

## Property and Asset Management

Director: Aiden McManus

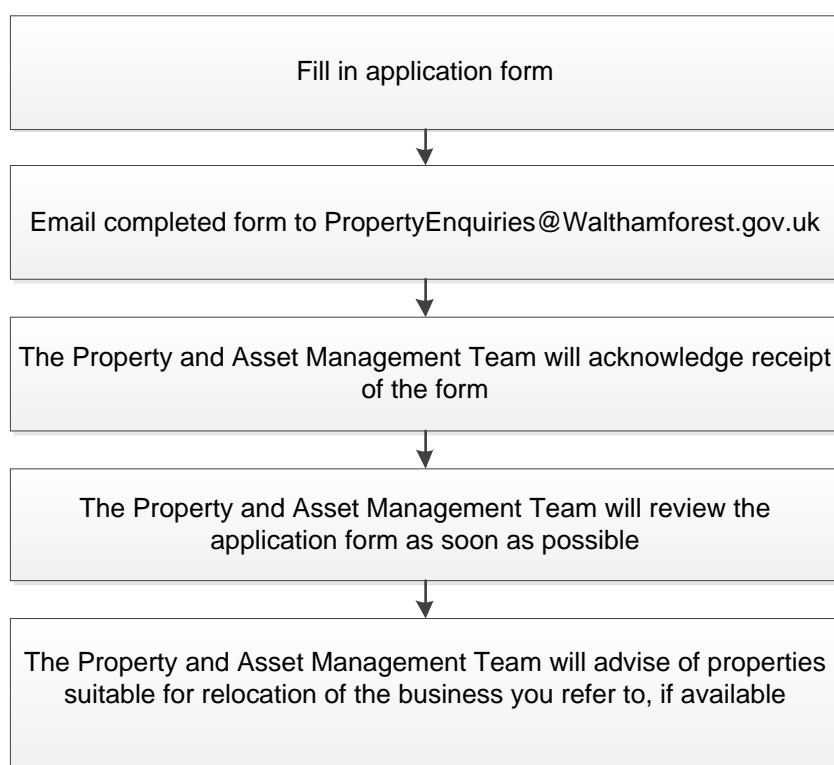
Magistrates Building, Town Hall Complex, 1 Farnan Avenue, London E17 4NX

# Form I2a – Guidance for Form I2: application for business relocation

## 1. Purpose

Requests for premises for relocation of local businesses must be submitted through our application process. This ensures that Property and Asset Management has enough information to ascertain whether there are suitable alternative premises available and whether there is sufficient benefit to the Council in providing alternative accommodation. 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



## 3. The Council's expectations

If the Council supports the application and has a suitable property available for use we will expect the relocated business 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;

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- 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 ensure the Property and Asset Management Team can process your application promptly.

Contact details	
<b>1</b>	<b>Please provide your contact details below</b> – please provide contact details as requested. If you do not have a work mobile number, please leave this blank.
About the business that requires accommodation	
<b>2</b>	<b>Name of business</b> – please provide the full name of the business to be relocated.
<b>3</b>	<b>Current address of business</b> – please provide the current address of the business to be relocated.
<b>4</b>	<b>Contact details for lead representative of business</b> - please provide contact details as requested. Please give as much information as you can but leave blank any details you do not have.
Accommodation requirements of the business	
<b>5</b>	<b>What will the accommodation be used for?</b> - Please be as specific as you can and tell us as much as possible about what the business will use the accommodation to deliver.
<b>6</b>	<b>Please provide details of size of accommodation required and any other requirements regarding layout and facilities</b> - 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.
<b>7</b>	<b>How many people need to be accommodated and how will the accommodation 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> - 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 groups.

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8	<b>Length of time the business intends to occupy the accommodation</b> – please tick relevant box. If you are not sure please put your best guess.
9	<b>Date from which the business will need to occupy the accommodation</b> - please tell us as accurately as possible when the business will need to occupy the accommodation from, e.g. April 2016.
10	<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</b> – please give as much information as possible.
11	<p><b>Please provide an outline Business Case to explain why you feel the Council should provide alternative accommodation for this business.</b></p> <p>As part of your Business Case you should ensure that you include the following:</p> <ul style="list-style-type: none"> <li>- Benefits to the Council of providing accommodation for the business in question (please quantify the benefits as far as possible)</li> <li>- State what other options (if any) have been considered and why this is the favoured option</li> <li>- Explain how what you are proposing supports the Council's priorities.</li> </ul> <p><b>Please also include any other information that you feel supports this application.</b></p>
12	<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> – please tick box as requested.
13	<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> – please tick box as requested.

## 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](mailto:PropertyEnquiries@walthamforest.gov.uk)