How to tackle your vacant space

START

What type of organisation are you from?

ICB ← → **Service Provider**

Service Provider path:

Do you have a formal lease?

- **NO** → Notify your ICB of plans to vacate and terminate occupancy
- **YES** → Serve notice to terminate the NHSPS lease → Notify your ICB of plans to vacate and terminate occupancy

ICB path:

Receive provider's notice of initiating occupancy termination

(dotted link) ← Notify your ICB of plans to vacate and terminate occupancy

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Do you have a future need to commission services from this space?

From "Notify your ICB..." ↓

Start the **Occupancy Change Notice** process

→ Make final payments and hand back space to NHSPS in original condition

→ We'll reduce FM services and hold the space for disposal or reletting (as per the ICB's estate strategy)

→ Speak to us about reducing holding costs during vacancy

→ (END)

Do you have a future need to commission services from this space?

- **NO** → Contact vacantspace@property.nhs.uk for pre-application advice on space eligibility and vacating payment
- **YES** → (joins to pre-application advice path)

Contact vacantspace@property.nhs.uk for pre-application advice on space eligibility and vacating payment

→ **Does the space meet the handback criteria?**

- **NO** → Speak to your regional Estate Strategy lead about mitigating holding costs → We'll reduce FM services and hold the space for disposal or reletting (as per the ICB's estate strategy) → END
- **YES** → (continues below)

Download the Property Vacation Notice (PVN) from our website, complete all sections and email it to vacantspace@property.nhs.uk

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The Vacant Space team will guide you through the **Handback process** and issue an invoice for the **Vacating Payment**

→ The Handback will complete on the later date of receipt of the **Vacating Payment OR vacation of the space** by the provider (including clearance of the space)

→ **END**