



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

For all applying organisations	
Name of organisation	
Contact name	
Contact e-mail and telephone number	
Contact address	
Does your organisation meet the criteria shown overleaf?	
For applying organisations not yet occupying a property within the City of Westminster	
Do you need to be in a specific geographical area of Westminster (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 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?	



General Eligibility Criteria for Voluntary and Community Organisations Wanting to Rent Council Premises
(Please see separate form for Financial Eligibility Criteria)

Criteria	Examples of evidence
The organisation must be a voluntary/community organisation whose work has a direct positive impact in the local area. Organisations may include: <ul style="list-style-type: none"> ○ Registered charities ○ Community groups ○ Co-operatives ○ Social Enterprises ○ Community Interest Companies¹ 	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.
The primary beneficiaries of the work must be Westminster residents, rather than 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 organisation must demonstrate that it works for the good of the community. It must not operate a private members club.	Constitution, business plan, funding applications.

¹ Social enterprises and community interest companies will only be eligible if they met the following criteria:

- 100% of any surplus income is re-invested into the organisation
- The organisation does not have a practice or 'profit distribution' whereby Executive Directors may be paid as shareholders.



The organisation must be able to demonstrate inclusivity as part of its regular operations.	Business plan, service plans, 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 the following policies: <ul style="list-style-type: none">○ Conducts activities in line with the Equality Act 2010○ Pays employees or contracted staff the London Living Wage as a minimum, and aligns with the city council's position on Modern Slavery○ Conducts activities that are consistent with the values and strategic aims of Westminster City Council, as outlined in its corporate vision (at time of drafting, this is the City for All vision).	The organisation can show policies which align with the council's policies in these areas.