

A p p l i c a t i o n F o r m



A p p l i c a t i o n P r o c e s s

Novus Business Centre is designed to support both new and existing businesses and to support this the tenancy agreements we offer provide high levels of flexibility at affordable prices.

The application process facilitates our approach towards easy in and easy out arrangements and involves the following outline stages:

1. Initial interest is shown
 - Informal interest is shown via phone / letter / visit / etc.

2. Formal application is made
 - This form is used to enable interested parties to show their formal interest.

3. The application is reviewed
 - EDBS Business Adviser reviews the application at a meeting with the potential tenant to determine that the potential tenant's requirements are compatible with those of the business centre and that the business is financially viable. We reserve the right to conduct credit checks at our discretion.
 - Feedback is given to the applicant.

4. A formal decision is made and communicated
 - Applicants will receive a letter within 5 working days of meeting with a Business Adviser, informing them of the decision.

5. Successful applicants move in
 - The finer details of the tenancy are agreed and contracts are signed.

1 . A p p l i c a n t D e t a i l s

1.1 Business/Company Name: _____

1.2 Name & position of applicant: _____

1.3 Home address: _____

Postcode: _____

Home Tel No: _____

Mobile No: _____

1.4 Business address (if different to the above) and general business information:

Postcode: _____

Daytime Tel No: _____

E-mail address: _____

Website: http:// _____

1.5 General Business information.

Legal Status: (please circle as necessary)

Sole Trader

Partnership

Limited Company

Charity

1.6 Business Activity

Nature of Business: Please give a brief description of what your company does.

Office No. interested in: _____ Size: _____

Number of employees: _____

If an existing company, date business established (mm / yy): _____

Turnover at end of last financial year _____

Date of your year end _____

Do you intend to create new jobs in the next 12 months? _____

(If yes please state how many) _____

Are you VAT registered? Yes No

3 . B u s i n e s s R e f e r e n c e s

For clients in existing business premises only. Minimum of 2 required.

R e f e r e n c e 1

Business name: _____

Contact name: _____

Address: _____

Tel No: _____

R e f e r e n c e 2

Business name: _____

Contact name: _____

Address: _____

Tel No: _____

R e f e r e n c e 3

Business name: _____

Contact name: _____

Address: _____

Tel No: _____

4 . D e c l a r a t i o n

I confirm that I have read and understood the process associated with the application.

(Please tick box otherwise the application can not be processed)

I confirm that the information on this application form and the supporting information enclosed are true and complete to the best of my knowledge.

Signature(s):

Name: (Print)

Post Held:

Date:

Please tick if you do not wish to receive information about services and products that East Durham Business Service may on occasions wish to promote.

Please tick to confirm you will provide, as required by the conditions in the Lease agreement, information on the number of employees and turnover as required by the funders of Novus Business Centre, Peterlee.

All information provided within this application will only be used by East Durham Business Service and will not be disclosed to any third party organisation.

For any questions linked to this application please contact:

Sandra Wardle
Co-ordinator
Novus Business Centre
Judson Road
North West Industrial Estate
Peterlee
SR8 2QJ

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e-mail: sandra.wardle@edbs.co.uk

5 . C r e d i t C h e c k

Title _____

Forename _____

Surname _____

Previous Name(s) _____

Marital Status (please tick) Married Divorced Separated Single

Date of Birth _____

Residential Status (please tick) Mortgage Homeowner Renting

Parents Other

Address _____

Length of time at this address _____

Previous Address _____

(if less than 3 years) _____

Bank Account Name _____

Bank Account Number _____

Six Digit Bank Sort Code _____