

LEASE OF PREMISES

EXPRESSION OF INTEREST FORM

Please return this form no later than Friday 1st March at 5pm to:

**F.A.O. Louise Thomas
Cardiff Council
Strategic Estates
The Courtyard, County Hall
Atlantic Wharf, Cardiff
CF10 4UW**

Or email to: louise.thomas@cardiff.gov.uk

If you have any queries, please contact the team on 029 2087 2002

Please note that this is an Expression of Interest only and completion of the form does not constitute a guarantee of transfer/lease of an asset

PROPOSED PROJECT NAME		
1. CONTACT DETAILS		
Please provide details of the person to whom all correspondence should be sent.		
Title (<i>Mr, Mrs, Ms, etc</i>)	First Name:	Surname:
Role within the organisation:		
Address & Postcode:		
Tel:		
Mobile:		
Email:		

2. COMPANY/GROUP DETAILS		
Please provide details of the organisation making this application.		
Name of Company/Group:		
Address & Postcode (<i>if different from above</i>):		
Tel (<i>if different from above</i>):		
Fax:		
Email (<i>if different from above</i>):		
Website:		
Are you registered for VAT? Yes No		
If so, please provide registration number		
Are you a new or existing business or group?	<ul style="list-style-type: none"> • New (please skip to Section 5) <input type="checkbox"/> • Existing <input type="checkbox"/> 	
What year was your business or group formed?		

3. BUSINESS/GROUP STATUS (Please tick all that apply)	
<input type="radio"/> Registered Charity	<input type="radio"/> Voluntary, Community and Social Enterprise
<input type="radio"/> Consortium	<input type="radio"/> Town/Community Council
<input type="radio"/> Sole Trader	<input type="radio"/> Other (please specify) _____
<input type="radio"/> Public Limited Company	
<input type="radio"/> Private Company	

Please provide your company or LLP number (if applicable) _____

Please provide your Dun & Bradstreet (DUNS) registration number. _____

If you are not currently registered you can obtain a free DUNS number for your business by visiting

http://www.dnb.co.uk/Forms/DUNS_Request.asp

If your organisation is a consortium please provide the following information (if not please state - Not Applicable):

- i) Company names and registration numbers (if applicable), of all consortium members;
- ii) The lead member of the consortium who will be contractually responsible for the lease (if a separate legal entity is not being created)
- iii) If the consortium is not proposing to form a legal entity please give details of the proposed arrangements.

3c. Does your group or organisation currently have? (You will be asked for these documents if you progress to the Business Plan stage.)

<i>Item</i>	<i>Yes/No</i>	<i>If so, what financial limit</i>
<ul style="list-style-type: none">• Copy of your governing document		n/a
<ul style="list-style-type: none">• Terms of Reference		n/a
<ul style="list-style-type: none">• Company/Group - Bank or Building Society Account		n/a
<ul style="list-style-type: none">• Last 2 years audited accounts <p><i>NB. If your organisation is a wholly-owned subsidiary or a larger trading or holding company provide accounts for the parent company for the two most recently-completed financial years. If possible, submit audited accounts. Provide this information for all members of a consortium where you are bidding as a consortium.</i></p>		n/a
<ul style="list-style-type: none">• Public Liability Insurance• Professional Indemnity Insurance• Employer's Liability Insurance• Product Liability Insurance		

4. TELL US ABOUT YOUR ORGANISATION (OR GROUP)

a) What does your organisation/company currently do? (If you are a new group, skip to Section 5)

b) Please provide details of past achievements or recent projects you have been involved in?

5. TELL US ABOUT YOUR PROPOSAL

a) Which property/asset are you interested in?

b) What do you intend to use the property/asset for?

c) When do you anticipate commencing trading?

d) Do you have experience of running a similar business before? If so, please provide details.

e) Please state preferred length of tenure/lease term?

f) Do you require break clauses? If so, please specify preferred break dates.

g) What links (if applicable) do you have with previous tenants?

h) What resources/investment do you believe is required to make the building operational? How will you raise these funds?

i) How do you intend to fund/finance your service delivery proposal?

j) What benefits will your proposal have for the local community?

k) Have you discussed your proposal with other people/groups in the community?

l) Any other relevant information

6. ORGANISATION/GROUP SKILLS AND EXPERIENCE

a) What skills and experience does your organisation/group currently have to effectively carry out and sustain your proposed plan(s)? Please provide a brief overview of the skills and experiences held by the:

Committee or Directors

Employees

Volunteers

b) Are there any additional training or development needs you have identified for:

Committee or Directors

Employees

Volunteers

c) What support do you need? (Please tick if you require any of the following support)

a. Business Support

b. Funding Advice

c. Governance and Legal Structures

d. ICT/Information Management Advice and Guidance

e. Other (please advise)

If you are already receiving support from any external agencies, please list these below and tell us what support they are providing.

7. DECLARATION

This section requires the acknowledgement and signature of the main contact detailed in Section1.

I can confirm that to the best of my knowledge and belief, all answers on this application form are true and accurate.

I also confirm that I am authorised to act on behalf of the organisation submitting this Expression of Interest.

I agree, the information contained in the above Expression of Interest, may be shared with other key decision makers to enable the Council to decide on whether eligibility criteria has been met to progress the proposal to the next stage.

Signature _____ Date _____

Print Name _____

Position _____

Please advise how you would prefer the Council to contact your organisation ie. language and format?

The Council is committed to keeping your personal information safe and secure and keeping you informed about how we use your information.

To learn about how your privacy is protected and how and why we use your personal information to provide you with services, please visit the Councils data protection pages here
<https://www.cardiff.gov.uk/ENG/Your-Council/Data-protection-and-FOI/Data-protection/Pages/default.aspx>.