

Instructions for Applicants: Proposals to Lease a Pavilion in a Park or Open Space

The Council is inviting proposals for the lease of a pavilion or other buildings in a park or open space.

This note provides you with guidance that you should follow when putting together your proposal for a lease.

The Council has provided within the Information Pack the heads of terms for a lease offered on this pavilion. Please note that the Council will not accept manuscript changes to our standard lease agreements unless there is a correction for an error, or a material change in the agreed terms. Applicants must read and ensure they have understood the obligations placed on them under these terms before submitting their proposal.

Proposals will be evaluated to assess best value in accordance with the Local Government Act 1972. When making the assessment of best value, the Council will consider:

- The **financial benefits** of the proposal, with specific reference to the offered rent
- The level of **risk** associated with the proposal.
- The extent to which the proposal supports the **Council's strategic and policy objectives**, and the local community.

You may submit your proposal in whichever format you prefer, however you must address the following headings within your submission:

- About your organisation
- Your proposal for the use and management of the pavilion
- A business plan
- Information on your operational activities, site management and stakeholder engagement.

The Council has prepared a template form for the proposal which is provided with the information pack and may be used by the applicant if preferred. **If you decide not to use the Council's template you must sign and submit the first page of the template document, and separately provide details of references/testimonials.**

You are strongly encouraged to follow the guidance in this document and include the information suggested under each of the headings which will be used to evaluate your proposal against the considerations set out above.

You must ensure that all information supplied to the Council in support of your application is accurate to the best of your knowledge at the time of submitting your proposal.

The Council may seek clarification from you on any aspect of your proposal before completing its assessment but is not obliged to do so. Please therefore be as clear as possible in the documents you submit.

The deadline for proposals is set out in the particulars for the specific opportunity being advertised. The Council may at its sole discretion extend the deadline for submissions. The Council will not consider any applications received after the closing date unless any such extension has been granted in advance of the advertised closing date.

The Council may terminate the application process at any time. If such action is taken applicants will be notified. The Council is not bound to accept any proposal.

Any proposal made by the applicant will remain valid for a period of at least six (6) months from the closing date and may be extended by mutual agreement.

The Council will not be responsible, nor will it pay for any expense or loss that may be incurred by applicants in the preparation of their application.

Information supplied by the Council as part of this process is supplied in good faith however applicants must satisfy themselves as to the accuracy of the information and no responsibility is accepted for any loss of damage of any kind arising by the use by applicants of such information.

Guidance on Preparing your Proposal.

About your organisation

The Council is seeking proposals from applicants that are suitably qualified and experienced and have the capacity to deliver their objectives for the pavilion. Please use this section to demonstrate this capability by addressing the following points:

- Please provide a description of your organisation and business background together with any information concerning your corporate governance. Please tell us your organisation's purpose and aims.
- Please tell us about the legal status of your organisation. If you are a registered company or charity, please provide your registration details.
- Please provide a corporate profile or personal CV together with any relevant information about qualifications or experience.
- Please tell us about the structure of your organisation including the number and roles of paid staff and the role of volunteers (if applicable).
- You can include in this section any existing outreach work that you may do in the community and any work with other organisations (e.g., sports clubs, youth groups, colleges, Friends of Parks Groups, other community groups etc.) where this is relevant to your proposal.
- Please provide details of your current financial standing, by providing two years of accounts where available or a statement of your cashflow forecast.

Your proposal for the use and management of the pavilion

- Please provide details of your intended use for the pavilion
- Indicate whether you intend to take on pitch licence/s.
- Please tell us about the proposed activities and how this will benefit the community.
- Identify any works to the pavilion associated with your intended use (include estimated cost and programme for delivery).
- Describe how your intended use will support the local community and the council's strategic objectives (you must make specific reference to the council's Open Space Strategy 2021-2031 [Open Space Strategy – London Borough of Bromley](#)).
- Please consider any planning permissions and other consents that may be required to support your proposal.
- Confirm the proposed length of term associated with your proposal and lease.
- Please tell us how your proposal will support the quality of the environment.

If your proposal includes use of sports pitches:

- How many pitches (or equivalent) do you intend to have at the location and how much of each type? i.e., Senior, Junior, Mini etc.
- Which clubs will be participating on site; how many teams will each club have and what age groups will they consist of?
- Which leagues are these participating clubs' members of?
- What would be the times of participation?

Business Plan

- Please identify your offer in respect of rent. Please identify any rent-free period you are requesting as part of your proposed investment in the pavilion.
- Please provide a forecast of annual income and expenditure for the proposed term together with associated cashflow. You may use the template supplied by the Council if you wish.
- Please provide statements of assumptions for the figures provided in your income and expenditure sheet.
- Please ensure that your forecast includes both one-off costs associated with preparing the pavilion for your intended use, and ongoing costs associated with your operation from the pavilion.
- Please ensure that you have read and understood the obligations placed on you under the terms of the lease and that you have factored costs associated into your business plan.
- Where income includes unearned income (e.g., grant funding) please identify the specific source of funding (e.g., grant name), amounts and timescales for securing this income, if it is not already secured.
- Please identify any terms and conditions associated with income that may impact on the Council as a landowner (e.g., grant conditions).

- Describe if and how you will generate any other income from your intended use. If this includes charges, please provide a breakdown of charges including any discounts.

Risk Assessment and Management:

- Please identify the risks associated with the proposed business plan.
- You should assess key risks in terms of probability and impact.
- Please tell us how you will deal with risks and mitigation.

Operational Activities, Site Management and Stakeholder Engagement

Please use this section to tell us about how you will carry out your operational activities on site safely and for the benefit of the wider community, including building good relationships with existing stakeholders.

You answer should address:

Health and Safety:

- How will you maintain Health & Safety on site and ensure observation of correct procedure on the part of any visitors/users of the premises and the wider park in relation to your proposal?
- How will you ensure the responsibilities for maintaining the site are going to be met? (Please explain who will undertake these obligations and when)? This should include statutory compliance testing. You can supply a copy of the weekly safety checklist that you propose to use at the site or currently use elsewhere if helpful to illustrate your points.
- What level and type of insurance cover will you have for the site? This must be shown to meet current guidelines and be forwarded to the Council before occupation is permitted. If known, please state your current provider.

Stakeholder Engagement:

- Please tell us how you will maintain good working relations with any existing site stakeholders (e.g., Friends of Parks Groups, Cafés, Sports groups etc).
- Please tell us about any Equal Opportunities and/or Equalities Policies you have in place and how these will be integrated within your proposal.

TESTIMONIALS

Please provide testimonials for your organisation. Where applicable, this should include:

1. A reference to demonstrate your organisation's track record OR a character reference (whichever is applicable).
2. Financial/bank reference
3. Current or previous landlord reference

For each of these, you should provide a named contact, an address, e-mail address and telephone number.