

Property and Asset Management

Director: Aiden McManus

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

E1a – Guidance for Form E1: application to rent/lease Council accommodation (businesses)

1. Purpose

Businesses that wish to occupy Council owned accommodation in Waltham Forest must apply via our application process. This ensures that the Council has enough information to help applicants find the most suitable premises to support their needs. Applications are reviewed by the Property and Asset Management Team and the assessment will include checking that the business and its aspirations are in line with the Council's key planning and regeneration priorities.

2. The Process



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3. The Council's expectations

If the Council supports your application and has a suitable property available for use we will expect you to adhere to the following:

- a) the terms of the lease;
- b) the principles of equality and diversity;
- c) ensuring health and safety, safeguarding and other statutory responsibilities are met in terms of those you invite to use the accommodation;
- d) setting up a Direct Debit mandate for rent payment. This is a mandatory requirement. Rent is due in accordance to the lease; please note late payment may attract an interest fee;
- e) arranging contents insurance independently. The council provides buildings insurance for the property under a 'blanket' policy, and this is charged to the tenant annually;
- f) if applicable, a service charge is raised quarterly as per the lease. The service charge is for the provision of services including for example: grounds maintenance, removal of fly-tipped rubbish, roof repairs, sewer repairs, contribution towards CCTV. There will be an annual reconciliation and any under or overpayment will be settled;
- g) paying management charge as invoiced. This only applies to industrial premises;
- h) allow access for annual inspection as part of the Council's Inspection Programme

4. Application Guidance

When completing the form, please fill in each section and provide as much evidence as possible to support your application. This will reduce the amount of time the Council will need to process the application and the need to contact you to request further details.

Along with your completed application form you must enclose a copy of your operations or business plan, along with evidence that your business is financially viable (for example your accounts for the last two years). If your business has been operating for less than two years, please provide other appropriate evidence of your financial viability.

Contact details	
1	Name of business – please provide the full name of your business
2	Contact details for lead representative of business - please provide contact details as requested. You do not have to give three telephone numbers but please include at least one

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3	How long has your business been established? Please tick most appropriate box.
Your business and accommodation requirements	
4	What do you plan to use the accommodation for? Please be as specific as you can and tell us as much as possible about what you will use the accommodation to deliver.
Building requirements	
5	Please provide details of size of accommodation required and any other requirements you have regarding layout and facilities – please provide as much detail as possible. For example, please tell us whether you need cooking facilities; how many rooms you need; whether parking facilities are required. This list is not exhaustive.
6	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) – please provide as much detail as possible and indicate whether you would be willing to share aspects of accommodation (such as toilets or kitchen facilities) with other businesses or community groups.
7	Length of time your business wishes to occupy the accommodation – please tick relevant box. If you are not sure at this stage please put your best guess.
8	Date from which you wish to occupy the accommodation – please tell us as accurately as possible when you would like to occupy the accommodation from, e.g. April 2016.
9	Have you previously used other accommodation in the borough? If so, please provide details - please be as specific as possible and give us the address of the previous accommodation if you have it.
10	Do you have any preferences regarding in which area of the borough the accommodation is located? If so, please state - please be as specific as possible.
11	Do you need to apply for licensing? (This may apply if you intend to sell alcohol, for example.) Please tick relevant box and if licensing is required, state what sort of licence is required. If you are not sure whether or not you need to apply for licensing please contact the Council's Licensing section for advice on 020 8496 3000.
Anything else?	
12	Please provide any other information that will help the Council understand your requirements – please use additional paper if necessary. This is an opportunity for you to tell us anything that you think will support your application that has not been covered elsewhere on this form.
13	Please tick box to confirm that you have enclosed a copy of the operations plan or business plan for your business – please tick box as requested.
14	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

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	two years) – please tick box as requested. If you have not been operating for as long as two years, please send us accounts for one year or other evidence of financial viability.
15	Please tick box to confirm that you understand that should an offer of accommodation be made, your organisation (or if you are the Council, the business you are supporting) will be responsible for ensuring that health and safety, safeguarding and any other statutory obligations are met – please tick box as requested.
16	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"/>

5. Contact

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