



**APPLICATION FOR TENANCY/LEASE/ASSIGNMENT  
(Non-Limited Company Applications)**

\*Please enclose a copy of your Business Plan with your application\*

PROPERTY ADDRESS	..... .....
PROPOSED USE	.....
LENGTH OF TENANCY/LEASE	.....
RENT	£ ..... per annum exclusive of rates
DETAILS OF PROPOSED FITTING OUT OR OTHER WORKS	..... ..... .....
LIKELY NUMBER OF EMPLOYEES	.....
LIKELY NUMBER OF VEHICLES	.....
HAVE YOU EVER HAD A BUSINESS TENANCY WITH PRESTON CITY COUNCIL? (Please give details)	..... ..... .....
HAVE YOU EVER APPLIED FOR A BUSINESS TENANCY WITH PRESTON CITY COUNCIL?	.....
DETAILS OF TENANCIES / UNSUCCESSFUL APPLICATIONS	..... .....

<p>TRADING NAME</p>	<p>.....</p>
<p>TRADING ADDRESS</p>	<p>.....  .....</p>
<p>TIME AT ADDRESS</p>	<p>.....</p>
<p>PREVIOUS ADDRESS IF ABOVE IS LESS THAN 3 YEARS</p>	<p>.....  .....</p>
<p>DATE BUSINESS ESTABLISHED  <i>(if applicable)</i></p>	<p>.....</p>
<p>MAIN BUSINESS ACTIVITIES</p>	<p>.....</p>
<p>HAVE ANY OF THE PARTIES TO BE NAMED ON THE LEASE EVER BEEN MADE BANKRUPT?</p>	<p>.....  .....</p>
<p>PARTIES TO THE LEASE</p>	<p>NOTE...</p> <p>EACH PARTY TO THE LEASE SHOULD EACH COMPLETE A COPY OF THE FOLLOWING PAGE. PLEASE MAKE AND COMPLETE ADDITIONAL COPIES OF THESE PAGES IF THERE ARE MORE THAN TWO PARTIES TO BE NAMED IN THE LEASE</p>

<p><b>PARTY 1</b></p> <p><b>NON-LIMITED COMPANY APPLICATIONS</b></p> <p>Please give details of each individual to be named on the lease</p> <p><b>DO YOU OCCUPY THE ABOVE PROPERTY AS:</b></p>	<p>Mr/Mrs/Miss .....</p> <p>Forenames in full .....</p> <p>Surname .....</p> <p>Home address .....</p> <p>.....</p> <p>.....</p> <p>Email .....</p> <p>Sole Owner / Joint Owner / Tenant / Other (delete as appropriate) If "Other", please state .....</p>
<p><b>HOW LONG AT THIS ADDRESS?</b></p>	<p>.....</p>
<p><b>TELEPHONE NUMBER</b></p>	<p>.....</p>
<p><b>PREVIOUS ADDRESS IF ABOVE IS LESS THAN 3 YEARS</b></p>	<p>.....</p> <p>.....</p>
<p><b>DATE OF BIRTH</b></p>	<p>.....</p>
<p><b>NATIONAL INSURANCE NUMBER</b></p>	<p>.....</p>
<p><b>NAME AND ADDRESS OF SOLICITOR</b></p>	<p>.....</p> <p>.....</p>
<p>Please provide: -</p> <ol style="list-style-type: none"> <li>1. your passport in order for the Council to copy the photo page or</li> <li>2. your driving licence if it is the photo version</li> <li>3. a passport sized photograph signed on the reverse and</li> <li>4. proof of address - either a recent Council Tax or Utility Bill.</li> </ol>	<div style="border: 1px solid black; width: 150px; height: 150px; margin: 0 auto;"></div>

PLEASE SIGN TO CONFIRM  
THIS INFORMATION IS  
CORRECT AND THAT YOU  
AGREE TO US OBTAINING  
YOUR CREDIT REPORT  
FROM A CREDIT AGENCY

Sign .....

Print Name ..... Date .....

PLEASE NOTE...IF YOU DO NOT WANT US TO OBTAIN  
YOUR CREDIT REPORT THE APPLICATION CANNOT BE  
PROCESSED

<p><b>PARTY 2</b></p> <p>NON-LIMITED COMPANY APPLICATIONS</p> <p>Please give details of each individual to be named on the lease</p> <p>DO YOU OCCUPY THE ABOVE PROPERTY AS:</p>	<p>Mr/Mrs/Miss .....</p> <p>Forenames in full .....</p> <p>Surname .....</p> <p>Home address .....</p> <p>.....</p> <p>.....</p> <p>Email .....</p> <p>Sole Owner / Joint Owner / Tenant / Other (delete as appropriate)</p> <p>If "Other", please state .....</p>
<p>HOW LONG AT THIS ADDRESS?</p>	<p>.....</p>
<p>TELEPHONE NUMBER</p>	<p>.....</p>
<p>PREVIOUS ADDRESS IF ABOVE IS LESS THAN 3 YEARS</p>	<p>.....</p> <p>.....</p>
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PLEASE SIGN TO CONFIRM THIS INFORMATION IS CORRECT AND THAT YOU AGREE TO US OBTAINING YOUR CREDIT REPORT FROM A CREDIT AGENCY	Sign .....
	Print Name ..... Date .....
	NOTE...IF YOU DO NOT WANT US TO OBTAIN YOUR CREDIT REPORT THE APPLICATION CANNOT BE PROCESSED

Preston City Council will use the information you give on this form in order to assess your suitability as a business tenant/licensee and for the future management of any Council tenancy/licence. We may check the information you have provided, or information about you provided by someone else against other information we already have. We will not give information about you to anyone else unless the law allows us to e.g. for the prevention and detection of fraud. We are the data controller for the purposes of the Data Protection Act. This means that we must keep to the Data Protection Act. For further information please see [www.preston.gov.uk](http://www.preston.gov.uk)

Please tick  appropriate boxes

**ETHNIC GROUP:**

**White:**

- |  |  |
|--|--|
| <input type="checkbox"/> Irish<br><input type="checkbox"/> White British<br><input type="checkbox"/> Other white background<br>(please specify.....) | <input type="checkbox"/> Black Caribbean<br><input type="checkbox"/> Other Black background<br>(please specify.....) |
|--|--|

**Asian or Asian British:**

- 
- Bangladeshi
- 
- 
- Indian
- 
- 
- Pakistani
- 
- 
- Other Asian background
- 
- (please specify.....)

**Mixed:**

- 
- White & Black African
- 
- 
- White & Black Caribbean
- 
- 
- White & Asian
- 
- 
- Other mixed background
- 
- (please specify.....)

**Black or Black British:**

- 
- Black African

**Chinese or Other Mixed group**

- 
- Chinese
- 
- 
- Other Ethnic group

**GENDER:** I am:

- 
- Female
- 
- Male

**DISABILITY:** Do you consider yourself to be disabled?

- 
- Yes
- 
- No