

## Charitable lets of Council owned property

### Commercial Property & Communities and Partnership (Jan 2025)

These procedures apply to Council owned property that are vacant and capable of occupation.

When a council-owned property becomes vacant and available to let, the Commercial Property Team will advertise it on the open market via the WBC web site and through commercial letting agents.

After a reasonable period (as defined for each property at the time), if a commercial letting cannot be achieved, the ‘**Charitable Lets**’ process may be invoked as laid out here.

The Council has an obligation to achieve best consideration in all its property transactions. Properties included on the register **may be withdrawn at any time** should a viable commercial interest be identified.

Registers Management	
<b>Ongoing activity</b>	<p>At any time, a <b>Charitable Organisation</b> can register their interest in applying for a charitable let opportunity using the <a href="#">Registration Form</a></p> <p>A register of these submissions will be maintained by the Commercial Property Team</p>

Expression of interest (EoI), and allocation process	
<b>Weeks 1 to 5</b>	<p>The <b>Commercial Property Team</b> will notify <b>Parties</b> where the registered needs align with an available property</p> <p>Expressions of Interest (EoI) will be invited from those <b>Parties</b> who will have up to 5 weeks to submit their offer</p> <p><a href="#">Expression of Interest - Offer Form</a></p>
<b>Weeks 6 to 7</b>	<p>All submitted EoI’s will be acknowledged, reviewed, and scored by the <b>Commercial Property Team</b> &amp; the <b>Communities and Partnership Team</b> using both Sections of the <a href="#">Scoring / Decision Matrix</a></p> <p>This period may include additional questions for applicants as it seeks to identify which offer is best suited to the property under consideration</p>

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Expression of interest (Eoi), and allocation process	
<b>Weeks 8 to 10</b>	<p>A final decision is made once scoring has concluded, and each <b>Party</b> is informed of the outcome</p> <p>The Panel’s decision is final</p> <p>On an exceptional basis, further approval may be required from within the Council that could extend this period up to 12 weeks</p>
<b>Post Week 10</b>	<p>Once the outcome has been notified to all <b>Parties</b>, and accepted by the successful Party, the <b>Commercial Property Team</b> will offer Heads of Terms.</p> <p>The Heads of Terms form the basis for the lease and once signed by both parties, the Council’s <b>Legal Services Team</b> will prepare the lease.</p>

Review Panel	
<b>Review Panel</b>	<p>The review panel will consist of:</p> <ul style="list-style-type: none"> <li>• Head of Estates (Commercial Property)</li> <li>• Head of Communities and Partnership</li> <li>• Commercialisation Manager</li> </ul>

Supporting documents	
<b>Supporting Documents</b>	<ul style="list-style-type: none"> <li>• <a href="#">Registration form</a></li> <li>• <a href="#">Expression of Interest - Offer form</a></li> <li>• <a href="#">Scoring/Decision Matrix</a></li> </ul>

# Charitable lets of Council owned property



## REGISTRATION FORM

To be completed by registered charities seeking to lease Council owned property

A: Charity Information	
Charity Name	
Charity Registration Number	
Date Registered	
Registered office address	
Correspondence address if different	
Website Address	
Contact Name	
Contact Title	
Contact Email Address	
Contact Phone Number	
Total number of staff (Full time / Part time / Volunteer)	

B: Services	
What services does your charity provide?	
Who do you provide services too?	
Are these services to Wokingham Borough residents and / or elsewhere?	

C: Property requirements	
What will the property be <b>used for</b> ?	
What <b>size</b> of property is needed? (please provide an approx. size)	

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<b>C: Property requirements</b>	
What <b>type</b> of property is needed?	
Who and how many <b>people</b> will use the property?  (Broken down by full time, part time, volunteer staff, or members of the public, etc)	
What requirements / <b>specifications</b> do you have?  (e.g., ground floor, accessible space, loading requirements, etc)	

# Charitable lets of Council owned property



## EXPRESSION OF INTEREST – OFFER FORM

To be completed by registered charities seeking to lease a specific Council owned property

A: Property under consideration	
Property Name	
Property Address including postcode	

B: Charity Information	
Charity Name	
Charity Registration Number	
Date Registered	
Registered office address	
Correspondence address if different	
Website Address	
Contact Name	
Contact Title	
Contact email Address	
Contact Phone Number	
Total number of staff (Full time / Part time / Volunteers)	
Reviews or testimonials, if relevant	

C: Services	
What services does your charity provide?	
Who do you provide services too?	

# Charitable lets of Council owned property



C: Services	
Are these services to Wokingham Borough residents and / or elsewhere?	

D: Property requirements	
What will the property be <b>used</b> for?	
What <b>size</b> of property is needed? (please provide an approx. size)	
What <b>type</b> of property is needed?	
Who and how many people will use the property? (Broken down by full time, part time, volunteer staff, or members of the public, etc)	
What requirements / <b>specifications</b> do you have? (e.g., ground floor, accessible space, loading requirements, etc)	
Proposed <b>hours</b> of work	
Proposed <b>days</b> of the week will the property be used	
Will <b>courses</b> be run? (provide details of the courses)	
Number of <b>people</b> expected to attend the courses	
Number of <b>car parking spaces</b> required	
Any other information	

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E: Your offer for the property	
Length of lease (Up to max 3 years)	
Proposed Rent	
Proposed Use	
<b>Liability:</b> Confirm that you, as the prospective Tenant, accept, will be responsible for, and can cover the cost of:	
<i>All utilities (Gas, Electricity, Water, etc)</i>	
<i>All business rates</i>	
<i>All service charges (Where applicable)</i>	
<i>All internal repairs</i>	
<i>Buildings insurance</i>	
<i>Graduated annual rental increases</i>	
<b>Break Option.</b> Acknowledge and accept the rolling break clause, and that in exercising the break clause, the Landlord has no obligation to source alternative accommodation for the Tenant	
<b>Works:</b> Detail works that you plan to carry out on the premises	

**Please be aware that a successful party will be required to enter further negotiations to progress to a lease**

# Charitable lets of Council owned property



## SCORING / DECISION MATRIX

To be completed by Wokingham Borough Council staff

### SECTION A

A: Lead officer	
Commercial Property Team	

B: Property under consideration	
Property Name	
Property Address inclu. Postcode	

Score ratings	
5	<b>Fully compliant</b> submission which meets all requirements and is fully explained in comprehensive detail
4	<b>Compliant</b> submission which meets all the requirements and is explained in reasonable detail
3	<b>Satisfactory compliant</b> submission which meets the essential requirements and is explained in adequate detail
2	<b>Part compliant</b> submission which meets limited requirements and is explained poorly
1	<b>Weak compliant</b> submission which in some areas falls short of requirements and is not explained
0	<b>Non-compliant</b> submission which fails to meet the requirements specified or no answer is given

C: Terms		Score
Demise		
Lease Length [Max 36 months]		

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C: Terms		Score
Use [Charity must set out what they intend to use the property for]		
Break Option [Mutual on 3 months' notice]		
Rent [£ per annum]		
Confirmation the prospective Tenant accepts they will be responsible for, and can cover the cost of:		
<i>All utilities (Gas, Electricity, Water, etc)</i>		
<i>All business rates</i>		
<i>All service charges (Where applicable)</i>		
<i>All internal repairs</i>		
<i>Buildings insurance</i>		
Registered Charity		
Property costs savings to WBC		
Flexibility		

# Charitable lets of Council owned property



## SECTION B

A: Lead officers	
Communities & Partnerships Team	
Commissioning and Strategy	

B: Property under consideration	
Property Name	
Property Address inclu. Postcode	

C: Council Process checks	Commentary
Property type	
Has the property been notified to all organisations on the register?	
How was this achieved?	
Were timescales set for expressions of interest?	
Has the timescale closed?	
Were applicants notified of the decision-making timescale?	
Have Properties completed their score matrix?	

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Score ratings	
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D: Charitable Organisation scores	Description	Score
Charitable organisation applying		
Does the organisation hold a contract with the council?		
Is the organisation already supporting and / or delivering on Council strategic priorities e.g., Hardship Alliance / Health & Wellbeing Strategy / CYPPB / CSPB / Tackling Poverty / etc?		
Is the allocation of property critical to the sustainability of the Charitable organisation?		
Does the allocation of property support growth and enterprise?		
Is the organisation WBC based / registered?		
Does this charity deliver against an identified need within the Borough?		
WBC EqIA matrix score		

# Charitable lets of Council owned property

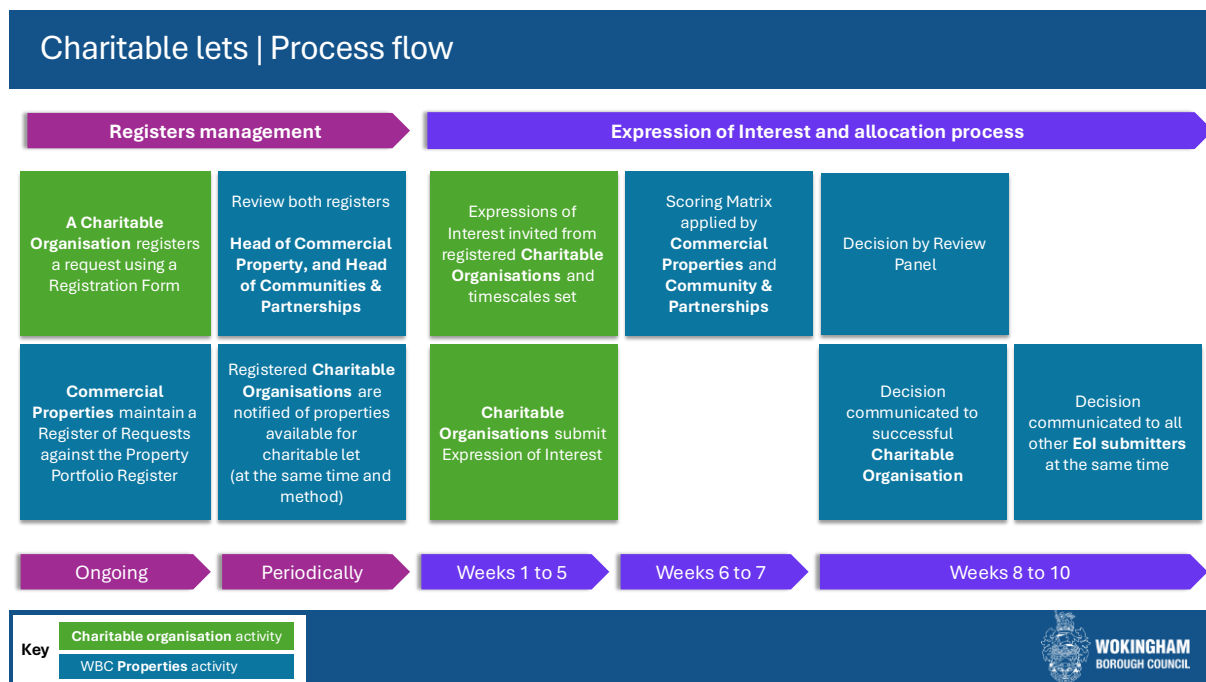


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E: Additional Information		
Have the <b>Commissioning</b> team been consulted? Record views		Reported to:
Does the decision require an escalation? Record rationale (e.g., equal scores, areas of concern etc)		
Further information if relevant		

## Charitable Lets Principles and Heads of Terms with Process and Timeline

Charitable Lets Principles and Heads of Terms	
<p><b>Our principles</b></p> <ul style="list-style-type: none"> <li>• Whilst we have no statutory obligation to provide a property or space, we will take reasonable steps to provide accommodation opportunities, subject to availability and in line with Community and Partnership approach</li> <li>• ‘Charity’ defined as those with registered charitable status</li> <li>• Commissioned vs non-commissioned treated in the same way</li> <li>• A register of available spaces will be publicised periodically</li> <li>• The charity will be able to apply for space through a clear and transparent application process – a register of interest will be maintained by the Council</li> <li>• Underpinned by a strategy with needs and outcomes aligned to Council priorities and VFM, with a clear contractual agreement</li> <li>• Aim to co-locate wherever possible where needs are supported</li> <li>• WBC will endeavour to signpost organisations to other Council services required for asset management</li> </ul>	<p><b>Heads of terms for charitable lets</b></p> <ul style="list-style-type: none"> <li>• Leases up to 3 years with landlord and tenant breaks at anniversary dates to coincide with annual rent reviews.</li> <li>• Stepped rent (% of MR to be considered/agreed by group)</li> <li>• Maximum 1 year term rent free / reduced rate</li> <li>• Parking is not included within any let, unless within the leased demise (red line). Alternatively costed within any commission or purchased through Parking Services (Parking availability is not guaranteed)</li> <li>• Statutory 80% Business Rates allowance can be claimed</li> <li>• Discretionary BR allowance should be applied for by the charity within 4 weeks of the contract, however any business rate liability must be paid by the charity</li> <li>• Charitable tenants will be responsible for covering the cost of all utilities and any applicable rates</li> </ul>
<p><b>How we make decisions</b></p> <p>A Charitable Lets Policy and process flow is used to make the final allocation decision</p>	



### Charitable lets, principles, and process