

# Prospective Tenant Application Form



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HM Government



**European Union**

European Regional  
Development Fund



**601 WHITCHURCH LANE, BRISTOL, BS14 0BH**

**UNIT APPLICATION FORM**

<b>Details of your offer:</b>	<b>Address of Premises</b>	<b>Date of Application</b>
Rental Offer per Year		
Length of Lease Required		
<b>Business Name</b>	<b>Legal name:</b>	
	<b>Trading name or brand:</b>	
<b>Legal Status</b>	<b>(Insert tick boxes and space for further details)</b>	
	<input type="checkbox"/> Limited company	Reg. number: .....
	<input type="checkbox"/> Sole trader	UTR (unique taxpayer reference) number:
	<input type="checkbox"/> Other	.....
	<b>(If Other please state) .....</b>	
<b>Contact Details</b>	<b>Full Name:</b>	
	<b>Position:</b>	
<b>Business Address</b>		
<b>Length of Time at This Address</b>	<b>Years</b>	<b>Months</b>
<b>Registered Address (if different)</b>		
	<b>Tel No:</b>	
	<b>Mob:</b>	
	<b>Email:</b>	
<b>Nature of Business</b>	<b>Please give a brief description of your main activities, products and services :</b>	







	<p>information is required for the Council's ERDF funding compliance and audit purposes - as justification of the need for rent relief to be provided.</p>								
<p><b>Disclosure of Business Information</b></p>	<p>As a condition of the capital funding for this scheme from the ERDF and WECA, the Council is obliged to obtain and record monitoring information on an annual basis on: business name and trading activity of tenants, new jobs / apprenticeships created, extent of local (South Bristol) recruitment, gross trading turnover, use of local suppliers, and other benefits for local communities and disadvantaged groups.</p> <p>In addition, the Council will undertake a survey of tenants 3-6 months after occupation of units to ascertain their views on the quality of the operating environment, access and services (in the unit and across the wider site).</p> <p>The Council will issue a Privacy Notice to tenants, undertaking not to disclose without their consent any sensitive commercial or personal data to third parties apart from HM Government Department for Levelling Up Housing &amp; Communities (UK Managing Authority for ERDF) and the West of England Combined Authority.</p> <p>Please confirm that you will co-operate with providing such information as and when requested annually or exceptionally by means of a confidential survey:          Yes          No</p>								
<p><b>Name and contact details for a referee:</b></p>	<p>If this is your first time you have been in business and sought accommodation please state how do you intend to fund the business and also provide a guarantor for the lease.</p> <p>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.</p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Address</th> <th style="text-align: left;">Monthly turnover</th> <th style="text-align: left;">Date credit given</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Name	Address	Monthly turnover	Date credit given				
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