# How to apply

Interested landlords should complete the brief application form below. The closing date for applications is 23:59 on 31 December 2018.

All details on the application form will be kept confidential during the assessment process and will not be shared outside of MHCLG and Meanwhile Foundation.

Electronic applications are preferred and should be sent to [Laura.hurley@communities.gov.uk](mailto:Laura.hurley@communities.gov.uk).

Paper applications will also be accepted and should be sent to the following address:

FAO Communities team

Ministry of Housing, Communities and Local Government

2nd Floor Fry Building

2 Marsham Street

London

SW1P 4DF

Any queries should be directed to [Laura.hurley@communities.gov.uk](mailto:Laura.hurley@communities.gov.uk).

**OPEN DOORS POLICY – APPLICATION FORM FOR LANDLORDS**

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| --- | --- | --- |
| **SECTION 1: Contact details** | | |
| 1.1 Lead contact for the application |  | |
| 1.2 Role and organisation of the lead contact |  | |
| 1.3 Contact address |  | |
| 1.4 Telephone number(s)  (a) Office  (b) Mobile | (a) | (b) |
| 1.5 Email address of lead contact |  | |

|  |  |
| --- | --- |
| **SECTION 2: Location details of proposed space** | |
| 2.1 Address |  |
| 2.2 Local authority |  |
| 2.3 Supporting details about the area (if applicable and known) such as anecdotal summary of the high street/town centre; deprivation levels; vacancy rates |  |

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| **SECTION 3: Further details of proposed space** | |
| 3.1 Size of space (sq ft) |  |
| 3.2 Date of last occupancy |  |
| 3.3 Reason for vacancy (if known) |  |
| 3.4 Please outline any ongoing running costs e.g. |  |
| 3.5 What is the planning use class of the property? |  |
| 3.6 What is the rateable value of the property? |  |
| 3.7 Do you have a floorplan of the property? If yes, please attach. |  |
| 3.8 Do you have recent photographs of the interior and exterior of the property? If yes, please attach. |  |
| 3.9 Please give a brief description of property including any urgent fit-out/repair works needing to be undertaken |  |
| 3.10 Likely duration for which space could be used |  |
| 3.11 Is a water survey or information on supply available? |  |
| 3.12 Is an electrical survey or information on supply available? |  |
| 3.13 Are there legislative constraints to making changes such as listed buildings consent? |  |
| 3.14 Is there appropriate heating and ventilation available? |  |
| 3.15 Does the property have asbestos? |  |
| 3.16 Are Fire/Smoke/Carbon Monoxide alarms and emergency lighting installed and serviced/tested? |  |

# Transparency and privacy

Meanwhile Foundation will be expected to spend funds in an open and transparent way. We would expect plans relating to the projects to be publicly available. In addition, we will expect details of the projects and progress to be made available to Meanwhile Foundation and MHCLG over the duration of the project including taking part in monitoring and evaluation.

Any personal data provided through the application will be processed in line with data protection legislation. The following is to explain your rights and give you the information you are entitled to under the Data Protection Act 2018.

The Ministry of Housing, Communities and Local Government (MHCLG) is the data controller. The Data Protection Officer can be contacted at [dataprotection@communities.gov.uk](mailto:dataprotection@communities.gov.uk)

Data protection legislation sets out when we are lawfully allowed to process your data. The lawful basis that applies to this processing is 6(1)(e) of the GDPR: the processing of personal data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority.

Your personal data is being collected to choose places to take part in a pilot matching landlords of vacant premises with community groups looking for space on a temporary basis. We are processing your data as part of the application phase deciding which places will be included in the pilot.

We may also use it to contact you about further opportunities to apply for this project if we expand the pilot in future.

We will share the information with Meanwhile Foundation and Meanwhile Space as we assess the applications.

Your personal data will be held for the duration of the pilot, including monitoring and evaluation.

The data we are collecting is your personal data, and you have rights that affect what happens to it. You have the right to:

* 1. know that we are using your personal data
  2. see what data we have about you
  3. ask to have your data corrected, and to ask how we check the information we hold is accurate
  4. ask to have your data deleted
  5. complain to the ICO (see below)

In some circumstances you may also have the right to have all data about you deleted, or to object to particularly types of use of your data. We will tell you when these rights apply.

Your personal data will not be sent overseas**.**

We will not use your data for any automated decision making.

Your personal data will be stored in a secure government IT system.

When we ask you for information, we will keep to the law, including the Data Protection Act 2018 and General Data Protection Regulation.

If you are unhappy with the way the department has acted, you can [make a complaint](https://www.gov.uk/government/organisations/department-for-communities-and-local-government/about/complaints-procedure).

If you are not happy with how we are using your personal data, you should first contact [dataprotection@communities.gov.uk](mailto:dataprotection@communities.gov.uk).

If you are still not happy, or for independent advice about data protection, privacy and data sharing, you can contact:

The Information Commissioner's Office   
Wycliffe House   
Water Lane   
Wilmslow, Cheshire,   
SK9 5AF   
  
Telephone: 0303 123 1113 or 01625 545 745   
<https://ico.org.uk/>