

GUIDANCE ON ACCOMMODATION POLICY FOR VOLUNTARY AND COMMUNITY SECTOR ORGANISATIONS

This sheet gives guidance to voluntary and community sector organisations that rent, or are considering renting, accommodation from the Council.

What premises are available?

The Council has a limited number of properties available for rental. You can find out current availability from www.sutton.gov.uk and in the 'search term' box type 'properties currently available to let', or by speaking to the Asset Management Team on 020 8770 6148.

How do I know if my organisation is eligible?

The Council has eligibility criteria which are available on the back of the application form in **Appendix F** on main page, and your organisation will need to meet these in order to be considered for an appropriate property.

How do we apply?

The application form is available [here](#) and you can find the procedure for applying at **Appendix C** on main page.

What will we need to pay?

The Council charges market rent for its properties which your organisation will need to pay.

What about non-domestic rates?

Your organisation will be responsible for these; you may be eligible to apply for some relief. You can find out details [here](#).

What will be the legal arrangements?

Your organisation will be required to sign a lease agreement with the Council before you can move into the premises. This will set out your rent, any review arrangements and your other responsibilities for the premises. Asset Management can give you information about the likely content of leases.

What if we need to move out?

Under the terms of your lease, your organisation will be required to give the Council notice if you intend to move out; the actual expiry date will depend on your lease.