**Application Form for Expressions of Interest in**

**Tiverton Work hub**

**Instructions:**

1. Please note that **all sections** of this application form must be completed.
2. **Applicants must return their completed application to econdev@middevon.gov.uk by 12 noon on 31 Jan 2025.**
3. Mid Devon District Council does not bind itself to accept the highest or any Expression of Interest.

**Application Checklist**

| **Section** | **Complete** |
| --- | --- |
| 1: Applicant’s Details |  |
| 2: Assessment Criteria Questions |  |
| 3: Proposals and Terms |  |
| 4: References |  |
| 5: Financial Information |  |
| 6: Certificate Relating to Bona Fide Expressions for Interest |  |
| 7: Signature |  |

**Section 1 – Applicant’s Details**

| **Required Information** | **Please Complete** |
| --- | --- |
| Applicant: |  |
| Contact Name: |  |
| Status of Contact:  (e.g. Individual, Chairman, Trustee, Director, etc.) |  |
| Contact Address: |  |
| Daytime Telephone Number: |  |
| Mobile Telephone Number: |  |
| Email Address: |  |
| If the lease is to be taken by a charity or community group, please provide the name of the Charity/Group and if applicable the Charity Number. |  |
| Please provide names and addresses of Trustees/Committee Members if different from above.  (Continue on a separate sheet if necessary) |  |
| If the lease is to be taken in a company name, please provide Company Name and Number |  |
| Registered Office Address: |  |
| Trading Address: |  |
| Nature of Business: |  |

**Section 2 – Assessment Criteria Questions**

* Applicants are required to answer the Assessment Criteria Questions.
* Responses will be evaluated under the following criteria and weighting system.
* Applicants should be aware that there are word limits for each question.
* Pictures, diagrams, tables and organograms will not count towards the word count.
* Applicants can use the response boxes provided or supply their answers on a clearly labelled separate document.

**Question 1: Overall Concept and Experience (40%)**

| **Question** | **Response (No more than 1000 words)** |
| --- | --- |
| **1A – Concept:**  Please outline your proposals for a successful Work hub. This should include:   1. details of your general approach to operating and managing the work hub including proposed types of membership, facilities to be provided to users and hours of operation. 2. outline high-level marketing plan on how you would activate memberships. 3. how you would manage the day to day operation of the Hub and how you believe this operation would be staffed (if applicable) 4. you proposed opening date 5. details of type of furniture, fixtures and equipment (FF&E) to be provided including IT/infrastructure.   **1B: Experience and the Team**:  Please provide details of your organisation and staff’s experience within the workspace sector, relevant to this project. This could include:   1. details of at least two examples of relevant experience over the last five years 2. Detail of any success and outcomes from current/previous experience within this sector 3. details of any other operations you have currently in operation and how this may form part of that network. 4. details of your team and their experience 5. Outline of any association and links you have with other organisations which could form part of this ecosystem supporting the ambitions for Tiverton. |  |

**Question 2: Collaboration with stakeholders (20% )**

| **Question** | **Response (No more than 500 words)** |
| --- | --- |
| Please outline how you will work and collaborate with the Council’s economic development team, users of Tiverton work hub, the wider Tiverton business community and any other stakeholders. Please include:   1. Why you feel you would be an ideal organisation for this project 2. How you see this opportunity working for your brand and for activating the space 3. How you will help and support in meeting the Council’s objectives as set out in the EOI document |  |

**Questions 3: Outline Business Plan (40%)**

**Please prepare and attach an outline business plan (no more than 20 A4 pages) to include the following:**

1. 5 year cashflow forecast showing expected revenue, running costs and target pricing with splits of membership
2. Your proposed offer including any rent free period, profit share split and market rental offer, and any other income/expenditure assumptions
3. Anticipated income and expenditure per annum including profit assumptions
4. Anticipated costs associated with the furniture, fixtures and equipment (FF&E)
5. Any other relevant lease term assumptions

**Section 3 – Proposals & Terms** (Complete as Applicable)

**Please Note: For ‘Yes/No’ answers below please delete as applicable.**

1. Please Indicate the terms of your proposed offer including any rent free period, profit share basis followed by a market rent

£ ………………… Per Annum exclusive for first 5 years

1. Is your **Business Plan enclosed**? Yes/No
2. Is a copy of your **governing document** (Constitution, Trust Deed, Articles of Association, etc.) enclosed? Yes/No
3. If successful, do you agree to deal promptly with all aspects of your proposal and to **complete an Agreement to Lease within 28 days of the issue of a draft** if required? Yes/No
4. Please advise of the **total anticipated cost of any FF&E or fit out works** you propose undertaking: Total Cost = £………………………..
5. Please confirm these costs are included within your Business Plan Yes/No
6. Any other relevant additional information enclosed? Yes/No

If yes, please list:

**Section 4 – References**

**Bank**

1. Name:
2. Address of Branch:
3. Account Number:
4. Sort Code:
5. Account Name:

**Solicitor**

1. Name:
2. Address:
3. Telephone:
4. Email:

**Accountant**

1. Name:
2. Address:
3. Telephone:
4. Email:

**Business References (for activities similar to this proposed at Tiverton Work hub)**

| **Business Reference 1** | **Business Reference 2** |
| --- | --- |
| Name:  Address:  Telephone:  Email: | Name:  Address:  Telephone:  Email: |

**Section 5 – Financial Information**

As part of the evaluation we may undertake financial checks on applicants.

**I/We consent to Bank/Finance Reference, Credit Reference Check and other references being taken on the individual(s), organisation(s) or company(ies) identified in this Expression of Interest Yes/No**

If you are existing organisation please provide 2 years audited accounts. If audited accounts are unavailable please provide non-audited accounts.

If not enclosed, please explain why.

If you are a new organisation please provide appropriate information to demonstrate your financial viability.

**Section 6: Certificate Relating to Bona Fide Expressions for Interest**

**MID DEVON DISTRICT COUNCIL**

**CERTIFICATE RELATING TO BONA FIDE EXPRESSIONS OF INTEREST**

**Tiverton Work Hub**

The purpose of Expressions of Interest being invited by LBR is that LBR shall receive bona fide competitive Expressions of Interest from all those submitting Expressions of Interest. In recognition of this principle, I/We certify that this is a bona fide Expression of Interest intended to be competitive and that I/We have not fixed or adjusted the amount of the Expression of Interest by or under or in accordance with any agreement or arrangement with any other person. I/We also certify that we have not done, and I/We undertake that I/We will not do at any time before the hours and date specified for the return of this Expression of Interest, any of the following acts:-

1. Communicate, to a person other than LBR, the amount or approximate amount of the proposed Expression of Interest except where the disclosure, in confidence, of the approximate amount of the Expression of Interest is necessary to obtain insurance premium quotations required for the preparation of the Expression of Interest.
2. Enter into any agreement or arrangements with any other person that they shall refrain from submitting an Expression of Interest or as to the amount of any Expression of Interest to be submitted, and
3. Offer to pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Expression of Interest or Proposed Expression of Interest for the said property any act or thing of the sort described above.

In this Certificate, the word ‘Person’ includes any person or anybody or association, corporate or incorporate and ‘any agreement or arrangement’ includes any such transaction, formal or informal, and whether legally binding or not.

**Signed: …………………………………………………….**

**For & On Behalf Of: …………………………………**

**Dated:** **Day of** **2025**

**Section 7: Signature**

**In case of individual/individuals –**

Signed:

Name:

**Or in the case of a Voluntary Sector/Community Group or Charity –**

Signed:

Name:

Charity Registration Number:

**Or in the Case of a Company –**

On behalf of Limited/plc

Company Registration Number:

Signed by:

Name:

Title:

**Dated:** **Day of** **2025**