Applicant’s details

|  |
| --- |
| Name  Address  Post Code  email  phone |

Trading name and details if applicable

|  |
| --- |
|  |

* **Applicants will be shortlisted from the information provided on this form. Please complete each section fully. The Council will shortlist a maximum of five applicants at this shortlisting stage.**
* **Applicants will be scored out of 100% as follows:-**
* **Questions 1 to 5 (80%) using Table 1 below as the scoring criteria.**
* **Question 6 (20%) using the methodology in Table 2.**
* **Applications will be scored using the following criteria for questions 1 to 5**

**Table 1**

|  |  |  |
| --- | --- | --- |
| **Score** | **Rating** | **Criteria** **for** **shortlisting** **score** |
| **5** | Excellent | Exceeds the requirement.  Exceptional demonstration by the applicant of their relevant ability, understanding, skills, resource and quality measures provided. Response identifies factors that demonstrate added value, with evidence to support the response. |
| **4** | Good | Satisfies the requirement with minor additional benefits. Above average demonstration by the applicant of the relevant ability, understanding, skills, resource and quality measures. Response identifies factors that demonstrate added value, with evidence to support the response. |
| **3** | Acceptable | Satisfies the requirement. Demonstration by the applicant of the relevant ability, understanding, skills, resource and quality measures provided, with evidence to support the response. |
| **2** | Minor Reservations | Satisfies the requirement with minor reservations. Some minor reservations of the applicant’s relevant ability, understanding, skills, resource and quality measures provided, with limited evidence to support the response. |
| **1** | Serious Reservations | The response does not address the criterion, or the evaluator is not confident that the applicant understands the requirements covered by this criterion and/or will be able to satisfactorily meet the criterion requirements. |
| **0** | Unacceptable | The information is omitted / no details provided |

* **Applications will be scored using the following criteria in table 2 for question 6.**

**Table 2**

|  |
| --- |
| **Highest submitted total price**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_           x 20%**  **Applicants submitted total price** |

1. Details of proposed use of the property (score 15%)

Include how you would develop the business, particularly in the winter months when there is lower footfall in the park. *Text limit is 1 side A4*

|  |
| --- |
|  |

1. Why have you chosen this use and what engagement or research

have you completed to make this proposal? (score 10%)

Text limit is 1 side A4

|  |
| --- |
|  |

1. Please provide details of your experience or training for managing the

proposed business. Include qualifications if required. (score 20%)

*Text limit is 1 side A4*

|  |
| --- |
|  |

1. What relevant improvements to the building will you need to make?

(You can include a plan) (score 10%)

*Text limit is 1 side A4*

|  |
| --- |
|  |

1. Please give a brief outline of the costs of setting up the business,

ongoing costs and revenue. This is an outline only, full details will be required in the business plan submitted by shortlisted applicants (score 25%) *Text limit is 1 side A4*

|  |
| --- |
|  |

1. Details of proposal for lease – Rental offer (score 20%)

Year 1 £…………. per annum

Year 2 £…………. per annum

Year 3 £…………. per annum

Year 4 £…………. per annum

Year 5 £…………. per annum

Total over 5 years £

1. How soon do you anticipate being able to open to the public?

(for information only)

|  |
| --- |
|  |

**Declaration**

I confirm that the details provided above and any additional information which I have provided to accompany my application to be an accurate account of my intentions in applying for the opportunity for the lease of Wandle Park Cafe.

Signed

Print Name

Date

Please return your application form and any supporting documents by 4:00pm Friday 15th March 2024.to:

Please contact Estates & Assets Department by email [estates.assets@croydon.gov.uk](mailto:estates.assets@croydon.gov.uk) to confirm your name, appointment date and time. ***Please use ‘Wandle Park Café Letting’ as your subject line.***

Applications received after this date will not be considered.