# **ADVICE TO PROSPECTIVE TENANT**

If you wish to make an offer for Council-owned shops, offices or industrial premises you must complete IN FULL the attached form.

Please note that you must pay the Council's agency and Legal costs. Agency fees are 10% of one year's rent (subject to a minimum of £1,750 + VAT). Legal costs will be payable in addition and subject to confirmation.

Before returning the form please check that you have:

- FILLED IN ALL SECTIONS IN FULL WHERE APPLICABLE •
- ATTACHED THREE BILLS FOR PROOF OF YOUR ADDRESS PLUS COPY OF . YOUR PASSPORT
- ATTACHED THREE YEARS ACCOUNTS AND/OR CASH FLOW FORECAST • **TOGETHER WITH A BUSINESS PLAN**

If you do not provide all the above information your application may not be considered.

When returning the form to us, there is an application fee of £85 (inc VAT) payable to Dobbin & Sullivan which will be used towards the cost of processing your application. An invoice will be provided and will have to be paid prior to the application submission to the council.

#### If you have any difficulty understanding the form please contact Nick Robinson or Reuben Reid-Williams on 020 8221 9610.

If you have any queries on running or setting up a business then the following company may be able to help you:

East London Small Business Centre Universal House 88-94 Wentworth Street London E1 7SA Tel. No: 020 7377 8821

**Business Support & Training Centre** Newham College of further Education **Barclay Hall** Green Street London E7 8JQ Tel. No: 020 8257 4001

Dobbin &

**Chartered Surveyors** & Commercial Property Consultants

#### 020 8221 9610

**Burrows House** 415 High Street, London E15 4QZ

mail@dobbinandsullivan.com Website:

Sales

Lettings

**Acquisitions** 

**Estate Management** 

Landlord & Tenant

Lease Renewals

**Rent Reviews** 

Valuations

Rating

Messrs. Dobbin & Sullivan for themselves and for the vendor(s) or lessor(s) of the property whose agents they are, give advice that:

- These particulars do not constitute, nor constitute any part of an offer or a contract.
  None of the statements contained in these particulars as to the property are to be relied on as statements or representations of fact.
  Any intending purchaser must satisfy himself by inspection or otherwise as to the correctness of the each of the statements contained in these particulars.
- The vendor(s) or lessor(s) do not make or given, and neither Dobbin & Sullivan nor any person in their employment has any authority to give, any representation or warranty in relation to this property.

London Borough of Newh Regeneration, Planning & Property and Developmen 1st Floor West Wing, Newham Dockside	<u>For office use only</u> LBN Officer Ref: File Ref:	
PROSPECTIVE TENANTS DE	TAILS FORM	Date Received:
<u>Confidential</u>		
1. Details of your offer		
Address of premises		Date of application
Rental offered per year		
Use for which the premises are required		
Length of lease requested		
Length of lease requested		
2. Your details		
First name(s)		Surname
Date of birth		Your National Insurance No.
Your present address No. Street	Town	Postcode
Length of time at this address		years months
Your previous address No. Street	Town	Postcode
Length of time at this address		years months
Your telephone numbers Home Work		Mobile Email

## 3. Details of your main residence

Address of	your main residence (i	f different fro	m your present addres	s)		
No.	Street		Town			Postcode
_					1	
Do you own residence?			If so what is its value?			What is the value of any outstanding
esidence:						mortgage?
			£		J	£
f you rent	your home please give	your landlord	ds name, address and y	your rent account	reference	
andlords na	ame				Rent acco	unt no.
No	Street		Town			Postcode
4. Deta	ils of your busi	ness				
	-		1			
rading na	me (or proposed tradin	g name)		Length of time ir	years	months
	nover (or anticipated turno	ver)	]	Nature of your bus	siness and y	-
£				capital		£
Are you regi	istered for VAT?		VAT No.			
f you are pu	urchasing the property ple	ase give the p	urchase price and how yo	ou are going to fund	this.	
	<u>s status (or propo</u> Proprietor/Part			ny (Delete as a	appropriat	e)
Address of	your business					
No.	Street		Town			Postcode
	our business premises ple	ase give your	landlords name, address	and your rent acco	unt	
eference _andlords na	ame				Rent acco	unt no
landiords na No.	ame Street		Town			Postcode
					1	
Do you own premises?	your business		If so what is its value?			What is the value
NGU11969 (	YES / NO					any outstanding mortgage?

(delete as applicable)

mortgage? £

£

Company name	Registration no.	Main objects		
Registered Address No. Street		Town	Postcode	
lames and addresse	es of the Company's Directors	s and Secretary		
Name	Address	5	Position	
Name and addresses	s of persons willing to act as g	guarantors under the lease		
Name	Address	3		
6. Your refe	rees			

Please give the names and addresses of at least two of your trade suppliers, the monthly turnover of your account and the date they gave you goods on account.

Name

Address

Monthly turnover

Date credit given

-	, address and occupations	•	not been in business before I referees who will be willing	
Name	Address			Occupation
If you have been in busin please give details of you	ess for less than three year ir previous employers.	rs or have not b	been in business before	
Name Address	Salary Employed	d from to	Position	Can the Council seek a reference?
7. Your bank det	ails			
Please provide details of	your bank account			
Bank Branch	Sort code (Top right hand corner o	Account No.		Date A/C Opened
Agreed overdraft limit	Average monthly deposits		Will you pay your rent by standing order?	
£	£		YES / NO (delete as applicable)	
_	r professional adv			
Please provide the name	and address of your accou	untant.		
Accountants name		Name of firm		
No. Street	Town			Postcode
L				

If you intend t	o instruct a solicitor pleas	e provide their name and address.	
Solicitors name	9	Name of firm	
No.	Street	Town	Postcode
If you intend t	o instruct a surveyor plea	se provide their name and address.	
Surveyors nam	e	Name of firm	
No.	Street	Town	Postcode
copies of elec	ess se <b>PHOTOCOPIES</b> of <b>thr</b> e stricity, gas or telephone b f <i>your application is succe</i>	<b>ee</b> proof of address documents. For example ills or bank statements etc. essful you will be required to produce the original c	copies
Last three ye	nesses should supply the f ears certified accounts orecast for the new prem		
-	e the following informatior blan	an three years or you have not been in business b n:-	before

Declaration	
I authorise you to make any Credit Reference and other enquiries you be confirm the details on this form and for credit assessment.	elieve necessary to
Signed	Date
Status (eg Principal, Director, Company Secretary etc.)	

#### 10. Money Laundering

The London Borough of Newham operates a strict policy that complies with the 1993 Money Laundering Regulations and the Financial Services and Markets Act 2000. All suspicious transactions will be reported to the appropriate authorities where the Council has reasonable grounds to suspect that an offence has or may be committed.

#### 11. Fraud

The London Borough of Newham is under a duty to protect the public funds it administers and to this end may use within the Council the information you have provided on this form for the prevention and detection of fraud. For these purposes it may also share this information with other bodies administering public funds.

I/We understand the London Borough of Newham's fraud policy and authorise all details obtained in the course of this application to be disclosed to whichever relevant government/public body or other agency that controls or administers public funds as and where it is deemed appropriate by the Council.

Signature of Applicant(s)		
Please print name		Date

#### 12. Identification

Please enclose two current colour passport size photographs, full face profile in addition to a full copy of a passport.

The photographs must be certified as a true likeness of the applicant(s) by a Solicitor or Commissioner of Oaths with the words written at the back of each photograph: "I certify that this is a true likeness of (name and date)".

To be exhibited with this application form.

## 13. Statutory Declaration

I/We .....of......

do solemnly and sincerely declare that the statements of fact in numbered paragraphs 1-12 above are true. AND I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1835.

DECLARED at ...... day of .....

Before me

[A commissioner for oaths or A solicitor empowered to administer oaths or (as appropriate)]

}

}

Stamp of Solicitor or Commissioner's office

Permission to	o obtain a bar	nk reference	
Banks name	Branch	Address	Postcode
			Quet Quet
Account name(s)	A(	ccount No.	Sort Code
		n Borough of Newham to obtair t your usual fee for this service	
Signature(s) of acco	unt holder(s)		Date

#### **Equal Opportunities Monitoring**

This information will be treated in the strictest confidence and will be used only for statistical monitoring.

Newham Council is committed to achieving equality of opportunity as an employer and as a service provider to people who live or work in the borough.

The council recognises the disadvantages people may suffer in business opportunities and receiving services. It is the policy of the council to ensure that no customer or applicant receives less favourable treatment because of their race, gender, age, marital status, being a lesbian or a gay man, religion, impairment, being HIV positive or having AIDS, or on any other unjustifiable grounds. All services and departments will be regularly reviewed to ensure

that they meet the council's equal opportunities goals.

SECTION 1	Property Details				
Property applied for:					
Where did you hear					
SECTION 2	Personal Details				
Name:					
Gender		Male		Female	
Are you a	disabled person?	Yes		No	
SECTION 3	Personal Details				
Please select your ef	thnic origin from the following:				
1. Asian /African	7. British		13. Caribbean / West Indian		
2. Asian / Banglades	shi 🔄 8. Irish		14. White & Black Caribbean		
3. Asian / Chinese	9. African		15. White & Black Africian		
4. Asian / Indian	10. Chinese		16. White & Black Asian		
5. Asian / Pakistani	11. Eastern European		17. Other Mixed		
6. Asian / Other	12. Other European				