

Tenancy Application for Commercial Property or to act as Guarantor

Please note that an application fee of £100 is payable for each application we process to cover our administration costs. We are unable to process your application until the fee has been paid, and the fee is non-refundable, even if your application is declined. Once we have received your application form, we will contact you by telephone to take the payment by credit or debit card.

If you require assistance completing this form, please contact the Council's Commercial Property Team on 01508 533748.

About the Applicant			
Applicant Name	Please enter your own name if you are a sole trader or the company name if the company will be the tenant		
Trading Name (if different)			
Contact Name			
Position			
Correspondence Address			
Telephone		Mobile	
E-mail			
Website			
Business Status	Delete as necessary PLC / Ltd / LLP Partnership / Sole Trader Charity / Trust Other (please specify below)	Year Established	
Company or Charity Registration No.		VAT Registration No. (if applicable)	
Registered Address			

About the Property	
Property	Please write the name/address of the property you are interested in renting (including the unit number if applicable)
Proposed Start Date	
Proposed Use and Nature of Business	Please provide a description of type of business and any machinery used

Administering your Application/Lease	
Do you authorise South Norfolk Council, or its agent, to contact you by e-mail in relation to the administration of the property and your lease? Yes / No	
Which e-mail address should we use?	
Who should we address e-mails to?	
Which telephone number should we use to contact you?	
Who can we speak to regarding your lease/account? We will not discuss your lease or account with anyone not listed below.	

Bank Reference			
Bank Name			
Bank Address			
Account Name			
Sort Code		Account Number	
I authorise my bankers named above to provide a reference to South Norfolk Council in respect of my proposed lease of the property named overleaf and agree that my bankers may debit the appropriate fee direct to my bank account detailed above without further reference to me.			
Signed:		Name:	
Date:		Position:	

Data Protection Statement			
<p>The data provided by you will be used by South Norfolk Council, or its agent who is Big Sky Ventures Limited, for the purposes of assessing your suitability as a tenant and will be lawfully processed in accordance with Data Protection Legislation which includes the Data Protection Act 2018, the General Data Protection Regulation 2016/679 and all other relevant applicable or implementing laws. The data will be used for the purpose of obtaining references. The information will be held by South Norfolk Council on computer and in relevant paper filing systems until two years after the application is processed.</p> <p>Your Rights: Under Data Protection Legislation you may have the right to request access to, rectification, restriction or objection to the processing of your personal data as detailed on South Norfolk Council's Privacy Policy and on its agent's Privacy Policy. You can contact our Data Protection Officer via email at right2know@s-norfolk.gov.uk. You also have the right to lodge a complaint with the regulator, the Information Commissioner's Office. By signing the form, you are consenting to the Council using your data for the purposes stated above.</p>			
Signed:		Name:	
Date:		Position:	

Please return this form to:
Commercial Property Manager
South Norfolk Council
Cygnet Court
Long Stratton
Norwich NR15 2XE