

Community Asset Transfer opportunity

August-October 2020

Update 8 October: the closing date for Expressions of Interest has been extended and is now 9am on Monday 26 October – see timetable below

Hartcliffe Community Farm
Lampton Avenue
Bristol
BS13 0QH



Bristol City Council is inviting community-focused organisations to submit an Expression of Interest in managing Hartcliffe Community Farm.
This document explains what's on offer and what we require from the successful bidder.



Brief for organisations wishing to express an interest in managing Hartcliffe Community Farm, Lampton Avenue, Hartcliffe, Bristol.

Bristol City Council would like to invite expressions of interest from suitably experienced and constituted organisations that may wish to take a Lease of Hartcliffe Community Farm and adjoining land to deliver community-focused services and activities. This document sets out what is on offer and what we require from the successful bidder.



Background

Hartcliffe Community Farm is situated at the edge of the city, at the base of the northern slopes of Dundry, and occupies approximately 2.7 hectares of Bristol City Council owned land. It is built on land that was acquired by Bristol City Council from several pre-existing farms, including Pigeonhouse Farm and Hill Farm, in the early 1950s for the construction of the Hartcliffe housing estate.

The Farm was founded around 1980 and has been managed by the local community for almost 40 years. The property's main use is as a community-managed farm, open to the general public free-of-charge on 6 days a week, providing a mix of recreational and informal educational activities. Most of these are based on viewing and interaction with farm animals and food growing. Some of the buildings/spaces are rented out to other organisations and small businesses, or used for occasional community bookings and private lettings.

The property comprises several timber and block buildings for visitor use (educational, mess room, barns, sheds, stable, toilets and office) with a wide array of animal pens and enclosures, a children's playground, car park, several poly tunnels, and a community-managed allotment project with 36 plots. Access to the main Farm site is from Lampton Avenue and access to the community allotments is from Court Farm Road.

Hartcliffe Community Park Farm has occupied the site for many years and is due to vacate the site by November 2020. Due to its location, the site has enormous potential to support a wide range of community-based events and activities, including the promotion of health and wellbeing in an area with high levels of deprivation and health inequalities. Although the local community faces many challenges, we have seen an upturn in community involvement and the potential of this site has not been realised to date.

The council would now like to consider new opportunities for letting the property to an organisation that is able to attract the necessary investment and can maximise the use of the site in a financially sustainable way. The new organisation will need to demonstrate how it can fully utilise the main farm site and the adjoining fields for the delivery of social, economic and environmental benefits to the local community and the people of Bristol.

Community-focused organisations interested in taking over the management of the site are asked to submit a written Expression of Interest as part of the CAT process (see below).

About the property

The property is located behind the houses in Witch Hazel Road and is accessed via a track at the end of Lampton Avenue. A Council map of the main site is available on [our website](#) and for a Google Streetview photo of the entrance gate visit [the Google website](#).



The community allotments are accessed through a gate at the end of Court Farm Road – to see this in Google Streetview visit [the Google website](#).

Main site:

This land is shown in red on the coloured plan – see Appendix C.

The main Community Farm property (link to map on the Council website [Property ID 7892](#)) consists of a parcel of land of 2.68 ha which contains a range of agricultural blockwork and pre-fabricated buildings, stone and timber barns, animal enclosures, small ponds, paddocks, a car park, a children's play area, the community allotments and a further area used for food growing (currently in poly tunnels).

Water and electricity services are available in the property and the site is connected to the main sewer system. The water supply also covers the community allotments. A solar PV installation is located on the roof of the large aired barn. This is owned by Bristol City Council and needs to remain in operation on the Farm site until at least 25 years have elapsed since its installation. The feed-in tariff payments are received by the Council, but the electricity generated can be used freely at the Farm.

Detailed information on access for disabled persons and carers is available on the [AccessAble website](#).

A large part of the main site forms part of a Wildlife Corridor designation (Hill Farm, Dundry) – further details under 'Planning and Conservation' below.



Immediately adjacent to the main farm site are four additional Council-owned parcels of land that are offered in conjunction with the main site. These fields are shown on the coloured plan as follows:

Green land: link to map on the Council website [Property ID 83738](#).

This field measures 5.15 ha and stretches up onto the Dundry Slopes behind Lampton Grove. It is the largest of the fields and has historically been used for grazing. It is surrounded by a 10 ft wide 'perimeter strip' which is not owned by the Council. There are five designated 'access points' over this strip of land. These provide access from the main farm site and also enable the other parcels of land to be accessed. The land is subject to an access right by the neighbouring farm over a shared track. It forms part of a Wildlife Corridor designation (Hill Farm, Dundry) – further details under 'Planning and Conservation' below.

Blue land: link to map on the Council website [Property ID 9973](#).

An uneven parcel of land of 0.72 ha, currently containing some self-seeded trees and overgrown with shrubs and bramble. It forms part of a Wildlife Corridor designation (Hill Farm, Dundry) – further details under ‘Planning and Conservation’ below.

Purple land: link to map on the Council website [Property ID 139274](#).

A small piece of land of 0.15 ha which connects the surrounding parcels of land and the access track. It forms part of a Wildlife Corridor designation (Hill Farm, Dundry) – further details under ‘Planning and Conservation’ below.

Yellow land: link to map on the Council website [Property ID 9970](#).

This 2.88 ha field has historically been used for the cutting of hay. It is bounded on three sides by the Pigeonhouse Stream and most of the field forms the north-eastern section of an area designated as a Site of Nature Conservation Interest – see the ‘East Dundry Slopes’ map on [the Council website](#).

Some historic, unauthorised access has resulted in the land being used for quad-bike/dirt-bike activities (the land borders onto the Pigeonhouse Stream Open Space, which is subject to public access).



Planning and Conservation:

These additional four parcels of land do not form part of the main Community Farm site, but they are offered as part of this Community Asset Transfer opportunity and the new tenant is expected to manage these areas and exploit their full use.

Much of the additional land falls within a designated Wildlife Corridor – see the map of ‘Hill Farm Dundry’ [on the Council website](#).

The main Farm site and the additional fields all form part of the Green Belt (site ref GRB0009) and the land is therefore subject to Policy BCS6 in the Core Strategy – see the Council website for the [full wording of this policy](#).

The Wildlife Corridor designation and the SNCI designation are both planning policy designations. Although they highlight the potential importance for wildlife, they are enforced through the planning process.

In addition to the wildlife designations outlined above, most of this land falls within the West of England Nature Recovery Network, being part of both the Strategic Grassland Network and partly in the Strategic Woodland Network. They therefore have the potential to contribute to delivering landscape scale conservation through the protection and restoration of important habitats and wildlife.

The above information is not necessarily an exhaustive list of all applicable planning policies and the new tenant is advised to seek independent, professional advice in respect of them and their possible impact on the future use of the property.

Restrictions and Limitations:

No Public Rights of Way are known to exist over any of the Farm and fields. The Green land is subject to a restrictive covenant that limits its use to agricultural purposes only.

It should be noted that much of this additional land has its limitations. There is no piped water supply and these fields are not level, nor of the same quality as the main site. The Pigeonhouse Stream runs directly alongside the Blue, Purple and Yellow land and parts of the land suffer from occasional surface water run-off from the Dundry Slopes. There is also anecdotal evidence that the land contains buried construction waste from when the Hartcliffe estate was built in the 1950s. Some of the fields cover large, underground utility pipes/ducts (gas and water).

The new tenant is advised to seek independent, professional advice in respect of any limitations and restrictive covenants and their possible impact on the future use of the property.

Repairs & maintenance:

The property will be offered in its current condition. The future tenant will be required to carry out all maintenance and repairs to the property throughout the Lease term. This includes all buildings, barns, paths, gates, tracks, fences and fields. The Council considers that the new tenant will need to make considerable investments and improvements to ensure the property and land are fit for purpose, as elements of the property have had little investment for the past 40 years. The Council is not able to offer any financial assistance towards these works, nor to the cost of repairs and maintenance. The applicant will therefore need to describe what their plans are and how they intend to secure the investment. Any improvements carried out will be subject to securing planning consent and landlord's consent.

Business rates:

The current rateable value of the property is £6,800 – for details please see Local authority reference 00015655001001 on the Government's website:

<https://www.tax.service.gov.uk/business-rates-find/valuations/18439308000>

Mandatory rate relief of 80% is available to tenants that are a registered charity, Community Amateur Sports Club, or who have similar charitable aims. Discretionary rate relief, or Small Business rate relief, may also be available in some cases. For details see the Business Rate pages on the Council website:

<https://www.bristol.gov.uk/business-rates/business-rates-reductions-exemptions-and-changes>



The Vision for Hartcliffe Community Farm

The Community Farm is located on the doorstep of Bristol's most deprived communities (2019 index of multiple deprivation) but it is also part of a community that is thriving with resident-led social action. Over the last few years we have seen the community mobilising over local issues, particularly with a focus around families, children and young people, and responding to the COVID-19 pandemic with volunteers supporting more vulnerable members of the community. This means that the site has enormous potential for community development and the promotion of health and wellbeing, which has not currently been realised. The Council considers that the farm site could offer great benefits in supporting the ambitions of local communities in their desires for community involvement and making a change to their local environment.

The community's vision for the Farm:

The Council has worked in partnership with Hartcliffe and Withywood Community Partnership (HWCP), a local voluntary sector organisation, to engage with the community to put forward three wishes they would like to be considered for the future of the farm.

HWCP consulted the community on six key principles. Its report shows that all of these have merit and may be considered in some form within the EoI. However, the top three 'Community Principles' in the report are clear:

1. Access for All
2. Engaging with animals and nature
3. Education and Employment

A copy of the full report, including the questions asked and the number of 'votes' received for each 'Community Principle', is available to download – see Appendix F.

The Council's vision for the Farm:

- create a high quality, free (or low-cost) city farm experience
- turn the site into a thriving community hub and 'countryside' resource centre
- enhance the wildlife and environmental value of the land and improve biodiversity
- attract substantial capital investment to re-build the ageing facilities
- create long-term, financially sustainable facilities in the most deprived part of Bristol
- give the local community a voice in the way in which the Farm is operated and developed
- engage with other partners and diversify the facilities and activities on offer
- grant a long-term leasehold interest, relative to the level of anticipated investment, to a suitably qualified and experienced partner organisation that shares the vision.

The farm site also has great potential to improve the biodiversity of the Dundry Slopes, to create new wildlife habitats, and enhance existing ones. This would contribute to local health and wellbeing, by enabling contact with nature whilst also contributing to the West of England Nature Recovery Network. Realising this potential would help to address the City's Ecological Emergency. The use of the four additional fields, in conjunction with the main Farm site, could add to the overall environmental value of the land if management is consistent with a regenerative agriculture system. This area of more than 11 ha is uniquely located to become a 'countryside' centre alongside some of Bristol's most densely populated areas and provide volunteering and educational opportunities.

The current farm buildings, barns and sheds are in urgent need of investment or redevelopment. New, improved buildings could offer scope for rainwater harvesting, solar PV, groundsource heat pump and other new technologies that could help reduce the running costs and make the new operation more sustainably, both financially and environmentally, whilst also contributing action to address the City's Climate Emergency.

The organisation we are seeking to work with

The tenant should meet the criteria set out in Sections 4 and 5 of the Council's Community Asset Transfer Policy (see Appendix A) and in particular:

- Needs to be a properly constituted organisation.
- Must generate social, economic and environmental benefits.
- Must directly benefit the people of Bristol, and the local community in particular.
- Should benefit as wide and diverse a range of local people as possible.
- Must have a proven track record of successfully managing a community building, with trustees or board members who have the necessary expertise or experience of successfully managing a property for community-based activities.
- Needs to have experience of land management and should understand the environmental and wildlife related aspects of managing this type of property.
- Needs to meet all the basic requirements for a good 'community organisation' as set out in the pre-VISIBLE quality standard – see Appendix B within the Community Asset Transfer Policy.

More details about the CAT Policy can be found on the [Council's CAT web pages](#).

The tenant should also:

- have a clear vision for the future use of the building.
- set out how the community's vision (3 key principles) and the Council's vision for the site can be addressed.
- demonstrate a clear community/social demand for the proposed Lease.
- provide evidence that it has a track record of engaging the community and working in partnership with local residents and community organisations.
- have experience and expertise of financial planning and control.
- present a well-prepared and financially viable business case.
- provide a proposed programme of investment in the property, including timescales and the anticipated sources of finance.
- be able to evidence a full understanding of current Health & Safety legislation, Fire Safety legislation, and all other relevant statutes, laws and requirements relating to the management and occupation of premises.
- have a good understanding of Equalities legislation, including the Equalities Act in relation to the accessibility of public buildings.
- demonstrate how its proposals for this property support the One City Plan – the Plan can be downloaded from [the Bristol One City website](#).
- outline how their organisation aligns with the Bristol City Council organisational values – details can be found on page 9 of our Corporate Strategy [on the Council's website](#).

This opportunity is open to any voluntary, community or social enterprise organisation that is suitably qualified and meets the criteria set out in this brief.

Proposals by a consortium of different community-focused organisations are also welcome, but the Lease will be vested in one named organisation. The Expression of Interest needs to identify this lead organisation and should detail how the partnership will work in practice. Expressions of Interest from other organisations, including statutory bodies, can also be considered, subject to such organisations meeting the Council's general CAT criteria and having a local connection.

Proposals from commercial organisations or projects that do not have a local connection, or that don't deliver social, economic and environmental benefits to the local community and the people of Bristol, are unlikely to be considered.

Our Offer

The Council is seeking to work with an organisation that will maximise the utilisation of the property and will manage all aspects of operating the main site, the buildings and the adjoining parcels of land. To ensure that this is financially sustainable and meets the needs of the wider community, the new tenant is expected to develop an imaginative new use for the property. We also envisage that the tenant will share the assets with other community-focused groups and organisations, in order to fully exploit the social, environmental and economic potential of the property.

Lease:

The Community Asset Transfer will be in the form of a Lease on preferential terms. A Lease drawn outside the security of tenure provisions of the Landlord & Tenant Act of between 5-35 years will be offered, in line with the council's Community Asset

Transfer Policy, subject to a satisfactory business plan and Executive approval where necessary.

The length of the Lease term will depend on the level of investment that the incoming tenant will be making, on their experience and expertise, and on their proposed use of the property. The business plan is expected to support an appropriate and realistic length of Lease.

The level of rent or profit sharing opportunity will depend on the proposed activities, on the 'social value' that can be secured through the Service Agreement, on the level of investment that the tenant will secure for the property, and on the overall ability of the tenant to commercialise parts of the land and buildings.

The property is being offered 'as is' and without any funding for alterations, repairs or running costs.

The tenant will be responsible for paying all outgoings, including utility bills, rates, waste collection, insurance and general running costs in respect of the premises.

The tenant will be expected to seek independent, professional advice on the Heads of Terms, the Service Agreement and the Lease itself.

This Lease is being granted under the Council's Community Asset Transfer Policy and will be in a standard format. Amendments will not be accepted, unless they are site specific or relate to extenuating circumstances that legally prevent the new tenant organisation from proceeding.

The Council uses a standard template for the Lease, in order to keep costs to a minimum. The Council will cover the first £1,000 of its own legal costs in preparing and completing the Lease. This should be sufficient to complete the Lease and the tenant will be expected to pay the Council's legal costs in the event that they exceed £1,000 such as in the case of protracted negotiations, or if the tenant requests further changes to be made to the Lease at a later stage.

Interested organisations are asked to clearly state in their Expression of Interest how much rent they are offering to pay and their preferred length of the Lease term.

The Lease will be subject to a Service Agreement which sets out the services and social, economic and environmental benefits that will be generated by the tenant's use of the property.

Service Agreement:

The Service Agreement will be subject to annual monitoring. Continued breaches of the Service Agreement will result in the full market rent for the property becoming payable immediately and will also enable the council to bring the Lease to an end. For a sample of the future Service Agreement please see Appendix B.

Timescales:

It is anticipated that a preferred tenant will be selected by November and that a final CAT decision will be made before the end of February 2021. The property is expected to be under new management by April 2021.

Please see below for a more detailed timetable for CAT of this property.

This invitation to express an interest in managing the property does **not** commit the Council to an Asset Transfer and it is **not** a guarantee that the Council will definitely offer a Lease.

Minimum obligations on the tenant organisation

The main requirements for taking over the management of Hartcliffe Community Farm include:

1. manage the land and buildings on a day-to-day basis and deal with all operational aspects of the property
2. work closely with other organisations to maximise the utilisation of the property
3. hire out the property and share it with other community-focused groups and organisations
4. service a local 'User Group' that gives users, the local community and other local organisations a direct voice in the decision making process and the way in which the land and buildings are managed
5. regularly evidence to the Council that the property is operated in a way that best serves the needs and expectations of the wider community, in accordance with the Council's criteria as set out in this document

All activities at the property must deliver measurable outcomes, in line with the draft Service Agreement, in particular:

1. To ensure that the property delivers maximum community benefit, the tenant needs to ensure that the premises are used for community-based activities that directly benefit the local community and the people of Bristol.
2. The premises should be available to support community events and the activities of other local community-focused organisations; when not in use for this core purpose, the premises should be made available for other community activities for a minimum of five days per week, including evenings.
3. If parts of the property are shared or hired out, priority should be given to organisations or activities associated with the Hartcliffe and Withywood areas, or to activities that directly benefit the local community.
4. The charges for such use should be reasonable and comparable with other community facilities locally.
5. The tenant will set up and service a 'User Group' which will consist of occupants, regular users, beneficiaries and local residents, to ensure that they have a voice and role in any future changes to the site, and to ensure that the overall use of the property meets local needs.
6. Particular emphasis will be placed on creating and maintaining a visually attractive and well-kept community facility that contributes positively to the character of the local area and the unique local environment.

Please see Appendix B for a sample copy of the draft Service Agreement. This is only an example and the final version of the Agreement will be developed in consultation with the new tenant. Section D in the Agreement will contain full details of the services that the tenant organisation will be expected to deliver.

Selection criteria and decision making process

1. Expressions of Interest will need to clearly demonstrate how the running cost of the property will be met by providing details of realistic funding sources and projected income from activities and hiring out the premises.
2. Investment in the fabric of the property and the quality of the land will be a decisive factor in the Council's decision. The Expression of Interest should make a convincing case that both the funding for major improvements and the expertise to manage these have been identified and are likely to be achieved.
3. Expressions of Interest will be considered by the Council's CAT Panel, which is made up of Councillors and Council officers.
4. The Panel will select a preferred tenant, who will then be invited to submit a full business plan within six weeks (by 4 January 2021).
5. Decisions will be made by the Panel in accordance with the council's CAT Policy and the One City Plan; particular emphasis will be placed on: the capacity, governance and financial sustainability of the applicant; on their ability to obtain large-scale investment; on their experience and ability to engage a diverse community that ranks among the 1% most deprived nationally; on the local community's needs and expectations; and on the level of social, economic, and environmental benefits that will be generated by the use of the property.
6. It is anticipated that the standard CAT Policy timescales for decisions will not be applicable to this property and that all decisions and processes will be fast-tracked and a decision made as soon as possible (see the timetable below).
7. A final decision on whether or not to grant a Lease of the property is expected to be made by the CAT Panel before the end of February 2021. There is a possibility that the Panel will refer the matter to Cabinet, which would then make the final decision. The preferred bidder will be kept informed and notified as soon as the final decision pathway is known. Please see the Timetable for full details.

Viewing the property before submitting an Expression of Interest

Please contact us to request an appointment to view the property and do not contact the current users or occupiers of the site. Unannounced visits to the property are not acceptable.

To request an appointment to visit the property for a viewing please contact:

- Email: community.buildings@bristol.gov.uk
- Telephone: 0117 903 6440

If you would like a surveyor, architect or advisor to visit the property with you, please mention this when you contact us, giving their details as well as your own.

Workshop for interested parties

The Council will be arranging an online workshop in which organisations that are interested in submitting an EoI can learn more about the process and ask questions.

The workshop will be hosted by Hartcliffe and Withywood Community Partnership (HWCP). It will take the form of a Zoom meeting (online video call), where interested organisations can learn more and can ask any questions about the expression of interest process of Bristol City Council, or any questions about the community of HWCP.

The workshop will start at 11am on Tuesday 15 September and is expected to end by 1pm. Taking part in the workshop will be free-of-charge, but please register in

advance by emailing community.buildings@bristol.gov.uk before 15 September. We will email the Zoom link and a password to registered participants by 14 September.

Process for Expressions of Interest

- Organisations wishing to express an interest in taking a lease and in managing Hartcliffe Community Farm should submit their proposal by email only to: community.buildings@bristol.gov.uk
- All expressions of interest must be received by no later than **9am on Monday 26 October 2020**.
- Please telephone us on 0117 903 6440 if you are unable to email your submission, or if you do not receive an acknowledgement within 2 hours (during standard office hours).
- You are welcome to use your own format for the EoI, or use the topic headings provided in Appendix E.
- Your proposals should have regard to the guidelines in this document and the Council's CAT Policy, and should fully address all the issues listed in this Brief.
- Your proposal should clearly state the length of lease term sought and the level of rent offered, and give full details for the person(s) we may contact for more information about your submission.
- It is not necessary to submit a full business plan at this stage; this will be requested from the preferred applicant in due course.
- For further information about the property and lease arrangements please contact:
Telephone: 0117 903 6440
Email: community.buildings@bristol.gov.uk

Photographs

Please note that the aerial photograph on the front page is a historic snapshot. Due to the passage of time, it no longer accurately depicts the exact condition, size and lay-out of the buildings and structures that currently exist on the site.

The photographs used in this Brief may not be reproduced without permission of Bristol City Council.

This document may be freely shared in full, but please contact us before re-using any part of this document.

Future revisions of this document

Please regularly check our website to see if further information relating to this CAT opportunity has been added, or if an updated version of this brief has been published.

If you would like to receive email updates when new or revised information is published, please email us with your contact details:

community.buildings@bristol.gov.uk

Timetable

A Brief is published and advertised widely and sent to those who have already expressed an interest	Thursday 20 August 2020
Online workshop and information event, via Zoom	11am on Tuesday 15 September
Deadline for submission of Expressions of Interest (update: the closing date has been extended from 19 to 26 October)	9am on Monday 26 October
CAT Panel's next scheduled meeting (subject to confirmation)	Tuesday 10 November
Panel decision – the preferred tenant will be invited to submit a full business plan	Monday 16 November
Deadline for submission of full business plan and supporting documentation	9am on Monday 4 January 2021
Evaluation of business plan by the Council	during January-February
Seeking the views of the Ward Councillors and relevant Cabinet Members	during January
CAT decision issued	by the end of February
Organisation signs Lease with the council and begins management of Hartcliffe Community Farm	by the end of April

Please note:

1. There is a possibility that the final CAT decision will be made by Cabinet, rather than by the CAT Panel. If that is the case, the above timescales will need to be amended and the dates highlighted in yellow are likely to be delayed. The exact dates may change and will be confirmed nearer the time.
2. The dates shown above are believed to be accurate at the time of publication, but the entire timetable is liable to changes and amendments. Please feel free to check with us that you have the most up-to-date timetable, before incurring costs or entering into any commitments.

Appendices

Appendix A:	Bristol City Council Community Asset Transfer Policy
Appendix B:	Sample of draft Service Agreement
Appendix C:	Location plan
Appendix D:	Energy Performance Certificates
Appendix E:	Suggested topics for Expression of Interest
Appendix F:	HWCP community engagement report of key principles

Privacy Notice Community Asset Transfer

Bristol City Council is the data controller for the purposes of the Data Protection Act 1998 and other relevant regulations. The purpose of this privacy policy is to tell you about what information we collect about you when you use our service, how we use that information and who we may share it with.

The contact details of the data controller are Bristol City Council, P.O. Box 3399, Bristol BS1 9NE

What data we need to collect and the legal basis for processing it:

To enable the Property Department to consider your expression of Interest your name, address, phone number and email address are collected. Your details are required in order to take those steps at your request prior to entering into a contract and, should a contract be awarded, for the performance of this contract to which you are party.

How long we will keep your data for:

Your records are retained for Audit purposes.

Why we need to collect your data:

Your data is collected so that Bristol City Council can consider your expression of interest in a community asset transfer.

Your rights as a data subject:

You have the right to request access to your data and where data is found to be inaccurate to have that data corrected. In certain circumstances you have the right to have data held about you erased, or the use of it restricted, you may be able to object to processing as well as the right to have your data transferred to another data controller.

You have the right to object to the processing of your information and to have any inaccurate information corrected. You also have a right of complaint to the Information Commissioner's Office (ICO) at www.ico.org.uk if you think we have dealt with your information in an inappropriate manner.

Further guidance on your data can be found on [the privacy page on the Council website](#)

Fraud Prevention and Detection:

Bristol City Council is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing, administering public funds, or where undertaking a public function, in order to prevent and detect fraud. For more information visit [the fraud prevention page on the Council website](#)

You can ask to see what information we hold about you and have access to it. You can do this, by contacting:

Senior Data Protection Officer
Bristol City Council
ICT Commissioning and Information Governance
P O Box 3399
BRISTOL
BS1 9NE
Data.protection@bristol.gov.uk

Any further questions regarding the data being processed may also be sent to the above address.