

## Property and Asset Management

Director: Aiden McManus

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

# Form I2: Application for business relocation

## 1. Purpose of the form

Please use this form to provide information about the business that requires relocation and the benefits to the Council of providing alternative accommodation for this business. This will allow us to assess the requirements and check whether we have any suitable accommodation.

**Please read guidance I2a before completing this form.**

## 2. Details of your requirements

Please complete all sections below and include evidence where requested.

Contact details	
<b>1</b>	<p><b>Please provide your contact details below:</b></p> <p><b>Your service area:</b></p> <p><b>Name:</b></p> <p><b>Address:</b></p> <p><b>Telephone number(s):</b></p> <p style="padding-left: 40px;"><b>Direct Line:</b></p> <p style="padding-left: 40px;"><b>Mobile:</b></p> <p><b>Email address:</b></p>
About the business that requires accommodation	
<b>2</b>	<b>Name of business:</b>
<b>3</b>	<b>Current address of business:</b>
<b>4</b>	<p><b>Contact details for lead representative of business:</b></p> <p>Name:</p> <p>Management Position:</p> <p>Address:</p>

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	Telephone number(s):  Home:  Work:  Mobile:  Email address:
<b>Accommodation requirements of the business</b>	
<b>5</b>	<b>What will the accommodation be used for?</b>      
<b>6</b>	<b>Please provide details of size of accommodation required and any other requirements regarding layout and facilities</b>  Kitchen <input type="checkbox"/> Parking facilities <input type="checkbox"/> <b>Overall space required:</b> Less than 500sqft <input type="checkbox"/> 501sqft -1000sqft <input type="checkbox"/> 1001sqft -1500sqft <input type="checkbox"/> 1500sqft -2000sqft <input type="checkbox"/> 2000sqft -5000sqft <input type="checkbox"/> Other space required (Please specify) <input type="checkbox"/>  Please use text to add any other information below:



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<b>7</b>	<p><b>How many people need to be accommodated and when will the accommodation need to be used? (If the accommodation will not be used at all times or if the business could share accommodation, please provide details of days/times when accommodation would be needed.)</b></p> <hr/> <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> <p>5 <input type="checkbox"/></p> <p>6 <input type="checkbox"/></p> <p>7 <input type="checkbox"/></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; width: fit-content;"> <p>Preferred days/times:</p> </div>
<b>8</b>	<p><b>Length of time the business intends to occupy the accommodation</b></p> <p style="padding-left: 20px;">- please tick relevant box</p> <hr/> <p>Less than 1 year <input type="checkbox"/></p> <p>1 to 3 years <input type="checkbox"/></p> <p>4 to 7 years <input type="checkbox"/></p> <p>Any other length of time <input type="checkbox"/> - please state _____ months/years (delete as required)</p>
<b>9</b>	<p><b>Date from which the business will need to occupy the accommodation</b></p> <hr/>
<b>10</b>	<p><b>Are you aware of any preferences from the business regarding in which area of the borough the accommodation is located? If so, please state ward/postcode area.</b></p> <hr/>

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11	<p><b>Please provide an outline Business Case to explain why you feel the Council should provide alternative accommodation for this business. Please see the guidance note (I2a) for details of what to include.</b></p>
12	<p><b>Please tick box to confirm that you understand that should an offer of accommodation be made, the business will be responsible for ensuring that health and safety, safeguarding and any other statutory obligations are met</b> <input type="checkbox"/></p>
13	<p><b>The Council usually issues full repairing and insuring leases. This means that if we grant a business a lease they 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, the details of these requirements will be given to the business in the Heads of Terms that they will receive before being given the lease. Please tick the box to indicate that you understand that the business will be responsible for repairs and maintenance, should an offer of accommodation be made</b> <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.**