



City of Doncaster Council

APPLICATION FOR PREMISES

ADDRESS OF PROPERTY: Unit ***(insert unit number)*** The Colonnades Shopping Centre, Pells Close, Doncaster, DN1 3EG

In order that your application can be considered please complete and return this form.

All offers must be made in writing and enclosed within an envelope clearly marked only with the address details below. Any markings on the envelope which identify the sender will exclude that person from the offer process.

City of Doncaster Council reserves the right not to accept the highest offer or indeed any offer made.

City of Doncaster Council inform the successful applicant following approval being granted.

TENDER DOCUMENTS DO NOT OPEN

FAO Kevin Brown
City of Doncaster Council
Asset Management
Floor Two
Civic Office
Waterdale
Doncaster
DN1 3BU

Reference: E1351

Offer Form

This form is not a legal document, but is intended to assist interested parties in their application, and to help the Council in reaching a decision. All information given will be treated as confidential.

1. Name of Applicant:
2. Home Address:
..... Postcode
3. Previous Home Address (*Previous home address if resident under 3 years*)
.....
..... Postcode
4. Business Address, including name of business:
.....
..... Postcode
5. Daytime Tel. No: E-mail Address:.....
6. Are your current premises owned or rented? a) Home.....
b) Business.....
7. Present employment:
8. In the case of a limited liability:
Company Name:
Date of Incorporation:

Registered number and address:
9. Have you had any previous business experience? YES/NO
(If yes, please give details and send copy accounts of business for preceding 3 years, if appropriate).
.....
.....
10. Please provide full details of the use you propose for the property (if this is a new business venture, please complete the section at the end of this form).
.....
.....

11. What experience have you had in this type of business?

.....

12. Are there any County Court debts outstanding against you? Have you been the subject of any bankruptcy proceedings? (The council do carry out a standard credit check, so please in particular explain any previous difficulties).

.....

.....

13. TRADE REFERENCES

Two references are required from established traders with whom you do business (and preferably hold an account) N.B. NOT BANK REFERENCES

a) NAME:

ADDRESS:

.....Postcode.....

For the attention of:

DAYTIME TEL. NO:

b) NAME:.....

ADDRESS:

.....Postcode.....

For the attention of:

DAYTIME TEL. NO:

14. LANDLORDS REFERENCE: (From the Landlord of your present business premises if rented)

NAME:

ADDRESS:

.....Postcode.....

DAYTIME TEL. NO:

15. SOLICITOR: You are recommended to seek legal advice before entering into a lease.

NAME:

ADDRESS:

.....Postcode.....

For the attention of:

16. COUNCIL REFERENCE: The Council will normally cross check the applicant's name against information held by it on any debts incurred on Council Tax or Business Rates. Do you agree to this?

.....

Any circumstances that need to be taken into account?

.....

17. NEW BUSINESS

If you intend using the property for the purpose of a new, rather than an established business venture, please provide the following information in support of your application:-

(a) Have you thoroughly investigated the market for the product you will be producing or the service you will be providing? YES/NO*

If yes, please give full details of your research and findings:

.....

.....

.....

(b) What is the estimated cost of setting up the business (including any works to the property you propose) and what are the main cost items?

£.....

.....

.....

.....

(c) 1) How will the above costs be financed?

.....

.....

2) What is the amount to be borrowed?

.....

.....

3) Please indicate whether you have received a firm offer of finance and the source of the finance?

.....

(d) Have you produced a business plan showing future cash flows, turnovers and growth predictions, etc? YES/NO*

If yes, please provide full details

.....
.....
.....

Having read the letting conditions in connection with the above premises, I hereby make application for the tenancy of the same.

My rental offer is £ pa, for a lease of years – subject to contract.

Signed Date