

**RUSHCLIFFE BOROUGH COUNCIL**

APPLICATION TO LEASE COMMERCIAL PREMISES

I would like to apply for (description of what you want to apply for):

**Details of Applicant**

Full Name of Lessee:

Company Name:

Company Number:

Company Registered Address:

Correspondence Address:

Telephone Number:

Email Address:

Director (1):

Director (2):

Company Secretary:

**Details of business to be run from the premises**

Do you intend to start a new business? (Yes / No)

If No, what date was the business set up?

What is the business’s legal status?

What was its approximate turnover in the last 3 years?

Please state your VAT.REG.NO. (If registered):

Nature of the business:

What will the property be used for?

Please specify all equipment intended for use in the property:

What size is required? (Square Feet)

How many people will be employed at the property?

Will any of these be new jobs? (Yes / No)

As standard procedure the council performs a Credit Check on all new tenants.

In some circumstances the council may require to perform a personal credit search. Please therefore provide the following details:

Home Address:

Date of Birth:

**Reference from a previous Landlord or trade contact**

Contact Name:

Business:

Address:

Telephone Number:

Email address:

Relationship:

**Bank Reference**

Name of Bank:

Branch:

Address:

Account Number:

Account Name:

Branch Sort Code:

**Data Protection Privacy Notice**

The personal information you provide will only be used by Rushcliffe Borough Council, the Data Controller, in accordance with General Data Protection Regulation 2016/ Data Protection Act 2018 to:

process your application, query or to provide a service that you are requesting

or

undertake a statutory function (also known as a ‘public task’)

Your personal information will otherwise be deleted after a period of two years if none of the above apply.

Your personal information will not be shared with any third party, other than the security contractor appointed by the council where relevant.

Your personal data will be kept in accordance with the Council’s retention policy and schedule, details of which can be found on the Council’s website at http://www.rushcliffe.gov.uk/retention\_schedule/

In accordance with GDPR you have a right to:

• have a copy of the personal information that we hold about you. Details of how to obtain this are available at http://www.rushcliffe.gov.uk/foi

• Request that your personal data be corrected or completed.

• Complain to the Information Commissioner if you feel that your information is not being handled appropriately (https://ico.org.uk/)

You may also have a right to:

• have your personal data transferred (data portability).

• prevent automated processing and profiling.

• erasure (also known as the right to be forgotten).

• restrict processing.

• object to processing.

Your data protection rights are not absolute and in most cases are subject to the Council demonstrating compliance with other statutory legislation, for further information see http://www.rushcliffe.gov.uk/privacy/

For further details about how your personal information may be used or about your rights under data protection legislation, please contact the Council’s Data Protection Officer at:

• By post: Data Protection Officer, Rushcliffe Borough Council, Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham, NG2 7YG.

• By email: customerservices@rushcliffe.gov.uk

• By Telephone: 0115 981 9911

**SUBJECT TO CONTRACT**

We can only progress your application with your explicit consent to use the information you have provided.

**I hereby give my consent**

Tick box to confirm consent