

Appendix 1

Documents to form part of the Stage 2 Application

Financial

- 1 A completed Proforma, outlining the payment to be received upon the signing of the Schedule 9 Agreement, including the underwritten and the variable annual payments.
- 2 A written narrative of the offer to the council, stating within this narrative the basis of the payments to the council, including the timing and form of such payments, and any contingencies, preconditions or triggers upon which the payments, or the amounts thereof, depend.
- 3 A detailed financial model supporting the outputs provided within the Financial Offer Proforma. Applicants are encouraged to provide as much detail as they believe reasonable in order to explain the results set out in the Proforma provided.

Socio-economic

- 1 A clear and concise assessment of local objectives, including those in the policy, to be addressed by the applicant's proposals, detail of how these objectives will be addressed, with the rationale for these views.
- 2 A clear statement of how the casino and other related developments will maximise the potential benefits that could be secured for the Leeds metropolitan area in line with the principles set out in the policy.
- 3 A summary of the approaches to be adopted to implementing proposals including monitoring and reporting arrangements. A detailed description should be provided for implementation.
- 4 Completion of a proforma providing details on qualifications and training data.
- 5 Case studies of existing approaches covering employment and training, working with local businesses and developing local supply chains.
- 6 Signed letters of support from company/parent board level or similar to reflect the level of commitment from the company, copies of Board Minutes, etc, underlining senior management commitment to the vision for the proposed developments and its linkages to the council's objectives as set out in the policy.
- 7 A completed gross economic benefit Proforma and supporting information tables.
- 8 Narrative setting the context for and outlining the expected benefits/impacts and justification for the gross figures provided in the Gross Economic Benefits Proforma and Tables 3A to 3G (provided with the application pack), covering the assumptions used and the evidence to underpin these.
- 9 An Equality Impact Assessment providing a detailed description and analysis of the:
 - ♦ Social mix of the location.
 - ♦ Equality characteristics considered (should cover as a minimum assessment of age, race, sex, carers, disability, religion or belief, sexual orientation, gender reassignment).

- ◆ Identification of potential impacts and their remedial action/mitigation.
- ◆ Details of key stakeholders and partners.
- ◆ Community consultations undertaken (with groups who may be affected and feedback from consultation).
- ◆ Research studies undertaken, e.g. into the potential barriers individuals may face based on different equality strands.
- ◆ Details of individuals responsible for management of equality and diversity, and of those with lead responsibility for actions detailing type of action, likely timescales, measures to be implemented.
- ◆ Appropriate diagrammatic and graphical representation to underpin analysis and commentary.
- ◆ Detailed description of proposed activities, including case studies of previous examples, with plans for how the applicant proposes to involve and cooperate with the council and local partners to support and deliver local social programmes.

Risk and deliverability

- 1 The detailed commentary should include as a minimum separate sections on:
 - ◆ Acceptance of clauses.
 - ◆ Amendments/ additions to Schedule 9.
 - ◆ Benefits that the applicant will make a contractual commitment on levels of payment for non-delivery the applicant will make for those contractual commitments
- 2 Comments should be clearly referenced to the paragraph number within the draft Schedule 9 Agreement. Information must be clear, unambiguous and easy to understand.
- 3 Applicants should provide a fully complete and, if necessary, marked up Schedule 9 Agreement outlining changes and amendments made as well as additions. Mark ups should use track changes so all changes made are clearly audited.
- 4 A detailed funding sources and uses schedule, outlining all anticipated costs to open and operate a Large Casino with a comprehensive breakdown of funding sources to pay for these costs. This information should fully reconcile to the financial model provided as part of the assessment in para 1.1.4 of the Evaluation Methodology.
- 5 A clear explanation of the approach to funding the development, detailing the source of funds, the level of commitment to the their provision including any conditions or restrictions and underpinned by the provision of appropriate support (e.g. letters of support from proposed funders, copies of Board minutes detailing commitment to the provision of funds, Parent Company Guarantee, etc.).
- 6 Applicants should provide a detailed plan, outlining their funding strategy and providing evidence where appropriate for the availability of required finance.
- 7 Dun and Bradstreet Credit Report (or equivalent where not available) and Statutory Accounts
- 8 Written confirmation of material changes to the accounts since publication
- 9 Copy of land registry ownership record or signed lease agreement (or equivalent) to occupy chosen location or premises.

- 10 A clear plan, with risk analysis and mitigation, outlining how the right to occupy the site/premises leading to operation of casino will be secured within a specified timeframe, including appropriate evidence to underpin justification of proposed approach.
- 11 Particular attention should be given to the following areas (however applicants should note this list is not exhaustive) and detail provided on:
 - ◆ Discussions held to date with relevant parties
 - ◆ Timetable to occupation
 - ◆ Any constraints attached to site and or buildings (including title constraints, restrictions to development) and their potential impact on time table
 - ◆ Risk assessment of potential issues to obtaining the right to occupy
 - ◆ Mitigating factors to the Risk Assessment
- 12 Name of vendor(s), if any.
- 13 A concise and detailed description of how the proposed developments will be managed to deliver the expected outcomes identified by the applicants in their application and agreed within the Schedule 9 Agreement with the council, to time, and how this performance will be recognised, monitored and reported on
- 14 A high level master-plan and a RIBA Stage B as a minimum for the casino and for each element of related developments
- 15 Robust and evidenced based marketing strategies and promotional programmes
- 16 Provision of a detailed timetable to the opening of a large casino and related developments (where appropriate) which will be set out in the Schedule 9 Agreement with the council
- 17 Detailed, evidence-based, case studies of experience addressing Leeds' requirements as set out in the policy and addressing the requirements of the Gambling Commission Code of Practice
- 18 A summary of key lessons learnt and implications for meetings Leeds' requirements and how these have been addressed in the applicant's proposals