

NEWARK AND SHERWOOD DISTRICT COUNCIL

APPLICATION TO LEASE COMMERCIAL PREMISES

COMPLETED FORMS & CHEQUES RETURN TO:

JAYNE SHAW, ASSET MANAGEMENT

NEWARK & SHERWOOD DISTRICT COUNCIL, KELHAM HALL, KELHAM, NEWARK, NG23 5QX

Application for (unit/address):

<p>Details of Applicant</p> <p>Full Name of Lessee</p> <p>Company Name.....</p> <p>Registered Address.....</p> <p>.....</p> <p>Telephone Number</p> <p>e-mail Address</p>
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<p>Provide details if negotiations/Lease is to be discussed with another party</p> <p>Name</p> <p>Address</p> <p>.....</p> <p>Telephone Number</p>

If a Limited Company, do you have a company seal? YES/NO

If **NO**, please provide the full names of either the Director and Company Secretary or two Directors; these will be the two people that are required to sign the lease on behalf of a Limited Company.

Director (1):

Director (2):

Company Secretary:

Details of business to be run from the premises

Do you intend to start a new business? YES/NO

If **NO**, please state the date you started your company

What is its legal status?

What was its approximate turnover in the last 3 years? £.....

VAT.REG.NO. (If registered)

Nature of Business

Please specify all equipment intended for use in the unit (including any chemicals used)

How many people will be employed at the unit?

Will any of these be **new** jobs? YES/NO

REFERENCES

Newark & Sherwood District Council will need to take up references from your bank and your previous Landlord (or trade contact if not applicable). In accordance with the Data Protection Act 1998 the Council may also carry out a credit search.

If you are a Sole Trader or a newly established Limited company, a personal credit search may also be required. Please therefore provide the following details, if necessary.

Home Address

Date of Birth

Reference from a previous Landlord or (Trade contact)

Contact Name

Business

Address

Telephone Number

Relationship

BANK REFERENCE

Your bank will make a charge for this service, so please either clear the funds with your bank or:

SEND a cheque (made payable to your bank) and attach to this application form. The costs below are a guide.

Lloyds	£10.21	Co-op	£10.21
Yorkshire	£12.00	Barclays	£10.00
HSBC	£ 8.50	Nat West	£8.69
Bank of Scotland	£12.00		

Name of Bank

Branch

Address

Account Number

Account Name

Branch Sort Code

CONSENT

I/WE _____ (Applicants' Name)

Consent to _____ (Bank PLc (Your bank))

Providing a reference to Newark and Sherwood District Council, Kelham Hall, Newark, Nottinghamshire, NG23 5QX

Signed

Dated

November 2011.
Subject to contract

NEW TENANT CONTACT DETAILS

Note, please ensure that the information provided is correct and completed by the new tenant only.

Company.....

Address.....

.....

.....

Contact Name

Daytime Telephone No.

Mobile Telephone No.

Email

Home Address

.....

.....

Out of Hours Contact Name

Out of Hours Telephone No.

Signature

Name..... Date.....

CHECKLIST

Please make sure that all the items below are sent altogether for you application to be processed quickly and efficiently:

- APPLICATION FORM COMPLETED AND SIGNED
- **SIGNED CHEQUE FOR DEPOSIT** AMOUNT MADE PAYABLE TO NSDC
- BANK REFERENCE CONSENT FORM COMPLETED AND SIGNED
- **CHEQUE** FOR THE PRODUCTION OF THE **BANK REFERENCE** ENCLOSED AND MADE PAYABLE TO YOUR OWN BANK FOR THE RELEVANT AMOUNT
- **CHEQUE FOR £50 ADMINISTRATIVE FEE** MADE PAYABLE TO NSDC (DEDUCTABLE ON COMPLETION OF LEASE)
- STANDING ORDER FORM COMPLETED AND SIGNED
- TENANT CONTACT DETAILS

PLEASE RETURN ALL THE ABOVE TO:

**JAYNE SHAW
ASSET MANAGEMENT
NEWARK & SHERWOOD DISTRICT COUNCIL
KELHAM HALL
KELHAM
NEWARK
NOTTS
NG23 5QX**

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Fax:(01636) 655229
E-mail:jayne.shaw@nsdc.info

Your Ref:

Our Ref: DGB

www.newark-sherwooddc.gov.uk

Private & Confidential

Estates & Property
Kelham Hall
Kelham
Newark
Notts
NG23 5QX

Dear Sir/Madam

NEW TENANCY APPLICATION PACK

Further to our recent meeting regarding the above, I have pleasure in enclosing an application pack which should be completed and returned to the Council, (there is a checklist enclosed to help you with this). Please enclose a cheque made payable to your bank for the reference, one for the bond required (made payable to NSDC) and one for the £50 administrative fee (made payable to NSDC) which will be deducted from the legal/surveyors fees on completion. Please note if the application does not proceed this fee is none refundable.

I look forward to hearing from you.

Yours sincerely

Jayne Shaw
Asset Management