



Community Letting Policy Exceptional Circumstances Form

This form is to be completed by the portfolio holders for Assets and Community Wellbeing and agreed by the leader of the Council. It is to be used where exceptional circumstances exist and it is considered that parts of Spelthorne Borough Council's Community Letting Policy should not apply.

Name of Asset:

Name of organisation to which the asset is to be let:

Legal entity of organisation e.g., Charity, community interest company etc.

Permitted use of asset:

Anticipated lease terms:

Detailed reasons why the Community Lettings Policy and Procedure should not apply:

Name of Portfolio Holder for Assets:

Signed

Date

Name of Portfolio Holder for Community Wellbeing:

Signed

Date

Leaders Declaration

As Leader of the Council, I, agree that due to the exceptional circumstances detailed above, Spelthorne Borough Council's Community Letting Policy should not apply in this instance.

Signed

Date