



**Barham Park Trust Committee**  
2 July 2015

**Report from the Barham Park Trust  
Property Adviser**

Wards affected:  
Sudbury

Property Update of Units 1, 2, 4 and 8 of the Barham Park Buildings, 660 Harrow Road, Sudbury HA0 2HB.

## **1.0 Summary**

- 1.1 To update the Trust with regard to the marketing of Unit 4 the Barham Park Lounge.
- 1.2 To seek approval to vary the decision made by the Trustees at the 28<sup>th</sup> January 2015 Barham Park Trust Committee Meeting, to market Unit 1, the Card Room in order that it be let in a similar manner to the proposed Brent Council Community Asset Transfer, (CAT), mechanism.
- 1.3 To seek approval from the Trust to procure consultants to draw up a Maintenance Profile Plan for the next 10 years for the envelope of the buildings. This, to enable decisions to be made with regard to maintenance work that will be needed to the external façade of the buildings.
- 1.4 To report to the Trustees the results of the external valuation carried out by the Valuation Office Agency, to determine the market rent to be paid for the letting of Unit 8 The Children's Centre to Brent Council.
- 1.5 To report to the Trustees of the progress to lease the Unit 2 Snooker and Billiard Rooms to the Barham Park Veterans' Club (Wembley).

## **2.0 Recommendations**

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- 2.1 That the Trust approves the proposal to offer the Card Room to Third Sector Organisations utilising Brent Council's Community Asset Transfer Policy.
- 2.2 That the Trust approves the procurement of a consultant to draw up a Maintenance Profile Plan, such a plan to be reported to the Trust once it has been drawn up.

### **3.0 Detail**

#### **The Marketing of Unit 4 The Barham Park Lounge**

- 3.1 The marketing of Unit 4, The Barham Park Lounge commenced on Thursday 21<sup>st</sup> May 2015 with the deadline to receive the non-binding open market tenders being Friday 10<sup>th</sup> July 2015 at 12.00pm. Advertisements for the Unit were placed in the Brent and Kilburn Times on the 21<sup>st</sup> May 2015 and the 11<sup>th</sup> June 2015. An advertisement was also placed in the latest edition of the Brent Magazine that is distributed to residents throughout the borough. A marketing board has also been placed on the site, which has attracted a number of enquiries.
- 3.2 Over 125 sets of marketing particulars have been distributed to individuals and organisations. These consist of applicants for similar properties held on the Council's Property and Projects Unit's data base; community groups, borough wide voluntary organisations and charities held on the Council's Ward Working Unit's data base; relevant individuals and organisations who took part in the Trust's previous marketing exercise in 2012; individuals and organisations who have rung up requesting the marketing particulars.  
The marketing particulars were also sent to CVS Brent asking them to distribute them to any relevant organisations who they consider maybe interested. A number of individuals and organisations have also downloaded the marketing particulars directly from the Council's web page.
- 3.3 There has been a good level of interest in the Unit and it is clear that the Trust will receive a number of bids for evaluation and selection. The bids will be initially evaluated by officers. The property adviser in conjunction with the Trust Chair, to whom delegated authority was given at the previous Committee, will then meet to select a suitable tenant.
- 3.4 The marketing details and conditions under which Unit 4 The Barham Park Lounge, is being offered, are contained in the Marketing particulars (See Appendix 1).

#### **The Marketing of Unit 1 The Card Room**

- 3.5 The 28<sup>th</sup> January 2015 Barham Park Trust meeting resolved "(i) That the Card Room (Unit 1) be marketed for a possible Café A3 and/or D1 use and that the marketing exercise be locally targeted" and "(ii) That the property adviser to the Trust in conjunction with the Trust Chair be authorised to select and let the Card Room (Unit1) to a suitable tenant on terms to be agreed.

- 3.6 Subsequent to that meeting it was decided to postpone the marketing of The Card Room in order for the Trust to consider and if appropriate, approve, the advertising of the Card Room on terms similar to the Council's Community Asset Transfer mechanism.
- 3.7 Under the CAT mechanism it is envisaged that community groups, voluntary organisations and charitable organisations can apply to lease Council owned properties. Such Organisations will need to fulfil certain criteria in terms of, (amongst other things), competency, inclusivity and financial propriety. It is proposed that the Trust adopt similar criteria in order to select an appropriate group to occupy the Card Room.
- 3.8 It should be noted that under the provisions of the Charities Act 2011, when disposing of Trust's property assets, Best Value generally has to be achieved. However if the tenant is a charity with the same charitable objectives, and is offering a use that is in line with the Barham Park Charitable Trust's objectives, namely the provision of recreational uses to the community, then such a letting does not have to be at Best Value.

### **Maintenance Profile Plan**

- 3.9 On 28<sup>th</sup> February 2014 the refurbishment works to Units 3, 4 and 5 to bring them up to a tenantable standard and to separate the various Units, were completed within the Trust's allocated budget.
- 3.10 As part of the management of any property asset the Trust needs to provide cyclical and planned maintenance and to make provision for maintenance. This can be done with the aid of a long term Maintenance Profile Plan. Therefore the Property Adviser to the Trust is seeking consent to procure a consultant to prepare such a plan.

### **Unit 8 The Children's Centre Valuation Office Agency's Valuation**

- 3.12 The Valuation Office Agency has now produced its valuation report of the above property and has valued the market rent for a 5 year lease, with the ability of a tenant to sublet the premises, at £11,300 per annum exclusive. This was £300 per annum higher than Brent's qualified surveyor. The Charity Commission had previously advised that an independent report was necessary because the parties were connected.
- 3.13 On this basis it is recommended that the Trust seeks Charity Commission Approval to let the unit to Brent Council at a rent of £11,300 for a term of 5 years with consent to sublet the property to an organisation to continue the Children's Centre service.

### **Unit 2 The Snooker and Billiard Rooms: Proposed letting to the Barham Park Veterans' (Wembley).**

- 3.14 The Trust has now received from the Barham Park Veteran's Club (Wembley), the signed Heads of Terms together with the completed Diversity Questionnaire with regard to their membership. The proposal is to now

proceed to complete the approved letting of this Unit to Barham Park Veteran's Club (Wembley). This will be under the terms approved and outlined in paragraph 3.6 of the 28<sup>th</sup> January 2015 Barham Park Trust Committee Report.

#### **4.0 FINANCIAL IMPLICATIONS**

- 4.1 A potential increase in rental income for the Trust if Unit 4 The Barham Park Lounge is successfully marketed and leased to tenants, for a use that is compatible with the Trust's charitable objectives.
- 4.2 If Unit 1 The Card Room is advertised and let to an organisation under the CAT mechanism a Best Value rental income may not be achieved. However the organisation to whom it is let to, may provide a service that is not only compatible with the Trust's charitable objectives, but may also provide a service that has a benefit to the community that is measurable in more than just financial terms.

#### **5.0 LEGAL IMPLICATIONS**

- 5.1 A disposal or letting of Trust land to another charity for similar charitable purposes is not subject to the procedural requirements in the Charities Act 2011, (applicable to a disposal to any other third party or a connected person like the Council).
- 5.2 The statutory requirements relating to any other disposal or letting of land are summarised as follows:
- 5.2.1 Any disposal or letting of Trust land for more than 7 years to a third party, (who is not a charity with similar purposes), can only be authorised by the Trustees after considering a written report prepared by a qualified surveyor as to the marketing and the valuation of the land on the basis that the terms proposed for the disposal are the best that can be reasonably obtained subject to the proviso that the disposal is not inconsistent with the purposes of the charity and the proviso that a disposal to a connected person is subject to the consent of the Charitable Commission which may specify additional requirements to those specified in this paragraph
- 5.2.2 Any disposal or letting of Trust land for 7 years or less to a third party, (who is not a charity with similar purposes), can be authorised by the Trustees after considering the advice of a suitably qualified person on the basis that the terms proposed for the disposal are the best that can be reasonably obtained subject to the proviso that the disposal is not inconsistent with the purposes of the charity and the proviso that a disposal to a connected person is subject to the consent of the Charitable Commission which may specify additional requirements to those specified in this paragraph.
- 5.2.3 Any disposal of recreational charity land or letting for more than two years to a third party or a connected person, (who is not a charity with similar purposes), must be notified in the local press and on site and provide at least one calendar month for people to make representations.

## **6.0 DIVERSITY IMPLICATIONS**

- 6.1 The following diversity implications are the same implications that were identified in the 28<sup>th</sup> January 2015 report to the Barham Park Trust.
- 6.2 Positive impacts have been identified in respect of age, pregnancy and maternity, race, religion or belief and sex as the properties and services provided from those Units will be inclusive for everyone. In respect of the Unit being currently marketed, Trust Officers have made sure that the opportunities are widely marketed and will encourage any selected tenant to advertise and promote their services in a similar manner ensuring the Unit and services are inclusive for all.
- 6.2 We recognise the mitigations may not fully alleviate all negative impacts and that some may not work for various reasons. However the principle aim of these proposals is to market and lease under utilised valuable property assets and regularise existing occupation arrangements, aligning them with the charitable objectives of the Barham Park Trust for provision of recreational facilities for the benefit of members of the public.

## **7.0 STAFFING/ACCOMMODATION IMPLICATIONS**

- 7.1 None.

## **8.0 BACKGROUND PAPERS**

1. Charity Commission Guidance.
2. 28<sup>th</sup> January 2015 Barham Park Trust Committee Report- Property Update and Proposals for the Future Uses and Tenure Arrangements of the Unlet Units at Barham Park.

### **Contact Officers**

Richard Barrett  
Operational Director, Property and Projects  
Regeneration and Growth  
[richard.barrett@brent.gov.uk](mailto:richard.barrett@brent.gov.uk) 020 8937 1330.

## Appendix I

## BARHAM PARK CHARITABLE TRUST

Subject to Contract, Trustee  
and, (where appropriate), Charity Commission Approval

### To Let

By Informal Non Binding Tender On behalf of The Barham Park Charitable Trust  
Unit 4 The Lounge  
Barham Park  
660 Harrow Road  
Wembley HA0 2HB.



Recreational Uses are being sought for the benefit of the local Community within the Borough.

It is preferred that the Tenant be an established and locally based, being either a "not for profit organisation", a charity, voluntary organisation and/or Community group. The Tenant must have a commitment to the Community and Brent Council's Equalities Policy.

The Consumer Protection from Unfair Trading Regulations 2008 & Misrepresentation Act 1967. The above particulars are believed to be correct but are **supplied for information only and no reliance should be placed thereon. They are not deemed to be part of any contract which** may be entered into. London Borough of Brent does not bind itself to accept the highest or any other offer and in supplying these particulars is not issuing instructions to any agents and therefore does not bear liability for any fee

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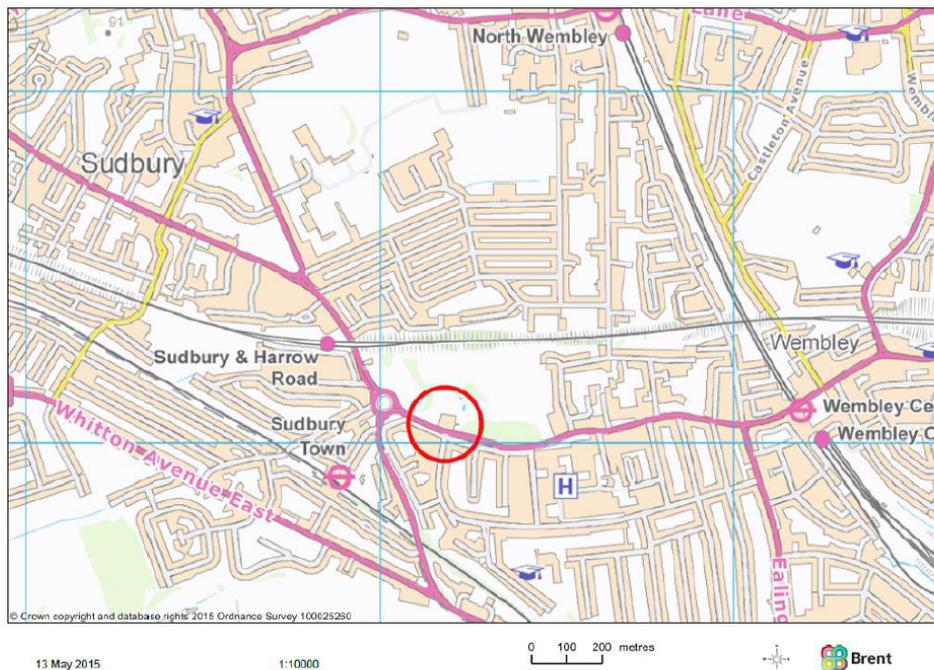
**Uses**

The Trust is seeking bids for a recreational use for the Community for The Lounge. The current use is D1, (Non residential institutions). An A3 Park Café might be considered as a single use, or combined with a D1 Use.

Please note that, under the terms of the Trust, it is not permitted to lease the space solely as a place for worship, or solely for an educational use. Any medical use or offices for commercial use, will not be considered.

**Location**

The Lounge is situated in a park location with Barham Park being one of the Borough's most popular parks. It is accessed from the Harrow Road and The Lounge overlooks the Silver Jubilee Garden and the beautiful Barham Park. It is only 400 metres from the Sudbury Town Tube, (Piccadilly Line), and about 400 metres from Sudbury and Harrow Road Rail Station. The property is located on the following bus routes 18, 83, 223 and 182.



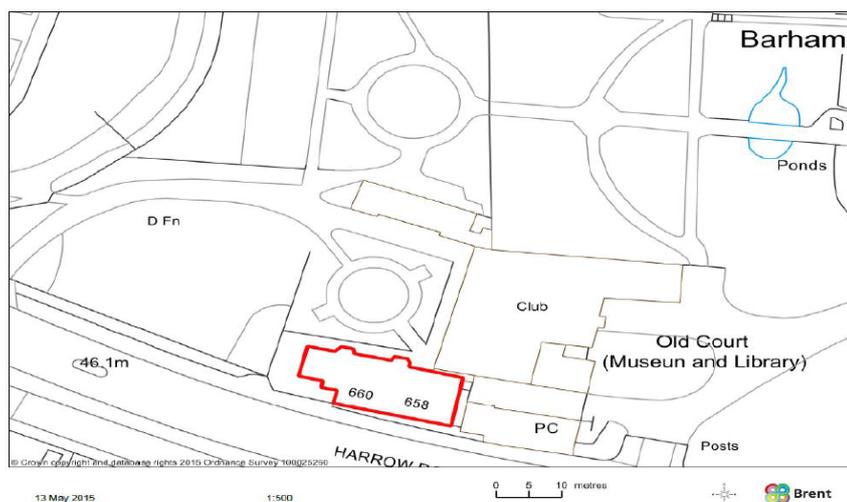
The Unit is adjacent and below a newly created Arts Centre containing artists studios which form part of the historic and attractive Barham Park Complex of Buildings. It overlooks tranquil planted gardens.

There is a 'Pay and Display' car park, (with spaces for up to 16 cars), located adjacent to the Complex of Buildings and there is some street parking on residential streets, approximately 5 minutes walk away.

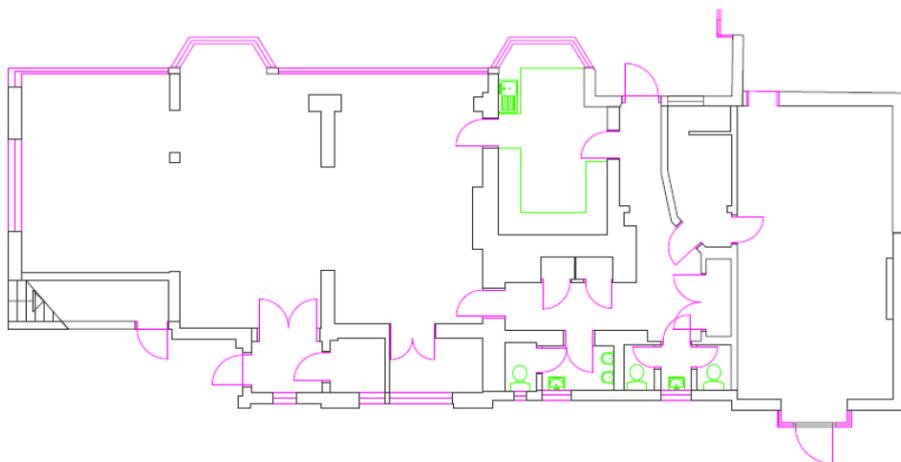
Events that take place in the park include a funfair, Diwali, Eid celebrations and Bonfire Night. The Park is also available for hire for other events by members of the public or organisations, thus adding potential footfall to the Park over the year.

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**Site Plan**



**Floor Plan**



This ground floor Unit comprises a main hall area and a smaller ancillary hall area, (both with separate entrances), with male and female WCs and a disabled toilet. Each hall can be used separately or simultaneously, but both will be let as one Unit. It has recently been refurbished together with the provision of updated gas central heating, new flooring, a new kitchen and upgraded toilet facilities. It has an entrance on to the attractive Jubilee Gardens with an area that could be used for outdoor seating.

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Internal Areas:- Main Hall 80.9sq m (870sq ft.), Smaller Hall 33.7sq m (362sq ft.), Kitchen 14.39sq m (154sq ft.)



The Main Hall of The Lounge



The Silver Jubilee Garden-a potential outside summer seating area.

**Current Planning Use**

The current planning use is D1. Proposed uses outside this category may require a Change of Use planning consent.

The following link sets out what planning uses fall under the D1 Use Class designation:-

<http://www.planningportal.gov.uk/permission/commonprojects/changeofuse/>

**Occupier Non Domestic Rates**

The property is assessed for National Non Domestic Rateable Value of £6,300.

**Energy Performance Certificate**

The building has an assessment of D.

**Costs**

The prospective tenant will be responsible for the Trust's Legal costs of £750.

**Rental**

A rental guide price in the order of £7,000 per annum exclusive is provided.

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### **Proposed Lease Terms**

#### **Tenure**

1. The Trust invites bidders to propose a lease term up to a maximum of 15 years which will be subject to a rent review every five years.
2. The lease will be on an Internal Repairing basis with the property being insured by the Barham Park Charitable Trust through Brent Council's block insurance policy and recovering the premium from the ingoing tenant. External repairs will be recharged to the tenant by way of a service charge.
3. The ingoing tenant will be permitted to assign the property subject to Landlord's consent, not to be unreasonably withheld. Sub-letting will be prohibited.
4. The lease will contain such terms as the Solicitor to the Trust considers appropriate.
5. The ingoing tenant will be required to covenant to undertake any proposed works outlined in their business plan at their own expense and obtaining any requisite consents, including planning consents.

#### **Particulars Disclaimer**

1. The areas and measurements contained within these particulars are approximate figures only and no warranty is given as to their accuracy. The prospective tenant should satisfy themselves as to site areas and other matters of measurement from their own surveys. These details do not form part of any contract.
2. All statements contained therein are made without responsibility on the part of the London Borough of Brent and the Barham Park Charitable Trust and its employees and should not be relied upon as statements or representation of fact. Applicants must satisfy themselves, by inspection or otherwise, as to the correctness of each of the statements contained in these particulars.
3. The London Borough of Brent and the Barham Park Charitable Trust and its employees do not give any warranty whatsoever in relation to the property.
4. The property is offered as seen with all latent and patent defects and neither the London Borough of Brent and the Barham Park Charitable Trust nor its employees warrant that it is suitable for any proposed use.
5. In no case shall any prospective tenant have any claim for expenses incurred in the preparation of any offer, nor in respect of any other matter.
6. The Barham Park Charitable Trust is not obliged to accept the highest or any other offer for the property.

#### **The Consumer Protection from Unfair Trading Regulations 2008 and Misrepresentation Act 1967**

The Trust gives notice that:-

1. The above information does not constitute part of an offer or contract.
2. All statements made in the above information are without responsibility on the part of the Council and the Barham Park Charitable Trust or its Officers.
3. None of the statements contained in the above information should be relied on as statements or representations of fact.
4. Any prospective tenant must satisfy themselves by inspection or otherwise as to the correctness and accuracy of the above information.
5. The Barham Park Charitable Trust does not propose issuing instructions to agents and if you are an agent it is assumed that you are retained by your client.

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**Viewings**

Between 2.00pm-3.00pm on the following dates:

Tuesday 26<sup>th</sup> May 2015  
Tuesday 2<sup>nd</sup> June 2015  
Tuesday 9<sup>th</sup> June 2015  
Tuesday 16<sup>th</sup> June 2015

Further viewings can be arranged on an ad hoc basis.

To register for a viewing please confirm in the first instance to:-

Howard Fertleman- howard.fertleman@brent.gov.uk Tel: 020 8937 1566  
or  
James Young- james.young@brent.gov.uk Tel 020 8937 1398.

Please see: [www.brent.gov.uk/salesandlettings](http://www.brent.gov.uk/salesandlettings)

**Offers & Closing Date**

Offers are invited for the property and should be submitted by **12pm on 10<sup>th</sup> July 2015** in the prescribed tender format.

Interested parties should note that The Lounge is located in a popular park and it is important that the Trust is fully satisfied that any proposed tenant has a track record and sufficient funding to deliver a quality use for the property.

Bids will be assessed against the assessment criteria sheet that is attached to these property particulars.

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**Application Assessment Form**

Sealed bid conditions apply and completed applications should be submitted to the Operational Director Property & Projects. Please see application form for further details.

Interested parties should make written offers on the separate attached application form. Please fill out the application form as comprehensively as possible, as this will assist us in assessing your proposal.

Within the offer the Trust expects to see a business plan, the required contents of which are stated in the application form.

**All offers are subject to contract.**

The Trust is not obliged to accept the highest, or any proposal tender received, reserving the right to withdraw the property from letting at any time.

If the property is of interest to you, please make a submission using Brent Council's application form a copy of which is attached below. Please return to:-

**Richard Barrett,  
Operational Director  
Property & Projects Unit  
Department of Regeneration & Growth  
7<sup>th</sup> Floor  
Brent Civic Centre  
Engineers Way  
Wembley  
HA9 0FJ**

**Sealed bid conditions apply.**

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Barham Park  
Stage 2 Application Assessment Form

|                  |  |
|------------------|--|
| Applicant's Name |  |
|------------------|--|

| Scoring Explanation | Score |
|---------------------|-------|
| Very Poor           | 1     |
| Poor                | 2     |
| Average             | 3     |
| Good                | 4     |
| Very Good           | 5     |

## 1. Financial Standing 10%

| Criteria   | Score |
|--|-------|
| Individual / Company financial standing to include credit rating agency check. |       |
| Individual / Company bank reference.   |       |
| Evidence of funds.   |       |
| Three years of audited accounts.   |       |
| Current or previous landlord's references.                                     |       |
| Sub Total  |       |

|                       |  |         |  |
|-----------------------|--|---------|--|
| Total Score out of 25 |  | % Score |  |
|-----------------------|--|---------|--|

## 2. Proposed use of building 25%

| Criteria  | Score |
|---|-------|
| Recreational as per Trust requirements and compatibility within an attractive park setting. |       |
| Sensitive to park location.   |       |

|                       |  |         |  |
|-----------------------|--|---------|--|
| Total Score out of 10 |  | % Score |  |
|-----------------------|--|---------|--|

## 3. Deliverability and Viability 25%

| Criteria   | Score |
|--|-------|
| Applicants experience of delivering similar projects.                                    |       |
| Deliverability i.e. professional team, skills and resources to deliver the proposed use. |       |
| Business plan cash flow forecast over 3 years.   |       |
| Sub Total  |       |

|                       |  |         |  |
|-----------------------|--|---------|--|
| Total Score out of 15 |  | % Score |  |
|-----------------------|--|---------|--|

## 4. Financial Offer 15%

| Criteria / Ranking  | Score |
|---|-------|
| Price (if below guide price = 0; if at guide price = 1; if 10% above guide price = 2; if 15% above guide price = 3; if 20% above guide price = 4; if 25% above guide price = 5) |       |
| Sub Total   |       |

|                      |  |         |  |
|----------------------|--|---------|--|
| Total Score out of 5 |  | % Score |  |
|----------------------|--|---------|--|

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5. Commitment to Equalities and open for use by all of the Community 25%

|                      |  |         |
|----------------------|--|---------|
| Criteria             |  |         |
| Yes/No?              |  |         |
| Total Score out of 5 |  | % Score |

|   |                                     |
|---|-------------------------------------|
| <b>ADDED VALUE</b>  | (Please circle or provide details). |
| How many permanent jobs will your proposal will create?   |                                     |
| Do you intend to pay any employees the Living London Wage.  | YES/NO                              |
| How may apprenticeships will your proposal create?  |                                     |
| LB Brent and the Barham Park Charitable Trust is committed to the Greater London Authorities levels of fair pay, can you confirm your commitment to the same? | YES/NO                              |
| If the proposals involve redevelopment, which level of BREEAM will be targeted?   |                                     |
| If your proposals involve redevelopment, please confirm your commitment to secure by design?  | YES/NO                              |

After the initial process, the Barham Park Trust reserves the right to introduce additional processes at which stage, applicants will be re-scored based on the criteria in this scoring sheet.

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**Application Form To Lease The Lounge Unit 4 Barham Park**

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Premises Address: The Lounge, Unit 4 Barham Park, 660 Harrow Road Wembley HA0 2HB.....

Bid Deadline: 12 pm 10<sup>th</sup> July 2015 .....Sealed bid conditions: Yes

The application form should be duly completed and be legible in black ink or be typed.

|  |  |
|--|--|
| <b>YOUR DETAILS:</b>   |  |
| Full Name:   |  |
| Address (Please provide a copy of a utility bill/bank statement/driving licence or similar proof of address) |  |
| Contact Details:   |  |
| Landline:  |  |
| Mobile:  |  |
| Email:   |  |

If you are proposing to take the lease in a company name, please supply the following:

|                         |  |
|-------------------------|--|
| <b>COMPANY DETAILS:</b> |  |
| Full Name:              |  |
| Registration number:    |  |
| Address:                |  |
| Contact Details:        |  |
| Landline:               |  |
| Mobile:                 |  |
| Email:                  |  |

A satisfactory bank reference will be required. Please provide your bank details and your consent for the Council and the Barham Park Trust to take a reference for which the bank may charge a fee.

|                      |  |
|----------------------|--|
| <b>BANK DETAILS:</b> |  |
| Full Name:           |  |
| Address:             |  |
| Contact Details:     |  |
| Landline:            |  |
| Mobile:              |  |
| Email:               |  |
| Sort Code:           |  |
| Account Number:      |  |

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**Application Form To Lease The Lounge Unit 4 Barham Park**

I / We hereby give consent to the Barham Park Charitable Trust and Brent Council to obtain a Bank Reference from ..... Bank and hereby authorise you to deduct your fee for the service from the above account.

Signature of Account Holder(s) .....

Signature of Account Holder(s) .....

Date .....

As part of your application please provide proof of:

1. Funds to cover the first 3 months advanced rental payments.
2. Plus the funds for a 3 months rent deposit.

In certain circumstances the Barham Park Charitable Trust and Brent Council may request that a guarantor should be provided. If you are using a guarantor please complete the guarantor information as follows:

|  |  |
|--|--|
| <b>GUARANTOR DETAILS:</b>                          |  |
| Full Name:   |  |
| Registration number (if applicable):               |  |
| Address:   |  |
| Contact Details:<br>Landline:<br>Mobile:<br>Email: |  |

A satisfactory bank reference will be required. Please provide your bank details and your consent for the Barham Park Trust and Brent Council to take a reference for which the bank may charge a fee.

|  |  |
|--|--|
| <b>GUARANTOR BANK DETAILS:</b>                     |  |
| Full Name:   |  |
| Address:   |  |
| Contact Details:<br>Landline:<br>Mobile:<br>Email: |  |
| Sort Code:   |  |
| Account Number:                                    |  |

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**Application Form To Lease The Lounge Unit 4 Barham Park**

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Other than a Solicitor if you will be using other professional advisors please provide their details below:

| Agent Name & Company | Role (what will they do?) and qualifications. | Similar project experience (yes/no) & examples |
|----------------------|---|--|
|                      |   |  |
|                      |   |  |
|                      |   |  |

Please confirm that from the offer acceptance date by the Barham Park Charitable Trust, you will be able to complete the contract within 6 weeks? Yes / No (please circle)



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**Application Form To Lease The Lounge Unit 4 Barham Park**

Please provide your solicitors details:-

|  |        |
|--|--------|
| <b>SOLICITORS DETAILS:</b>                         |        |
| Contact Person:                                    |        |
| Company Name:                                      |        |
| Address:   |        |
| Contact Details:<br>Landline:<br>Mobile:<br>Email: |        |
| Are they formally appointed at this stage?         | Yes/No |

Form completed by .....  
Date .....

Please note:

- The prospective tenant is responsible for investigating the prospect of obtaining all requisite consents, including planning permission;
- The contract for a leasehold disposal will be non-assignable prior to completion;
- The successful applicant will be required to complete unconditionally within 6 weeks from receiving the Barham Park Charitable Trust's offer of acceptance, (an extension may be granted at the Trust's sole discretion).

A deposit equivalent to 3 months rent together with 3 months rent in advance is payable upon entering into the contract. The deposit will be returned after 12 months of operation.

- The Barham Park Charitable Trust may require that a guarantor should be obtained in certain circumstances where a deposit may not be appropriate.
- The Barham Park Charitable Trust is not obliged to accept the highest, or any bid received. The Trust also reserves the right to withdraw the property from a letting at any time; and
- The above information does not constitute part of an offer or a contract.

All bids are to be non-binding and must be submitted in writing by post, or by hand by the bid deadline.

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**Application Form To Lease The Lounge Unit 4 Barham Park**

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**Sealed Bid Conditions**

The Application Form for Lease of a Commercial Property should be used for the purposes of a sealed bid. The form should be placed in a **sealed envelope** that bears no mark of the sender and **use must be made of the tender return label below**. Please note faxes and open letters will not be accepted.

**Tender Return Label**

Please cut and attach the **TENDER RETURNABLE TO** label below to an envelope.

---

**TO BRENT COUNCIL POSTAL SERVICE: PLEASE DO NOT OPEN THIS SEALED BID**

**TENDER RETURNABLE TO:**

|   |
|---|
| <p><b>Richard Barrett,<br/>Property &amp; Projects Unit,<br/>7<sup>th</sup> Floor<br/>Department of Regeneration &amp; Growth<br/>Brent Civic Centre,<br/>Engineers Way,<br/>Wembley,<br/>HA9 0FJ</b></p> |
|---|

**TENDER PROPERTY ADDRESS:**

The Lounge  
Unit 4  
Barham Park  
660 Harrow Road, Wembley  
HA0 2HB

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**TENDER BID DEADLINE DATE: 10<sup>th</sup> July 2015**

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**TIME: 12.00pm**.....

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**Application Form To Lease The Lounge Unit 4 Barham Park**

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**THIS SECTION IS TO BE USED FOR THE PURPOSES OF MONITORING.**

**Conflict of Interest Declaration**

Are you a Councillor? .....

Are you related married cohabiting or in a civic partnership with a Councillor? .....

Are you employed by the Council? .....

Are you related married cohabiting or in a civic partnership with an Employee? .....

If you are an organisation, are any of your managers, directors, partners or trustees a Councillor or Employees of Brent? .....

If you are an organisation, are any of your managers, directors, partners or trustees married cohabiting or in a civic partnership with a Councillor or Employee of Brent? .....

Is there any other basis on which there maybe a conflict of interest, i.e. a connection which may provide with a potential advantage over other bidders or put you in a position where there maybe a conflict of interest between you your organisation and the Council. ....

If you answered yes to any of the questions please provide more details of 'your Brent connection' including the persons name and role.

.....  
.....  
.....  
.....  
.....

If a conflict has been identified and you decide to make a bid you must not use your, or your connected person's position, to gain an advantage.



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**Equal Opportunities Form**

This form is to be completed when applying for property or completed as part of a consultation and survey process. **Please put this form in an unmarked separate envelope within your submission to ensure confidentiality**

Brent Council and the Barham Park Charitable Trust are committed to the provision of service excellence and meeting the needs of the diverse communities we serve. This means achieving the very highest of standards of equality in service delivery and employment, in line with legislation and guidance.

Monitoring is more than collecting data. It helps find out which groups are using our service. It helps determine if we are offering equality of opportunity and equal treatment to all. It enables solutions and change, assisting in improving on our reputation as a good and fair provider of goods and services.

To help us, we ask you take a few minutes to complete the questionnaire. Indicate your answers by ticking the applicable response. The information provided will be reported as appropriate to internal Boards or the Cabinet and the Barham Park Charitable Trust and is subject to Brent's confidentiality and data protection policies and procedures.

You can find Brent's and the Barham Park Charitable Trust Equality and Diversity policy in the following location: <http://brent.gov.uk/your-council/about-brent-council/council-structure-and-how-we-work/equality-and-diversity/equality-in-brent/>

**About you and your organisation**

Please tell us a bit more about you and your workforce to help us understand the diversity of the organisations and businesses that we are working with. The information you provide helps us to ensure that all our services are delivered fairly. This personal information will be treated in the strictest confidence in accordance with the Data Protection Act 1998.

**ABOUT YOU****What is your role in the organisation?**

|                        |                 |         |       |
|------------------------|-----------------|---------|-------|
| Director               | Human Resources | Manager | Owner |
| Other, please specify: |                 |         |       |

**What is your age group?**

|         |         |         |         |         |     |                   |
|---------|---------|---------|---------|---------|-----|-------------------|
| 16 – 24 | 25 – 34 | 35 – 44 | 45 – 54 | 55 – 64 | 65+ | Prefer not to say |
|---------|---------|---------|---------|---------|-----|-------------------|

**Do you consider yourself to be disabled?**

|     |    |                   |
|-----|----|-------------------|
| Yes | No | Prefer not to say |
|-----|----|-------------------|

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**What is your ethnicity?**

|                        |                         |                   |
|------------------------|-------------------------|-------------------|
| Asian or Asian British | Black or Black British  | Mixed background  |
| White or White British | Other ethnic background | Prefer not to say |
| Please specify:        |                         |                   |

**What is your gender?**

|        |      |                   |
|--------|------|-------------------|
| Female | Male | Prefer not to say |
|--------|------|-------------------|

**Is your gender identity different to the sex you were assumed to be at birth?**

|                     |                   |                   |
|---------------------|-------------------|-------------------|
| Yes, it's different | No, it's the same | Prefer not to say |
|---------------------|-------------------|-------------------|

**What is your sexual orientation?**

|                          |         |                      |
|--------------------------|---------|----------------------|
| Bisexual                 | Gay man | Gay woman or lesbian |
| Heterosexual or straight | Other   | Prefer not to say    |

**What is your religion or belief?**

|                       |          |                   |
|-----------------------|----------|-------------------|
| No religion or belief | Buddhist | Christian         |
| Hindu                 | Jewish   | Muslim            |
| Sikh                  | Other    | Prefer not to say |

**ABOUT YOUR WORKFORCE**

| Age     | Number of staff | % total workforce |
|---------|-----------------|-------------------|
| 16 – 24 |                 |                   |
| 25 – 34 |                 |                   |
| 35 – 44 |                 |                   |
| 45 – 54 |                 |                   |
| 55 – 64 |                 |                   |
| 65+     |                 |                   |

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| <b>Disability</b> | <b>Number of staff</b> | <b>% total workforce</b> |
|-------------------|------------------------|--------------------------|
| Disabled          |                        |                          |
| Not disabled      |                        |                          |
| Unknown           |                        |                          |

| <b>Race</b>             | <b>Number of staff</b> | <b>% total workforce</b> |
|-------------------------|------------------------|--------------------------|
| Asian or Asian British  |                        |                          |
| Black or Black British  |                        |                          |
| Mixed background        |                        |                          |
| White or White British  |                        |                          |
| Other ethnic background |                        |                          |
| Unknown                 |                        |                          |

| <b>Sex</b> | <b>Number of staff</b> | <b>% total workforce</b> |
|------------|------------------------|--------------------------|
| Female     |                        |                          |
| Male       |                        |                          |

| <b>Religion or belief</b> | <b>Number of staff</b> | <b>% total workforce</b> |
|---------------------------|------------------------|--------------------------|
| No religion or belief     |                        |                          |
| Buddhist                  |                        |                          |
| Christian                 |                        |                          |
| Hindu                     |                        |                          |
| Jewish                    |                        |                          |
| Muslim                    |                        |                          |
| Sikh                      |                        |                          |
| Other                     |                        |                          |
| Unknown                   |                        |                          |

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| Sexual orientation              | Number of staff | % total workforce |
|---------------------------------|-----------------|-------------------|
| Lesbian, gay, bisexual or other |                 |                   |
| Heterosexual or straight        |                 |                   |
| Unknown                         |                 |                   |

|   |
|---|
| <b>Thank you for taking part in this survey</b> |
|---|

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