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| **EXPRESSION OF INTEREST** |

Purpose of this document:

* To determine the proposed use or uses of a building/site to enable a fair and equal assessment of bids where there is more than one interested party.
* Act as a base document against which the viability of the proposal or proposals can be assessed.

Please return your form to property@lewes-eastbourne.gov.uk

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| **Proposal** |

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| Location: |  |
| Preferred site:  |  |
| Organisation |  |
| Name |  |
| Position in Organisation: |  |
| Address: |  |
| Telephone: |  |
| Email: |  |
| Type of organisation |
| Registered Charity |  | Company limited by guarantee |  |
| Company limited by shares |  | Community Interest Company |  |
| Unincorporated club or association |  | Public Sector |  |
| Other (please specify) |  | Registration Number |  |
| **Please note that the boxes below will automatically expand if needed** |
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| 1. **EXECUTIVE SUMMARY**
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| Please outline the proposed use of the space – to include output(s) and tangible benefits expected from the proposal along with any measurement of success (where applicable). Please consider the following when outlining your proposal:* Site Use
* Community benefit
* Deliverability
* Commencement
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| **2. PROPOSAL DETAILS** |
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| Does the proposal involve the use of an existing building or will a new structure/building be required? |  |
| Please provide brief details of any works required and how these will be funded. |  |
| Is the intention that this be a pop-up temporary offer or a permanent offer? |  |
| Preferred length of lease required? |  |
| Preferred commencement date? |  |
| Please specify roughly what rental figure you would be expecting to pay to the Council for the site you would like to use? |  |
| Is any external funding required to support your use of the site? If so, please confirm amount, source and whether the funding has already been secured or your proposal is subject to funding being secured. |  |
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| **3. ASSUMPTIONS** |  |
| Please let us know any assumptions that you may have made in putting forward your proposal.The scope of this proposal includes the following:The scope of this proposal doesn’t include the following: |
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| **4. RISKS** |  |
| Please state and explain the most significant risks in delivering the proposal and how they can be mitigated. Examples may include planning or leasing issues or unconfirmed external funding. |
| Risk | Likelihood(low = 1high = 3) | Impact(low = 1high = 3) | Mitigation |
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| **5. STAKEHOLDERS** |  |
| Who has a stake in the proposal? Identify those whose interests may be affected. |
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| **6. EQUALITY** |  |
| How will the proposal meet the requirements of the Equality Act 2010? |
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| **7. CLIMATE CHANGE AND SUSTAINABILITY** |
| Please confirm how your proposal will help to support the aims of the Council’s Climate Emergency Strategy a summary of which can be found here:<https://www.lewes-eastbourne.gov.uk/_resources/assets/inline/full/0/294158.pdf>Or full Strategy and Action Plan here:<https://www.lewes-eastbourne.gov.uk/_resources/assets/inline/full/0/294156.pdf> |
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| **8. CORPORATE PLAN 2020-2024** |
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| Please confirm how your proposal will help to support the aims of the Council’s Corporate Plan, a copy of which can be found here:<https://www.lewes-eastbourne.gov.uk/_resources/assets/inline/full/0/257740.pdf> |
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| **AUTHORISED SIGNATORY** |
| *This section must be signed by someone authorised by the organisation (for example a Chairperson). An electronic signature is acceptable.*I confirm that to the best of my knowledge and belief, all the information in this Expression of Interest is true and correct. I understand that, should this proposal be further developed, you may ask for additional information at any stage of the application process. |
| Signed |  | Print name |  |
| Position |  | Date |  |