

Magistrates Building, Town Hall Complex, 1 Farnan Avenue, London E17 4NX

## Form E1: Application to rent/lease Council accommodation (businesses)

### 1. Purpose of the form

Please use this form to tell us your accommodation needs. This will allow us to assess your requirements and check whether we have any suitable accommodation. Please note that your application will be assessed to ensure that your proposal is in line with the Council's corporate priorities and current planning guidance.

**Please read guidance E1a before completing this form.**

### 2. Details of your requirements

Please complete all sections below and include evidence where requested.

Contact details	
<b>1</b>	<b>Name of business:</b>
<b>2</b>	<b>Contact details for lead representative of business:</b>  Name:  Address:   Email address:  Management Position:  Telephone number(s):  Home:  Work:  Mobile:
<b>3</b>	<b>How long has your business been established?</b>  Less than one year <input type="checkbox"/>  1-3 years <input type="checkbox"/>  4-6 years <input type="checkbox"/>  7+ years <input type="checkbox"/>



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Your business and accommodation requirements	
<b>4</b>	<p><b>What do you plan to use the accommodation for?</b></p> 
Building requirements	
<b>5</b>	<p><b>Please provide details of size of accommodation required and any other requirements you have regarding layout and facilities – please tick as required</b></p> <p>Kitchen <input type="checkbox"/></p> <p>Parking facilities <input type="checkbox"/></p> <p><b>Overall space required:</b></p> <p>Less than 500sqft <input type="checkbox"/></p> <p>501sqft -1000sqft <input type="checkbox"/></p> <p>1001sqft -1500sqft <input type="checkbox"/></p> <p>1500sqft -2000sqft <input type="checkbox"/></p> <p>2000sqft -5000sqft <input type="checkbox"/></p> <p>Other space required (Please specify) <input type="checkbox"/></p> <p>Please use text to add any other information below:</p>
<b>6</b>	<p><b>How many people do you need to accommodate and how often do you wish to use the accommodation (please give details of days and times where possible)</b></p> <p>Number of people to accommodate (approximately):</p> <p>Number of days per week that accommodation is required</p> <p>1 <input type="checkbox"/></p> <p>2 <input type="checkbox"/></p> <p>3 <input type="checkbox"/></p> <p>4 <input type="checkbox"/></p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: 20px;"> <p>Preferred days/times:</p> </div>

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	5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>
<b>7</b>	<b>Length of time your business wishes to occupy the accommodation - please tick</b> Less than 1 year <input type="checkbox"/> 1 to 3 years <input type="checkbox"/> 4 to 7 years <input type="checkbox"/> Any other length of time <input type="checkbox"/> - please state _____ months/years (delete as required)
<b>8</b>	<b>Date from which you wish to occupy the accommodation</b>  
<b>9</b>	<b>Have you previously used other accommodation in the borough? If so, please provide details, including the address.</b>  Yes <input type="checkbox"/> Address _____ No <input type="checkbox"/>
<b>10</b>	<b>Do you have any preferences regarding in which area of the borough the accommodation is located? If so, please state ward/postcode area.</b>  
<b>11</b>	<b>Do you need to apply for licensing? (This may apply if you intend to sell alcohol, for example.)</b>  Yes <input type="checkbox"/> - please state type of licence required _____ No <input type="checkbox"/> Don't know <input type="checkbox"/>

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Anything else?	
12	<p>Please provide any other information that will help the Council understand your requirements, including how much you are willing to pay for the accommodation (this will help us to match you to properties) – please use additional paper if necessary</p> <div style="border: 1px solid black; height: 300px; width: 100%;"></div>
13	<p>Please tick box to confirm that you have enclosed a copy of the operations plan or business plan for your business <input type="checkbox"/></p>
14	<p>Please tick box to confirm that you have enclosed evidence of the financial viability of your business (two years of accounts, unless you have been operating for less than two years) <input type="checkbox"/></p>
15	<p>Please tick box to confirm that you understand that should an offer of accommodation be made, your organisation will be responsible for ensuring that health and safety, safeguarding and any other statutory obligations are met <input type="checkbox"/></p>
16	<p>The Council usually issues full repairing and insuring leases. This means that if we grant you a lease you will be responsible for internal and external repairs and servicing any equipment in the building (e.g. alarms/fire extinguishers). If we have accommodation to offer you, the details of these requirements will be given to you in the Heads of Terms that you will receive before being given the lease. Please tick the box to indicate that you understand that you will be responsible for repairs and maintenance, should an offer of accommodation be made <input type="checkbox"/></p>

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### 3. Contact Details

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

Property and Asset Management Team

**Address:** Magistrates Building, Town Hall Complex, 1 Farnan Avenue, London E17 4NX

**Telephone:** 020 8496 8077/8089

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

**PLEASE NOTE WE WILL, WITH YOUR PERMISSION, KEEP THIS FORM ON FILE FOR ONE YEAR SO WE CAN CHECK ASSESS YOUR ACCOMMODATION REQUIREMENTS AGAINST OUR VACANT PROPERTY LIST AND INFORM YOU IF WE HAVE ANY SUITABLE PROPERTIES AVAILABLE.**