To Let

The Bowls Club Pavilion & Large Grounds
King Edward VII Park,
Park Road, Wembley HA9 7RX

By Informal Tender Closing on 31st May 2016

- A unique opportunity to lease a well maintained Bowls Club Pavilion, Bowling Ground and a Green all in a corner section of the Park.

- The individual areas could be used for one or more purposes, subject to the relevant consents and are on offer as exciting leisure opportunities.

- Pedestrian access is available from Park Lane or the St. John’s Road park entrances. Both Wembley Town Centre and the Central Underground Station are a short distance away

Contact: Amin Soorma or Property Services
Tel: 0208 937 4204 or 020 8937 6245
Email: amin.soorma@brent.gov.uk or pam@brent.gov.uk
www.brent.gov.uk/salesandlettings
Location Plan A

Bowling Club,  
King Edward VII Park,  
Park Lane, Wembley

PLAN A

Premises shown shaded pink.  
1:1,250  
Plan to stated scale if printed at A4.  

PSMA OS copyright statement  
© Crown copyright and database rights 2014 Ordnance Survey 100025260  
OS Open data copyright statement  
Contains Ordnance Survey data © Crown copyright and database right 2014
Bowling Club, King Edward VII Park, Park Lane, Wembley

PLAN B

Premises shown shaded pink.
1:1,250
Plan to stated scale if printed at A4.

Brent
PSMA OS copyright statement
© Crown copyright and database rights 2014 Ordnance Survey 100025250
OS Open data copyright statement:
Contains Ordnance Survey data © Crown copyright and database right 2014
**Description**  
The subject property was the former King Edward VII Park Bowls Club.

It comprises of the Bowls Club Pavilion, Bowling Green and a Green and has a newly installed fence line facing the park.

The Bowls Club Pavilion is a brick and rendered single storey structure built under a hipped clay tile roof. Internally it has a common area with an integral kitchen and a disabled toilet facility that has been converted to a shower room. The separate male & female changing rooms have their own toilets.

The site has the potential for a number of leisure related uses subject to obtaining the relevant consents.

A car park is available for park users adjacent to the western entrance at St. John’s Road and is about 5 minutes walk from the Bowls Club.

**Location**  
The site is in a corner section of King Edward VII Park that is bordered on two sides by housing with the Park Lane School grounds on the third.

King Edward VII Park’s is centrally located close to the Wembley High Road, Wembley Central Underground Station and a number Bus routes.

**Condition**  
The Former Bowls Club Pavilion was re-built about 10 years ago after being fire damaged and is in good order. The proposed applicant should however make their own enquiries as to the condition of the property.

The electricity and water supply to the site are currently shared and the ingoing tenant may have to separate the services or add check meters. There is no gas supply to the premises.

**Accommodation**  
The Bowls Club Pavilion gross internal area (GIA) is: - 795 sq.ft. (74 sq.m)

The Bowling Green 16,817 sq.ft (1563 sq.m)

Former Green 8,358 sq.ft. (776 sq. m)

**Current Planning Use**  
The Bowls Club Use Class is D2 leisure related.

**Proposed Use**  
The Council seeks applications from primarily leisure related users for the site.

Applications from one or more separate site users could be considered depending on the type of leisure related uses put forward and would be subject to the relevant consents.
**Business Rates Payable**
The property is not at present assessed for Business Rate purposes. The ingoing tenant will be required to instruct the Valuation Office Agency to undertake an assessment.

**Service Charge**
A contribution towards the maintenance & upkeep of the service access road to the site will be required from the ingoing tenant at a rate of £650 + VAT per annum. The charge will be subject to a £100 per annum increase every five years over the term of the lease.

**Costs**
The prospective tenant will be responsible for the Councils Legal costs that will be in the region of £750. The Surveyors fees will be £750.

**References**
The prospective tenant will be required to provide a satisfactory bank and personal references.

**EPC**
An Energy Performance Certificate will be made available for inspection.

**Viewing**
Please contact Amin Soorma on 020 89374204 to arrange a viewing.

**Rental Guide**
Offers are invited at a rental guide price of £20,000 per annum exclusive for the site area detailed in Plan A.

Offers are invited at a rental guide price of £25,000 per annum exclusive for the site area detailed in Plan B.

**Offers & Closing Date**
Offers are invited for the property and should be received by 5 pm on 31st May 2016 in the prescribed tender format.

Interested parties should note that the Council will need to be fully satisfied that any proposed user has a track record with sufficient funding to deliver a quality use or uses for the site/s.

**Application Assessment Form**
Bids will be assessed against the assessment sheet that is attached to the end of these property particulars.
For Further Information
If you require any further information and to arrange a viewing, then please contact:-

Amin Soorma
Property Services
Brent Civic Centre,
Engineers Way,
Wembley, HA9 0FJ
Extn: 4204, Tel: 0208 937 4204, Fax: 0208 937 1390
Email: amin.soorma@brent.gov.uk

An alternative point of contract is Sarah Chaudhry, Head of Strategic Property on 020 8359 1705.

Application Form
Interested parties should make their own written offers on the separate application form.

All offers are subject to contract.
If the property is of interest to you, please make a submission using Brent Council's application form a copy of which is attached below. Please return to:-

Sarah Chaudhry,
Property Services
Brent Civic Centre
Engineers Way
Wembley
HA9 0FJ

Sealed bid conditions apply.

Proposed Lease Terms
Tenure

1. The Council may consider a lease for 15 years or more for the property and would be subject to a rent review every five years.
2. The lease will be on a full repairing and insuring terms with the Council covering the insurance under its block policy and recovering the premium from the ingoing tenant.
3. The lease will be within the Landlord and Tenant Act 1954 and the ingoing tenant will have a right to renew the lease.
4. The prospective tenant will be required to maintain the property in good order.
5. The ingoing tenant will not be permitted to sub-let the property without prior consent.
6. The lease will be entered into on the Councils standard terms.
7. The lease will contain such terms as the Borough Solicitor considers appropriate.

Particulars Disclaimer
1. The areas and measurements contained within these particulars and the accompanying plan are approximate figures only and no warranty is given as to their accuracy. The prospective tenant should satisfy themselves as to site areas and other matters of measurement from their own surveys. These details do not form part of any contract.
2. All statements contained therein are made without responsibility on the part of the London Borough of Brent and its employees and should not be relied upon as statements or representation of fact. Applicants must satisfy themselves, by inspection or otherwise, as to the correctness of each of the statements contained in these particulars and the accompanying plans.
3. The London Borough of Brent and its employees do not give any warranty whatsoever in relation to the property.
4. The property is offered as seen with all latent and patent defects and neither the London Borough of Brent nor its employees warrant that it is suitable for any proposed use.
5. In no case shall any prospective tenant have any claim for expenses incurred in the preparation of any offer, nor in respect of any other matter.
6. The Council is not obliged to accept the highest or any other offer for the property.

The Council gives notice that:

1. The above information does not constitute part of an offer or contract.
2. All statements made in the above information are without responsibility on the part of the Council or its Officers.
3. None of the statements contained in the above information should be relied on as statements or representations of fact.
4. Any prospective tenant must satisfy themselves by inspection or otherwise as to the correctness and accuracy of the above information.
5. The Council does not propose issuing instructions to agents and if you are an agent it is assumed that you are retained by your client.
# The Bowls Club, King Edward VII Park

**Best Consideration Assessment Form (For Internal Assessment Purposes)**

<table>
<thead>
<tr>
<th>Bidder’s Name</th>
</tr>
</thead>
</table>

1. **Proposed use of Site**
   - Applicable weighting 20%
   - Is the proposed use sympathetic with a leisure related function.
   - Yes/No?

2. **Deliverability**
   - Applicable weighting 20%
   - Has the applicant experience in the sector for which the proposed use is being made and has a business track record of delivering similar services. The Council will need to be fully satisfied that the operator has the credibility and a demonstrable track record in the sector.
   - Yes/No?
   - If no then the bidder will be removed from the process.

3. **Financial Offer**
   - Applicable weighting 20%
   - Ranking against the highest bid - 1st, 2nd, 3rd, etc.
   - Bidders are required to submit their business plans.

4. **Financial Position**
   - Applicable weighting 20%
   - The Individual/Company financial standing is to include a credit rating agency check or an Individual/Company bank reference prior to entering into a lease.
   - For a first time business venture where there is no credit history then a credit agency check will be undertaken on the Guarantor.
   - Where a Guarantor is used a bank reference will be required.
   - **Confirmed acceptable by Brent Council’s Finance Team Yes or No?**
   - If no then the bidder will be removed from the process.

5. **Legal Process**
   - Applicable weighting 20%
   - Can the applicant agree the Heads of Terms Offer Letter and complete on the contract within 6 weeks of the offer acceptance date by the Council.
   - Yes/No?
   - If no then the bidder will be removed from the process.

After the first stage, the London Borough of Brent reserves the right to introduce additional bid stages if deemed appropriate.

**Assessment sign off by Brent Council Representative:**
- Name ..............................................................
- Date ..............................................................

**Assessment sign off by Brent Council Representative:**
- Name ..............................................................  Date .............................................................
Application Form for Lease of Commercial Property

1 August 2013

Premises Address: ……………………………………………………………………………………………
………………………………………………………………………………………………………………
Bid Deadline: ……………………………………………………Sealed bid conditions: Yes / No

The application form should be duly completed and be legible in black ink or be typed.

<table>
<thead>
<tr>
<th>YOUR DETAILS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name:</td>
</tr>
<tr>
<td>Address (Please provide a copy of a utility bill/bank statement/driving licence or similar proof of address)</td>
</tr>
<tr>
<td>Contact Details:</td>
</tr>
<tr>
<td>Landline:</td>
</tr>
<tr>
<td>Mobile:</td>
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<tr>
<td>Email:</td>
</tr>
</tbody>
</table>

If you are proposing to take the lease in a company name, please supply the following:

<table>
<thead>
<tr>
<th>COMPANY DETAILS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name:</td>
</tr>
<tr>
<td>Registration number:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Contact Details:</td>
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<tr>
<td>Landline:</td>
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<tr>
<td>Mobile:</td>
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<td>Email:</td>
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</tbody>
</table>

A satisfactory bank reference will be required. Please provide your bank details and your consent for the Council to take a reference for which the bank may charge a fee.

<table>
<thead>
<tr>
<th>BANK DETAILS:</th>
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<tbody>
<tr>
<td>Full Name:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Contact Details:</td>
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<td>Landline:</td>
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<td>Mobile:</td>
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<tr>
<td>Email:</td>
</tr>
<tr>
<td>Sort Code:</td>
</tr>
<tr>
<td>Account Number:</td>
</tr>
</tbody>
</table>

The Consumer Protection from Unfair Trading Regulations 2008 & Misrepresentation Act 1967. The above particulars are believed to be correct but are supplied for information only and no reliance should be placed thereon. They are not deemed to be part of any contract which may be entered into. London Borough of Brent does not bind itself to accept the highest or any other offer and in supplying these particulars is not issuing instructions to any agents and therefore does not bear liability for any fees.
I / We hereby give consent to the London Borough of Brent to obtain a Bank Reference from ………………. Bank and hereby authorise you to deduct your fee for the service from the above account.

Signature of Account Holder(s) ………………………………………………………………………………………………………

Signature of Account Holder(s) ………………………………………………………………………………………………………

Date …………………………………………………………………………………………………………………

As part of your application please provide proof of:
1. Funds to cover the first 3 months advanced rental payments
2. Plus the funds for a 4 months rent deposit;

In certain circumstances the Council may request that a guarantor should be provided. If you are using a guarantor please complete the guarantor information as follows:

<table>
<thead>
<tr>
<th>GUARANTOR DETAILS:</th>
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</thead>
<tbody>
<tr>
<td>Full Name:</td>
</tr>
<tr>
<td>Registration number (if applicable):</td>
</tr>
<tr>
<td>Address:</td>
</tr>
</tbody>
</table>

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<tr>
<th>Contact Details:</th>
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<tr>
<td>Landline:</td>
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<tr>
<td>Mobile:</td>
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<tr>
<td>Email:</td>
</tr>
</tbody>
</table>

A satisfactory bank reference will be required. Please provide your bank details and your consent for the Council to take a reference for which the bank may charge a fee.

<table>
<thead>
<tr>
<th>GUARANTOR BANK DETAILS:</th>
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<tbody>
<tr>
<td>Full Name:</td>
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<tr>
<td>Address:</td>
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<th>Contact Details:</th>
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<td>Landline:</td>
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<td>Mobile:</td>
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<tr>
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Application Form for Lease of Commercial Property

1 August 2013

I / We hereby give consent to the London Borough of Brent to obtain a Bank Reference from you and hereby authorise you to deduct your fee for the service from the above account.

Signature of Account Holder(s) ………………………………………………………………………

Signature of Account Holder(s) ………………………………………………………………………

Date ……………………………………………………………………………………………………

Please tell us how you propose to use the building and how you see this use being compatible/complementing the use of the Bowls Club.

……………………………………………………………………………………………………………

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Tell us what past experience you have of delivering the same or similar project / service:

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Application Form for Lease of Commercial Property

1 August 2013

Other than a Solicitor if you will be using other professional advisors please provide their details below:

<table>
<thead>
<tr>
<th>Agent Name &amp; Company</th>
<th>Role (what will they do?)</th>
<th>Similar project experience (yes/no) &amp; examples</th>
</tr>
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<tbody>
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</tbody>
</table>

Please confirm that from the offer acceptance date by the London Borough of Brent, you will be able to complete the contract within 6 weeks? Yes / No (please circle)

Please detail your offer, it must be made in pound sterling and be given in figures and words, to be a fixed amount and not to be expressed in a conditional form relating to any other bids received, with a full disclosure of the time scale for completion for a lease of 15 years or more. Please state clearly the length of the rent free period required.

£…………………………………………………per annum
Offer in words ..................................................................................................................
........................................................................................................................................

Please use this area to detail anything that you consider the Council should know that would support your bid.

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Please attach a copy of your business plan for the Bowls Club.

........................................................................................................................................

The Consumer Protection from Unfair Trading Regulations 2008 & Misrepresentation Act 1967. The above particulars are believed to be correct but are supplied for information only and no reliance should be placed thereon. They are not deemed to be part of any contract which may be entered into. London Borough of Brent does not bind itself to accept the highest or any other offer and in supplying these particulars is not issuing instructions to any agents and therefore does not bear liability for any fees.
Application Form for Lease of Commercial Property

1 August 2013

Please provide your solicitors details:-

<table>
<thead>
<tr>
<th>SOLICITORS DETAILS:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Contact Person:</td>
<td></td>
</tr>
<tr>
<td>Company Name:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Contact Details:</td>
<td></td>
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<tr>
<td>Landline:</td>
<td></td>
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<tr>
<td>Mobile:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Are they formally appointed at this stage?</td>
<td>Yes/No</td>
</tr>
</tbody>
</table>

Form completed by ......................................................................................................................................................
Date ...........................................................................................................................................................................

Please note:

• The purchaser is responsible for investigating the prospect of obtaining all requisite consents, including planning permission;
• The contract for a leasehold disposal will be non-assignable prior to completion;
• The successful applicant will be required to complete unconditionally within 6 weeks from receiving the Councils offer of acceptance (an extension may be granted at the Council’s sole discretion);

For a Full Repairing & Insuring lease for a term of 15 years or more, a deposit equivalent to 4 months rent together with 3 months rent in advance is payable upon entering into the contract;

• The Council may require that a guarantor should be obtained in certin circumstances where a deposit may not be appropriate.
• The Council is not obliged to accept the highest, or any bid received. The Council also reserves the right to withdraw the property from a letting at any time; and
• The above information does not constitute part of an offer or a contract.

All bids are to be non–binding and must be submitted in writing by post or by hand by the bid deadline.

The Consumer Protection from Unfair Trading Regulations 2008 & Misrepresentation Act 1967. The above particulars are believed to be correct but are supplied for information only and no reliance should be placed thereon. They are not deemed to be part of any contract which may be entered into. London Borough of Brent does not bind itself to accept the highest or any other offer and in supplying these particulars is not issuing instructions to any agents and therefore does not bear liability for any fees.
Sealed Bid Conditions
The Application Form for Lease of a Commercial Property should be used for the purposes of a sealed bid. The form should be placed in a sealed envelope that bears no mark of the sender and use must be made of the tender return label below. Please note faxes and open letters will not be accepted.

Tender Return Label
Please cut and attach the TENDER RETURNABLE TO label below to an envelope.

---Cut here----------------------------------------------------------------------------------------------------------------------

TO BRENT COUNCIL POSTAL SERVICE: PLEASE DO NOT OPEN THIS SEALED BID

TENDER RETURNABLE TO:

Sarah Chaudhry
Property Services
Brent Civic Centre,
Engineers Way,
Wembley,
HA9 0FJ

TENDER PROPERTY ADDRESS:
The Bowls Club Pavilion & Grounds. Please confirm whether your interest is in Site A or Site B (delete as appropriate)

King Edward VII Park, Park Lane

Wembley HA9 7RX

TENDER BID DEADLINE DATE:

31st May 2016....................................................................................................................

TIME: 5.00pm....................................................................................................................

---Cut here----------------------------------------------------------------------------------------------------------------------
Application Form for Lease of Commercial Property

1 August 2013

THIS SECTION IS TO BE USED FOR THE PURPOSES OF MONITORING.

Conflict of Interest Declaration

Are you a Councillor? .............................................

Are you related married cohabiting or in a civic partnership with a Councillor? ...........

Are you employed by the Council? .........................

Are you related married cohabiting or in a civic partnership with an Employee? ........

If you are an organisation, are any of your managers, directors, partners or trustees Councillor or Employees of Brent? .....................

If you are an organisation, are any of your managers, directors, partners or trustees married cohabiting or in a civic partnership with a Councillor or Employee of Brent? ............

Is there any other basis on which there maybe a conflict of interest, i.e. a connection which may provide with a potential advantage over other bidders or put you in a position where there maybe a conflict of interest between you your organisation and the council. .........................

If you answered yes to any of the questions please provide more details of 'your Brent connection' including the persons name and role.
..................................................................................................................................................
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If a conflict has been identified and you decide to make a bid you must not use your or your connected person’s position to gain an advantage

The Consumer Protection from Unfair Trading Regulations 2008 & Misrepresentation Act 1967. The above particulars are believed to be correct but are supplied for information only and no reliance should be placed thereon. They are not deemed to be part of any contract which may be entered into. London Borough of Brent does not bind itself to accept the highest or any other offer and in supplying these particulars is not issuing instructions to any agents and therefore does not bear liability for any fees.
**Equal Opportunities Form**

This form is to be completed when applying for property or completed as part of a consultation and survey process.

Brent Council is committed to the provision of service excellence and meeting the needs of the diverse communities we serve. This means achieving the very highest of standards of equality in service delivery and employment, in line with legislation and guidance.

Monitoring is more than collecting data. It helps find out which groups are using our service. It helps determine if we are offering equality of opportunity and equal treatment to all. It enables solutions and change, assisting in improving our reputation as a good and fair provider of goods and services.

To help us, we ask you take a few minutes to complete the questionnaire. Indicate your answers by ticking the applicable response. This should not take more then ten minutes. The information provided will be reported as appropriate to internal Boards or the Executive and is subject to Brent's confidentiality and data protection policies and procedures.


1. From the list of age bands, by ticking the appropriate box. Please indicate your current age in years:
   - 16 - 24
   - 25 - 34
   - 35 - 44
   - 45 - 54
   - 55 - 64
   - 65+
   - Prefer not to say

2. The Equality Act 2010 generally defines a disabled person as someone who has a mental or physical impairment that has a substantial and long-term adverse effect on the person’s ability to carry out normal day-to-day activities.
   (a) Do you consider yourself to have a disability according to the definition in the Equality Act?
      - Yes
      - No
      - Prefer not to say
   (b) Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months.
      - Yes, limited a lot
      - Yes, limited a little
      - No
      - Prefer not to say

3. What is your gender?
   - Female
   - Male
   - Prefer not to say

4. Is your gender identity the same as the gender you were assigned at birth?
   - Yes
   - No
   - Prefer not to say
5. What is your ethnic group?

<table>
<thead>
<tr>
<th>White</th>
<th>Mixed/Multiple</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>White &amp; Black</td>
</tr>
<tr>
<td>Welsh</td>
<td>Caribbean</td>
</tr>
<tr>
<td>Scottish</td>
<td>White &amp; Black African</td>
</tr>
<tr>
<td>Irish</td>
<td>White &amp; Asian</td>
</tr>
<tr>
<td>Traveller</td>
<td>Other mixed/multiple</td>
</tr>
<tr>
<td>Gypsy or Roma</td>
<td></td>
</tr>
<tr>
<td>Any other white</td>
<td></td>
</tr>
<tr>
<td>Prefer not to say</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Asian/Asian British</th>
<th>Other ethnic group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bangladeshi</td>
<td>Eastern European</td>
</tr>
<tr>
<td>Pakistani</td>
<td>Afghan</td>
</tr>
<tr>
<td>Indian</td>
<td>Turkish</td>
</tr>
<tr>
<td>Chinese</td>
<td>Any other ethnic group</td>
</tr>
<tr>
<td>Any other Asian</td>
<td>Prefer not to say</td>
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<tr>
<td></td>
<td>Prefer not to say</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Black/Black British</th>
<th>Other ethnic group</th>
</tr>
</thead>
<tbody>
<tr>
<td>African</td>
<td>Eastern European</td>
</tr>
<tr>
<td>Somali</td>
<td>Afghan</td>
</tr>
<tr>
<td>Caribbean</td>
<td>Turkish</td>
</tr>
<tr>
<td>Any other Black</td>
<td>Any other ethnic group</td>
</tr>
<tr>
<td></td>
<td>Prefer not to say</td>
</tr>
</tbody>
</table>

6. What is your religion or belief?

<table>
<thead>
<tr>
<th>Agnostic</th>
<th>Buddhist</th>
<th>Christian</th>
<th>Hindu</th>
<th>Humanist</th>
<th>Jewish</th>
<th>Muslim</th>
<th>Sikh</th>
<th>No religious belief</th>
<th>Other religion</th>
<th>Prefer not to say</th>
</tr>
</thead>
</table>

7. What is your sexual orientation?

<table>
<thead>
<tr>
<th>Bisexual</th>
<th>Gay man</th>
<th>Gay woman/lesbian</th>
<th>Heterosexual/straight</th>
<th>Other</th>
<th>Prefer not to say</th>
</tr>
</thead>
</table>

8. If you are in a relationship please state the kind of relationship that you have?

<table>
<thead>
<tr>
<th>Civil Partnership</th>
<th>Married</th>
<th>Single</th>
<th>Co-habiting</th>
<th>Prefer not to say</th>
</tr>
</thead>
</table>

9. Have you been pregnant within the last six months or are you breastfeeding?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Prefer not to say</th>
</tr>
</thead>
</table>

Thank you for taking part in this survey