**CONFIDENTIAL**

**Meanwhile Uses for All**

Application Form - 2021

Meanwhile uses encourage temporary activity in vacant or under-used retail units, buildings, open spaces or land. There is opportunity for these spaces to be let on a temporary basis at below-market rates to generate economic, social or environmental benefits for the community.

Please fill out this form to apply for a meanwhile space and email the completed form to meanwhile@towerhamlets.gov.uk To register interest in future opportunities please write to us via the same email requesting to be added to our mailing list.

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| --- | --- |
| Date |  |

1. **Your Details**

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| First name |  |
| Surname |  |
| National Insurance No. |  |
| Email |  |
| Phone |  |

1. **Your Business or Organisation**

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| Company name |  |
| Company number (if registered at Companies House) |  |
| Business address |  |
| Company website |  |
| Number of full time and part time employees |  |
| Are you an accredited London Living Wage employer? |  |

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| What phase of the business cycle are you on? (please tick one) |
| Stage 1: Seed and development. You've got your business idea and you are ready to test it.) |
| Stage 2: Start-up. You have tested your business idea and it's time to launch your start-up. |
| Stage 3: Growth and Establishment. You're now generating regular new customers and consistent income. |
| Stage 4: Expansion. You have established your presence within the industry and have staff to take over certain roles. |
| Stage 5: Maturity and Possible Exit. Having navigated the expansion stage, you should now be seeing stable profits |

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| Describe your business or organisation. |
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| Describe any previous relevant experience delivering meanwhile uses or projects based on the temporary occupation of spaces. |
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1. **Space Requirements**

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| Which site(s) are you interested in? |  |
| Does the proposed occupancy time adhere to our current offer? And how long would you like to occupy the space(s)?  (See details on available sites on the website.) |  |
| If the occupancy timescales do not match your proposal, what other types of spaces and timelines might you be interested in? Would you be happy to be added to a future mailing list? |  |
| Have you secured appropriate funds to carry out any enabling works necessary to make the space(s) suitable for the purposes of your business? |  |
| Outline the nature and extent of any contributions/investment you can make towards repairs and upkeep of the space. |  |
| Outline your capacity to pay for business rates and services as required. |  |

1. **Your Project**

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| How do you intend to use the space(s)? |
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| How will use of the selected space(s) and location benefit your business? |
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| How will the proposal deliver benefits for the local community? |
| Examples of social value include:  Economic:  Local jobs created and sustained; apprenticeships; work experience for young people and long term unemployed; local issue focussed objectives such as tackling poverty, ensuring equality, representative of the community; internal/external training provision; locally based businesses using local suppliers and sub-contractors where appropriate; other local investment.  Environmental: Supporting local/active travel; reducing carbon footprint; minimising waste through re-use, recycling, supporting the circular economy; using sustainable, environmentally friendly goods and assured supplies and products.  Social: Community engagement; promoting cohesion and integration; supporting local community groups and charities; contributing to council initiatives; ethical supply chains; supporting local culture and heritage including events sponsorship; volunteering and community service activities. |
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| How is your proposal appropriate for meanwhile use? |
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| How long do you estimate will take your to fully activate the space? Please indicate main milestones of your delivery/activation programme. |
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| Please provide the following information with this application form. |
| Business Plan. |
| Cashflow forecast. |
| Copies of documentation related to any additional grants/funds you will be relying on to take this project forward. |

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| Existing businesses should also provide the following information. |
| Last three years certified accounts. |

1. **Bank Details**

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| Please provide bank account details. |
| Bank and branch  Sort Code Account Number |

1. **References**

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| Please provide two business/professional references. |
| Name  Address  Phone/email |
| Name  Address  Phone/email |

1. **Additional Information**

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| Proof of address |
| Please enclose photocopies of three proof of address documents. For example, electricity, gas or telephone bills or bank statements. Please note if your application is successful you will be required to produce the original copies at our offices. |

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| Permission to obtain a bank reference |
| I/We hereby give consent to the London Borough of Tower Hamlets to obtain a bank reference from you and hereby authorise you to deduct your usual fee for this service from the above account.  Account name(s)  Account No. Sort Code  Signed Date  (Account Owner) |

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| Credit Reference Declaration |
| I authorise the London Borough of Tower Hamlets to make any Credit Reference and other enquiries you believe necessary to confirm the details on this form and for credit assessment.  Signed Date  Status (eg Partner, Director, etc.) |

1. **Declarations**

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| Money Laundering |
| The London Borough of Tower Hamlets operates a strict policy that complies with the 1993 Money Laundering Regulations and the Financial Services and Markets Act 2000. All suspicious transactions will be reported to the appropriate authorities where the Council has reasonable grounds to suspect that an offence has or may be committed. |

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| Fraud |
| The London Borough of Tower Hamlets is under a duty to protect the public funds it administers and to this end may use within the Council the information you have provided on this form for the prevention and detection of fraud. For these purposes it may also share this information with other bodies administering public funds. |

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| Declaration |
| I/We understand the London Borough of Tower Hamlets money laundering/ fraud policies and authorise all details obtained in the course of this application to be disclosed to whichever relevant government/public body or other agency that controls or administers public funds as and where it is deemed appropriate by the Council.  Signature of Applicant(s)  Please print name(s)  Date |

1. **Equal Opportunities Monitoring**

This information will be treated in the strictest confidence and will be used only for statistical monitoring. London Borough of Tower Hamlets is committed to achieving equality of opportunity as an employer and as a service provider to people who live or work in the borough. The council recognises the disadvantages people may suffer in business opportunities and receiving services. It is the policy of the council to ensure that no customer or applicant receives less favourable treatment because of their race, gender, age, marital status, religion, impairment, health conditions, or on any other unjustifiable grounds. All services and departments will be regularly reviewed to ensure that they meet the council's equal opportunities goals.

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| **Gender** | **Ethnicity** | **Disability** |
| Female | White | I consider myself to have a disability |
| Male | Mixed | I have difficulty getting around |
| Other | Asian/Asian British | No disability |
| Prefer not to say | Black/Black British | Prefer not to say |
|  | Other ethnic group |  |

1. **Next Steps**

Thank you for taking the time to complete this form. The LBTH Regeneration/Asset Management Team will be in contact regarding your application. If you have any queries, you can send an email to: [meanwhile@towerhamlets.gov.uk](mailto:meanwhile@towerhamlets.gov.uk)