

# Community Right to Challenge

## Expression of Interest Application Form

The Community Right to Challenge allows applicants (known as 'relevant bodies') to submit an expression of interest to provide, or assist in providing, a council service.

The council welcomes the opportunity to talk to organisations about service delivery and improvement to best meet the needs of service users. We recognise the valuable role that voluntary and community organisations have to play in the delivery of local services and are committed to working closely with you.

Once completed please return the application form to:

Lee Jackson  
Commercial and Procurement Services Manager  
Local Services  
County Hall  
Morpeth  
NE61 2EF

Telephone Number: 01670 622650

E-mail: [Lee.jackson@northumberland.gov.uk](mailto:Lee.jackson@northumberland.gov.uk)

We will make a decision on your expression based upon the information that we ask for in this form and in accordance with the provisions of the Localism Act 2011. We will acknowledge receipt and within 30 days we will let you know the date by which you will receive a decision on your application. Our decision will be to reject, to ask you to modify or to accept your expression. If we accept your expression, then we will invite your organisation to compete in an open procurement exercise.

When completing this form, please refer to the [Community Right to Challenge Statutory Guidance](#) for further information.

Please let us know if you need this form in a different format.

Q1. Your Organisation	
Name of Organisation	
Contact Name	
Address (Including postcode)	
Telephone	

E-mail address	
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Please also complete Q1 for any partner organisations.

Q1. Your Organisation Continued		
<p>In order to submit an expression of interest, you must be a 'relevant body', and these are listed for you as 'relevant body' category. Please indicate which description is relevant.</p> <p>Detailed definitions of these categories are available in section 1 of the <a href="#">Community Right to Challenge Statutory Guidance</a>.</p> <p><i>(Please provide evidence that you fit into the category and attach it to your application form. This should be clearly marked as referring to question 1)</i></p>	Relevant body category	Tick for 'yes'
	A voluntary or community body	
	A body of persons or a trust which is established for charitable purposes only	
	A parish or town council	
	Two or more employees of the authority	
<p>If you are intending to incorporate before a procurement exercise please provide further information about this below.</p> <p>If you are an employee-led organisation intending to formalise your structure before a procurement exercise please provide further information about this below.</p>		

Q2. Financial Information
<p>Please provide details of your financial resources in the box below.</p> <p>Examples of the information you may want to provide includes your most recent full accounts or those of your parent/ultimate holding company; any information about bankruptcy or administration; your business plan; bankers' or accountants' references. These examples are given for advice only and the information that the Council requires in order to decide whether or not to accept your submission will vary depending on the type of service that you are offering to provide. If the information that you provide under this heading is not sufficient to allow the Council to assess your expression you may be asked to modify your application.</p>
<p>Please also provide details for each consortium member or sub-contractor where your expression is part of a consortium or sub-contractor arrangement.</p>

*(If you would like to provide evidence in support of Q2, then attach it to your application form and clearly mark it as referring to Q2)*

### Q3. Capability

You need to provide evidence that shows that by the time of any procurement exercise you will be capable of providing, or assisting in providing, the service.

Examples of the information you may want to provide includes information about your organisation's objectives, structure, experience and referees; your plans for delivery; staff numbers and qualifications and relevant memberships; whether you have sufficient insurance and certification; information on policies such as health and safety, equal opportunities, environment and safeguarding. These examples are given for advice only and the information that the Council requires in order to decide whether or not to accept your submission will vary depending on the type of service that you are offering to provide. If the information that you provide under this heading is not sufficient to allow the Council to assess your expression you may be asked to modify your application.

Please also provide details for each consortium member or sub-contractor where your expression is part of a consortium or sub-contractor arrangement.

*(If you would like to provide evidence in support of Q3, then attach it to your application form and clearly mark it as referring to Q3)*

### Q4. The Service

Please provide information about the service that you would like to run that allows us to identify it. Please also let us know the geographical area to which the expression of interest relates.

#### Q5. Outcomes

Please provide information about the outcomes to be achieved by yourselves (or consortium of which you are part) in providing or assisting in providing the service. In particular,

- a. How the provision or assistance will promote or improve the social, economic or environmental well-being of the local authority's area.  
Examples of the information that you may want to provide include creating jobs, improving skills, increasing local volunteering opportunities or improving environmental conditions; and
- b. How the service will meet the needs of the users of the service.  
Examples of the information that you may want to provide include needs assessments prepared by the council or other sources.

These examples are given for advice only and the information that the Council requires in order to decide whether or not to accept your submission will vary depending on the type of service that you are offering to provide. If the information that you provide under this heading is not sufficient to allow the Council to assess your expression you may be asked to modify your application.

*(If you would like to provide evidence in support of Q5, then attach it to your application form and clearly mark it as referring to Q5)*

#### Q6. Employees

If you are a group of Northumberland County Council staff then please provide details of how you propose to engage other employees of the authority who are affected by the expression of interest. Proposals should be appropriate and proportionate to the size and nature of the service and the number of employees affected.

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#### Q7. Declaration

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

Signed	
Position in the organisation	
Dated	