

## Property and Asset Management

Director: Aiden McManus

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

# E2a: Guidance for Form E2: application for rent concession

## 1. Purpose

The Council is committed to obtaining best value in all its services. In order to make decisions about setting lower than market rent, under the Duty of Best Value the Council must consider overall value, including economic, environmental and social value. This form gives you the opportunity to set out the overall value that your service provides so that the Council can consider whether the additional value added is sufficient to allow setting of lower than market rent.

Applications are reviewed by the Property and Asset Management Team and the assessment will include checking that the organisation and its aspirations are in line with the Council's key planning and regeneration priorities.

## 2. The Process



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### 3. 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.

Contact details	
<b>1</b>	<b>Name of organisation/venture</b> - If you are an individual, please give your name here.
<b>2</b>	<b>Contact details for lead representative of organisation/venture</b> - please provide contact details as requested. You do not have to give three telephone numbers but please include at least one you can be reached on.
<b>3</b>	<b>Contact details for additional representative of organisation/venture (if applicable)</b> - please provide contact details as requested, or leave blank if you are an individual.
About your organisation/venture	
<b>4</b>	<b>Type of organisation/venture (voluntary/community/charity/other)*</b> - please tell us what sort of organisation you represent. If you are an individual please leave this blank.
<b>5</b>	<b>Aims of your organisation/venture*</b> - please tell us what your organisation/venture does and what it wants to achieve.
<b>6</b>	<b>Are you a registered charity?</b> Please tick as requested and provide your Charity Number if applicable.
About the service you provide	
<b>7</b>	<b>What do you use/intend to use the accommodation for and what services do you provide?*</b> Please be as specific as you can and tell us as much as possible about what you use/intend to use the accommodation to deliver.
<b>8</b>	<b>Please explain why you require a rent concession</b> - please tell us as much as possible about why you are unable to afford to pay a market rent for accommodation.
<b>9</b>	<b>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.</b> In your answer, please tell us how what you plan to do fits with the priorities of the Council (these can be found on the Council's website) and how what you want to do will help the community. Please include details such as the number of people you expect to access your service and the advantages this will bring them.
<b>10</b>	<b>Will the services you offer specifically target/cater for any of the following groups? Please tick if so.</b> Please tick as requested.

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<b>11</b>	<b>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.</b> If you feel that you may be able to pay market rent in the next couple of years, please let us know here. If you will not be able to pay market rent in the future this will not necessarily affect your application but will be considered alongside the other information you provide about the benefits that giving you accommodation will provide so that we can make an informed decision.
<b>Funding</b>	
<b>12</b>	<b>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.)*</b> Please tick box as requested but also write details of amounts if funding has been secured from an external source.
<b>13</b>	<b>If you are receiving funding, would you be agreeable to us collecting your rent directly from your funder?</b> Please tick box as requested.
<b>Anything else?</b>	
<b>14</b>	<b>Please use this space to tell us anything else that you think will support your application</b> 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.
<b>15</b>	<b>Please tick to confirm that you have enclosed a copy of your financial accounts for the most recent financial year – please tick as requested.</b>
<b>16</b>	<b>Please tick to confirm that you have enclosed a copy of your current business plan – please tick as requested.</b>

#### 4. 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)