

CHICHESTER DISTRICT COUNCIL

**APPLICATION TO RENT UNIT AT ST. JAMES INDUSTRIAL ESTATE AND
ASSESSMENT FOR SMALL BUSINESS RENT SUPPORT SCHEME**

PLEASE WRITE CLEARLY

Re: Unit _____ St. James Industrial Estate, Chichester

1. DETAILS OF PROPOSED TENANT

Full Name & Address
of Applicant

--

Daytime Telephone No.

--

Mobile

--

Email

--

2. REFERENCES

Bank Name & Address

--

Account No. & Sort Code

--

Please supply name & address of two other referees from the following:
Landlord, Present or Past Employer, Accountant, Solicitor or Trade supplier

Name / Company / Position

--

Address

--

Name / Company / Position

--

Address

--

3. BUSINESS BACKGROUND

Have you been in business on your own before? YES / NO

If NO, is this a start-up business? YES / NO

Have you rented business premises before? YES / NO

Are you renting premises now? YES / NO

If YES, what rent are you paying? £ _____ p.a.

Please give details of the
proposed use of the premises
that you are applying to rent
and your past experience in
this and other types of work

--

Whether you are currently trading or starting up, please complete as many details below as you can

Business / Trading Name

Company Status e.g. Sole
Trader / Partnership / Private
Limited / Other

Date Established

Co. Reg. No (if applicable)

Directors / Partners

Nature of Business

Web address

VAT Reg. No. (if registered)

4. BUSINESS PLANS & AIMS

You may be asked to attend an interview prior to making a final decision on your application so we can assess your business and its capability of undertaking the proposed tenancy. Therefore, please complete the following sections, in brief, to provide us with some background information.

Do you have a current written Business Plan? YES / NO
If YES, please attach a copy

What are your aims
for the business?

Where do you perceive the
business in 5 years time?

5. MARKETING

What is the product(s) /
service(s) you are selling? Does
it have any advantages over
others?

Who are / will be your
customers?

Who are your competitors?

How will you promote /
advertise your product(s) or
service(s)?

6. PERSONNEL

How many people will be
involved in the business? Give
brief details of experience and
function

--

7. OPERATIONS

Briefly describe the operational process of your business. How is the product / service delivered? What equipment or transport is required?

Are there any environmental, Health & Safety or Quality Control issues involved?

8. FINANCE

We need to know about your financial position to assess your ability to meet the rent. You will be required to put down a deposit of 6 months rent at the full rental value. If you have not previously rented business premises, you may qualify for the Small Business Rent Support Scheme.

If you have an existing business, please complete the table on the following page. If you are a start-up business, just enter your forecast for your first year of trading in the 'Next Year' column.

Have you done a Cash Flow Forecast? YES / NO
If YES, please attach a copy

Borrowings/Debts

Have you or will you have to raise funds to support your business? Please give details of any existing or proposed borrowings below. Also include any significant personal or trade debts that are outstanding.

	Amount	Details
Bank Overdraft Facility		
Bank Loans		
Personal Loans		
Debts		

9. ATTACHMENTS

Please attach any sales or promotional literature and any other documents or information you consider relevant to this application.

Please also enclose a copy of the last set of audited Financial Accounts if available.

10. DECLARATION

Please sign below to confirm this information is a true statement of the facts and return the form with attachments to the address below:

Signed : _____

Name: _____

Date: _____

Valuation & Estates Manager, Estates Service, Chichester District Council, East Pallant House, 1 East Pallant, Chichester, West Sussex, PO19 1TY

	Last Year Actual	Current Year Forecast	Next Year Forecast
Year end date			
Total Sales			
Other Operating Income			
TOTAL INCOME			
DIRECT COSTS			
Opening Stock / WIP			
Purchases (Cost of Goods)			
Direct Wages (inc. NIC)			
Other Direct Costs			
Closing Stock / WIP			
Sub-total Direct Costs			
GROSS MARGIN			
GM as % of Sales			
OVERHEADS			
Rent & Rates			
Heat & Light & Other Utilities			
Phone &			
Repairs & Renewals			
Business Insurance			
Salaries (inc. NIC)			
Vehicle Running Costs			
Print & Stationery			
Travel / Entertainment			
Advertising			
Training Costs			
Accountant			
Legal / Professional Fees			
Sundries			
HP / Loan Repayment Interest			
Bank Interest & Charges			
General Depreciation Costs			
Vehicle Depreciation			
Sub-total Overheads			
PRE-TAX PROFIT / (LOSS)			

CONFIDENTIAL

TENANT MONITORING FORM

Chichester District Council is committed to Equal Opportunities. In order to ensure the effectiveness of this policy, all applicants for Council property are asked to provide the following information. Any information given will be treated in the strictest confidence, and will be used solely for the purpose of monitoring.

1. **NAME:**
2. **DATE:**
3. **PROPERTY APPLIED FOR:**.....

Please tick the appropriate box

4. **GENDER:** Male Female

5. **AGE:** 16-20 21-30 31-40 41-50 51-60 61-65

6. **ETHNIC ORIGIN*** I would describe my ethnic origin as:

(a) WHITE

British Irish Any other white background (please specify):

(b) MIXED

White & Black Caribbean White & Black African White & Asian

Any other mixed background (please specify):

(c) ASIAN OR ASIAN BRITISH

Indian Pakistani Bangladeshi

Any other Asian background (please specify):

(d) BLACK OR BLACK BRITISH

Caribbean African Any other black background (please specify)

(e) CHINESE OR OTHER ETHNIC GROUP

Chinese Other

7. **RELIGION (if applicable):**