Ref	Theme	Clarification question	Response
01	Property condition	Are there any known issues with the premises that the new occupier would be responsible for remedying, such as damp, wood rot or asbestos?	Ealing Council is not aware of any known issues with the property that a future occupier would be required to remedy, such as damp, wood rot or asbestos. The property underwent a programme of refurbishment works between 2020 and 2023 as part of the Council's Workspace for Business programme, through which approximately £70,000 was invested to bring the property back into productive use. The principal works, including structural repairs, rewiring, a new WC and kitchenette, were completed in 2020. A new staircase providing access to the basement was installed subsequently and completed in 2023. As set out in the prospectus, applicants should undertake their own due diligence and satisfy themselves as to the suitability of the property for their proposed use.
02	Rent	Is there a minimum or fixed rent, and would the Council consider a peppercorn, stepped or alternative rent?	No fixed rent or rent structure has been set. Applicants should propose a rental figure and, if relevant, a rental structure that they consider affordable and sustainable for their proposed use. All proposals will be assessed against the published criteria, including the benefits and outcomes proposed, alongside the financial offer. The Council cannot confirm in advance that a peppercorn or stepped rent will be accepted.
03	Assessment	Will the level of rent offered be the sole factor used in assessing applications?	No. Applications will be assessed against the full range of criteria set out in the prospectus. The proposed rent is one factor and will be considered alongside the proposed activities, benefits, outcomes, deliverability and overall quality of the proposal.
04	Fees	What do the approximately £4,500 legal fee and £1,500 surveyor fee cover, when are they payable, and can they be waived, deferred or paid in stages?	The fees would apply only to the successful applicant if they decide to proceed with the lease. There is no charge for viewing the property or submitting a proposal. The approximate £4,500 legal fee relates to preparing and completing the lease documentation, and the approximate £1,500 surveyor fee relates to the Council's surveying and property costs associated with granting the lease. Applicants should prepare their proposals on the basis that these costs will be payable by the incoming tenant. Due to funding constraints, the Council is not currently proposing to waive, subsidise or defer these fees. However, we may be able to consider payment by instalments, subject to agreement with the successful applicant.
05	Other occupation costs	Beyond rent and professional fees, what other costs will the occupier be responsible for?	The incoming tenant should budget for all costs associated with occupying and operating the premises, including utilities, business rates where applicable, insurance, maintenance and repairs in accordance with the lease, statutory compliance, licences, fit-out and other operational costs. Applicants should not assume that the Council will meet these costs. Further lease-specific information will be provided to the successful applicant as part of the legal process.
06	Eligibility	Which types of organisations are eligible to apply?	Charities, voluntary and community organisations, community interest companies, social enterprises, cultural organisations, workspace providers, training providers and other organisations may apply, provided they can demonstrate how their proposal will deliver the objectives and outcomes set out in the prospectus. All applications will be assessed against the published criteria.
07	Organisation in formation	Can a CIC that is still being registered submit an application or hold the lease?	Applicants must be able to demonstrate an appropriate legal structure, governance, capacity and financial standing to enter into and comply with the lease. An organisation that is still being formed should clearly explain its current status and proposed arrangements. The Council is unlikely to be able to complete a lease with an entity that does not yet legally exist, so an established eligible organisation may need to act as lead applicant and tenant. Any proposed later transfer would be subject to the Council's prior written approval and the lease terms.

Ref	Theme	Clarification question	Response
08	Partnerships	Are partnership or consortium applications permitted, and would an established partner strengthen a new organisation's application?	Yes. Applications may be submitted by partnerships or organisations working collaboratively. The application should clearly set out the lead organisation, the roles and responsibilities of each partner, governance and financial arrangements, and how the partnership will support delivery. Applications will be assessed on the evidence provided; the Council cannot advise in advance whether a particular partnership will be successful.
09	Track record	Will organisational experience and delivery capacity form part of the assessment?	Yes. Applicants should demonstrate that they have the skills, experience, capacity, governance and resources needed to deliver their proposed activities and outcomes. Relevant experience held by partner organisations may also be included where the partnership arrangements are clearly explained.
10	Eligible activities	Are health, wellbeing, counselling, training, childcare, food, café or bakery uses eligible?	Applicants should explain how their proposed use aligns with the objectives in the prospectus, including support for enterprise, creativity and community benefit. The Council welcomes a range of potential uses and is not prescribing a single operating model. However, the Council cannot confirm in advance that a particular proposal will be successful. Any proposed use must be lawful, suitable for the premises and compliant with all relevant planning, licensing, registration and other statutory requirements. Applicants are responsible for satisfying themselves that their proposed activities are appropriate and for obtaining any approvals required for delivery.
11	Planning and permitted use	What is the current lawful planning use, and are workshops, classes, exhibitions, food uses or evening events permitted?	The property benefits from a lawful Class E commercial use. Guidance on the uses that fall within Class E (Commercial, Business and Service) can be found on the UK Government Planning Portal website: https://www.planningportal.co.uk/permission/common-projects/change-of-use/use-classes Following a review of the Council's planning records, no planning conditions have been identified that specifically restrict the use of the premises. The Council's planning records do not indicate any significant planning history associated with the property, and the refurbishment works undertaken in 2020 and 2023 did not require planning permission. Activities such as workshops, classes, exhibitions and food and drink consumed on the premises may fall within Class E. Applicants should nevertheless undertake their own due diligence and seek independent professional advice where appropriate. Any proposal involving external plant or extraction equipment, alterations to the shopfront, signage, a material change of use, or other development requiring consent would be the responsibility of the applicant to obtain. Applicants should not assume that any further planning or landlord consents would automatically be granted.
12	Operating hours	Are there restrictions on evening or weekend opening, noise or deliveries?	The Council's planning records do not identify any specific planning conditions relating to the property that restrict operating hours, noise or deliveries. However, applicants should satisfy themselves as to the suitability of the premises for their proposed use and ensure that all activities comply with relevant planning, licensing, environmental health and other statutory requirements, together with the terms of any lease. Applicants should set out their proposed operating hours and operating arrangements within their application, including how they would manage noise, deliveries and any potential impacts on neighbouring occupiers.

Ref	Theme	Clarification question	Response
13	Basement	Can the basement be used for activities, one-to-one sessions, a studio or food production, or is it for storage only?	The property includes a basement of approximately 41m², which forms part of the accommodation and is accessed via the staircase installed as part of the Council's refurbishment works. The basement is currently unheated and has been refurbished to provide access and lighting for storage purposes. Applicants should prepare their proposals on the basis that the basement is intended for storage and is not currently suitable for public occupation, food production, studio space, offices, treatment rooms or other habitable uses. Applicants may nevertheless put forward proposals involving alternative uses of the basement. Any works required to make the space suitable for such uses should be identified and costed as part of the proposal and would normally be the responsibility of the tenant. The tenant would also be responsible for obtaining any necessary planning, building control, fire safety, environmental health and other statutory approvals.
14	Rear yard and outbuilding	What activities are permitted in the rear yard and outbuilding?	The rear yard, including the outbuilding, forms part of the property and may be incorporated into applicants' proposals where appropriate. The property includes a rear yard of approximately 25m², as shown in the prospectus. Applicants are welcome to propose outdoor activities and uses for the space. Applications should clearly describe any proposed outdoor use, including operating hours and management arrangements. As there are residential properties above the unit and neighbouring occupiers nearby, applicants should demonstrate how any potential noise or disturbance would be appropriately managed, particularly in relation to outdoor activities and evening use.
15	Beneficiary target	How should the target of 50 beneficiaries be interpreted?	Applicants should explain how they will meet the target set out in the prospectus, including who will benefit, the delivery period, the activities provided and how outputs and outcomes will be measured. Beneficiaries should be genuine participants receiving identifiable support or benefit, and applicants should avoid double counting the same person or business unless the reporting framework expressly permits this.
16	Eligible beneficiaries	Can sole traders, freelancers, creatives, facilitators, start-ups or businesses count towards beneficiary targets?	Yes, where they receive meaningful support that aligns with the objectives and outputs set out in the prospectus. Applicants should define their beneficiary groups, explain the support they will receive and set out how participation and outcomes will be evidenced. For example, simply attending a networking or promotional event would not normally be sufficient on its own to count towards beneficiary targets. However, sole traders, freelancers, creatives, start-ups and businesses receiving structured business support, training, mentoring, advice, incubation support, or access to affordable and flexible workspace may be counted as beneficiaries. This may include individuals or businesses who are provided with access to workspace at a subsidised rate, on flexible terms, or through test-trading and incubation opportunities that would not otherwise be available to them on a fully commercial basis. Applicants should clearly explain the nature of the support provided and how participation, outputs and outcomes will be monitored and evidenced.

Ref	Theme	Clarification question	Response
17	Assessment criteria	What criteria and weightings will be used, and are there minimum opening hours, activities or reporting requirements?	Applications will be assessed against the criteria set out in the prospectus, namely: Strategic Fit, Deliverability, Enterprise and Community Impact, Financial Sustainability, and Social Value. The Council is seeking the proposal that offers the strongest overall balance of enterprise impact, community benefit, deliverability and financial sustainability. Applicants should therefore clearly set out their proposed operating model, activities, outcomes, delivery timetable, monitoring approach and financial offer. While no specific weightings have been assigned to the assessment criteria, the Council will place particular importance on the applicant's ability to deliver the proposed outcomes, including support for at least 50 beneficiaries, and on the viability and sustainability of the proposed operating model over the lease period. The Council has not prescribed minimum opening hours or a specific programme of activities. However, applicants are encouraged to consider how the premises will be actively used and contribute positively to the vibrancy of Churchfield Road and the wider town centre. Reporting arrangements will be agreed with the successful applicant, but applicants should anticipate providing periodic updates on outputs and outcomes delivered through the project. The Council currently anticipates quarterly reporting on progress against agreed targets.
18	Pilots and programme detail	Should pilot activities be described fully in the application or later at interview?	The application should contain enough detail for the Council to assess the complete proposal against the published criteria. This should include the core offer, proposed pilots, intended beneficiaries, delivery approach, timetable, resources, expected outcomes and how learning will inform future activity. Applicants may expand on their proposal at interview if invited, but should not rely on an interview to provide material information omitted from the application.
19	Partner use and subletting	Can partner organisations deliver regular sessions from the premises?	Collaborative delivery may be proposed, but the lead applicant must clearly explain the role of each partner and remain accountable for delivery and compliance with the lease. Applicants should not assume that subletting, sharing occupation or granting exclusive use of part of the premises will be permitted. Any such arrangement would require the Council's prior written approval and must comply with the lease.
20	Opening and mobilisation	Is there a required date by which the unit must open or the programme begin?	Applicants should provide a realistic mobilisation and opening timetable in their proposal, including any fit-out, consents or registrations required. The Council expects the successful applicant to progress promptly following completion of the lease. A final commencement date will be agreed with the successful applicant, taking account of the lease process and any required approvals.
21	Lease term	Is there flexibility to extend the initial two-year lease?	The opportunity is offered on the lease term stated in the prospectus. Applicants should prepare their proposals on that basis. Any extension or new lease would be subject to the Council's approval, performance, property requirements and the relevant legal and procurement considerations at that time; it cannot be guaranteed in advance.
22	Deadline	What is the application deadline?	The application deadline is 26 November 2026 at 5pm. Applications should be submitted in accordance with the instructions in the prospectus by the stated deadline.

Ref	Theme	Clarification question	Response
23	Building compliance documents	Can the Council provide building control sign-off, a fire risk assessment, EICR, asbestos survey, gas safety records, EPC and a schedule of condition?	Building Control completion documentation is available in relation to the principal refurbishment works undertaken in 2020. The Council is currently finalising Building Control documentation relating to the staircase installed to provide access to the basement in 2023 and anticipates this will be completed shortly. Any further documentation available during the application process will be shared with applicants on an equal basis. The Council is not currently proposing to provide a fire risk assessment as part of the application process. The property is currently vacant and the successful tenant will be responsible for undertaking any fire risk assessment required for their proposed use, layout and occupancy arrangements. The property does not have a gas supply and accordingly there is no gas safety certificate. A schedule of condition may be prepared as part of the lease process for the successful applicant but is not currently available as part of the open call process. The Council is currently reviewing what other compliance documentation may be available, including any EPC, EICR, asbestos or related records, and will share any information made available to applicants with all interested parties on an equal basis. Applicants should undertake their own due diligence and obtain any specialist surveys, inspections and professional advice they consider necessary in connection with their proposed use.
24	Maximum occupancy	Can the Council confirm the maximum standing and seated occupancy?	The Council is not specifying a maximum occupancy through this clarification response. Safe capacity will depend on the proposed use, layout, means of escape, fire risk assessment and any planning, licensing, building control or other requirements. For information, the property comprises approximately 72m² of accommodation, including 31m² of ground floor commercial space and 41m² of basement accommodation, together with ancillary facilities and a rear yard of approximately 25m², as shown in the prospectus. Applicants should satisfy themselves as to the suitability of the premises for their proposed use and seek professional advice where appropriate. The successful applicant will be responsible for establishing and complying with a safe occupancy figure for its activities, together with any approvals or assessments that may be required.
25	Services and utilities	What heating, electrical capacity, water, drainage, extraction and broadband are available?	The property benefits from existing utility connections. However, the successful tenant will be responsible for arranging utility accounts directly with the relevant providers and meeting all associated costs. There is currently no fixed heating system within the premises and no radiators are installed. Applicants should therefore satisfy themselves that the property is suitable for their proposed use and make their own arrangements for any heating required, subject to any necessary landlord approvals. Broadband connection points installed by a previous occupier remain at the property; however, broadband services are not included as part of the tenancy. The successful tenant will be responsible for arranging their own broadband account and may choose their preferred provider, subject to service availability. Applicants should not assume that extraction or specialist production facilities are installed or suitable for their requirements. Any upgrades or alterations required to support the proposed use would normally be the responsibility of the tenant and may require landlord approval and other statutory consents. Applicants are encouraged to inspect the premises and undertake their own due diligence.

Ref	Theme	Clarification question	Response
26	Furniture and equipment	What furniture, fit-out or equipment will remain at the property?	The property is being offered as an empty unit and no furniture, fittings or equipment are included as part of the opportunity. Any furniture, equipment, fixtures, fittings or fit-out required to support the proposed operation of the space will be the responsibility of the successful applicant and should be reflected within their proposal and financial planning.
27	Plans and photographs	Can fuller dimensioned drawings or photographs of previous layouts be provided?	The floor plans and photographs included in the prospectus are the only drawings and images currently available for the property. Applicants should rely on their own site inspection and measurements when preparing detailed layouts, fit-out proposals and cost estimates. Viewings may be arranged by appointment, subject to officer availability. Applicants may attend with a surveyor or other professional adviser, provided this is agreed in advance. Any intrusive surveys or investigations would require the Council's prior written approval.
28	Alterations and signage	What consent is needed for partitions, soundproofing, basins, heating, signage, shopfront changes or a digital window screen?	Applicants should clearly identify any proposed alterations, fit-out works or signage as part of their application. Internal alterations such as partitions, soundproofing, heating, basins and other fit-out works would be the responsibility of the tenant to fund and deliver and may require landlord approval and, where applicable, building control or other statutory approvals. The property is located within the Acton Town Centre Conservation Area. Applicants should assume that any alterations to the shopfront or external appearance of the building are likely to require planning permission and would be carefully considered through the relevant planning process. Applicants proposing external signage should note that externally illuminated painted fascia signage is likely to be more appropriate than internally illuminated signage. The lease may require alterations to be removed and the premises reinstated at the end of the term. Any works would normally be undertaken at the tenant's cost.
29	Conservation area	Is the property within the Acton Town Centre Conservation Area?	Yes. The property is located within the Acton Town Centre Conservation Area. A review of the Council's planning records indicates that the existing shopfront makes a positive contribution to the character of the conservation area. Applicants should therefore assume that any alterations to the shopfront are likely to require planning permission and would be carefully considered through the relevant planning process. Applicants proposing signage should note that, due to the property's location within the conservation area, there may be restrictions on the type of signage considered appropriate. Based on current planning advice, externally illuminated painted fascia signage is likely to be more acceptable than internally illuminated signage. Applicants should satisfy themselves as to any planning requirements associated with proposed external alterations and should not assume that planning permission or advertisement consent would automatically be granted.

Ref	Theme	Clarification question	Response
30	Licensing and alcohol	Does the property hold a premises licence, and could alcohol be served with food or at seated evening events?	The Council's Licensing Team has confirmed that it holds no record of a current or previous premises licence for the property. Applicants proposing the sale of alcohol or any other licensable activity will be responsible for obtaining the necessary licence and complying with all relevant licensing requirements. The granting of any licence is subject to the statutory licensing process and cannot be guaranteed as part of this open call. While the Council does not offer a formal licensing pre-application advice service, applicants with specific questions relating to licensable activities may raise these through the open call process. Where appropriate, the Council may facilitate initial discussions with relevant officers to help applicants understand the licensing considerations that may apply to their proposal. Any advice provided would be informal in nature and would not prejudice or determine the outcome of any future licence application.
31	Food business requirements	Has the unit previously been registered as a food business, and is it suitable for food preparation?	The Council's records do not identify any previous registration of the premises as a food business. Applicants proposing food preparation or food service activities should satisfy themselves that the premises are suitable for their intended use and should consider any requirements relating to planning, extraction, ventilation, drainage, water supply, hygiene, waste management, fire safety and licensing. Any necessary works, registrations, approvals and associated costs should be reflected within the proposal and would be the responsibility of the tenant.
32	Accessibility	Is there an access audit, are improvements planned, and who would fund them?	The Council has not undertaken an accessibility audit of the property and is not currently proposing any accessibility improvement works as part of this opportunity. Applicants should note that, due to the size and historic nature of the property, there are some existing accessibility constraints. These include a stepped entrance from Churchfield Road, a basement that is accessed by stairs only, and WC facilities which may not be suitable for all users. Applicants should satisfy themselves as to the suitability of the premises for their proposed use and explain within their proposal how they intend to ensure their activities and services are accessible and inclusive. Any accessibility improvements proposed by the applicant should be clearly identified within the application and would normally be the responsibility of the tenant to fund and deliver, subject to any necessary approvals and consents.
33	Repairs and warranties	Are there outstanding repairs or warranties from the 2022 works, and what will the repairing obligation be?	The Council is not aware of any outstanding defects or repair issues arising from the refurbishment works undertaken through the Workspace for Business programme. Applicants should nevertheless satisfy themselves as to the condition and suitability of the premises for their proposed use. The successful applicant's repairing and maintenance responsibilities will be set out in the lease. The Council's current intention is to retain responsibility for major structural repairs and the building fabric, reflecting the nature of the opportunity as a community and enterprise-focused letting rather than a traditional commercial lease.The tenant would normally be expected to be responsible for the day-to-day upkeep, maintenance and repair of the premises during their occupation, including any fixtures, fittings, equipment and alterations installed by the tenant, together with the safe and secure operation of the space. Applicants should note that the final allocation of repairing and maintenance responsibilities will be confirmed through the lease documentation issued to the successful applicant.

Ref	Theme	Clarification question	Response
34	Property availability and other premises	Is the property available, and are other Council premises available if this opportunity is not suitable?	98 Churchfield Road is being offered through the open call described in the prospectus and no applicant can be guaranteed the property before the assessment and lease processes have been completed. Information about other Council property opportunities is published separately when available. Organisations seeking premises within the borough are also welcome to contact invest@ealing.gov.uk with details of their space requirements. The Council maintains a business space enquiries register and works with a range of public and private sector property owners, agents and workspace providers to help identify suitable opportunities as they become available. Where appropriate, organisations may be included within this process, although inclusion does not guarantee that suitable premises will become available.
35	Site visits	Can applicants arrange a viewing, including with a surveyor or facilities adviser?	Yes. Viewings may be arranged by appointment, subject to officer availability. Applicants may attend with a surveyor or other professional adviser, provided this is agreed in advance. A viewing is for inspection only and does not permit intrusive surveys or works without the Council's prior written approval.
36	Council support	Are grants, incentives or other support available for young entrepreneurs, small businesses or community training?	No grant or financial subsidy is being offered as part of this property opportunity. Applicants should prepare sustainable proposals that do not depend on Council funding. Applicants may, however, be able to access funding, finance, loan or business support opportunities from other organisations, subject to the eligibility criteria and availability of individual programmes. For information on potential funding opportunities and support pathways, applicants may wish to contact Grow London Local, for more information visit: https://www.growlondonlocal.london/
37	Individual proposal advice	Can the Council confirm whether a particular proposal is suitable or likely to succeed?	No. To maintain a fair, transparent and competitive process, the Council cannot advise on the likely success of an individual proposal before the deadline. Applicants should review the prospectus and submit the strongest evidence they can against the published criteria. All applications will be assessed after the deadline on the same basis.
38	Economy after 6pm	Who should applicants contact about alignment with the Economy After 6pm Strategy?	Applicants may explain in their application how proposed evening activity would support the objectives of Ealing's Economy After 6pm Strategy. The strategy can be viewed online here: Ealing's Economy After 6pm Strategy. Any evening use must comply with planning, licensing, environmental health, community safety and lease requirements. Applicants seeking further information on the Economy After 6pm Strategy may contact invest@ealing.gov.uk.