

# ACME

Artist Housing Programme

## APPLICATION GUIDELINES: HIGH HOUSE (2018-2023)

Deadline for applications is 5pm, Monday 14 May 2018.

### Contents

- 1 Introduction to the Artist Housing Programme, Pg1
- 2 The studios available, Pg2
- 3 The costs and conditions, Pg7
- 4 Making an application:  
Eligibility and selection criteria,  
Pg9
- 5 Frequently asked questions,  
Pg12



View of Acme studios, High House (2013)

## 1 INTRODUCTION TO THE HOUSING PROGRAMME

---

Acme Artist Housing Programme provides 22 residential artist studios across three sites; six units at the Glassyard SW9, four at High House Production Park, RM19 and twelve at Firestation E14. Applications open one building at a time. Each tenancy is for a five year period.

The dates are:

Building	Applications open	Tenancy dates
High House, RM19 1TT	April 2018	October 2018 - 2023
Firestation, E14 6RH	September 2019	April 2020 - 2025
Glassyard, SW9 9AW	April 2022	October 2022 - 2027

## 2 HIGH HOUSE RESIDENTIAL ARTIST STUDIOS

---

Applications are being received for **three residential artist studios at High House Artists' Studios**, Purfleet, RM19 1TT.

The residential studios are on the top floor of a new build development, opened in 2013, containing 40 purpose-built artists' studios managed by Acme Studios.

The building is located within the **High House Production Park**, a world-class centre for technical skills, crafts and artistic production and sits next to the Royal Opera House Bob and Tamar Manoukian Production Workshop. Other buildings in the park include the Royal Opera House Costume Centre, the National Skills Academy Creative & Cultural Backstage Training Centre, and the High House barns which provide a café, meeting and exhibition spaces.

A £1billion regeneration scheme of Purfleet town centre has been submitted for outline planning permission. For more information about this and the timescale of works, visit <http://www.ourpurfleet.com/>

### **Location & Public Transport**

The Park is located near to the M25 Dartford Crossing and A13 and can be easily reached from London, Essex and Kent; Whitechapel, Chelmsford and Maidstone are all within a 45 minutes' drive. Purfleet Railway Station is just under a mile from the Park and C2C trains run directly to London Fenchurch Street in 30 minutes and Barking in 15 minutes.

You can reach the Park by:

**Train:** The nearest railway station is Purfleet on the Southend to London Fenchurch Street line, running approximately every 30 minutes during the working day. For more information on train times visit the C2C website or National Rail. High House Production Park is about a 15-minute walk from Purfleet Station.

**Car:** The entrance for the High House Artists' Studios is from the north-west off the Purfleet by-pass. Once you reach the by-pass follow the signs to High House Production Park.

**Bus:** The number 44 from Grays and Lakeside stops on London Road at the south entrance to High House Production Park (use either the Hutson Terrace or Lockyer Road stops). For more information on local bus services visit the Travel Line website

**Walking and Cycling:** From Purfleet Railway Station turn left onto London Road, cross over the railway line. After a 10 to 15 minutes' walk, turn left into Coniston Avenue and at the roundabout turn into Windermere Avenue. At the end of Windermere Avenue you will find the entrance to the Park and access to the studios.

London Road and adjacent roads are well lit at night. Please note that London Road is very busy during the day (with many HGVs) so artists should take special care and wear helmets and high visibility jackets. The Park is also well lit and patrolled continuously. External lighting is triggered by PIRs.

**Parking:** There are general and disabled parking spaces and a loading bay in front of the building. There are also other parking areas for general users of the production park.

**Bicycles:** A bike park is provided outside the building. There are also other bike parking areas for general users of the Production Park.

## The Residential Artist Studios

---



Photograph of residential artist studio 213

Each residential studio measures 52 square metres in size with a ceiling height of 3 metres.

Each residential studio has an area approximately the size of a small double bedroom, a bathroom with shower, a kitchen with electric hob, oven, microwave and fridge; and a large open plan work/live area.

All walls are emulsion painted, there is rubber flooring throughout.

The work/live space has two lighting systems; a 'working' one with fluorescent (daylight corrected) strip lights and a 'domestic' one with standard ceiling lights.

The residential studios use electricity as the energy source including for heating and hot water; there is no gas supply to the building. The studios are heated with wall-mounted panel heaters. The studios are built with a high level of insulation.

All studios are installed with a data point suitable for fibre-optic internet, an optional low monthly connection can be provided by local firm LG Networks.

There is a shared laundry and wash-up area with washing machine and tumble dryer.

The units are not furnished, artists must provide their own furniture.

Acme is responsible for the running of the building and will ensure that the common parts are properly cleaned and maintained and that repairs are dealt with efficiently. Artists will be responsible for cleaning their individual studios.



Photograph of residential artist studio 214

## **Accessibility of the building and access for heavy loads**

---

The building is designed to accessibility standards consistent with Building Regulations Part M. There is a level approach to the front door and level access throughout the building. Each residential studio can be reached by a large passenger/ goods lift capable of fitting 8'4' sheets. The lift is shared with all Acme studio tenants.

Artists have 24-hour access to the building. Visitors are admitted via a door entry system. Internal corridor doors operate on fobs for extra security.

Acme is committed to ensuring that its buildings are physically accessible and there is a commitment to make adaptations to studios, wherever practicable, to meet the specific needs of individual artists.

## Plan of High House residential artist studios

---



*\*Residential artist studio 215 is unavailable*

### Viewing the residential studios

Viewings will take place on: **Saturday 14<sup>th</sup> April** and **Saturday 28<sup>th</sup> April 2018** from 11.30 am

Viewings of the units are restricted to these dates as all studios are currently occupied.

To reserve a place for one of the viewings please email [housing@acme.org.uk](mailto:housing@acme.org.uk) or call a member of Acme's Artist Liaison team on **020 8709 9062**. All viewings must be pre-arranged.

### 3 COSTS AND CONDITIONS

---

#### Costs

Rents to artists have been set on a non-profit basis – i.e below market value - and are fixed for the full five year tenancy.

The rents are:

Building	Annual rent charge	Monthly rent charge	Programme dates
<b>High House, RM19 1TT</b>	<b>£7, 200</b>	<b>£600</b>	<b>October 2018 - 2023</b>
Firestation, E14 6RH	£8, 640*	£720*	April 2020 - 2025
Glassyard, SW9 9AW	£9, 900	£825	October 2017 - 2022

\*The Firestation costs are based on current financial projections for 2020

**Applications for High House (2018-23) are now open. Three residential artist studios are available.**

The rent for each residential studio is **£600 per calendar month**. This includes any business rates (on the studio element), building insurance, water, maintenance, communal electricity and cleaning, caretaking and management. This rent charge is fixed for the length of the five year tenancy. Artists will be required to pay a deposit of £600 (one month's rent) which is returnable when they leave. There are no administration fees.

The rent charge does not include electricity, Council Tax, internet, TV licence or contents insurance.

#### Electricity

Each unit is individually metered for electricity. Artists will be charged by Acme for the electricity they use, quarterly and in arrears. This charge is in addition to the monthly rent.

#### Council Tax

Artists will be liable for Council Tax, the studios are in the lowest valuation band 'Band A' which is currently £873.56 (2017/2018) a year. Tenants would normally be entitled to a 25% reduction as a single occupant. Artists on Income Support will normally pay no Council Tax and others on low incomes will have their bills reduced and may be eligible for Housing Benefit.

#### Internet

Internet is not included in the rent, artists will need to arrange their own account with a provider.

## Conditions

All artists will be required to sign a five-year contracted-out business tenancy. The principal obligations of the agreement will be to pay the rent monthly in advance on the first of each month and to leave at the end of the five-year term.

We expect artists who apply to be committed to taking up the scheme for the full five years, but recognise that exceptional circumstances may arise which prevent them from doing so. Artists may give four months' notice if they wish to leave. Acme cannot re-house artists at the end of the tenancy, but you will be automatically registered on our non-residential studio waiting list.

All artists will be required to provide I.D and original documents to prove you live in the UK and have the Right to Rent. If you require further information regarding what documents are sufficient please follow this link to the Home Office guidance:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/573057/6\\_1193\\_HO\\_NH\\_Right-to-Rent-Guidance.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/573057/6_1193_HO_NH_Right-to-Rent-Guidance.pdf)

If successfully allocated an Acme work/live unit as part of the AAH Programme, you approve of Acme to list your name on Acme publicity and online material (ie website and social media). If photographs/film of you, your studio, your art work and work in progress are taken during your AAH Programme, these will be included in the Acme archive and will be subject to the 'Acme archive material user agreement' - which you can request from Acme.

## 4 ELIGIBILITY, SELECTION CRITERIA AND PROCESS

---

Acme Studios is a charity established specifically to help 'non-commercial fine artists' (see 1 below for examples); we are therefore unable to help those who work in design, fashion, music, commercial photography, crafts or applied arts.

### Eligibility

---

You will be eligible to apply for the Acme Artist Housing programme only if you satisfy all the following:

1. You are a UK based fine artist with a studio practice (eg painting, drawing, sculpture, print-making, fine art photography, installation, performance, multi-media, video and time-based work, socially engaged or participatory practice) and will not use the studio for other creative practice such as design, fashion, music or commercial photography.
2. You are committed to a professional arts career and can demonstrate you have been making work independently (not while in education) for a minimum of five years.
3. You are not in full-time education and not in the process of applying for a place in full-time education.
4. You are not a homeowner.
5. You do not have any visa restrictions which would limit your ability to take up the work/live unit for the full five years of the programme.
6. You are willing and able to make a commitment to take up the work/live unit for the length of the five year programme, October 2018 until September 2023.
7. You are available to attend interview at the Acme office London, E3, on Thursday 28 June 2018.

Nb. Acme is not in a position to sponsor/support applications for visas in order to take up an Acme work/live unit.

### Selection Criteria

---

These residential artist studios are intended to lessen the financial hardship of artists through the provision of combined studio and living space charged at a non-profit rent. The terms of the tenancy have been set to allow the artist to make mid-term plans for their career based on the financial security and predictability of the five year programme and a fixed rental charge.

We wish to see that best use is made of this resource. We therefore wish to help artists who can demonstrate that they fulfil all the following criteria:

- 1 That the applicant sees fine art practice as their principal activity and ambition.
- 2 That the applicant can demonstrate a financial and practical need for affordable housing and studio.
- 3 That the applicant can demonstrate a transformational impact as a result of this scheme, and that they will be better placed to sustain their work into the future as a result.
- 4 That the applicant can demonstrate a commitment to making good use of this resource for the full five years.

## **Selection Process**

---

Applications must be completed and received by the deadline, **5pm, Monday 14 May 2018**.

All applications will be assessed and prioritised through a points based system according to the following criteria:

- Current financial need
- Current housing need
- Current studio need
- The strength of the personal statement as to how the residential studio would improve the circumstances of the artist over the 5 year tenure and lead to an advancement in their practice.

The final shortlist will be invited to interview and required to present their work to the selection panel. It will be the role of the panel to assess the candidates according to the perceived benefit the programme will bring to the artist and their work, as well as the commitment of the artist to their practice. This may include whether the artist can expect to see a critically successful career or, equally, whether their work and career is already creating wider public benefit. The panel will include both Acme staff and artists/ experts from outside Acme.

Acme Studios, its employees or agents, including members of the selection panel, cannot enter into discussions or correspondence concerning any aspects of the selection process and the decisions of the selection panel are final .

**The timetable** for applications is as follows:

Monday 26 March 2018	Applications open
Saturday 14 April 2018	Viewings of studios and High House production park
Saturday 28 April 2018	Viewings of studios and High House production park
Monday 14 May 2018	Deadline for applications.
11 June 2018	Shortlisted applicants invited for interview.
28 June 2018	Interviews in London for short-listed artists* Applicants will need to bring documentation of work to interview.
1 October 2018	Residential artist studios available for occupation.

\*We will pay reasonable UK transport costs of all artists attending interview. There are no accommodation or subsistence expenses available.

---

We cannot deal with any telephone enquiries unless, as a disabled person, this will prevent you from applying. In this event please contact us on:

**t** 020 8981 6811

**e** [housing@acme.org.uk](mailto:housing@acme.org.uk)

# ACME

Artist Housing Programme

## 5 Frequently Asked Questions

### Re: APPLICATION PROCESS

#### **Can I view the studios before applying?**

Yes and we strongly recommend you attend a viewing, research the local area and try out the transport connections before deciding if you would like to make an application. Details of viewing times are listed in the application guidelines, page 5.

#### **I am co-habiting/ live with dependants. Can I apply?**

Yes, you should book to view the residential studios and decide whether the space is adequate for your needs before applying.

#### **Both myself and my partner with whom I live are artists, how should we apply?**

You should both complete a separate application form and email [housing@acme.org.uk](mailto:housing@acme.org.uk) to clarify that you would be applying for one residential studio together, we will consider your applications jointly.

#### **What do you mean by UK based?**

You are resident in the United Kingdom.

#### **My income varies as I'm self-employed, what should I put down as my annual income?**

Put the actual figure for the last twelve months and, if you think it might be helpful for those shortlisting, you can give further details about your financial circumstances in the box provided on the form. For instance if your income is particularly low, lower than your average, you can explain further here. Or if it's below the annual income needed to pay the rent, it would be useful to explain how you intend to afford the studio.

#### **Can Acme support visa applications to remain for the five years of the programme?**

No, unfortunately we are unable to support visa applications.

#### **Does it help my application if I'm on the Acme waiting list for a studio?**

No

#### **Does it help my application if I'm a current Acme tenant?**

No

**I am a current Acme long-term studio tenant – can I apply?**

Yes, however, applicants with a demonstrated need for studio space will be prioritised.

**Can I send visual materials related to my practice?**

No, we cannot accept any supporting documentation. If you are shortlisted you will be asked to bring documentation of your practice to present to the interview panel.

**Why do you allocate by need/hardship firstly and not by quality of work?**

It is a core aspect of Acme’s ethos that we are democratic and non-subjective. This means we are open to supporting all fine artists in financial need who can demonstrate a professional practice. This has been our approach since Acme’s formation in 1972. It continues with the allocation process of our studio spaces for which we operate a waiting list open to anyone who can demonstrate they are a non-commercial fine artist.

We are including an assessment of the applicant’s body of work once they are shortlisted to interview to allow the panel to make final decisions where we anticipate significantly greater demand for the studios than we will be able to accommodate.

**Can I apply for more than one building?**

Yes, the studios open for applications one building at a time so you will need to make a new application for each. Applications will open around six months before the move in date for each building.

The dates are:

Building	Applications open	Tenancy dates
High House, RM19 1TT	March 2018	October 2018 - 2023
Fire Station, E14 6RH	September 2019	April 2020 - 2025
Glassyard, SW9 9AW	April 2022	October 2022 - 2027

**Can I re-apply once my AAH tenancy finishes?**

Once you have been successfully housed in an AAH unit you will not be eligible to apply again.

**Re: COSTS & CONDITIONS**

**How much deposit do I need to pay?**

One month’s rent.

**Are there any extra fees or costs I may not have considered?**

On top of your monthly rent you will be required to pay electricity and council tax. You may also choose to pay for contents insurance, internet costs and a television licence. The studios are not furnished so you may need to budget for furniture. There are no administration fees.

**Do I have to live in it?**

Yes, applicants with a demonstrated need for combined live/work space will be prioritised and therefore it is the expectation of Acme that the studio will be the residential address of the artist tenant.

**Why is the tenancy offered for five years?**

We wish to offer as many artists as possible this opportunity. This means limiting tenancies to a defined period. Building on Acme's experience of running the Firestation Residency Programme over the last 20 years, we have determined that five years is the optimum length of tenancy. This gives artists the stability and financial predictability to make mid-term plans for their practice.

**Can I apply for a shorter length of time?**

No, our aim is that artists plan for how they would build their practice over the five-year time-frame and commit to these intentions. There are also costs to Acme associated with renovating between tenancies which would increase the level of rents we would need to charge all artist tenants at each location. We want to avoid this. However we recognise that exceptional circumstances may arise which prevent an individual from remaining for the full five years and artists may contact Acme to discuss leaving earlier. A minimum of four months' notice will be required if you need to leave.

**Can I remain beyond the five years?**

No, the tenancy is fixed at five years. This is so Acme can offer the resource to as many artists as possible.

**Can I move in at a later date?**

No, we expect artists within a building to start and finish the programme at the same time.

**Can I sub-let or share?**

This will depend on individual circumstances. Any sublet will need to be agreed with and managed by Acme and cannot be organised directly by the artist-tenant. Sharing with established partners or dependents is anticipated and should be stated in your application.

**What outcomes do I need to deliver during the course of the programme?**

There are no defined outcomes other than the commitment to further your practice.

**Will I be required to open my unit up for events or Acme visitors during the course of the programme?**

No. The only visits to your unit that may be essential are for repairs and maintenance if something needs fixing and we would always contact you first. Occasionally Acme may have visitors we would like to show around the units in order to further our goal of creating more in future. In this case we would always seek your permission first: these visits would never be obligatory.

## **Re: HOUSEKEEPING**

### **Can I bring my pet?**

Unfortunately we cannot have pets in the studios.

### **I am a sound artist, can I apply?**

Yes however the studios are not soundproofed so you would need to use headphones when working.

### **I have a noisy practice and use power tools when working, can I apply?**

All tenants have the right to 'Quiet Enjoyment' of their premises, if your practice is likely to cause disturbance or disruption to other tenants then we would ask you take precautions to prevent this. This could mean using an alternative workshop for noisy work, headphones for music or limits on the hours you work. If you think this will hinder your working practice we would not recommend you apply.