

Property and Asset Management

Director: Aiden McManus



Magistrates Building, Town Hall Complex, 1 Farnan Avenue, London E17 4NX

Form E2: Application for rent concession**1. Purpose of the form**

Please use this form to tell us why you feel the Council should allow you to rent Council accommodation at less than market rent. This will allow us to assess the social value of the service that your organisation provides and the benefits to the Council and residents of letting the property at less than best consideration.

Please read guidance E2a before completing this form.

Please note that where a question is marked * you can leave this blank if you have previously completed and submitted form E3: Application form for community organisations requesting space.

2. Details of your requirements

Please complete all sections below and include evidence where requested. Please enclose a copy of your latest financial accounts and your business plan.

Contact details	
1	Name of organisation/venture:
2	Contact details for lead representative of organisation/venture: Name: Address: Telephone number(s): Home: Work: Mobile: Email address:
3	Contact details for additional representative of organisation/venture (if applicable): Name: Address:

walthamforest.gov.uk



Property and Asset Management

Director: Aiden McManus

Magistrates Building, Town Hall Complex, 1 Farnan Avenue, London E17 4NX

	Telephone number(s): Home: Work: Mobile: Email address:
About your organisation/venture	
4	Type of organisation/venture (voluntary/community/charity/other)*
5	Aims of your organisation/venture*
6	Are you a registered charity?
Yes <input type="checkbox"/> Please state Charity Number: _____ No <input type="checkbox"/>	
About the service you provide	
7	What do you use/intend to use the accommodation for and what services do you provide?*
8	Please explain why you require a rent concession



Property and Asset Management

Director: Aiden McManus

Magistrates Building, Town Hall Complex, 1 Farnan Avenue, London E17 4NX

9	Please provide evidence of the benefits to the Council and wider community of the Council renting the site to you at less than market rent.
10	Will the services you offer specifically target/cater for any of the following groups? Please tick if so. Elderly people <input type="checkbox"/> Young people <input type="checkbox"/> Adults with disabilities <input type="checkbox"/> Young people with disabilities <input type="checkbox"/> Other <input type="checkbox"/> (please state):
11	Please indicate whether you anticipate being able to pay full market rent for the site in future and if so, when. This is to ensure that we have all relevant information about your current and anticipated financial standing.

Property and Asset Management

Director: Aiden McManus



Magistrates Building, Town Hall Complex, 1 Farnan Avenue, London E17 4NX

15	Please tick to confirm that you have enclosed a copy of your financial accounts for the most recent financial year <input type="checkbox"/> Please tick here if not applicable <input type="checkbox"/>
16	Please tick to confirm that you have enclosed a copy of your current business plan <input type="checkbox"/>

3. Contact Details

Return the completed form, along with supporting information / documents in the post or via email – contact details below:

Property and Asset Management Team

Address: Magistrates Building, Town Hall Complex, 1 Farnan Avenue, London E17 4NX

Telephone: 020 8496 8077/8089

Email: PropertyEnquiries@walthamforest.gov.uk