**FORM B – END USE/OCCUPIER**

**Enquiry Form**

Meanwhile uses encourage temporary activity in vacant retail units and buildings. These spaces can be let temporarily at below-market rates to generate economic, social, or environmental benefits for the community.

Please return your completed enquiry form and any supplementary information you are providing to [**regeneration@baberghmidsuffolk.gov.uk**](mailto:regeneration@baberghmidsuffolk.gov.uk)

1. **Your Details**

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| **First name** |  |
| **Surname** |  |
| **National Insurance No.** |  |
| **Email** |  |
| **Phone** |  |

1. **Your Business or Organisation**

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| **Company name** |  |
| **Company number (if registered at Companies House) OR Charity No** |  |
| **Business address** |  |
| **Company website/ Social Media accounts** |  |
| **Number of full time and part time employees** |  |

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| **What phase of the business cycle are you on? (please tick one)** | |
|  | **Stage 1: Seed and development**. You have your business idea, and you are ready to test it.) |
|  | **Stage 2: Start-up**. You have tested your business idea, and it is time to launch your start-up. |
|  | **Stage 3: Growth and Establishment**. You are now generating regular new customers and consistent income. |
|  | **Stage 4: Expansion**. You have established your presence within the industry and have staff to take over certain roles. |
|  | **Stage 5: Maturity and Possible Exit**. Having navigated the expansion stage, you should now be seeing stable profits |

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| **Describe your business or organisation.** |
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| **Describe any previous relevant experience delivering meanwhile uses or projects based on the temporary occupation of spaces.** |
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1. **Space Requirements**

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| **What is your minimum requirement for space? (M2)** |  |
| **What is the ideal length of time you would like to rent the space for?** | 6 Months:  12 Months:  Other: |
| **What would be the proposed trading/opening hours of the business or project?** |  |
| **Have you secured appropriate funds to carry out any enabling works necessary to make the space(s) suitable for the purposes of your business?** |  |
| **Outline the nature and extent of any contributions/investment you can make towards repairs and upkeep of the space.** |  |
| **Outline your capacity to pay for business rates and services as required.** |  |

1. **Your Project**

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| **How do you intend to use the space(s)?** |
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| **How will use of the selected space(s) and location benefit your business?** |
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| **How will the proposal deliver benefits for Stowmarket and the local community**? |
| Examples of social value include:  **Economic**:  Local jobs created and sustained; apprenticeships; work experience for young people and long term unemployed; local issue focussed objectives such as tackling poverty, ensuring equality, representative of the community; internal/external training provision; locally based businesses using local suppliers and sub-contractors where appropriate; other local investment.  **Environmental**: Supporting local/active travel; reducing carbon footprint; minimising waste through re-use, recycling, supporting the circular economy; using sustainable, environmentally friendly goods and assured supplies and products.  **Social**: Community engagement; promoting cohesion and integration; supporting local community groups and charities; contributing to council initiatives; ethical supply chains; supporting local culture and heritage including events sponsorship; volunteering and community service activities. |
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| **How is your proposal appropriate for meanwhile/pop-up use?** |
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| **How long do you estimate it will take you to fully activate the space? Please indicate main milestones of your delivery/activation programme.** |
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| **If available, please provide the following information with this enquiry form.** |
| Business Plan. |
| Cashflow forecast. |
| Any other relevant information |

Please return this form to: [regeneration@baberghmidsuffolk.gov.uk](mailto:regeneration@baberghmidsuffolk.gov.uk) and a member of our team will contact you to discuss the project with you in more detail.