

**APPLICATION TO LEASE COMMERCIAL PREMISES**

**PLEASE COMPLETE ALL SECTIONS**

**UNIT NUMBER.....at**

**UNIT ADDRESS.....**

**Postcode.....**

**Details of Applicant**

Full Name of Applicant.....

Date of birth .....

Home Address.....

.....

Mobile No.....

**Business Details**

COMPANY NAME.....

Companies House Registration Number.....

Registered Office (Limited Companies).....

.....

Current Address if different to above.....

.....

Telephone No. ....

E-mail Address.....

Previous Address if sole Trader or self-employed and at the above address less than 5 years .....

.....

Is this a new business? YES/NO

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

What is its legal status? Sole Trader/Partnership/Limited Company/Other (*delete those NOT applicable*)

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

VAT REG Number (If registered).....

Nature of Business.....

Please specify all equipment intended for use in the office including any chemicals used .....

.....

.....

.....

How many people will be employed at the site? .....

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

Is this going to be your sole place of business? YES/NO

Does the Company have Limited Liability Status? YES/NO

**If YES:  
Guarantors**

In respect of Limited Liability Companies the Council requires at least one director to act as guarantor to the rent & other outgoings. There can be no exceptions to this requirement.

Please provide the details of Directors who will act as guarantors

Director (1).....

Home Address.....

.....

Date of Birth.....

Director (2).....

Home Address.....

.....

Date of Birth.....

**Solicitor or professional advisor (if any)**

Name.....

Address.....

.....

Telephone No.....

E-mail Address.....

**Reference from a previous Landlord or Trade Supplier**

Newark & Sherwood District Council will need to take up two references preferably from your previous Landlord and/or Trade Supplier(s). The Council will also carry out a credit search and by submitting your application you are consenting to this being carried out.

**Reference 1**

Contact Name.....

Business.....

Address.....

.....

Email Address.....Telephone Number.....

Relationship.....

**Reference 2**

Contact Name.....

Business.....

Address.....

.....

Email Address.....Telephone Number.....

Relationship.....

**Proof of Identity**

The Council will require sight of either your current passport or driving licence prior to the property being handed over.

Office Use only .....Passport/driving licence seen (*delete as applicable*)

**Data Protection**

*The personal and financial information you provide will only be used by Newark and Sherwood District Council, the Data Controller, in accordance with Data Protection Act 2018 to process your application for a tenancy.*

*Your personal information may be shared for the purposes of obtaining references and undertaking credit checks.*

*Your personal data will be kept in accordance with the Council’s retention policy and schedule. Details of which can be found on in the council’s asset register on our website:*

<http://www.newark-sherwooddc.gov.uk/yourcouncil/makingarequestforinformation/re-useofpublicsectorinformationregulations/>

*In accordance with Act you have a right to:*

- *Have a copy of the personal information that we hold about you. Details of how to obtain this are here: <http://www.newark-sherwooddc.gov.uk/dataprotection/>*
- *Complain to the Information Commissioner if you feel that your information is not being handled appropriately <https://ico.org.uk/>*

*For further details about how you information may be used or about your rights under this legislation and any subsequent data protection legislation, please contact the Council’s Information Governance Officer on 01636 655216 or via email on [freedom@nsdc.info](mailto:freedom@nsdc.info)*

**APPLICATION COMPLETED AND SUBMITTED BY:**

**FULL NAME OF APPLICANT(S)**

.....

**SIGNATURE(S) OF APPLICANT**

.....

**DATE:**.....



Newark & Sherwood District Council  
Asset Management  
Castle House  
Great North Road  
Newark on Trent  
Nottinghamshire  
NG24 1BY



### Instruction to your Bank or Building Society to pay Direct Debit

Please fill in the whole form using a ballpoint pen and send to:

Asset Management, Newark & Sherwood District Council,  
Castle House Great North Road,  
Newark, Notts, NG24 1BY

#### Originators Identification Number

9	8	5	8	9	8
---	---	---	---	---	---

#### Name and full postal address of your Bank or Building Society.

To:
Address:
Postcode:

#### Customer Number

--

#### Name(s) of Account Holder(s)

--

#### Bank/building Society Account number

--	--	--	--	--	--	--	--

#### Branch Sort Code

--	--	--	--	--	--

#### Instruction to your Bank or Building Society

Please pay Newark & Sherwood District Council Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Newark & Sherwood District Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s):
Date:

## The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit Newark & Sherwood District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Newark & Sherwood District Council to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Newark & Sherwood District Council or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when Newark & Sherwood District Council asks you to.

You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.