

Submission Guidance & Bid Proforma

Sites at
Arrowsmith Road / Manford Cross
Chigwell IG7 4PB

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1. Small Sites, Small Builders Programme

The GLA launched the Small Sites, Small Builders programme to streamline the process for public landowners to bring publicly owned small sites to the market. For small builders (developers, registered providers, community groups and self-builders) the programme aims to reduce uncertainty, with sites offered with a complete due diligence package and standardised contractual terms. More streamlined development of small sites will contribute to the completion of much-needed homes in London.

The sites at Arrowsmith Road / Manford Cross are the first two sites that Redbridge Council is bringing to market, as a package.

2. Who should bid?

Redbridge Council is open to bids from small developers, registered providers, community land trusts/groups and self-builders. There is a strong preference for organisations/groups with a local connection. As the sites are being sold as a package only, any self-builders who want to build a single family home on one of the sites will need to team up with another self-builder household and submit a joint bid.

3. The bidding and sales process

The sites are advertised on the GLA's Small Sites, Small Builders portal [[Small sites | London City Hall](#)]. All information regarding the sites and the bidding process can be found here.

The sites at Arrowsmith Rd / Manford Cross are freely accessible and bidders are encouraged to visit the sites to familiarise themselves with the neighbourhood context to inform their proposals.

The Council is selling the freehold interest in these sites for development of Affordable Housing (including Intermediate and Discounted Sale housing).

Using the Proforma in this document, Bidders are asked to submit a price proposal as well as details on their organisation, development proposal, local connections and delivery strategy. The Council will evaluate bidders' responses and identify a preferred bidder. The Council is not obliged to provide any feedback to bidders on unsuccessful proposals.

The successful bidder ("the Purchaser") will be required to enter into an Agreement for Sale with the transfer of the site taking place when the planning, funding and development conditions have been met by the Purchaser.



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4. Submission instructions

In preparing their bids, bidders should review all information available on the Small Sites, Small Builders portal. This includes:

- Site particulars
- Site surveys
- Title Report and Local Searches
- Contractual Terms for the Sales Agreement
- This document, i.e. submission guidance and proforma

Please note, the Council does not provide any warranties in relation to the information provided and bidders should undertake their own investigations and enquiries.

Bidder's proposals should be for 100% affordable housing only. In addition, the following conditions on future occupants of the homes are to apply in perpetuity (the Occupancy Conditions):

- Households with a household income of no more than £0.090m per annum (in line with the GLA rate set for shared ownership eligibility)
- Persons with a local connection to Redbridge, eg live/work/have family or care for someone in Redbridge.
- Persons who do not already own another home
- Persons who will live in the property as owner occupiers, ie not buy to let.

This will be secured through covenants on the sale transfer and planning obligations.

Bidders should ensure their responses are clear and concise. Any information provided that does not relate to the questions will not be considered. Please do not write any text outside the boxes provided (and/or increase

the size of the boxes). A minimum font size of 11pts should be used.

Bidders should submit their bids in PDF format, using the Proforma in this document. Should bidders experience technical issues with filling in the PDF document, an alternative format may be requested from robin.houterman@redbridge.gov.uk.

All bids should be submitted using the Proforma template in this document and emailed to smallsites@gla.gov.uk. The deadline for submissions is 18 February 2025.

Bid Proforma – sites at Arrowsmith Road / Manford Cross, Chigwell IG7 4PB

1. Organisation and Contact details

Name of Organisation	<input type="text"/>
Organisation Address	<input type="text"/>
Name of primary contact	<input type="text"/>
Email address	<input type="text"/>
Tel number	<input type="text"/>
Name of secondary contact	<input type="text"/>
Email address	<input type="text"/>
Tel number	<input type="text"/>

1.1 What type of organisation do you represent?

<input type="checkbox"/> Registered Provider	<input type="checkbox"/> Community Land Trust or Community Group
<input type="checkbox"/> For-profit developer	<input type="checkbox"/> Other, please specify <input type="text"/>

1.2 What is the status of your organisation?

<input type="checkbox"/> Registered Company or Charity	<input type="checkbox"/> Non-established group (no constitution)
<input type="checkbox"/> Established group (with constitution)	<input type="checkbox"/> Other, please specify <input type="text"/>

1.3 Please provide, where applicable

		Date of Registration
Company Registration Number	<input type="text"/>	<input type="text"/>
Charity Registration Number	<input type="text"/>	<input type="text"/>
Registered VAT Number	<input type="text"/>	<input type="text"/>

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1. Organisation and Contact details

1.4 Please set out the legal structure of the bidding entity. If you are bidding in collaboration with other organisations and intend to form a single legal entity prior to signing a contract please provide details of the proposed members and structure for this entity.

1.5 Have you or your organisation ever had any convictions and/or enforcement notices?

☐ Yes ☐ No

1.6 Please list any convictions and/or enforcement notices that have been received within the last 3 years

Date	Details of conviction(s)	Actions taken to remedy issue and actions to prevent recurrence

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2. Your development proposal

The Council will only accept proposals that provide 100% affordable housing. Proposals should respond to the Design Guidance from page 7 of the Planning Statement. The Council is further keen to see proposals that minimise lifecycle carbon emissions, for example through employing modern methods of construction and following the Energy Hierarchy set out in the London Plan 2021 (be lean, be clean, be green, be seen).

2.2 Please fill in the number of homes you will provide for each typology (Insert tenure types in first row, leave fields blank for typologies you are not proposing to deliver)

TENURE (eg social rent. LAR, for sale)
Studio				
1b2p				
2b3p				
2b4p				
3b5p				
3b6p				
4b7p				
Larger				

2.3 Approximate Gross Internal Area of proposed development in square meters

2.4 In a separate pdf, please provide us with more details on your proposal, including massing visualisations.

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2.4 Please describe your approach to construction, highlighting how this approach will help to minimise life-cycle carbon emissions.

2.5 Please set out your proposed post-completion management arrangements.

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3. Local Connection and Benefits

The Council is keen that this opportunity benefits Redbridge’s residents and business as much as possible. Apart from ensuring that homes will be occupied by people with a local connection, we prefer to sell to a Purchaser with local connections (or local delivery track record) and ensure that the development generates social value locally. This could, for example, be in the form of using local labour or suppliers, and/or or supporting community groups or residents from the Borough.

3.1 Please confirm that you will only sell/rent to households in accordance with the Occupancy Conditions set out on page 3 of this document.

☐ Yes ☐ No

3.2 Tell us about your past and/or current connection with Redbridge

3.3 Tell us what you will do to ensure that the development generates social value for the Borough. You may refer to your track record of delivering social value in Redbridge to illustrate your response.

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4. Delivery Strategy

It is important to the Council that the Purchaser will deliver the development without any unnecessary delays. We are looking for bidder’s that have experience in delivering similar projects (either as organisations or as individuals) and that have a clear and realistic route to delivery.

4.1 Please tell us about your track record of delivering similar projects

4.2 Please tell us your planned dates (month/year) of the following key milestones, assuming signing of the Agreement for Sale by July 2025.

	Month/Year		Month/year
Planning Application submitted		Start on Site	
Planning Consent obtained		Practical Completion	

4.3 Tell us how you will fund the development. Has any funding already been secured?

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5. Price

5.1 What is your subject to planning offer for the sites?

£

A 10% non-refundable deposit is required upon completion of the Agreement for Sale.

5.2 What is your assumption for per square meter build costs?

£

5.3 What are your expected total scheme costs (including costs for the land but excluding developer’s profit)

£

5.4 What sales prices / annual rent revenues per home have you assumed?

(leave blank for typologies you are not proposing to deliver)

	Sales price	Annual rent revenue
Studio	£	£
1b2p	£	£
2b3p	£	£
2b4p	£	£
3b5p	£	£
3b6p	£	£
4b7p	£	£
Larger	£	£

5.5 What other development assumptions have you based your offer on?