

Property and Asset Management

Director: Aiden McManus

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

E3a: Guidance for Form E3: Application to rent/lease Council accommodation (community/voluntary)

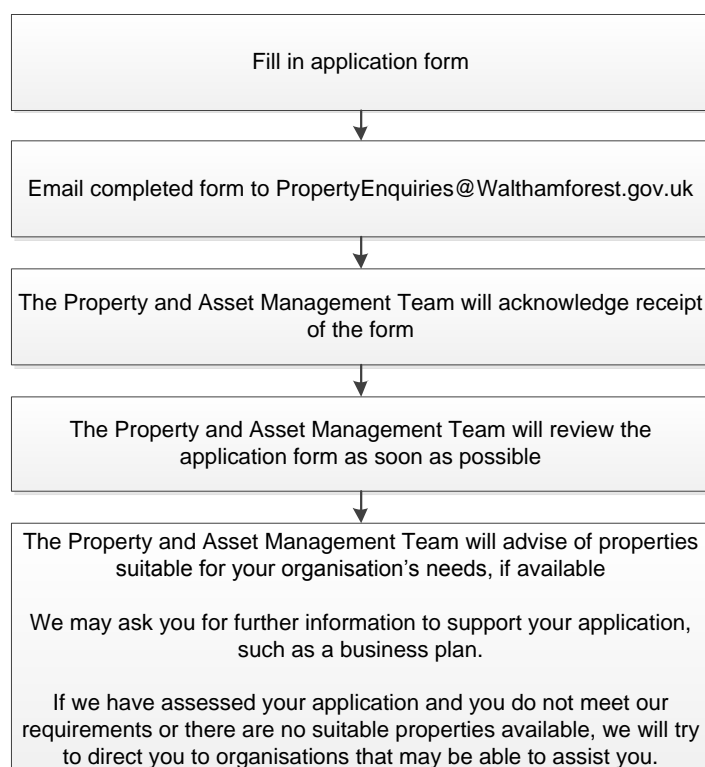
1. Purpose

Community groups and individuals who wish to occupy Council-owned accommodation in Waltham Forest must apply via this application process. The application process ensures each applicant has properly considered the type of property they require and the Council has enough information to help find the most suitable premises to support their needs.

The Council actively encourages community groups, social entrepreneurs and individuals to make a positive contribution to our community. We recognise that by having access to affordable and maintained buildings, users can be supported to deliver better tailored services and benefits to the wider community.

Please note that this form is intended to be used by small/medium community groups or individual community ventures. If you are a business, please complete Form E1: Application to rent/lease Council accommodation (businesses).

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. Please be aware that none of the questions are designed to catch you out. There isn't a 'right' answer, but the information you give us will help us to assess your application properly.

About the organisation completing this form	
1	Please tick to indicate whether you are: A) a representative of the community group/third sector organisation that requires accommodation <input type="checkbox"/> or B an officer from

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	the Council who is completing this form on behalf of a community group/third sector organisation <input type="checkbox"/> - please tick relevant box as required.
1a	If you answered B) to the above, please provide your contact details below – please tick box as required.
About the organisation that requires accommodation	
2	Name of organisation/venture – please give the full name of the organisation. If you are an individual, please give your name here.
3	Contact details for lead representative of organisation/venture – please provide contact details as requested. You do not have to give three telephone numbers but please include at least one.
4	Contact details for additional representative of organisation (if applicable) – please provide contact details as requested, or leave blank if you are an individual.
About your organisation/venture	
5	Type of organisation (voluntary/community/charity/other) – please tell us what sort of organisation you represent. If you are an individual please leave this blank.
6	Aims of your organisation/venture – please tell us what your organisation/venture does and what it wants to achieve.
7	Are you a registered charity? Please tick as requested and provide your Charity Number if applicable.
About the service you provide	
8	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.
9	How have you assessed the community need for the service you plan to provide? Please provide as much information as possible. For example, please tell us about any research you have done and conversations you have had with people within the community (or with Councillors or Council officers) about the service you intend to provide. Please also indicate whether you have investigated whether other services similar to what you intend to provide are already offered in the area. If similar services are offered, please provide details of the additional benefits that you feel your proposed service will provide.
10	Are any similar services to what you plan to provide already offered in the area in which you are requesting accommodation? Please tick as requested.
11	Do you currently receive any sort of support from the Council? This can be any sort of support, such as general support from a member or service or help with funding. Please give details of any support you receive, such as which service area provides it, the amount (if funding) and the time period for which it applies, if it has been granted for a particular length of time.

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Accommodation requirements	
12	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 whether you need cooking facilities or parking and if you need a particular number of rooms.
13	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 others.
14	Length of time your organisation wishes to occupy the accommodation - please tick relevant box – please tick box as requested.
15	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
16	Have you previously used other accommodation in the borough? If so, please provide details, including the address – please provide as requested.
17	Do you have any preferences regarding in which area of the borough the accommodation is located? If so, please state preferred area/postcode district and include details of any transport needs. Please provide as requested.
18	Do you need to apply for licensing? (This may apply if you intend to sell alcohol, for example.) Please complete as requested. 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.
Rent Concession – only complete this section of the form if you wish to apply for a rent concession, in other words, if you want to apply to pay less than market rent. Otherwise please go to Question 25	
19	Please explain why you require a rent concession – please tell us as much as possible about why you are unable to afford to pay a market rent for accommodation.
20	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 – 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.
21	Will the services you offer specifically target/cater for any of the following groups? Please tick if so. Please tick as requested.
22	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. If you feel that you may be able

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	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.
23	Please tick to confirm that you have enclosed a copy of your financial accounts for the most recent financial year. Please tick box as requested.
24	Please tick to confirm that you have enclosed a copy of your current business plan. Please tick box as requested.
Funding	
25	What funding have you secured so far to support achieving your aims and paying overheads, including rent? (Please include details of organisations you have secured funding from and the amount.) Please tick box as requested but also write details of amounts if funding has been secured from an external source.
26	If you are receiving funding, would you be agreeable to us collecting your rent directly from your funder? Please tick box as requested.
Anything else?	
27	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.
28	Please tick box to confirm that you are committed to diversity and equality of access to the property – please tick box as requested.
29	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 – please tick box as requested.
30	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 - please tick box as requested.

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5. 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