

The Music House
167-169 King Street
Norwich
NR1 1QH
Expression of Interest Brief



Brief for organisations wishing to express their interest in taking a long lease of the Music House from the Council.

Norwich City Council are inviting experienced, constituted organisations and/or partnerships to express their interest in taking a long lease from the Council to use for the delivery of community-based services and activities.

Background

The Music House was first mentioned in the Norwich Gazette on the 19th of January 1723, however its original construction dates to the 12th Century, with further additions in the 15th, 17th, and 18th Centuries. The Music House is a Grade I listed three storey, former town house. Constructed of brick with a pantile roof, the property fronts the east side of King Street. It comprises three floors, plus an undercroft, with some two storey additions. It features a small, landscaped area to the southern boundary.

Accommodation

The property was previously occupied by Norfolk County Council for use as an adult education centre, with classrooms Coke, Paston, Oliver and Corbett with an anteroom and an office. Cloakrooms, a store, and an annexe are also present. Further office space is located on the third floor. The total area of the building is approximately 7300 sq ft, or 678 sqm.

Viewings

Viewings of the building will take place by arrangement.

Proposal

The council is willing to grant a long lease (25+ years) on a full repairing and insuring basis, initially at a peppercorn rent.

The property requires essential works, estimated to exceed £600,000, to bring it into a good state of repair. The council has the ability to secure funding for part of these works but is looking for a partner organisation to facilitate additional significant investment, ensuring a sustainable, long-term future for the building.

Outgoings

The new prospective tenant or purchaser will be responsible for paying all outgoing, including but not limited to utility bills, business rates, waste collection, buildings insurance recharges, and general running costs related to the premises.

Business rates

Rateable Value TBC, as the Music House is currently assessed as part of the Wensum Lodge complex, while Jurnet's Bar has a separate assessment. Mandatory rate relief of 80% is available for tenants that are registered charities, community amateur sports clubs, or groups with similar charitable aims. Discretionary rate relief may also be available in some cases. For full details and eligibility criteria, please visit the Business Rates section on the Council's website.

Organisation Specification

Needs to be a properly constituted organisation and must demonstrate the following:

- A properly constituted organisation.
- Experience and expertise of financial planning and control.
- Knowledge of current Health & Safety and Fire Safety legislation.
- An understanding of Equalities legislation, including the Equalities Act 2010, particularly regarding the accessibility of public buildings.
- A proven track record of successfully managing a community building, or trustees/ board members with relevant expertise in managing property for community-based activities.
- Experience and/or knowledge in securing large-scale funding from national heritage organisations or other large funding bodies.
- Experience and/or knowledge of managing and maintaining a Grade I Listed property.

In addition, the applicant should demonstrate the following:

- A well-prepared business case that clearly addresses the criteria mentioned in Sections A and B (see Scoring Method below).
- A clear vision for the future use of the building, including anticipated income from activities and hiring out the premises.
- Must generate social, economic, or environmental benefits.
- Must directly benefit the people of Norwich, including people in the local area.
- Should benefit as wide and diverse a range of Norwich residents as possible.
- Should outline sources of funding and income streams – details of sources and amounts will be required in Stage 2, if applicable.

Selection Criteria and Decision-Making Process

The Council is inviting interested organisations that meet the criteria to submit an expression of interest by 5pm on 14th February 2025. These expressions of interest will initially be considered by a Selection Panel composed of Council Officers.

Please note, the Council will not be bound to enter any further discussions with unsuccessful applicants.

Emphasis will be placed on the applicant's capacity, governance, and financial sustainability; their experience and ability to engage a diverse community; the expected social, economic, and environmental benefits of the proposed property use; and how the proposals align with the wider aims and objectives of the [Council's Community-led Plan](#).

Expressions of interest must demonstrate how the applicant meets all the criteria outlined in this document. It should outline how the applicant intends to use the building and provide clear evidence of how the running costs will be met, including realistic funding sources and anticipated income from activities and hiring out the premises.

The Council will consider shortlisting expressions of interest and conducting a second, more in depth round once the initial round has been concluded. Additional information may also be requested to assess the feasibility, viability, and sustainability of applications.

A final decision on whether to grant a lease or dispose of the property will be made by Cabinet, following consultation with the Head of Service.

Document Pack

- Scoring Method
- Floor Plans

SCORING

A	Criteria – Organisational Capacity	Scoring	Score
1	A properly constituted organisation (Ltd/CIO/CIC/Partnership etc)	Yes / No (only properly constituted organisations will be considered further)	Yes/No
2	Experience and expertise of financial planning and control.	0-4	
3	Knowledge of current Health & Safety and Fire Safety legislation.	0-4	
4	An understanding of Equalities legislation, including the Equalities Act 2010, particularly regarding the accessibility of public buildings.	0-4	
5	A proven track record of successfully managing a community building, or trustees/ board members with relevant expertise in managing property for community-based activities.	0-4	
6	Experience and/or knowledge in securing large-scale funding from national heritage organisations or other large funding bodies.	0-4	
7	Experience and/or knowledge of managing and maintaining a Grade I Listed property.	0-4	
	Subtotal – Section A	24 Points available	

B	Criteria - Other	Scoring	Score
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1	Needs to have a well-prepared business case that clearly addresses the criteria mentioned in sections A and B.	0-4	
2	Demonstrate a clear vision for the future use of the building, including anticipated income from activities and hiring out the premises.	0-4	
3	Must generate social, economic, or environmental benefits.	0-4	
4	Must directly benefit the people of Norwich, including people in the local area.	0-4	
5	Should benefit as wide and diverse a range of Norwich residents as possible.	0-4	
6	Should outline sources of funding and income streams – details of sources and amounts will be required in Stage 2, if applicable.	0-4	
	Subtotal – Section B	24 Points available	
	Total Score	48 points available	

Scoring Method

- 0 – not answered
- 1 – does not demonstrate criteria
- 2 – only limited evidence provided
- 3 – meets criteria
- 4 – exceeds criteria

Appendices

Appendix A: Expression of Interest Guidance

An Expression of Interest is a simple web form which allows organisations to express their desire to a lease on and run a building the council has identified may be better used by the community.

At the initial stages, there is no need to submit a full business plan with costings, accounts, or projected budgets. If your application is progressed to stage two you will be notified and further, more detailed information will be required.

Please do read the organisation specification to ensure your organisation is eligible before completing the form.

Please answer the questions on the form to reflect your ambitions for the building. You need not address every question below, but as a guide these are some of the criteria council officers will assess expressions against:

- What services or activities are planned for the building?
- Why is this particular building suitable (location, access, running

costs, etc.)?

- Does your organisation have an evidenced track record in providing services and/or managing assets?
- What outcomes for the community are you looking to achieve and how can you evidence the need?
- Are you providing a service required by the community local to the building?
- Do you have demonstrable community support for residents, businesses or other organisations?
- Are you working in partnership with other organisations?
- How do you plan to finance your running Costs and activities?

If you have any trouble in using the web form or would like to provide supporting documents at this stage (optional), please email for help and support.

Appendix B: Internal Area Summary

The Music House, 167 King Street, Norwich, Norfolk

Net Internal Area Summary.

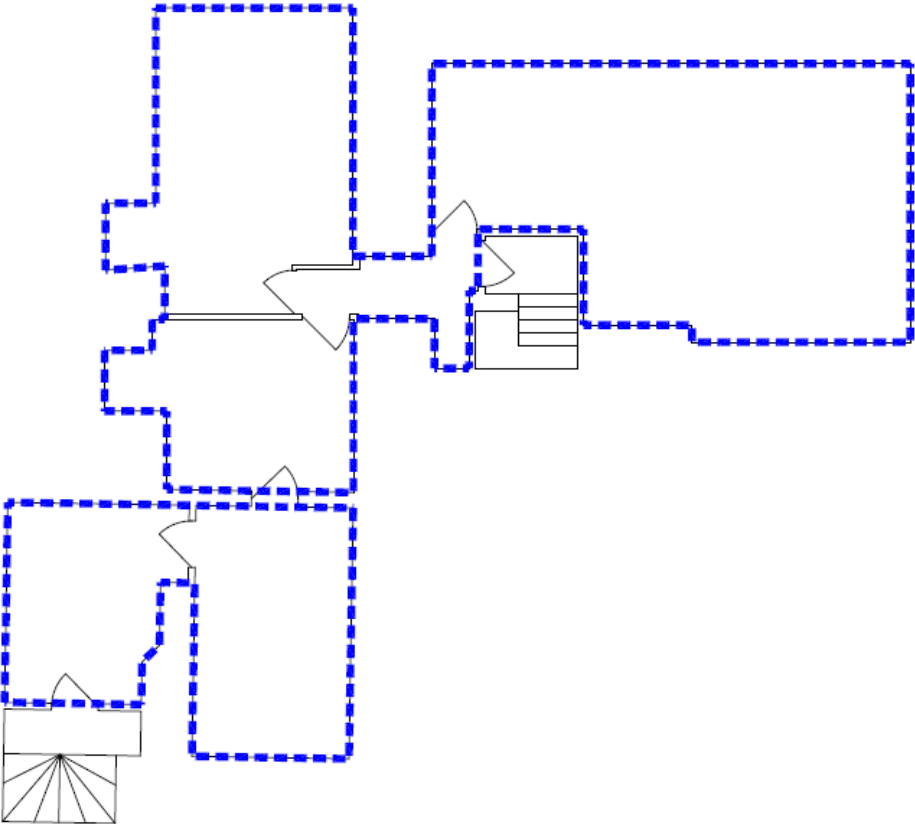
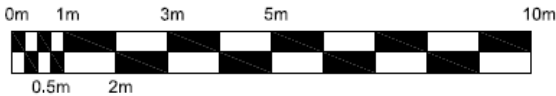
Floor	m ²	ft ²
2nd Floor	110.57	1,190
1st Floor	247.77	2,667
Ground Floor	260.62	2,805
Basement	62.36	671
TOTAL BUILDING NIA	681.32	7,333

Gross Internal Area Summary.

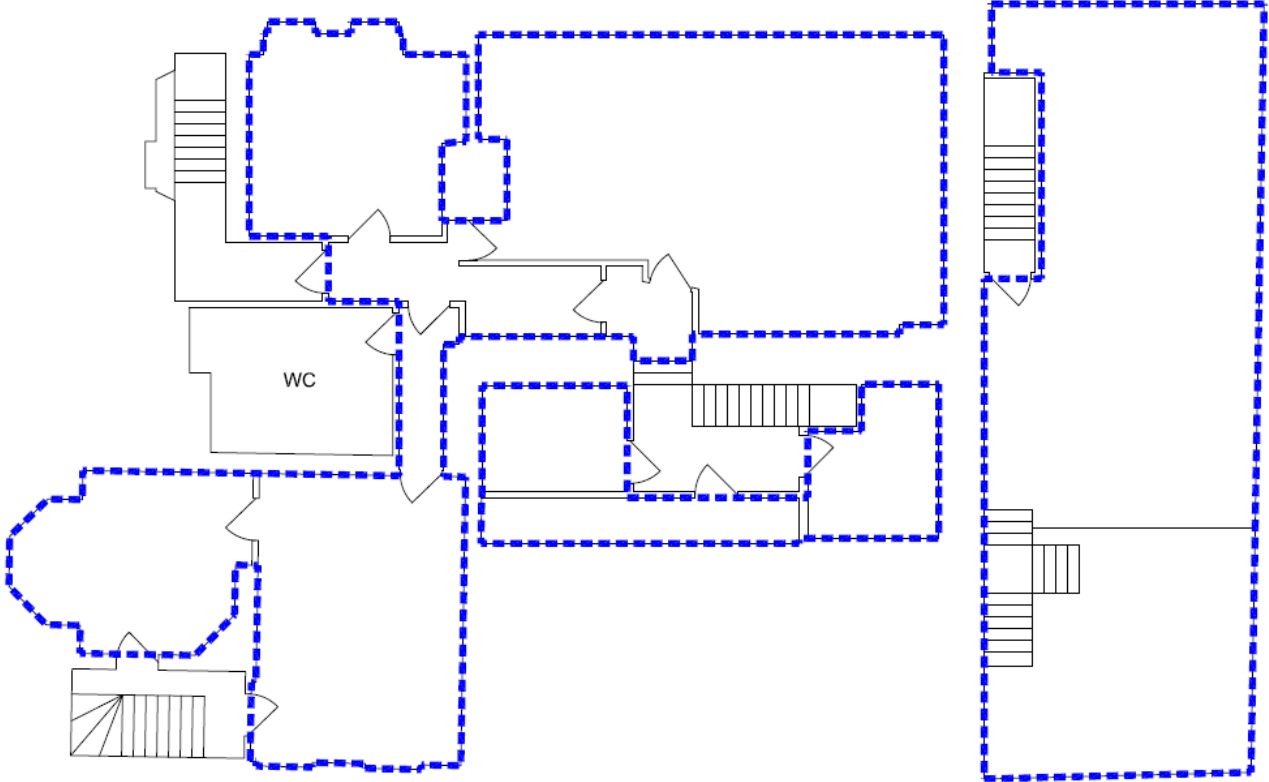
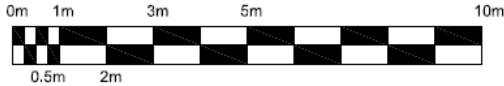
2nd Floor	135.09	1,454
1st Floor	328.06	3,531
Ground Floor	352.69	3,796
Basement	124.88	1,344
TOTAL BUILDING GIA	940.72	10,125

Appendix C: Floor Plans

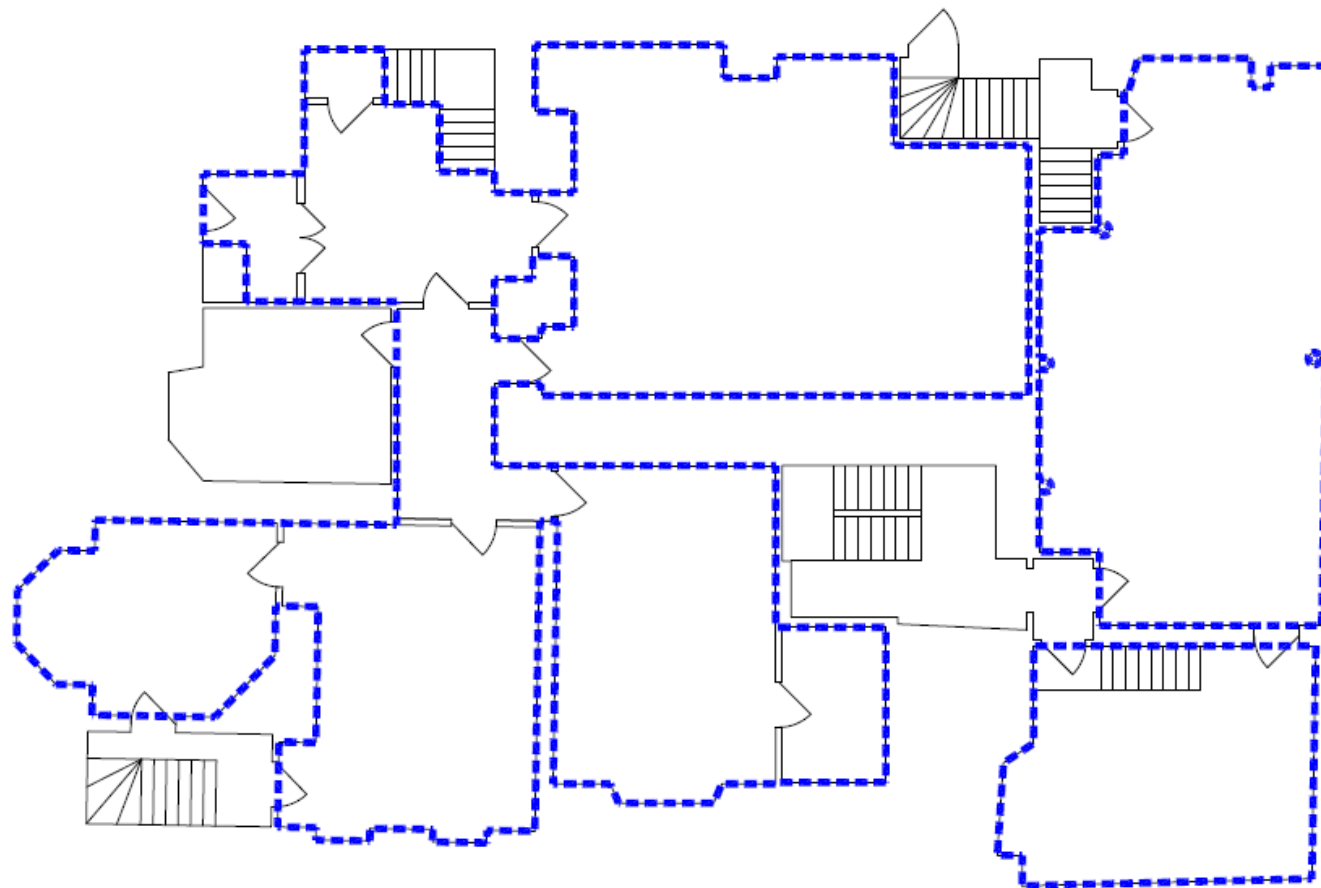
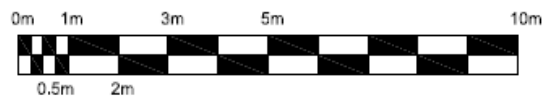
2nd Floor NIA Plan



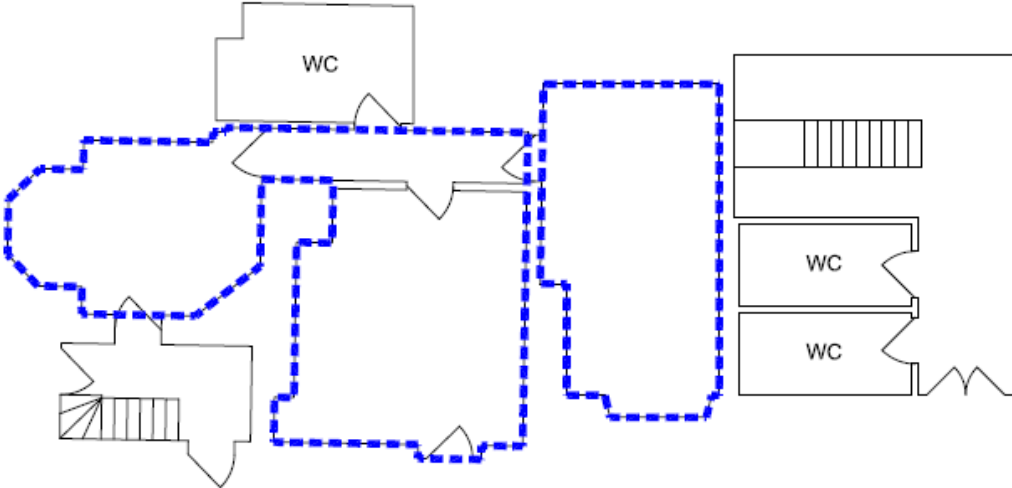
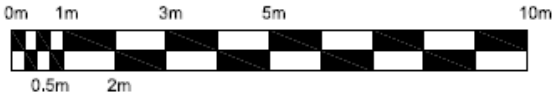
1st Floor NIA Plan



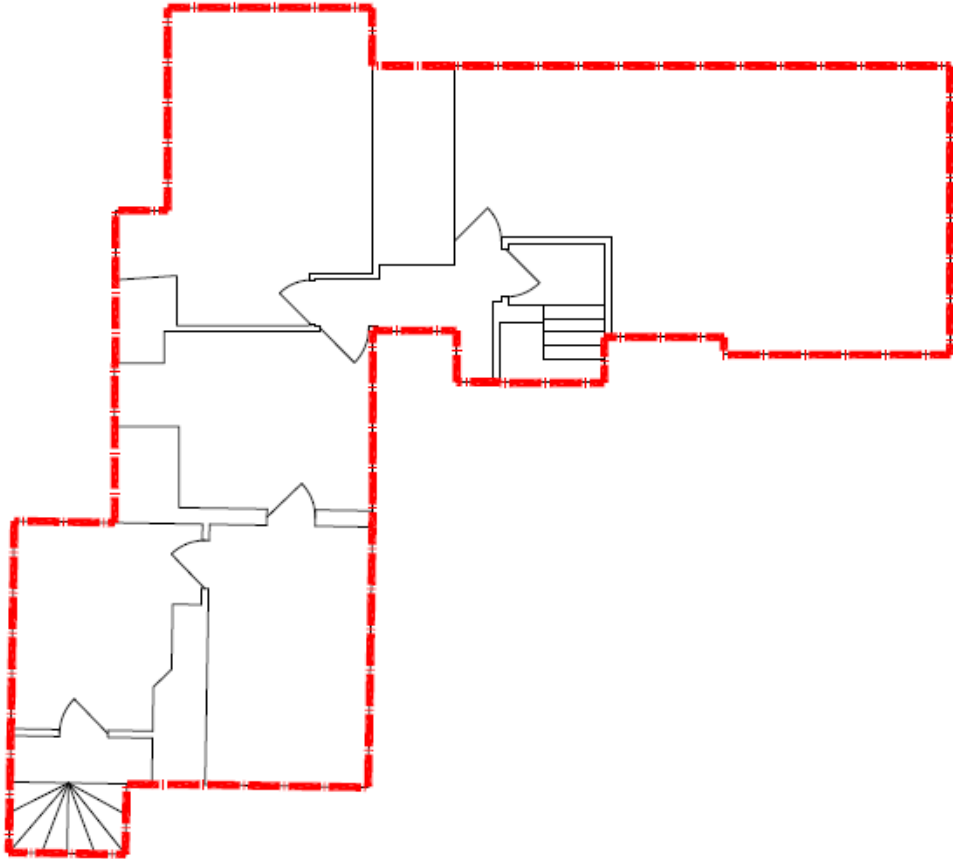
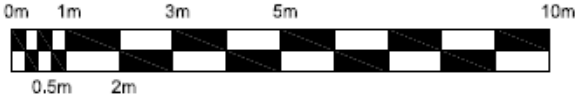
Ground Floor NIA Plan



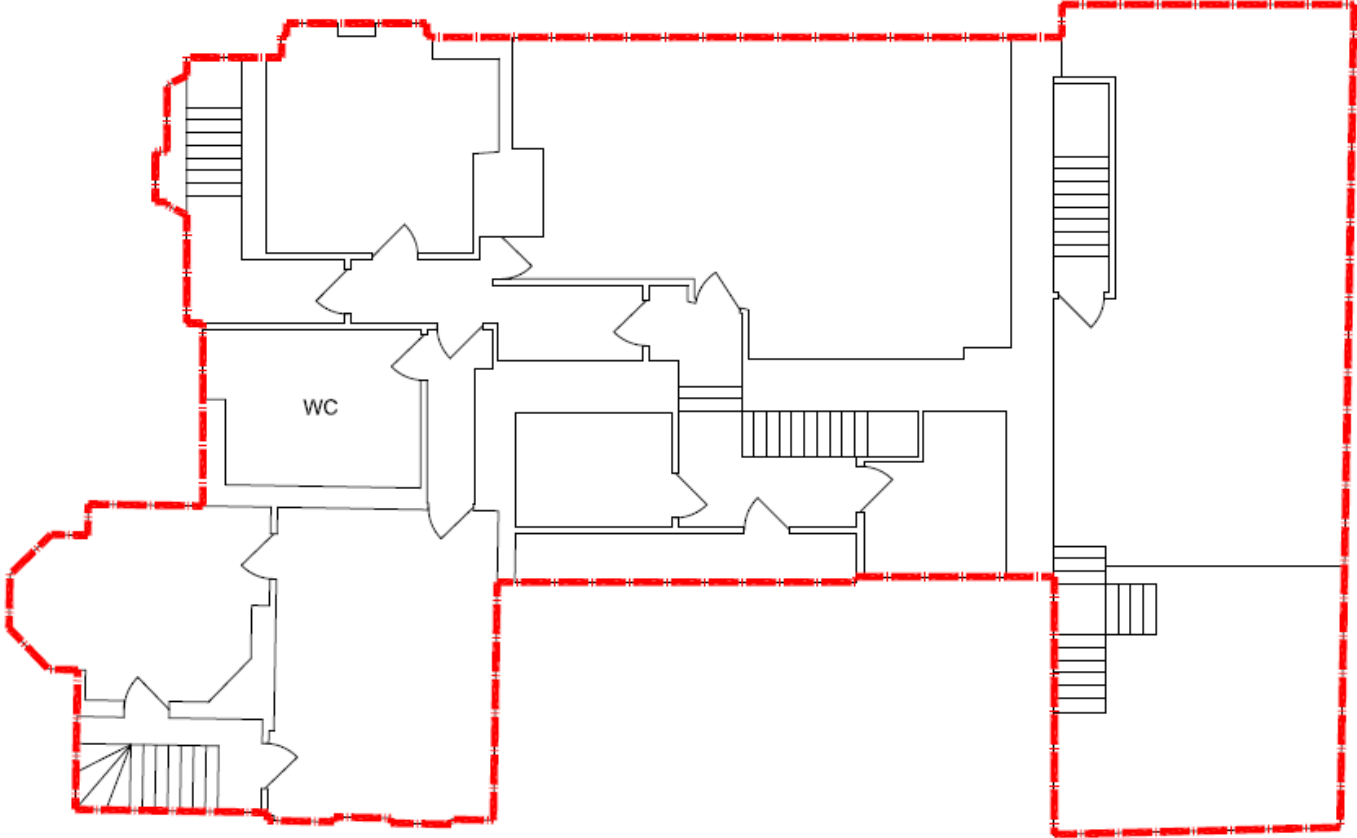
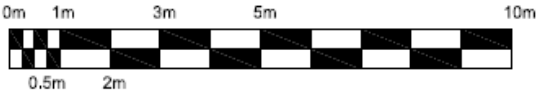
Basement NIA Plan



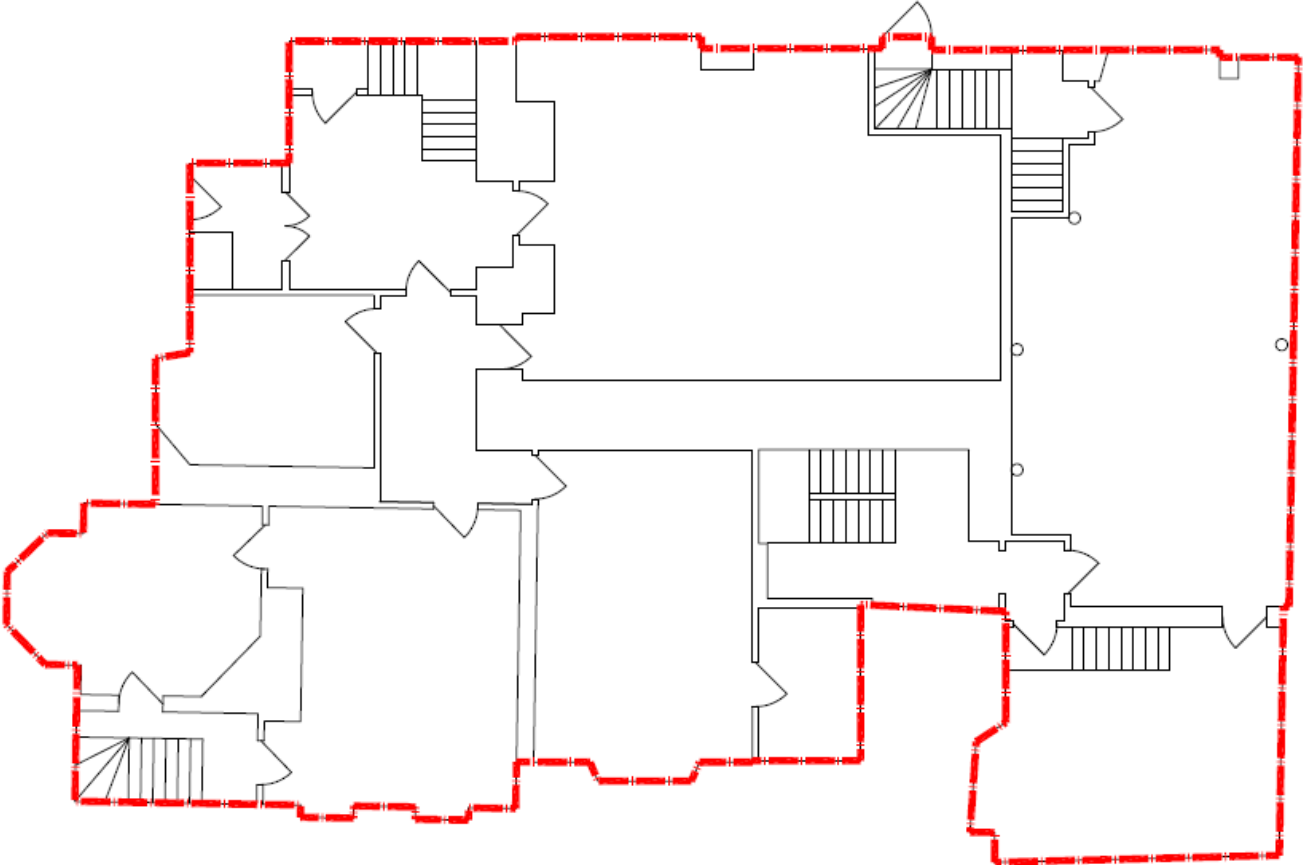
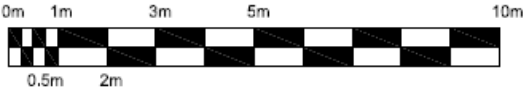
2nd Floor GIA Plan



1st Floor GIA Plan



Ground Floor GIA Plan



Basement GIA Plan

