**Adur Outdoor Activities Centre - Application Form**

Please complete this form and submit along with the supporting documentation to the Property Team at Adur District Council. Details at the end of the form.

1. **Contact Details**

| **Information Required** | **Response** |
| --- | --- |
| Name of person who should be contacted regarding this EOI |  |
| Email |  |
| Phone Number |  |
| Address |  |

1. **Eligibility Criteria**

| **Criteria** | **Response** |
| --- | --- |
| Is the tenant organisation an incorporated body? |  |
| Can you provide incorporation evidence such as a CIC or Company Registration number? |  |
| Is the organisation legally trading and able to enter into a contract with the Council? |  |
| Please can you provide a list of current Directors/ Trustees and any other party who has interest in the organisation. |  |
| Please indicate the current liquid assets for the organisation |  |
| Please attach the last audited accounts for the organisation |  |
| Do you have in place appropriate organisation policies:   * Health and safety * Safeguarding * Data protection |  |
| Please provide evidence of these policies |  |
| Can you provide evidence of your organisation’s capacity to manage and maintain (through repair) this property? |  |
| Can you confirm you have or will have a licence in place from AALA and who will be your appointed technical advisor? |  |

1. **Selection Criteria**

| **Criteria** | **Response** |
| --- | --- |
| Please provide evidence of your organisation’s connections to the Shoreham-by-Sea area and local community. |  |
| Please provide details of knowledge and previous experience of running a similar site/operation. |  |
| Please provide detail on how the charitable objective will be not only complied with but be at the centre of the operation. |  |
| Please provide a clear commitment to sustainability / supporting the natural environment in which you will operate. |  |
| Please provide detail on which community members will be targeted, and how this will be achieved (keeping in mind the charitable objective) |  |
| If selected, confirm readiness to enter into the new lease and take the site on in Spring 2025, and be open to the community as soon as possible. |  |
| Please indicate if your intention would be to work in partnership to deliver services with any other community sector organisations. Please provide details. |  |

1. **Supporting Information**

| **Criteria** | **Response** |
| --- | --- |
| Is your business plan enclosed with details of services to be offered? |  |
| Please confirm your bid for annual rent and reduced rent period. | * Annual Rent - * Reduced rent period - * Reasoning for reduced rent period - (I.e. works to be carried out etc) |
| Details of two proposed guarantors |  |
| Confirm you have read and, subject to contract, agree to the proposed heads of terms. |  |
| Confirm you understand that the property is offered as seen as the council takes no responsibility for the condition of the property, M&E or fixtures and fittings. Also, that the sports kit, camping equipment, climbing equipment etc is not offered by the Council, but contact can be made with the third party owner to purchase the kit. |  |

Interested parties should submit the completed form and supporting information by 5pm, Wednesday 9th April 2025. This can be submitted by post, by email, or can be delivered by hand to the Worthing Town Hall. Details below. Email is preferable. If posted or delivered by hand, please inform the Property Team so it is expected.

**Contact Details**

Contact number: 01903 221413

Email : [propertyteam@adur-worthing.gov.uk](mailto:propertyteam@adur-worthing.gov.uk)

Address: Worthing Town Hall,

Chapel Road,

Worthing,

West Sussex,

BN11 1HA

Please inform the Property Team if you are interested in purchasing the equipment on site. An introduction will be made, but the Council will have no further involvement in this. If you do not want to purchase the kit, the current owner will remove it before the lease completes.

