



EXPRESSION OF INTEREST FORM

Belfast City Council is seeking expressions of interest from members of the following sectors for the use of the Former Upper Ardoyne Youth Club located within the boundary of the Ballysillan Playing fields site:

- Community and Voluntary Sectors
- Social Economy Operators
- The Commercial Sector

Please answer the questions on the form to reflect your ambitions for the building. You do not need to address every question below, but as a guide these are some of the essential criteria Belfast City Council will assess expressions against;

- What services or activities are planned for the building?
- Why is this particular building suitable? (location, access, running costs etc.)
- Does your organisation have an evidenced track record in providing services for the community and/or managing buildings?
- What outcomes for the community are you looking to achieve and how can you evidence the need?
- Are you providing a service required by the community local to the building?
- Do you have demonstrable community support from residents, businesses or other organisations?
- How do you plan to finance your running costs and activities?

At this stage there is no need to submit a full business plan with costings, accounts or projected budgets. If your application is progressed to the next stage you will be notified and further, more detailed information will be required.

Belfast City Council aims to lease the building in its current condition.



1. What is your organisation? i.e. a voluntary body, a community body etc.

2. Contact details should we need to contact you to discuss the expression of interest.

Name:

Address:

Telephone Number:

Mobile Number:

Email Address:

3. Please provide details of the service you intend providing under this expression of interest and catchment area for the service where known.

4. Please provide information about your organisation's financial resources and of any consortium partners and sub-contractors.

Examples of the information you may want to provide includes your accounts, any information about bankruptcy or administration, your business plan, bankers or accountants references.



5. Please provide details of your organisation's technical skills, resources and capability to be able to deliver the service.

Examples of the information you may wish to provide includes information about your organisation's objectives, structure, experience and referees, your plans for delivery, staff numbers and qualifications and relevant memberships, insurance and certification information, information on policies e.g. health and safety, equal opportunities and safeguarding.

6. In considering an expression of interest Belfast City Council is required to make an assessment of how the acceptance of an expression of interest, and any subsequent procurement exercise, might offer social, economic or environmental benefits to the community. Please outline the benefits your service will provide to include creating jobs, improving local skills, increasing local volunteering opportunities or improving the social wellbeing of young people.



7. Please demonstrate how your organisation will meet the needs of the users of the service – this could include, for example, references to needs assessments or survey work carried out by your organisation.

8. Declaration

I confirm that I have the authority to submit this expression of interest on behalf of the relevant organisation and that to the best of my knowledge the information in the expression of interest is complete and accurate.

Signed:

Organisation:

Position in Organisation:

Date:

Further information and submission

If you would like to discuss your interest in taking a lease of the Former Upper Ardoyne Youth Club located within the boundary of the Ballysillan Playing fields site before completing a formal expression of interest please email Estates@belfastcity.gov.uk.

If you have any queries about completing an expression of interest please email Estates@belfastcity.gov.uk.

Please send completed expressions of interest no later than **Wednesday 31st July 2019** to:

Estates@belfastcity.gov.uk



Belfast
City Council

Or

Estates Management Unit
Physical Programmes Department
Belfast City Council
9 Adelaide
9-21 Adelaide Street
Belfast
BT2 8DJ

Belfast City Council aims to notify you within 30 days of receipt of an expression of interest of the period in which it expects to notify you of the decision.

Belfast City Council is the Data Controller under the General Data Protection Regulation (GDPR) for the personal data it gathers for the purposes of seeking expressions of interest for the use of the Former Upper Ardoyne Youth Club.

The Council accepts that you are providing your personal data on the basis of consent and are positively agreeing for the Council to hold and further use it.

The personal data may be shared internally within the Council with staff who are involved in providing this service and where necessary, between internal departments with the purpose of supporting an effective delivery of service.

Your personal data will not be shared or disclosed to any other organisation without your consent, unless the law permits or places an obligation on the BCC to do so.

The personal data is held and stored by the Council in a safe and secure manner and in compliance with Data Protection legislation and in line with the Council's Records Retention and Disposal Schedule.

If you have any queries regarding the processing of your personal data or wish to withdraw your consent to the processing of it, please contact Eamonn Neeson at extension 3264.

If you wish to contact the Council's Data Protection Officer, please write to Belfast City Council, City Hall Belfast, BT1 5GS or send an email to records@belfastcity.gov.uk