



Busnes@
gwynedd.llyw.cymru



APPLICATION FOR BUSINESS PREMISES

Housing and property Department

**Return to: Housing and Property Department Stryd y Jêl
Caernarfon Gwynedd LL55 1SH
(01766) 771000
estates@gwynedd.llyw.cymru**



1. BUSINESS DETAILS

Business name:

Contact (Full name)

Address:

Post code:

Contact address, if different to above:

Phone number:

Mobile number:

E-mail address:

Website:

2. BUSINESS STRUCTURE

Sole Trader

Partnership (Please note name, address and date of birth + copy of partnership documents if applicable)

Limited company (please note registration number if applicable)

Subsidiary branch of main company (please give name and address of the parent company)

Other (please give details)

Registered address:

Name (s), address (es) and date of birth for all Director(s)



Name of Director(s) who will be signing the lease:

Is the business already established?

If Yes, give date established

If No, give expected date of commencement

Current number of employees (including yourself):

3. USE OF THE SITE

Premises applied for:

Explain why you require the premises:

Will there be hazardous materials used or stored in the unit?

Yes No if yes, which materials?

Do you intend to make any alterations to the unit or store a Skip/Container?

Tick the appropriate box:

- Store Skip
- Store Container
- Solid floor for heavy machinery
- Waste disposal
- Loading / Off Loading
- High water consumption
- High voltage consumption

If other, please specify below:

Please detail the arrangements for customers visiting in terms of traffic and parking:



What will your normal hours of operation be?:

Monday –
Tuesday –
Wednesday –
Thursday –
Friday –
Saturday –
Sunday -

Will your use of the unit produce any adverse fumes or smells? Yes No

If so please provide details, and how these will be mitigated:

Please confirm that you have provided a Business Plan to Support your application

Yes No

4. STRATEGIC FIT

Please detail any relevant training and accreditations held by your Business and provide evidence.

Does your Business have an Equal Opportunities Policy? Yes (Please provide copy of the policy) No

Please detail your waste management procedure:



Do you intend to use the unit to trade, as a workshop or for storage? Please give percentages below:

Trade	% Workshop	% Storage	%
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How many employees at present?

How many new jobs do you anticipate creating as a result of moving to this unit?

What types of roles will these be?

What is your business' Annual Turnover?

What is your business' predicted turnover in next 3 years

Y1 £	Y2 £	Y3 £
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Please summarise your growth plans for the next 3 years

6. DECLARATIONS

I certify that to the best of my knowledge and belief, particulars on this form and any enclosures are correct. Gwynedd Council will carry out a full credit check on me, which will involve accessing my business accounts and credit history. The information gathered will be relevant in making a decision for my application as a potential tenant. This information will not be shared with any other organisation or individual

Name:

Position:

Date:

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There is no obligation for Gwynedd Council to grant tenancies. Each case will be granted on its merits and in accordance with policy guidelines. The Council is not obliged to give reasons for any decisions made.

How we use your personal information The information on this form will be used for the purpose of administering the Council's business assets and land. This activity forms part of the Council's public task. It will be disclosed with the following organisations. The information you supply will be kept for a period of 6 years. For further information about your rights and the data protection officer's details, please visit the Council's website on: <https://www.gwynedd.llyw.cymru/en/Council/Information/Datganiadau-Preifatrwydd-Gwasanaethau/Council-Sercices-Privacy-Notices.aspx>



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