



**COMMUNITY LETTINGS POLICY**  
**STAGE 1 – EXAMPLE FURTHER INFORMATION FORM**  
**This will be amended depending on the asset to which it relates**

In order to assess your initial usage enquiry for a Council owned asset, please provide more information on your organisation, your users, and how your long term usage would align with the Council’s strategic values and objectives as set out in the guidance notes at the end of this document.

We will use this information to assess against our key criteria and will inform you if your enquiry passes the Stage 1 assessment. **Organisations will need to answer all questions below. The Council will not be able to assess incomplete forms.**

1.	Community Use
	<u>About your organisation:</u>
1.1	What is the name of your club/organisation?
1.2	How long has your club / organisation been running?
1.3	Please provide contact details for 2 members of your club / organisation <b>Primary contact</b>  Name:  Address:  Contact number:  Email:  <b>Alternative contact</b>  Name:  Address:  Contact number:

	Email:
1.4	What is your organisations legal entity and current governance? Please attach evidence in form of proof of charity status or trading number where applicable.
1.5	What service/activity does your organisation currently provide or intend to provide?
1.6	What does your organisation intend on using the council asset for? What length of lease are you seeking?
1.7	
1.8	What is the reason for your interest in this Council owned asset? e.g. lease ending in current site.
1.9	How many hours per week would you be wanting to make use of the asset? Please provide: <ul style="list-style-type: none"> <li>- days of week</li> <li>- times</li> </ul>
	<u>About your members/service users:</u>
1.10	How many members/current service users do you have? How many of your members/users are Spelthorne residents?
1.11	How many projected members/service users do you expect over the next:
1.12	12 months: 2 years: 5 years: What impact would acquisition of the Council asset have on the figures in 1.12 and your organisations activities?
1.13	
1.14	What is the cost of any membership to local residents – do you offer concessions? Are your rates affordable to your service users?

1.15	Are less advantaged groups users of your service? If yes, what percentage of users are from less advantaged groups?
1.16	
<b>2. Strategic Objectives</b>	
2.1	<p><u>Benefits of usage</u></p> <p>If you were to use this facility, what benefits would the local people receive from your service? Please refer to the Council's strategic values and objectives in the guidance notes and explain how your benefits relate to these.</p> <p>Corporate Plan:</p> <p>Health and Wellbeing Strategy:</p> <p><u>Benefits to asset</u></p> <p>2.2 Please provide any benefits that the Council's asset would receive from your usage. We are interested in how your usage would impact on the sustainability of the asset:</p> <p>2.3 Would your organisation be willing take on responsibility for repairs and maintenance? Please provide details including any previous experience of managing an asset.</p> <p>2.4 What effect would the presence of your organisation within the asset have on anti-social behaviour?</p> <p>2.5 Has your organisation secured any funding that could benefit the asset?</p>

2.6	Does your organisation link with a funding partner who is interested in investing in the asset or receive advisory support from relative organisation?
<b>3. Local Provision</b>	
3.1 3.2  3.3	<p>Please confirm if you are aware of any other similar organisations operating in Spelthorne or in the locality of the asset?</p> <p>Please provide evidence that there is a local need and/or community support for your services acquisition of this asset.</p> <p>Do you currently operate a waiting list for your service and if so how many people are listed?</p>
<b>4. Declaration of interest</b>	
4.1  4.2  4.3	<p>The Council has a duty to consider any situation in which staff personal interests, or interests that owe staff to another body or person, may (or may appear to) influence or affect the Council's decision making. Please therefore answer the following questions:</p> <p>4.1 Is your club/organisation receiving any political interest and or support from local Councillors?</p> <p>4.2 Are you or any of your committee members related to a member of staff at the Council or a Councillor?</p> <p>4.3 Are you or any of your committee members self-employed and contractually obliged to provide goods or services to a member of staff or Councillor at the Council?</p>

<b>5</b>	<b>Additional information</b>
	<p>Please supply any additional information that you think might be of interest to the scoring panel.</p>

**Guidance Notes:**

Spelthorne Borough Council's Strategic Plans

The Council's Corporate Plan sets out four main priorities.

Housing

Key aim: To strive towards meeting the housing needs of our residents, providing working families and others in housing need within the Borough with suitable accommodation.

Economic Development

Key aim: To stimulate more investment, jobs and visitors to Spelthorne to further the overall economic wellbeing and prosperity of the Borough and its residents.

Clean and Safe Environment

Key aim: To provide a place where people want to live, work and enjoy their leisure time and where they feel safe to do so.

Financial Sustainability

Key aim: To ensure that the Council can become financially self-sufficient in the near future.

Spelthorne Health and Wellbeing Strategy

Asset Management Plan