

**2 Mansfield Lane
Norwich
NR1 2JT**

Expression of Interest Brief



Brief for organisations wishing to express their interest in taking a lease of 2 Mansfield Lane from the Council.

Norwich City Council are inviting experienced, constituted organisations and/or partnerships to express their interest in taking a lease from the Council to use for the delivery of community-based services and activities delivering social value for Norwich residents.

Proposals should be emailed, by 14th December 2026, to:
estatesnorwich@norwich.gov.uk

Background

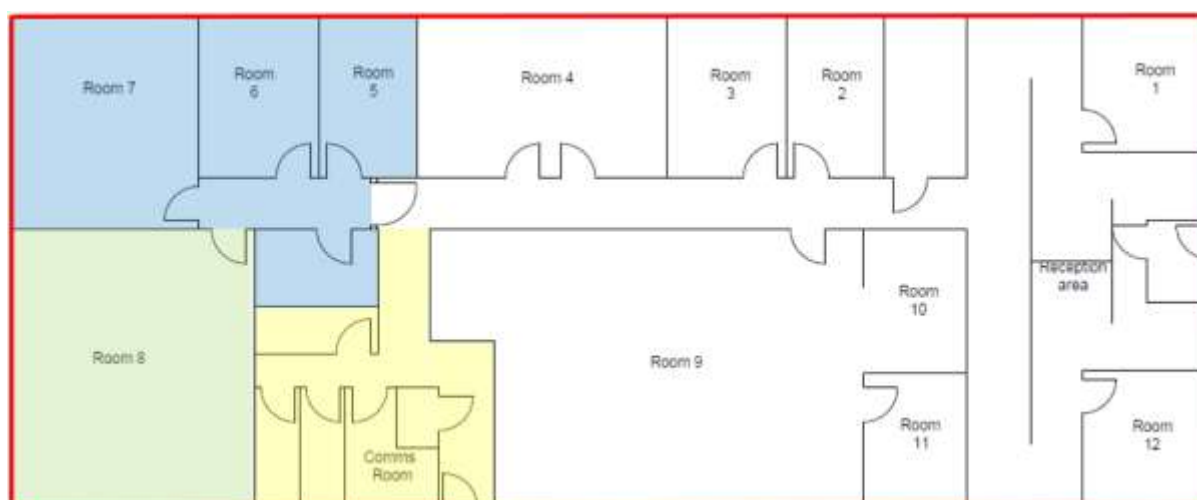
The building was previously used by the council as a local housing office for the Lakenham area. It has since been utilised for various ad hoc uses.

The Council is now seeking a partner to bring it back into use to deliver projects generating social value for local residents.

Accommodation

The property is a brick, single storey building with a tiled pitched roof situated at the northern end of Mansfield Lane at the junction with Hall Road. It benefits from its own car park (19 Spaces) and is easily accessible via public transport links.

- Rooms 5, 6 and 7 are excluded from the offer until September 2027, or earlier by agreement (see plan – blue).
- Room 8 is excluded, as in use by Norwich City Council (see plan - green).
- WC's and access via side door are shared (see plan - yellow).



Proposal

The council is willing to grant a lease, for a term to be agreed, on a full repairing and insuring basis. (See Appendix A)

The property will be brought up to a clean and legally compliant standard by the Council. The new tenant may wish to redecorate and/or make internal alterations which will be permitted subject to Council approval of proposed works.

Outgoings

The new tenant will be responsible for paying all outgoing, including but not limited to utility bills, business rates, waste collection, buildings insurance recharges, and general running costs related to the premises. The Council will reimburse a fair proportion of costs related to rooms 5, 6, 7 and 8.

Business rates

Rateable Value (01.04.2026)	£20,500
Business Rates (@43.2p, 2026/27)	£8,856 per annum

You may be entitled to [Business rates relief: Types of business rates relief - GOV.UK](#)

Organisation Specification

Needs to be a properly constituted organisation and must detail the following:

- a. What services or activities will you offer in the building?
- b. What is your track record of delivering these services or activities?
- c. Why is this building a good fit for your plans? (think about location, accessibility, costs, etc.)
- d. What will occupying this building in particular enable you to do and will it enable you to provide services or activities which are not currently delivered elsewhere?
- e. Do you have experience running services or managing buildings including Health & Safety and building maintenance?
- f. What impacts will your project bring to the community? Can you show there's a need?
- g. Do you have support from local residents, businesses, or other organisations?
- h. Are you working with any partners?
- i. How will you fund your activities and cover running costs?

Selection Criteria and Decision-Making Process

The Council is inviting interested organisations that meet the criteria to submit an expression of interest by **14 December 2026**. These expressions of interest will initially be considered by a Selection Panel composed of Council Officers. (See Appendix B)

Please note, the Council will not be bound to enter any further discussions with unsuccessful applicants.

Emphasis will be placed on the applicant's capacity, governance, and financial sustainability; their experience and ability to engage with those that need support and services the most; the expected social, economic, and environmental benefits of the

proposed property use; the organisation's experience and knowledge of managing a commercial building including, but not limited to, repairing and health & safety obligations; and how the proposals align with the wider aims and objectives of the [Council's Community-led Plan](#).

Expressions of interest must demonstrate how the applicant meets all the criteria outlined in this document. It should outline how the applicant intends to use the building and provide clear evidence of how the running costs will be met, including realistic funding sources and anticipated income from activities and which may include hiring out rooms within the premises.

The Council will consider shortlisting expressions of interest and conducting a second, more in depth round once the initial round has been concluded. Additional information may also be requested to assess the feasibility, viability, and sustainability of applications.

Timescales

Expressions of Interest (EOI) invited	19 October 2026
Submission deadline	14 December 2026
Decision by	15 January 2027
NCC works start date	January 2027
NCC works end date	April 2027
New tenant takes occupation *	From April 2027

*this date may change and is subject to essential works and progressing legal agreements with the selected organisation

Proposals should be emailed, by 14th December 2026, to:
estatesnorwich@norwich.gov.uk

Appendices

- Appendix A: Indicative Heads of Terms for Lease
- Appendix B: Scoring Method
- Appendix C: Expression of Interest Guidance

Appendix A: Indicative Heads of Terms for Lease

A lease will be granted for the whole building and car park but subject to:

- (i) existing license to use Rooms 5, 6 and 7 (which may be terminated earlier than September 2027 by arrangement)
- (ii) Councils continued use of Room 8

Term:	Subject to negotiation (Outside the Landlord and Tenant Act)
Landlord Break Clause:	The Council reserves the right to terminate the agreement, giving 3 months notice, subject to service delivery.
Service Delivery:	The tenant's activities will be monitored and failure to deliver, to agreed criteria, may result in termination of the agreement.
Alienation:	Assignment not permitted Subletting not permitted Hiring of rooms will be permitted using a Council approved license document.
Repairs:	Tenant is responsible for all repairs (subject to a schedule of condition at outset)
Buildings Insurance:	Council will insure and recharge to tenant
Additional Insurances:	Tenant
Utilities & Taxes:	Tenant
Rent:	Market rent is circa £20,000 per year. <i>The Council is seeking rental offers which may be offset by a proposal demonstrating significant value to the community.</i>

Appendix B: Scoring Method

SCORING

A	Criteria – Organisational Capacity	Scoring	Score
1	A properly constituted organisation (Ltd/CIO/CIC/Partnership etc)	Yes / No (only properly constituted organisations will be considered further)	Yes/No
2	Experience of financial planning and control	0-4	
3	Demonstrates a knowledge of current Health & Safety, Fire Safety legislation and building maintenance.	0-4	
4	A proven track record of successfully managing a community building, or trustees/ board members with relevant expertise in managing property for community-based activities.	0-4	
5	Demonstrates an understanding of the demand in the local area for the services and activities on offer	0-4	
6	A proven track record of managing initiatives which deliver impactful outcomes for local residents.	0-4	
	Subtotal – Section A	20 Points available	

B	Criteria - Other	Scoring	Score
1	Demonstrate a clear vision for the future use of the building, including anticipated income from activities and hiring out the premises.	0-4	
2	Why the building and location meets the requirements of the project	0-4	
3	Must generate social, economic, or environmental benefits.	0-4	
4	Must demonstrate support from local community and/or partner organisations	0-4	
5	Should benefit Norwich residents in greatest need of access to support, activities and services.	0-4	
6	Should outline sources of funding and income streams – details of sources and amounts will be required in Stage 2, if applicable.	0-4	
	Subtotal – Section B	24 Points available	
	Total Score	44 points available	

Scoring Method

0 – not answered

1 – does not demonstrate criteria

2 – only limited evidence provided

3 – meets criteria

4 – exceeds criteria

Appendix C: Expression of Interest Guidance

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

Please do read the organisation specification to ensure your organisation is eligible before completing the form.

Please answer the questions on the form to reflect your ambitions for the building. You need not address every question below, but as a guide these are some of the criteria council officers 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 and/or managing assets?
- 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 for residents, businesses or other organisations?
- Are you working in partnership with other organisations?
- How do you plan to finance your running Costs and activities?