

**APPLICATION TO LEASE
Commercial/Industrial Premises**

Please complete (in block capitals) all sections of this Application Form and return to the Estates Officer, Housing and Environment, East Lothian Council, Penston House, Macmerry EH33 1EX as soon as possible thereafter.

Please state below the address of the property you wish to lease from East Lothian Council:

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Applicant's Details (If limited company, business address must be Registered Office):

Applicant or Company Name:			
Contact Name:		Position in Company:	
Business Address:		Home Address:	
Post Code:		Post Code:	
Telephone/Fax Number:		Fax Number:	
Email Address:			

Business Details:

Please provide full details of all company directors, partners etc:

Full Name:		Position in Company:	
Home Address:		Telephone/Fax No	
Post Code:		Email:	
Full Name		Position in Company:	
Home Address:		Telephone/Fax No	
Post Code:		Email:	

Registered Charity (Please complete if Registered Charity):

Charity Number:	
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Have you ever previously been involved in a business that has gone into liquidation or receivership, Whether voluntary or otherwise? If yes, please give details (continue on separate sheet, if required):

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Please provide details as to the nature of the work carried out by your business:

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For what purpose do you propose using this property (e.g. storage, workshop. Office etc)?

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How long has your business been trading? (Company Accounts may be required)	How many people are employed by your business?

If your business is relocating from other rented accommodation then please provide the address of the property as well as the Landlord's details:			
Landlord's Name and Address:		Property Address:	
Post Code:		Post Code:	
Tel No:			
How long have you been renting this accommodation:	Please state the monthly/annual rent paid for this accommodation:		

Trade References (if applicable): Please provide details of two businesses that may be contacted for a trade reference on your behalf:			
Company Name:			
Contact Name:		Position in Company:	
Contact Address:		Telephone/Fax Number:	
Post Code:		Email:	
Mobile Number:			
Company Name:			
Contact Name:		Position in Company:	
Contact Address:		Telephone/Fax Number:	
Post Code:		Email:	
Mobile Number:			

Other Information: The following space has been provided for any additional information which you think is relevant to your application, please continue on a separate sheet if necessary

Declaration: I hereby declare that the information provided by me in completing this application is an honest and accurate representation of the truth	
Signature:	Date:

Please note: In the event you are successful in leasing a property from East Lothian Council, financial references will be sought from your bank. Please note that a fee is payable by you to your bank for providing this information. On signing the lease document formal identification in the form of a driving licence or passport will be required.
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