

APPLICATION FORM FOR VOLUNTARY AND COMMUNITY SECTOR ORGANISATIONS SEEKING TO RENT COUNCIL PREMISES

Please note there is guidance about this policy available on the LBS website [here](#). This form should be completed in conjunction with that guidance.

Name of organisation	
Contact name	
Contact email and telephone number	
Contact address	
Does your organisation meet the criteria shown overleaf? (Please attach relevant evidence to the email with this application)	
Do you need to be in a specific geographical area of Sutton (this may restrict the properties available to you)?	
Does your organisation require full disabled access?	
Do you need sole use of the premises or would you consider sharing some or all of the facilities?	
Do you need to be close to public transport routes?	
Do you need access to parking facilities?	
What is the maximum rent you can afford to pay?	
How many rooms do you need?	
Do you have any other requirements?	

Eligibility Criteria for Voluntary and Community Organisations Seeking to Rent Council Premises

Criteria	Examples of evidence
The voluntary/community organisation must demonstrate that it is properly constituted.	Constitution, charitable registration number, memorandum and articles of association.
The organisation must be able to manage a building within the terms of the lease and statutory responsibilities.	Draft/working policies. Staff/management committee attending training. Lease agreed and signed. Organisation operating within the terms of the lease.
Services from the building must mainly be for the benefit of Sutton residents, rather London/nationwide.	Business plan, catchment area for organisations, service-monitoring statistics, funding applications.
The organisation must demonstrate that it is able to pay rent for the use of the building.	Business plan, funding applications and/or income projections. The organisation must not have rent arrears owing to the Council from previous or present occupancy.
The activities of the organisation must be ones that are in line with the Council's corporate goals.	Business plan, service plans, funding applications.
The management committee must be fully operational and fulfilling its responsibilities.	Minutes from the committee meetings. Organisation complying with the requirements of the lease. The organisation is operating within the terms of its constitution.
The organisation must demonstrate that it does not seek to support, or oppose any political party, or otherwise engage in party political activity.	Constitution, monitoring reports, minutes from the management committee, business plans, funding applications.
The Council will not provide premises under its voluntary and community sector premises policy, for activities which are purely religious in nature.	Constitution, monitoring reports, minutes from the management committee, business plans, funding applications.
The organisation must demonstrate that it works for the good of the community. Does not operate a private members club.	Constitution, business plan, funding applications.
That property is available and is suitable for the purposes requested.	The Council has at its disposal property that is suitable for the activities.
The organisation must comply with LBS Equality and Diversity and Environmental Policies.	The organisation operates equality and diversity and environmental policies.