Aims of your organisation/venture\*** |
|  |
| **6** | **Are you a registered charity?** |
| Yes  Please state Charity Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  No |
| **About the service you provide** | |
| **7** | **What do you use/intend to use the accommodation for and what services do you provide?\*** |
|  |
| **8** | **Please explain why you require a rent concession** |
|  |
| **9** | **Please provide evidence of the benefits to the Council and wider community of the Council renting the site to you at less than market rent.** |
|  |
| **10** | **Will the services you offer specifically target/cater for any of the following groups? Please tick if so.** |
| **Elderly people**  **Young people**  **Adults with disabilities**  **Young people with disabilities**  **Other**  **(please state):** |
| **11** | **Please indicate whether you anticipate being able to pay full market rent for the site in future and if so, when. This is to ensure that we have all relevant information about your current and anticipated financial standing.** |
| **Funding** | |
| **12** | **Please provide details of any funding you have secured to support achieving your aims and paying overheads, including rent? (Please include details of organisations you have secured funding from and the amount.)\*** |
| **Cash in bank**  **Grant funding**  **(please state):**  **Other**  **(please state):** |
| **13** | **If you are receiving funding, would you be agreeable to us collecting your rent directly from your funder?** |
| **Yes**  **No**  **Not applicable** |
| **Anything else?** | |
| **14** | **Please use this space to tell us anything else that you think will support your application** |
|  |
| **15** | **Please tick to confirm that you have enclosed a copy of your financial accounts for the most recent financial year**  **Please tick here if not applicable** |
| **16** | **Please tick to confirm that you have enclosed a copy of your current business plan** |
| **17** | **Privacy Notice and Consent:**  [**https://www.walthamforest.gov.uk/content/estate-management-services-privacy-notice**](https://www.walthamforest.gov.uk/content/estate-management-services-privacy-notice)  **I have read the Privacy Notice and I confirm and give consent to The Council to collect, store and process my information as pertaining to assessing my application for a rent concession.** |

1. **Contact Details**

Return the completed form, along with supporting information / documents in the post or via email – contact details below:

Commercial Estate and Investment Team

**Address:** Waltham Forest Town Hall, Forest Rd, London E17 4JF 

**Telephone:** 020 8496 8074/8069

**Email:** [PropertyEnquiries@walthamforest.gov.uk](mailto:PropertyEnquiries@walthamforest.gov.uk)