



Looe Town Council are inviting tenders for the vacant land next to the library. This land measures 7.4m by 7.1m (52.54m<sup>2</sup>) approx. We are open to all ideas for what this land could be used for, please note that there is no mains drainage and limited electricity can be supplied by negotiation (depending on intended use and available capacity (xx amps)). Any successful applicant would need planning permission to operate on the land ahead of an agreement being put in place – suitable use Class E – Commercial, Business and Service.

Initial Licence Period: From and including 26<sup>th</sup> March 2025 to 26<sup>th</sup> March 2026

0800-2000 hrs on every day of the week or during such other hour as the Licensor in its absolute discretion may agree.

## TIMELINE

Request for Tender Issued	26 <sup>th</sup> November 2024 at 09:00
Deadline for Questions	20 <sup>th</sup> December 2024 at 17:00
Deadline for Tender Responses	3 <sup>rd</sup> January 2025 at 17:00
Tenders to Services, Assets & Community Committee	13 <sup>th</sup> January 2025
Full Council Review and Resolution	27 <sup>th</sup> January 2025
Planning Permission Approved & Property Licence Agreement Signed	26 <sup>th</sup> March 2025

**Deadline for submissions is 3<sup>rd</sup> January 2025 at 17:00. Any submissions received after this date will not be counted.**

## QUESTIONS

Any queries about this document, the tender process, or the proposed lease should be referred to: The Deputy Town Clerk, Looe Town Council, Looe Library and Community Hub, Millpool, West Looe, PL13 2AF.

Or by email: [enquires@looetowncouncil.gov.uk](mailto:enquires@looetowncouncil.gov.uk)

**Deadline for Questions is 20<sup>th</sup> December 2024 at 17:00.**

## SUBMISSION OF TENDER

Tenders should be received no later than 17:00 on Friday 3<sup>rd</sup> January 2025. Tenders should be submitted in a sealed envelope to: The Deputy Town Clerk, Looe Town Council, Looe Library and Community Hub, Millpool, West Looe, PL13 2AF.

Or by email to: [tenders@looetowncouncil.gov.uk](mailto:tenders@looetowncouncil.gov.uk)

## EVALUATION OF TENDERS

As part of the evaluation process, Looe Town Council will check your organisations financial stability. We will consider the planning application you will need to submit to obtain planning permission in advance of a Property Licence Agreement to be signed on Wednesday 26<sup>th</sup> March 2025.

Pre-application advice from **Cornwall Council** - Planning officers can provide pre-application advice which shows how they will determine any future planning application. Any required changes that will give your scheme the best chance of being granted a planning permission. The benefits of pre-application advice are:

- Getting advice before you make an application can save you time and money.
- You will normally get a quicker decision once you submit your application.
- There are likely to be fewer conditions attached to any permission.

Seeking advice from Cornwall Council, and following it, does not guarantee that planning permission will be granted. Sometimes other factors, particularly concerning the impact on neighbouring properties, can result in additional issues. It will mean that you have the best possible opportunity to negotiate a positive outcome.

Based on the information provided by the Tenderers, each submission will be evaluated based on the following combination:

<b>Price and Costs:</b>	<b>20%</b>
<b>Planning Permission Outcome:</b>	<b>40%</b>
<b>Suitability and Quality:</b>	<b>40%</b>
<b><u>Total:</u></b>	<b><u>100%</u></b>



**Name:**

**Business Name:**

**Address:**

**Telephone Number:**

**Email:**

**Your submitted tenders should include:**

**What you intend to do with the land (100 words max)**

Insert text here

**The purpose (100 words max)**

Insert text here

**Community impact you feel it may have (Suitability and Quality - 200 words)**

Insert text here

**How you feel it will add any economic, social, employment and environmental benefit to the area (Suitability and Quality 500 words)**

Insert text here

**Your ideal rental costs for the land (100 words max)**

Insert text here

**Any additional information you wish to add.**

Insert text here

Name:.....Business Name.....

Please contact us at the address below for further details:

**Deputy Town Clerk  
Looe Town Council  
Looe Library and Community Hub  
The Millpool  
West Looe  
PL13 2AF**

**Telephone: 01503 262255**

**email: [enquiries@looetowncouncil.gov.uk](mailto:enquiries@looetowncouncil.gov.uk)**

**website: [www.looetowncouncil.gov.uk](http://www.looetowncouncil.gov.uk)**

Name:.....Business Name.....