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**Affordable Workspace Approved Provider List Application Form**

**Overview**

There is a need for more affordable workspace in Lambeth (the Council), and as such the Council implemented a new Planning policy in 2021 requiring future major developments to lease a portion of their space as affordable workspace to organisations that are on either:

1. the Approved Provider List; or, the
2. the Charitable and Not for Profit Register.

This application form is for organisations applying to be on the **Approved Provider List**. If you’re interested in applying to be on the Charitable and Not for Profit Register, this process will be launched on [lambethnow.com](https://lambethnow.co.uk/affordable-workspace-provider-list/approved-workspace-provider-list/) later this year. Please note that if you are a workspace operator that is also a charity or not-for-profit, you should still apply for the Approved Provider List via this application form.

A place on the Approved Provider List (‘the List’) presents a valuable opportunity for workspace providers interested in delivering affordable workspace in Lambeth. The List will be published by the Council and will include relevant organisation information and other information, such as the type of space the operator wants to lease, allowing property owners to select and directly engage organisations to lease affordable workspace to.

The Approved Provider List will be effective from July 2022 and exist for 3-years until July 2025. Any organisation that wishes to be on this list will be able to apply to the Council on at least an annual basis. Organisations will need to re-apply every 3-years to remain on the Approved Provider List. Organisations that apply within 6-months of the 3-yearly anniversary are automatically enrolled onto the subsequent 3-yearly cycle.

**Instructions for applicants**

**Aims**

The selection process for the Approved Provider List is intended to be open, transparent, and rigorous. The Council’s selection criteria aligns with the [Affordable Workspace SPD (lambeth.go.uk)](https://www.lambeth.gov.uk/sites/default/files/2022-05/Affordable%20Workspace%20SPD%20-%20Adopted.pdf)  and aims to select organisations that will maximise the economic development and regeneration potential of affordable workspace provided in the borough. This is a two-part application with the first part focused on assessing the initial eligibility - using the criteria outlined in the [Affordable Workspace SPD (lambeth.gov.uk)](https://www.lambeth.gov.uk/sites/default/files/2022-05/Affordable%20Workspace%20SPD%20-%20Adopted.pdf) - of applicants and general information. If successful, the second part of the application will allow applicants to further demonstrate evidence of impact, provide supporting information and answer commercial questions. This two-part process aims to reduce the initial time required to complete an application, provide applicants with a clear understanding of requirements and maintain transparency.

**Timescales**

The following timescales are proposed:

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| **What** | **When** |
| Opportunity to apply to the Approved Provider List published and promoted | 8 April 2024 |
| Application deadline for **part one** of the application  | 5pm 6 May 2024 |
| Deadline for notifying applicants about result of **part one** of the application  | 24 May 2024 |
| Application deadline for **part two** | 5pm 24 June 2024 |
| Organisation selection including scoring and due diligence completed | 2 August 2024 |
| Deadline for notifying applicants about result of **part two** of the application | 14 August 2024 |
| Approved Provider List published | Sept 2024 |

The information supplied by applicant organisations will be checked initially for completeness and compliance before responses are evaluated. Organisations can apply on at least an annual basis.

**How to apply**

Please complete the first part of the application form (Application Form Part 1) and send this to invest@lambeth.gov.uk by the application deadline if applying in 2024 (30 April 2024).

**Applications outside this timeframe will be subject to a rolling deadline.**

The team will then inform applicants on whether they have proceeded to the second part of the application (Application Form Part 2).

**Clarification information**

Please email requests for clarification to invest@lambeth.gov.uk. Your questions and answers will be shared anonymously on [lambethnow.com](http://www.lambethnow.com/) so that all applicants have a fair chance in their application.

**Guidance and scoring**

This application form is split into the following sections:

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| **Section**  | **Commentary and details on any scoring**  |
| 1. **1. Information for Publication**
 | Please refer to the [Affordable Workspace SPD.pdf (lambeth.gov.uk)](https://www.lambeth.gov.uk/sites/default/files/2022-05/Affordable%20Workspace%20SPD%20-%20Adopted.pdf) in particular p8. and p9. which outline the criteria under which all applicants will be evaluated against. The Council will score the answers provided in this section using their best judgement based on the answers and evidence provided. Organisations need to score at least 3 out of 5 for all questions in the section 1.3. Other information provided in this section such as date of incorporation may be drawn upon to assist with scoring the responses.The score definitions are as follows:* Score of 0: there is no response to the question
* Score of 1: an attempt has been made to respond, but has not met requirements/experience (has not covered any essential points)
* Score of 2: the response / experience has partially met minimum requirements (has covered some essential points)
* Score of 3: The response / experience has met minimum requirements (has covered all essential points, may have included clear examples)
* Score of 4: The response / experience has exceeded minimum requirements (covered more than the essential points, gave clear examples).
* Score of 5: The response / experience added significant value (covered more than the essential points, gave clear thorough examples to illustrate where value has been added)

The information in section 1.3 is what the Council will publish and make available to developers who are looking to select and engage with organisations on the Approved Provider List for their affordable workspace. **If your application is successful in this part of the application, you will be asked to continue to complete part two of the application form.** |
| 1. **2. Track Record**
 | Please refer to the [Affordable Workspace SPD.pdf (lambeth.gov.uk)](https://www.lambeth.gov.uk/sites/default/files/2022-05/Affordable%20Workspace%20SPD%20-%20Adopted.pdf) in particular p8. and p9. which outline the criteria under which all applicants will be evaluated against. The Council will score the answers provided in this section using their best judgement based on the answers and evidence provided. Organisations need to score at least 3 out of 5 for all questions in this section. Information provided in other sections, such as Information for Publication and Letters of Support, may be drawn upon to assist with scoring the responses. The score definitions are as follows:* Score of 0: there is no response to the question
* Score of 1: an attempt has been made to respond, but has not met requirements/experience (has not covered any essential points)
* Score of 2: the response / experience has partially met minimum requirements (has covered some essential points)
* Score of 3: The response / experience has met minimum requirements (has covered all essential points, may have included clear examples)
* Score of 4: The response / experience has exceeded minimum requirements (covered more than the essential points, gave clear examples)
* Score of 5: The response / experience added significant value (covered more than the essential points, gave clear thorough examples to illustrate where value has been added)
 |
| 1. **3. Commercial Questions**
 | The Council’s finance department will assess the responses to the commercial questions including the financial documentation provided. It will be a pass / fail and will be testing if your organisation has the financial means to lease new affordable workspace in Lambeth. |
| 1. **4. Supporting Information**
 | This information, including references, will be used to assist in the evaluating responses to sections 2 and 3. |
| 1. **5. Declaration**
 | Please confirm the accuracy of information provided and sign. |

**Published information**

As set out in the table above, information on organisations on the Approved Provider List will be published to make it easy for developers to identify, select and engage with organisations that they may wish to lease their affordable workspace to. The Council will update the list on an ongoing basis as when there are changes to the Approved Provider List.

**Termination**

Organisations on the Approved Provider List can ask to be removed from the list and the Council will process this request within 1 month, updating the details on the Council’s websites accordingly. If the Council is of the view that any organisation on the Approved Provider List does not meet the criteria of the List, perhaps in light of new information, then the Council is within its right to take the organisation off the Approved Provider List.

**Caveats**

The Council’s acceptance of an application form for the Approved Provider List does not constitute a contract and inclusion on the Approved Provider List does not guarantee contracts and has no direct financial value. Likewise, inclusion on the Approved Provider List shall not constitute or imply any partnership, joint venture, agency, fiduciary relationship or other relationship between organisations and the Council other than the relationship expressly set out here.

The Council’s inclusion of an organisation on the Approved Provider List is an indication that the organisation has at the time at which the organisation was first included in the list, the financial means and intention to fulfil the aspirations of Policy ED2 Affordable Workspace, but in no way is the Council guaranteeing to property owners that the organisations indeed have the said financial means and intention to fulfil the intentions of the aspirations of Policy ED2. As such, it is worth noting that it is the responsibility of the property owners seeking to lease affordable workspace to organisations on the Council’s Approved Provider List to carry out their own due diligence including technical and commercial elements of organisations on the list. The Council does not take any responsibility for discussions between property owners and organisations on the Approved Provider List.

**Application Form – Part 1**

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| **Section 1. Information for Publication** |
| **1.1 Contact Details**  |
| Organisation legal name |       |
| Organisation trading name, if different |       |
| Registered address |       |
| If different to the registered address, trading address in Lambeth, or if not, main trading address |       |
| Telephone number |       |
| Website address |       |
| Primary point of contact name |       |
| Primary point of contact job title |       |
| Primary point of contact email address: |       |
| Primary point of contact phone number:  |       |
| **1.2. Legal Entity** |
| Legal entity type, e.g. plc, ltd, charity: |       |
| Please confirm if you are for or not for profit  | [ ]  For Profit [ ]  Not for Profit |
| Company registration number |       |
| Charity registration number, if applicable |       |
| Date of incorporation / registration |       |
| Parent company legal name, if applicable |       |
| **1.3. Workspace Overview** |
| Please provide an organisation overview, ideally including the types of workspace/s you operate, how many you operate, where you operate, the target audiences for your workspace and any key achievements.*Maximum word count: 200 – this text may be used in the publication of the list.* |  |
| Please state why you would like to operate affordable workspace in Lambeth. E.g., the types of opportunities you would like to explore in Lambeth. *Maximum word count: 200 – this text may be used in the publication of the list.* |       |
| What is your ideal size of space |       |
| What is your ideal landlord fit out specification |       |
| What are the characteristics of your ideal location |       |
| What is your ideal lease length  |       |
| Preferred leasing model | [ ]  Lease [ ]  Management contract |
| What, if any other rental arrangements would you seek? |       |
| Please attach any images you would like to be included as part of your bio on the List (max. 3 images) | Image result for attach button |

**Application Form – Part 2 (to be completed when notified )**

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| **Section 2 - Track record (Not made public)** |
| **2.1 Affordable Workspace***Please provide details on your track record or capability in designing, fitting out and managing affordable workspace, including making workspace genuinely affordable for end users, recruiting tenants aligned to the end user profile in the draft Supplementary Planning Document (including Creative and Digital Industries, Green Economy, and Health and Life Science sectors) and curating an appropriate tenant mix of organisations.*Maximum word count: 300 Score: 0-5 (0 low, 5 high) |
|       |
| **Score: 0 [ ]  1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]  (for completing by the Council)** |
|  **2.2** **Business Support***Please provide details on your track record or capability in delivery of business support for tenants and the wider business community.* Maximum word count: 300 Score: 0-5 (0 low, 5 high) |
|       |
| **Score: 0 [ ]  1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]  (for completing by the Council)** |
| **2.3** **Community Engagement***Please provide details on any initiatives, events, or collaborative opportunities that encourage networking and interaction among your tenants, as well as ways in which you connect with and contribute to the broader local community.*Maximum word count: 300Score: 0-5 (0 low, 5 high) |
|       |
| **Score: 0** **[ ]  1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]  (for completing by the Council)** |
| **2.4** **Business Conduct***Please provide details on your commitment to: London Living Wage; local employment where appropriate; inclusive recruitment; local supply chains; and, sustainability.*Maximum word count: 300Score: 0-5 (0 low, 5 high) |
|       |
| **Score: 0 [ ]  1 [ ]  2 [ ]  3 [ ]  4 [ ]  5 [ ]  (for completing by the Council)** |

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| **Section 3 - Commercial Questions (Not made public)** |
| What is your current annual revenue? | £      |
| How many employees do you have? |       |
| Please attach detailed (not abbreviated) company accounts for the last three years | Image result for attach button Image result for attach button Image result for attach button |
| Please provide management accounts for your financial year to date including in particular a profit and loss and balance sheet | Image result for attach button |
| Would you have a guarantor, such as a parent company guarantor, to enable you to operate an affordable workspace in Lambeth arising from Policy ED2? | [ ]  Yes [ ]  No |
| If yes, please provide details  |       |
| and, please attach their last three years of company accounts | Image result for attach button Image result for attach button Image result for attach button |
| If you leased affordable workspace in Lambeth arising from Policy ED2 and set up a separate company to the hold the lease, would your organisation provide a full parent company guarantee? | [ ]  Yes [ ]  No |

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| **Section 4 - Supporting Information (Not made public)** |
| **4.1 Workspace/s Information** |
| How many workspaces do you operate?  |       |
| What is the total net internal area size of the spaces you operate (estimate)? |       |
| What is the total number of businesses who work from your spaces (estimate)? |       |
| How many jobs are supported by your spaces (estimate)? |       |
| What are the names and addresses of each of your workspaces?  |       |
| **4.2 Organisation and Professional Standing** |
| Do any of the following statements apply to your organisation or any of your directors, owners/trustees or partners? |  |
| * In a state of bankruptcy, insolvency, compulsory winding up or receivership, or has arrangements with creditors
 | [ ]  Yes [ ]  No |
| * Been convicted of a criminal offence related to business or professional conduct
 | [ ]  Yes [ ]  No |
| * Committed an act of serious misconduct in the course of business or profession
 | [ ]  Yes [ ]  No |
| * Not met responsibilities related to paying social security contributions
 | [ ]  Yes [ ]  No |
| * Not met responsibilities related to paying taxes
 | [ ]  Yes [ ]  No |
| * Guilty of serious misrepresentation in supplying information
 | [ ]  Yes [ ]  No |
| * Have you had any contracts ended for poor performance in the last three years, or any contracts where damages have been claimed by the contracting authority?
 | [ ]  Yes [ ]  No |
| If you answer yes to any of the questions above, please provide details of the circumstances including what measures have been made to address this. The Council will review the details and form a view as to whether this gives reason to exclude you from the list. In making this assessment the Council will act in a reasonable and proportionate manner. |       |
| **4.3 Insurance** |
| What level of Employers Liability insurance do you have? A minimum of £5.0 million is required. | £      |
| What level of Public Liability insurance do you have? A minimum of £5 million is required. | £      |
| What level of Professional Indemnity insurance do you have? A minimum of £0.5 million is required. | £      |
| In the case of inadequate cover, would you be willing to increase your insurance? | [ ]  Yes [ ]  No |
| **4.4 Health and Safety** |
| Does your organisation have a Health and Safety Policy as required by Section 2(3) of the Health and Safety at Work etc. Act 1974. The policy will withstand evaluation against the following criteria: Organisational Responsibilities and Arrangements for Safety for the type of work intended, including but not limited to:* risk assessment procedures;
* safe working systems / methods;
* procedure for monitoring the implementation and effectiveness of your health and safety policy;
* provision of relevant, competent health and safety advice;
* procedure for dealing with emergencies;
* procedure for reporting and investigating accidents and dangerous occurrences;
* provision of information, instruction, supervision and training.

Bear in mind that a copy of the policy statement of intent alone may well not be sufficient. You may be asked to provide sample risk assessments / method statements / safe systems of work / training records relevant to the type of work to be carried out, should there be any future contractual relationship with a developer. | [ ]  Yes [ ]  No |
| Has your organisation had any enforcement action by HSE / local and other enforcing authorities (i.e. prosecution or issue of Improvement or Prohibition Notices) taken against your company in the last 3 years? | [ ]  Yes [ ]  No |
| If yes, please provide details |       |
| Has your organisation had any reportable accidents, dangerous occurrences and notifiable diseases record in the last 3 years? | [ ]  Yes [ ]  No |
| If yes, please provide details |       |
| **4.5 Equal Opportunities** |
| In the last three years, has any finding of unlawful racial, sex or disability discrimination in the employment field been made against your organisation by the employment tribunal, the employment appeal tribunal, or any court, or in comparable proceedings in any other jurisdiction? | [ ]  Yes [ ]  No |
| If yes, please provide details on what steps your organisation took as a result of that finding or investigation? |       |
| In the last three years, has your organisation been the subject of a formal investigation by the Equality and Human Rights Commission (E&HRC) because of a claim of unlawful discrimination? | [ ]  Yes [ ]  No |
| If yes, please provide details on what steps your organisation took as a result of that finding or investigation? |       |
| Does your organisation have an equal opportunities and diversity policy? If yes, please attach your equal opportunities and diversity policy alongside this application form | Yes No |
| **4.6 Environmental Management** |
| Does your organisation have an environmental policy?Please provide as an attachment | [ ]  Yes [ ]  No |
| Has your organisation been prosecuted under any environmental legislation in the past 3 years? | [ ]  Yes [ ]  No |
| If yes, please provide details |       |
| **4.7 Letters of Support**  |
| Please provide up to three letters of support on the supporting organisations’ letter headed paper with their signatures to show your previous relevant track record. | Image result for attach button Image result for attach button Image result for attach button |

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| **Section 5 - Declaration (Not made public)** |
| **Declaration of interest**  |
| Does any person connected with your organisation (or any of the organisations who you will be working with) have an associated person who is employed by Lambeth Council or has been employed within the last three years? An ‘associated person’ is any person who is employed by, works for, or otherwise provides services on a full-time or part-time basis to or on behalf of the Council (or associated body), whether: under a permanent or fixed contract of employment with the Council; through an agency contract with an employment agency; or, as a consultant or contractor through a contract for services with the Council. | [ ]  Yes [ ]  No |
| If yes, please provide details |       |
| **Overall Confirmation** |
| I confirm that the information in this form is accurate and complete to the best of my knowledge. |
| Name (in capital letters):  |       |
| Signature (electronic signatures are acceptable) |       |
| On behalf of (name of organisation)  |       |
| Position in organisation |       |
| Date |       |