

# New Tenant Application Form

Applicant Details	
Name in full of person or company to sign the lease	
Position	
Name of business	
Type of business e.g. sole trader, partnership, limited company, social enterprise	
Business Address and Postcode	
Email	
Telephone	
Home Address and Postcode	
Email	
Telephone	
Are you an employee of CCBC?	Yes No
Are/were you a tenant of CCBC?	Yes No
If yes, please give details	
Have you, a partner or director ever been convicted of fraud or any other offence involving dishonesty?	Yes No
If yes, please give details.	
Property Details	
Name of Industrial Estate	
Unit Number	
Your Business	
Nature of proposed business	
What is the main process/operation?	

Business Status (please tick <b>one</b> box)	Expanding business with job growth Start up Business Existing inward investing Business Existing Business moving to consolidate Business downsizing		
Jobs to be accommodated (please tick <b>one</b> box)	20+ employees 6 – 20 employees 3 – 5 employees 2 employees 1 (owner operator)		
Growth potential – jobs to be created (please tick <b>one</b> box)	20+ new jobs 6 – 20 employees 3 – 5 employees 1 – 2 employees No growth forecast		
Links to local economy (please tick <b>most</b> applicable box)	Works mutually with another local employer Compliments many local employers on an ad hoc basis Works mutually with local trades Works for local residents / retail No links to local economy		
How will you dispose of your trade effluents? (please tick <b>one</b> box)	Local Authority Private contractor Skips		
Anticipated noise levels (please tick one box)	None Low Medium High		
If medium or high, please indicate what mitigation measures will be put in place			
Normal hours and days of operation	Weekdays	From	To
	Weekends	From	To
Will any process used or planned include any noxious, toxic, hazardous or explosive substances or result in such effluents or emissions? If yes, please specify			
<b>Traffic</b>			
Number of vehicles			
Type and size of vehicles			

No. of trips per day (include from and to the unit)	
<b>Service requirements</b>	
Service requirements (tick all applicable)	Single phase electricity 3 phase electricity Gas Trade waste High water consumption
<b>Structural alterations</b>	
If yes, please provide drawings and / or specify requirements	
<b>Director's Guarantee</b>	
Where the applicant is a limited company, upon completion of the lease/tenancy agreement, the Council will require that a Director's Guarantee be signed to protect the landlord against possible defaults in rental payment.	
<b>If you wish to use a solicitor, please give details:</b>	
Name	
Address	
Telephone	
Email	
<b>Data Protection</b>	
<p>Caerphilly County Borough Council will process any personal data collected in accordance with the Data Protection Act 1998. We will use the information provided for the purpose of evaluating and processing your application for a commercial property lease. Referees may be contacted in relation to your application. We will not disclose your details to other third parties. If you have any questions on how we will process your data please contact the Council on 01443 866251.</p> <p>The Authority reserves the right to carry out checks with other Council Departments.</p>	

Please return this completed form along with a copy of your business plan and copies of your environmental and equalities policies to Michael Williams, Corporate Property, Caerphilly County Borough Council, Penallta House, CF82 7PG or email [WILLIM21@CAERPHILLY.GOV.UK](mailto:WILLIM21@CAERPHILLY.GOV.UK)

Tel: 01443 864142

