

Premises Procurement Specification

Southwark Law Centre is seeking to commission support to help us move to more suitable premises.

Background

Southwark Law Centre has occupied the same office in Peckham for over 20 years. The premises have been owned by several different Landlords and are currently owned by a company based in Kuwait. 29 staff occupy the whole ground floor (approx. 3,000 sq feet) with tenanted flats upstairs. The office is situated in an area of the Borough which still has high levels of deprivation and is well placed for public transport for our clients and staff.

The Law Centre has doubled the number of staff we employ over the past 3 years. Even with staff working partly from home, our current premises are not suitable in terms of the use we can make of the space and issues such as adequate ventilation.

Our current rent is £40,000 per year plus £1,500 service charges.

If we decide on a lease we would be looking for premises in the same price region. We are also open to exploring either buying a freehold or a long lease.

Ideally, we would like to move in the coming year to more suitable premises within 1-2 years.

The support we are looking to commission

- Work with the Law Centre to develop a detailed specification for the new premises
- Identify potential premises
- Advise on any planning permission issues
- Assist with procuring a survey of any potential premises and plans for adaptations
- Advise on planning permission requirements

Please send a CV, outline of how you would meet this commission, timeframe, and costings to:

Sally.causer@southwarklawcentre.org.uk by Monday 16th May 2022

Please contact us if we can provide any further information.