## **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	Yes				
convicted of fraud or any other offence involving	No				
dishonesty?					
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 downsizing   20+ employees   6 - 20 employees   3 - 5 employees   2 employees   1 (owner operator)   3 - 5 employees   1 (owner operator)   4 (owner operator)   5 (owner operator)   6 - 20 employees   1 (owner operator)   6 - 20 employees   1 (owner operator)   6 - 20 employees   3 - 5 employees   3 - 5 employees   1 - 2 employees   1 - 2 employees   No growth forecast   7 employees   No growth forecast   8 (owner operator)   9 (owner			ig inward inve			
Jobs to be accommodated (please tick one box)			Existing Business moving to consolidate			
6 – 20 employees 3 – 5 employees 1 (owner operator)  Growth potential – jobs to be created (please tick one box)  20+ new jobs 6 – 20 employees 3 – 5 employees 1 – 2 employees 1 – 2 employees No growth forecast  Links to local economy (please tick most applicable box)  Works mutually with another local employer Compliments many local employer on an ad hoc basis Works for local residents / retail No links to local economy (please tick one box)  How will you dispose of your trade effluents? (please tick one box)  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	lobs to be accommodated (please tick and boy)					
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Number of vehicles						
	Traffic					
Type and size of vehicles						
Type and size of verticles	Type and size of vehicles					
		1				

No. of trips per day (include from and to the					
unit)					
Service requirements					
Service requirements (tick all applicable)	Single phase electricity				
	3 phase electricity				
	Gas Trade waste				
	High waste  High water consumption				
Structural alterations	riigii water consumption				
If yes, please provide drawings and / or specify red	uuirements				
in yes, pieuse provide drawings and y or speeny ree	unements				
Director's Guarantee					
Where the applicant is a limited company, upon co	ompletion 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.					
If you wish to use a solicitor, please give details:					
Name					
Address					
Telephone					
Email					
Data Protection					
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.

The Authority reserves the right to carry out checks with other Council Departments.

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 <a href="https://www.williams.com/williams/">WILLIM21@CAERPHILLY.GOV.UK</a>

Tel: 01443 864142