



Property Management &amp; Development

**Application to Lease Commercial or Industrial Property**

1	Address of Property you wish to lease:	
2	Preferred Date of Entry:	
If the property is <u>not</u> available on standard terms and conditions please answer questions 3 and 4.		
3	Amount of rent offered per annum:	
4	Length of lease proposed:	

5	Name of Applicant:							
6	Date Of Birth of Applicant: (must be filled in for a valid application)							
7	National Insurance Number of Applicant: : (must be filled in for a valid application)							
8	Address:							
9	Home/Correspondence Address:							
10	Home Phone No:							
11	Work Phone No:							
12	Mobile Phone No:							
13	E-Mail Address: (Please note: Invoices may be issued electronically to the email address given)							
14	Preferred method of contact: (please <input type="checkbox"/> box as appropriate)	<table border="1"> <tr> <td>Email</td> <td></td> </tr> <tr> <td>Telephone</td> <td></td> </tr> <tr> <td>Letter</td> <td></td> </tr> </table>	Email		Telephone		Letter	
Email								
Telephone								
Letter								

15	Name of proposed tenant if different from applicant:	
16	Address:	
17	Contact Phone No:	
18	E-mail Address: (Please note: Invoices may be issued electronically to the email address given)	



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19	<b>Status of business</b> (please ✓ box as appropriate)	<b>Limited Company or PLC</b> (Please answer questions 18 to 19)	
		<b>Firm or Partnership</b> (Please answer questions 20 to 27)	
		<b>Sole Trader</b>	
<b>Please provide further details for a Limited Company or PLC incorporated under the Companies Act:</b>			
20	<b>Registered Number</b>		
21	<b>Registered Office</b>		
<b>Please provide further details for a Firm or Partnership:</b>			
22	<b>Name of Firm or Partnership</b>		
23	<b>Place of Business</b>		
24	<b>Name of Partner (#1)</b>		
25	<b>Date of Birth &amp; National Insurance Number of Partner #1 : (must be filled in for a valid application)</b>		
26	<b>Home address of Partner #1</b>		
27	<b>Name of Partner (#2)</b>		
28	<b>Date of Birth &amp; National Insurance Number of Partner #2: (must be filled in for a valid application)</b>		
29	<b>Home address of Partner #2</b>		
30	<b>Name of Partner (#3)</b>		
31	<b>Date of Birth &amp; National Insurance Number of Partner #3: (must be filled in for a valid application)</b>		
32	<b>Home address of Partner #3</b>		
<b>If there are further partners please provide names and addresses on a separate sheet of paper</b>			



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## Application to Lease Commercial or Industrial Property cont'd

33	<b>Is this a new business?</b> (please delete as appropriate)	Yes/No
<b>If this is a new business please answer questions 34 to 36:</b>		
34	<b>Have you prepared a full Business Plan.</b> (please delete as appropriate)	Yes/No
35	<b>Have you received business start-up advice from the council's Enterprise Centre ?</b> (please delete as appropriate)	Yes/No
36	<b>Name of contact in Enterprise Centre:</b>	

<b>If this is an existing business please answer questions 37 to 40:</b>		
37	<b>Current business address, if different from above:</b>	
38	<b>If the property is leased, please give name and address of landlord:</b>	
39	<b>Previous address (if less than 3 years at current address):</b>	
40	<b>If leased, name and address of landlord</b>	

41	<b>If the lease is to be in the name of an individual, do you own, or lease your house:</b>	
42	<b>Full details on past business dealings as partner/ director/</b>	



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	<b>sole trader:</b>	
43	<b>Nature of business:</b>	
44	<b>Full details of operations proposed to be carried out in the property:</b>	

Application to Lease Commercial or Industrial Property cont'd

45	<b>Will you be storing or using any type of hazardous or inflammable materials as part of your business operations? If so please provide details</b>	
46	<b>No. of employees proposed to be based at the property:</b>	<b>Full time</b>
		<b>Part time</b>
47	<b>Where did you hear of the council's property?</b>	
48	<b>Confirming Identity &amp; Address</b>	<b>We need to see original copies of two documents which you confirm your identity and address one document from each list</b>
	<b>Identity Documents</b>	<ul style="list-style-type: none"> <li>• Valid Passport</li> <li>• Valid photo-card driving licence (full or provisional)</li> <li>• EU Identity Card</li> <li>• Firearms certificate or shotgun licence</li> <li>• Identity card issued by the Electoral Office for Northern Ireland</li> <li>• Valid (old style) full driving licence</li> <li>• Recent evidence of entitlement to a state or local authority-funded benefit(including housing benefit or council tax benefit), tax credit, pension.</li> <li>• Most recent HM Revenue &amp; Custom Tax Coding Notification, Assessment or statement or other grant.</li> </ul>
Name (block capitals):	<b>Evidence of Address</b>	<ul style="list-style-type: none"> <li>• Valid photo-card driving licence (full or provisional) if not used in list 1.</li> <li>• The most recent mortgage statement from a recognised lender.</li> <li>• Local authority rent card or tenancy agreement.</li> <li>• Instrument of a court appointment</li> <li>• Current Council Tax demand letter or statement.- valid for one year.</li> <li>• Current bank statements or credit/debit card statements issued by a regulated financial sector firm in the UK – not more than three months old.</li> <li>• Utility bills not than 3 months old.</li> <li>• Benefit book, or original notification letter from the</li> </ul>



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		<b>Benefits Agency or the Department of Work and Pension confirming the right of benefits. In not use in list 1</b> <ul style="list-style-type: none"> <li>• <b>Most recent HM Revenue &amp; Customs Tax Coding notification, assessment or Statement if not used in list 1.</b></li> </ul>		
	<b>Council officer to confirm documents seen</b>			
Position:				
Signature:	Date:			

**Declarations:**

1. I/we understand that in applying to take a lease of the above property that I/we agree to the council either obtaining a financial reference in respect of the bank or building society account detailed above; and/or obtaining a credit reference agency search relating to the proposed tenant(s) details given above; and/or obtaining a reference from a previous landlord.
2. I/we understand that any of the information obtained in connection with this application maybe shared with other service areas within West Lothian Council, and where requested utility service companies, and that in signing this application form I/we give our consent for these purposes.
3. West Lothian Council is committed to the prevention and detection of crime. Any information you provide on this application form may be shared with the Police Service of Scotland for the purposes of the prevention or detection of crime, in accordance with the provisions of the Data Protection Act 1998, section 29.
4. I/we understand that completion of this form does not guarantee that I/we will be offered a lease of the above property but that the council will have absolute discretion in this decision.
5. I/we agree that if the lease of this property is offered to me/us then I/we will be required to complete in full a direct debit mandate in respect of rent and other periodic payments (excluding business rates) payable in respect of the property.
6. I/we hereby declare that the information given on this application form is correct in every respect. I/We understand that if any of the foregoing information is subsequently discovered to be false then this may lead to termination of any lease agreement which has been entered into on the basis of the information supplied and may prejudice any subsequent dealings, which I/We have with the council in respect of any commercial or industrial property.

**Tel: 01506 281836**  
**E-mail: [propertymanagement@westlothian.gov.uk](mailto:propertymanagement@westlothian.gov.uk)**



Property Management & Development

Equality Monitoring Questionnaire – Prospective tenant

Property Management and Development is keen to ensure that it operates fairly, and without discrimination, in the letting of commercial property under its management. By completing and returning this form with your application you will help us to ensure that this is the case. The information you provide will be used solely for this purpose and not used to allocate property. [NB Where a lease is to be taken by a company, this form should be completed by the principal contact.] Thank you for your co-operation.

Name	
Property applied for	

Please ✓ boxes below as appropriate

**GENDER** Male  Female

**AGE** Under 30  31 to 50  Over 50

**ETHNIC ORIGIN**

**A. White**

Scottish  Other British  Irish  Other white background

**B. Mixed**

Any Mixed background:

**C. Asian, Asian Scottish, or other Asian British**

Indian  Pakistani  Bangladeshi  Chinese

Other Asian background

**D. Black, Black Scottish, or other Black British**

Caribbean  African  Other black background

**E. Other ethnic background**

Any other ethnic background:

**DISABILITY**

Do you have any long term illness, health problem or disability which limits your activities?  
[NB If your only impairment is that you are either short or long-sighted and this is corrected by wearing glasses or contact lenses please answer NO]

YES  NO

Do you have any suggestions about how we can improve our service?

Please complete the attached Equality Consent slip and return it with your questionnaire.



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### Equality Monitoring Consent Form – Prospective tenant

Under the terms of the Data Protection Act 1998 the council is required to obtain your informed consent to the information provided by you on the Equality Monitoring form to be recorded, stored and processed for monitoring purposes.

Please confirm your consent to the information you have provided concerning your Ethnic Origin and Disability Status to be used for the purposes of monitoring Equal Opportunities.

Name (block capitals):	
Property applied for:	
Signature:	Date:

هذه المعلومات متوفرة بلغة بريل وعلى شريط وبخط كبير وبلغات الجالية.  
الرجاء الإتصال بخدمة الترجمة على الهاتف 01506 280000

এই তথ্য আপনি ব্রেইল, টেপ, বড় অক্ষরে এবং কমিউনিটির বিভিন্ন ভাষাগুলিতেও পাবেন। অনুগ্রহ করে ইন্টারপ্রেশন অ্যান্ড ট্রান্সলেশন সার্ভিসের সঙ্গে যোগাযোগ করুন। টেলিঃ 01506 280000

這份資料是可以凸字、錄音帶、大字印刷及社區語言的式本提供。請聯絡傳譯及翻譯服務部，電話：01506 280000

ਇਹ ਜਾਣਕਾਰੀ (ਬ੍ਰੇਲ) ਨੇੜ੍ਹੀਨ ਦੇ ਪੜ੍ਹਣ ਵਾਲੀ ਲਿਖੀ, ਟੇਪ, ਵੱਡੇ ਫਿੰਟ ਅਤੇ ਸਮਾਜ ਦੀਆਂ ਹੋਰ ਤਾਸ਼ਾਵਾਂ ਵਿਚ ਉਪਲਬਧ ਹੈ। ਸ਼ੁੱਧ ਕਰਕੇ ਇੰਟਰਪ੍ਰੈਟੇਸ਼ਨ ਅਤੇ ਟਰਾਂਸਲੇਸ਼ਨ ਸਰਵਿਸ ਨੂੰ ਇਸ ਨੰਬਰ ਤੇ ਸੰਪਰਕ ਕਰੋ : 01506 280000

یہ معلومات بریل (اندھوں کے رسم الخط)، ٹیپ، بڑے حروف کی طباعت اور کمیونٹی میں بولی جانے والی زبانوں میں دستیاب ہے۔  
براؤمرہائی انٹرپرائز اسٹیٹنگ سروس سے ٹیلیفون نمبر 01506 280000 پر رابطہ قائم کریں۔

Informacje te mogą być przekazane na język Braille'a, dostępne na taśmie magnetofonowej lub wydane dużym drukiem oraz przetłumaczone na języki mniejszości narodowych.  
Prosimy o kontakt z Usługami Tłumaczeniowymi pod numerem 01506 280000