

This Toolkit provides prospective Empty Shops and Promotion Initiative applicants with an idea of what to consider before making an application. It is not exhaustive, it will be updated and reviewed on a regular basis.

If you would like to arrange a meeting with an officer to talk through your potential project and application please contact Katie Pike, email: katie.pike@bristol.gov.uk, tel: 0117 922 3928.

[Click on underlined text (hyperlinks) to go to relevant web pages]

The Toolkit is divided into the following sections:

- Focus for the funding
- Finding a shop property
- Selling your idea to a landlord
- Business Rates
- Planning
- Health and Safety, Fire Safety
- Other sources of funding
- Other useful internet sites

Focus for the funding

- Refer to Application Guidance Notes for criteria and detailed information.
- Whilst the main focus of the funding is to bring empty shops into temporary use, projects to promote a Place Management area (Ashley Road/Grosvenor Road, Stokes Croft, Gainsborough Square - Lockleaze, Avonmouth, Rodingleaze, Shirehampton and Bedminster) will also be considered e.g. marketing through a leaflet or website, events.

Finding a shop property

- You will need to have identified a property and negotiated with a landlord before applying.
- Bristol City Council does not publish a list of vacant shop properties. Some information can be found at [Shop Property](#) and [Estates Gazette Retail](#), but these do not include all vacant shops. The best way of gathering information is simply to visit the relevant areas and see what 'to let' signs are up, and contact the landlord.

- The on-line property databases and information from agents suggest that the following properties are available (as at 15 February):

Address	Size	Rent*	Contact
Bedminster			
7-9 Cannon St	9,057sq Ft	Terms to be agreed	Alastair Kimpton, ETP Property Consultants 0117 973 1474
9-11 Cannon St	1,400sq ft	Terms to be agreed	Toby Fisher, Maggs & Allen 0117 949 1888
17 Cannon St	350sq ft	£9,000 pa exclusive	Toby Fisher, Maggs & Allen 0117 949 1888
10 St Catherines Place	Grd floor: sales 870sq ft	£12,000 pa exclusive	Craig Cawthorne King Sturge 0117 930 5767 craig.cawthorne@kingsturge.com
11-12 St Catherines Place	Grd floor: 19,286sq ft 1 st floor: 4,069sq ft	£105,500 pa exclusive	Rachel Saint, Rapleys 0117 910 0500 ras@rapleys.co.uk
33 East St	500sq ft	£1,000 pm exclusive	Edwards Estate Agents 0117 963 6226 nick@edwards-online.co.uk
40 East St	1,256sq ft	£9,500 pa	Jennifer Lemen, Seagrove & Lambert Surveyors 01179632508
69 East St	Grd floor: sales 705sq ft Basement ancillary 497sq ft	Terms to be agreed	Adam Cooper, Hartnell Taylor Cook 0117 946 4578 adam.cooper@htc.uk.com
73 East St	Grd floor: sales 1,150sq ft, ancillary 88sq ft	Terms to be agreed	Adam Cooper, Hartnell Taylor Cook 0117 946 4578 adam.cooper@htc.uk.com
76 East St	Grd floor: sales 933sq ft 1 st floor: 522sq ft	£1,334 pm exclusive	Edwards Estate Agents 0117 963 6226 nick@edwards-online.co.uk

81 East St	Grd floor: sales 1,032 sq ft	Terms to be agreed	Alastair Kimpton, ETP Property Consultants 0117 973 1474
141 East St	Grd floor: sales 731 sq ft, store 208 sq ft, kitchen 86 sq ft 1 st floor: office/residential 500 sq ft 2 nd floor office/residential 500 sq ft	£11,000 pa	Amy Bullamore, GVA Grimley 0117 988 5269 amy.bullamore@gvagrimley.co.uk
4-6 Imperial Arcade, East St	Unit 4 Grd floor: sales 1,087sq ft, rear ancillary (inc kitchen) 107sq ft Unit 6 Grd floor: sales 1,020sq ft, rear stores and kitchen	£12,950 pa exclusive £12,500 pa exclusive	Andrew Oliver, Burston Cook 0117 934 9977 commercial@burstoncook.co.uk
7 North St	280sq ft	£333 pm exclusive	Edwards Estate Agents 0117 963 6226 nick@edwards-online.co.uk
28 North St		£460 pm exclusive	Edwards Estate Agents 0117 963 6226 nick@edwards-online.co.uk
48 North St	Grd floor: sales 525sq ft, kitchen 47sq ft	£7,500 pa exclusive	Andrew Oliver, Burston Cook 0117 934 9977 commercial@burstoncook.co.uk
234 North St	Grd floor: sales 525sq ft, ancillary 127sq ft	£12,000 pa exclusive of rates, VAT and service charge	Adam Cooper, Hartnell Taylor Cook 0117 946 4578 adam.cooper@htc.uk.com
235 North Str	464sq ft	£750 pm exclusive	Edwards Estate Agents 0117 963 6226 nick@edwards-online.co.uk
Ridingleaze			
44 Ridingleaze	Grd floor: sales 923sq ft	£7,500 pa exclusive	Ben Newton, Hootons 0117 973 3344

Shirehampton			
58 High St	Grd floor: sales 566sq ft, staff 15sq ft	£11,000 pa exclusive of rates, VAT and service charge	Adam Cooper, Hartnell Taylor Cook 0117 946 4578 adam.cooper@htc.uk.co m
62 High St	Grd floor: sales 4,270sq ft	£38,000 pa exclusive	Michael van den Berg, Rapleys 0117 910 0503 mvdb@rapleys.co.uk
1 The Parade	Grd floor: sales 640sq ft, ancillary 1,214sq ft	£13,000 pa exclusive	Ben Newton, Hootons 0117 973 3344 commercial@hootons.co. uk
15 Station Rd	Grd floor: sales 399sq ft, ancillary 298sq ft 1 st floor: ancillary 713sq ft	£11,000 pa exclusive	Simon Adney, WGH 0117 922 1222 simon@wghproperty.co.u k
Stokes Croft			
15-19 Stokes Croft	Grd floor: showroom and ancillary 4,582sq ft 1 st floor: showroom and ancillary 4,550sq ft	£47,500 pa exclusive Let to temporary arts- based organisati on	Ben Newton, Hootons 0117 973 3344 commercial@hootons.co. uk

*This is the current rent, it may be negotiable. The information presented should be checked with the relevant property agent. If you have additional information please email katie.pike@bristol.gov.uk

- If there is a building you like, call the telephone number of the property agent on the window and ask if the landlord would allow you to use the space for a set amount of time.
- Before approaching a property owner or agent have a clear idea of what exactly you want to do, where you would like to do it, what size unit you need and for how long you want it. You need to be able to demonstrate that you have a clear idea of what you want to achieve, why it will be a good thing for the property/landlord, and that you are not going to leave the premises in a worse state when you leave.
- BCC officers may be able to help you in brokering a lease on a property. In the first instance please contact Katie Pike, email: katie.pike@bristol.gov.uk, tel: 0117 922 3928, who will then in turn ask a relevant officer to contact you.

Selling your idea to a landlord

- The Government has produced a model lease agreement known as a [Meanwhile Use Lease](#). The purpose of this lease is to provide an industry standard legal instrument to minimise administrative and legal costs for both landlords and tenants and to enable temporary occupation to take place as soon as possible, without the need for lengthy legal procedures. The parties are recommended to seek legal and professional advice in each case before signing.
- The property owner/landlord may be concerned about costs relating to fit-out, decoration, rent, other property costs, insurance and utility bills, however these costs can be included in this bid. Your liability for these items should be addressed in the [Meanwhile Use Lease](#).
- The project not only provides space organisations to promote their work, it also raises the profile of the property being used, and the agents and owners of the property. You should include the agents logo and the property address itself in all press releases and print marketing, to help promote the agent and their property.
- See Business Rates section below.

Business Rates

- Registered charities, not for profit organisations and arts-based community organisations may be eligible for Business Rate Relief. For example, arts-based community organisations in Bristol are able to apply for 100% discretionary rate relief (75% funded by the Government, 25% by Bristol City Council). This may be an incentive for the landlord, who may currently be paying full Rates although the shop is empty. See [Bristol City Council - Business Rates](#) or tel: 0117 922 3300 for further details.
- Landlords pay Business Rates on shops that have been empty longer than 3 months (apart from those with a rateable value of under £15,000 this year, £18,000 from April 2010). Only if occupation is over 6 weeks, will the 3 month exemption period be granted for the next empty period. Therefore, it is in the interest of property owners to have their property occupied on a 'temporary' basis for more than 6 weeks.

Planning

- The key to achieving a successful result is making sure that the proposed activity matches the existing 'use class' of the premises - thus removing the requirement for planning permission - A1 Shops, A2 Financial and professional services, A3 Restaurants and cafés, A4 Drinking establishments and A5 Hot food takeaways. Further information can be found at [Town and Country Planning \(Use Classes\) Order 1987](#)
- For example, if you would like to use a shop for an art gallery/exhibition you may need a planning change of use from A1 Shop to D1 Non-residential institutions.

- 'Temporary' use has not been defined. As stated in the application guidance notes (see page 3), BCC may give priority to projects that are planned to run for under 6 months.
- BCC is taking a pragmatic approach in terms of planning permission. BCC will not request planning permission for 'temporary' uses for up to 28 days. All 'temporary' changes of use of more than 28 days will need planning permission. See Business Rates section above.
- The cost of a planning application will be £335 and a decision on the application will be made within 4 to 5 weeks. See [Bristol City Council - Planning](#) for further detail on the planning application process.
- Free workshops to explain the planning application process will be held for potential project organisers. Please register your interest in a workshop by contacting Katie Pike, email: katie.pike@bristol.gov.uk, tel: 0117 922 3928.

Health and Safety, Fire Safety

- You are responsible for all the people who enter the building when you have the keys. If you want the public to enter the building, you must get Public Liability Insurance for a minimum of £5m per claim. Phone around different insurers to get the best quote for your activity.
- You must assess the risks involved with your activity – what harm your activity might pose to yourself, the building, and the people around you. This includes any offense that may be caused as well as physical harm. See [Health and Safety Executive - example Risk Assessments](#).
- Further advice on Health and Safety compliance can be obtained from BCC's Public Health Service, email: health.safety@bristol.gov.uk or tel: 0117 922 2500.
- There must be no offensive work displayed and consideration given to children and families who will be walking past the property.
- Emphasis must be placed on preventing fires and reducing risk
It is your responsibility to ensure the safety of everyone who uses your premises and in the immediate vicinity.
See [Avon Fire and Rescue Service - Fire Safety Risk Assessment](#)

Other sources of funding

- The [Arts Council England](#) Arts Council England has some funding available to support the use of empty shops by artists. Contact Katya Romankevich at the Arts Council South West, email: katya.romankevich@artscouncil.org.uk, tel: 01392 229255.

Other useful internet sites

- The [Empty Shop Network](#) has a downloadable empty shops workbook with guidance of how to set up a project and also host a yahoo group for discussion, advice and support.

These hints and tips have been produced by Bristol City Council. Thanks go to Borough of Poole Council for allowing the use of information from their Creative Cabins Toolkit, Property Agents and Jane Porter.