**INVITATION**

**FOR**

**EXPRESSIONS OF INTEREST TO LEASE AND/OR OPERATE THE ENTERPRISE SPACE**

**AT**

**7 MARKET SQUARE, DOVER CT16 1LZ**

 **GENERAL DESCRIPTION:**

 LoveDover, a Charitable Incorporated Organisation) is seeking an individual (sole trader) or organisation (community interest company, social enterprise, company limited by shares or guarantee, partnership etc) to lease and/or operate the premises above. The facilities are suitable for a wide range of uses but food and/or hospitality are seen by the trustees as the likely vehicle for the delivery of the charity’s objectives in this location. The refurbishment of the building will convert the top two floors into a private residence with a separate entrance from the trading premises. This will considerably reduce the business rates burden for the operator. The ground and basement floors will be available for an operator/lease. The physical structure will be made sound and secure. The basement is fully tanked. There is water and electricity on both floors with a fully accessible public toilet to be installed in the basement. It is intended that the successful applicant begin trading/open to the public by 1 March 2018 at the latest but it is possible that pop-up or part time/pilot/testing trading use could take place earlier.

 **LEASE TO BE ISSUED BY:**

 LoveDover

 7 Market Sq.

 Dover

 Kent CT16 1LZ

 **AVAILABILITY:**

Following the extensive repair and refurbishment of the building, the property will be un-occupied and likely to be available from 1 March 2018 at the latest.

**ACCESS:**

Access to the premises is good. The building is a landmark on the corner of Market Sq. opposite the Coach drop -off point and close to two carparks as well as being on the main shopping thoroughfares in Dover and adjacent to the new St James Retail Development. The greenway cycle route passes next to the Building which is on the pedestrian precinct/Market Square in the heart of old Dover.

The seafront is a 5-minute walk from this in the town which has good local transport links including regular bus services.

Plenty of on street parking is available along the length of Castle St and adjacent to the building itself.

 **EXISTING PROVISIONS:**

The enterprise space is a shell with storage areas, large plate glass windows at ground floor level on two sides, platform lift to basement area and two street level exits. The size of the ground floor business area is 30m2 approximately with a basement of 25 m2 approximately. Additional to the trading/preparation space, a new disabled access unisex toilet will be provided in the basement with a platform lift to that floor. The building is being refurbished in line with modern building regulations. There is a 3-phase electrical supply. The basement is fully tanked with pump to prevent flooding and there is good ventilation.

**OBJECTIVES**

LoveDover is a CIO operating in the town of Dover to advance citizenship and community development through urban regeneration; it provides buildings and other services in its pursuit of an improved quality of life for Dovorians. The trading partner for 7 Market Sq. must be able to demonstrate how its proposed business activities will support and deliver aims such as providing training and qualifications; community development and increased cohesion; enhancement of the town centre environment and offer; improved health and wellbeing; increased tourist economy.

You are welcome to visit the premises, please contact LoveDover to arrange access.

**COSTS:**

If you are a small start-up business you are likely to benefit from NNDR discounts for the first year of trading at least. All other charges including utility costs will be your responsibility. Rent to be negotiated.

***Applications to be returned by 5pm 16th November 2017 – email or hard copy acceptable to the Trustees of LoveDover (EOI), c/o Maison Dieu House, Biggin St., Dover CT16 1DW or Allison.burton@lovedover.org***

EXPRESSION OF INTEREST: -

I/We \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Name of Applicants)

Of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Organisation/ Trading Name or other)

Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

submit an expression of interest to lease and operate the Enterprise Space at 7 Market Square, Dover, Kent

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company registration No (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Business \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Registered Address (if different) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please also provide:-

1. CV/Background for all directors or partners of the Company/Organisation including previous relevant experience;
2. An outline of your business proposal and plan with explanation and any evidence of how it will be funded and sustained.
3. A statement of what training/education/qualifications and/or apprenticeships your proposal will offer;
4. A statement about how your business will approach community engagement;
5. Contact details for 2 business references

We welcome any supplementary information you would like to submit in support of your offer.

Return application form to:- Trustees of LoveDover, c/o Maison Dieu House

Biggin Street, Dover, Kent, CT16 1DW