**Catford Town Centre: Proposals for Meanwhile Uses**

EXPRESSIONS OF INTEREST PRO-FORMA

This form is for the use of expressing detailed expressions of interest and plans for some, or all, of the properties below:

1. **Thomas Lane Depot**, Catford, SE6 4RZ
2. **17-18 Catford Broadway**, SE6 4SN
3. **The Brookdale Club**, Brookdale Road, Catford, SE6 4JY

All submissions must include a completed copy of this pro-forma. Any additional information that you wish to submit may be attached to the submission email.

Expressions of Interest should be made in full awareness and understanding of the accompanying information pack. They are to be emailed to the below address by **7th February 2017.**

[**Jessie.lea@lewisham.gov.uk**](mailto:Jessie.lea@lewisham.gov.uk)

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| **ORGANISATION DETAILS** |
| **Organisation Name:**  **Company Number (if applicable):**  **Address:**  **Name of Primary Contact:**  **Position/Role:**  **Telephone number:**  **Email address:**  **Website (if applicable):**  **Summary of Organisation:** *(Please include a brief summary of your organisation, which should include your organisation goals, vision, history, current structure and notable past projects.)* |
| **PROPOSAL ASSESSMENT QUESTIONS** |
| **Answer the following questions to represent how you will meet the assessment criteria outlined in the information pack:**   1. ***Proposal Outline and Local Value:***  * *Outline a high-level summary of your proposal, including which properties you anticipate utilising and the intended uses for the space:* * *How will your proposal engage with and help deliver local regeneration and place shaping activities, meeting local vision and community need? Please provide evidence for your answer.*  1. ***Financial Proposal:***  * *How do you intend on funding necessary refurbishment and enabling works, sustain operations and create a successful and sustainable rental offer?* * *Please outline your proposed initial Heads of Terms for lease(s), including proposed rental levels and preferred length of lease. This information is intended to be used as a guide and will not form a legally binding offer.* * *Please state your agreement to undergoing all necessary credit checks if your proposal is shortlisted for the next stage.*   *Yes/No*   1. ***Business plan sustainability and delivery strategy:***  * *Outline your business model, its sustainability, delivery strategy and indicative timescales.*  1. **Suitability and experience of tenant team:**  * *Outline the suitability and experience of the tenant team, making reference to any past projects completed.* |
| **INFORMATION PACK** |
| **Please confirm that your proposal is made in full knowledge of the contents of the information pack – *‘Catford Meanwhile Use 2017’* – and the assessment criteria it outlines.**  Yes/No |
| **SIGNED** |
| Name………………………………………………  Date………………………………………………..  Position……………………………………………  Signature…………………………………………. |
| **ADDITIONAL INFORMATION** |
| * **Please attach any supplementary plans and proposals to the email sent with this form** * **Please note that the Council does not undertake to accept the highest nor any offer and reserves the right to require selected bidders to submit further clarification of their Expressions of Interest.** * **Please note that if your proposal is shortlisted for stage 2 you will be asked to provide more detailed information. This will include:**   **In-depth proposal information, proof of identity, proof of address, financial records and standing, corporate references, solicitor and accountants details, proposed works schedule and detailed delivery strategy (if applicable), guarantor information.** |