

NORTH EAST WORKSPACE LTD DESIGN WORKS (GATESHEAD) LTD

Business Accommodation Application Form

Except where required by law, all information provided by the applicant in this application shall remain confidential and will be viewed only by those persons involved in the management and operation of the business premises. Please answer ALL the questions below as completely and accurately as possible.

*** INFORMATION ABOUT APPLICANT**

Title:

Mr/Miss/Mrs/Ms/Other.....

Forename's:

Surname:

Address:

.....

.....

Postcode:.....

Length of Time at Residence: years months

If less than 2 years, previous address:

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Postcode:

Residential Status: owner/tenant/living with parents

Date of Birth:

Contact Details:

Telephone (Home):

Telephone (Mobile):

Email:

ID. Provided: passport/drivers licence/medical care photocopy to be attached

Marital Status: single/married/divorced/separated/cohabitating

**In the case of a limited company this form, and any subsequent tenancy agreement must be completed and signed-off by a director of the company.*

INFORMATION ABOUT YOUR BUSINESS

Business Name:

Business Address:

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.....

.....

Postcode:.....

Business Telephone Number:

Business Fax Number:

Business Email Address:

Business Website Address:

If Existing Business

If a New Start Up Business

Number of Employees:

Have you sought advice Yes/No

Approximate Turnover: £.....

Have you used any services
Provided by Project North East Yes/No

Legal Structure (tick)

Sole Trader

Partnership

Limited Company

Not for Profit

Charity

Other

If Limited Company, Company Number:

Type of Business (Brief Description)

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Registered Office:

.....

Names of Directors:

.....

Date Business Formed:

List of all owners of the business.

Name of Owner	% Owned

PURPOSE OF REQUESTED WORKSPACE UNIT

Main Office: Yes/No
Additional Office: Yes/No
Workshop: Yes/No

REQUIREMENTS IN ADDITION TO PREMISES

Will you require internet services? Yes/No
Will you require meeting rooms? Yes/No

Additional Needs: North East Workspace Limited/Design Works (Gateshead) Limited make every effort to provide fully accessible premises. To help us provide the best service to users of the building please make us aware of any additional needs or requirements.

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CREDIT HISTORY

Have you ever been:

Declared Bankrupt: Yes/No **Had Judgements Against You:** Yes/No

Been an Owner or Director of a Company in Liquidation/Receivership: Yes/No

If the answer to any of the above questions is yes please provide details. We will carry out an up to date credit check.

INFORMATION NEEDED WITH AN APPLICATION

Copy of Proof of Identity: Passport/drivers licence

New Businesses: Business Plan **Existing Businesses:** Accounts

DATA PROTECTION CONSENTS

You authorise us to contact you by telephone, mail or via the Internet about premises which may meet your requirements. If you are successful in obtaining a workspace unit:

- (a) You authorise us to contact you by telephone, mail or via the Internet about other services that associated companies in the PNE Group offer.
- (b) You authorise us to disclose any information relating to staff numbers to statutory bodies subject to the provisions of the Data Protection Act 1984 for example Fire Officers.
- (c) You authorise us to provide information about your business to our funders who help us provide the services you need.

DECLARATION

I confirm that all information contained is true to the best of my knowledge. I agree that the management of the workspace may make any checks that they feel necessary regarding this information in order to help make a decision on the application for a workspace unit.

Signed:

Date:.....

Position:

On Behalf of:

North East Workspace Limited and Design Works (Gateshead) Limited are part of the PNE Group of companies. Contact: Project North East, Unit 3, Ground Floor, 7-15 Pink Lane, Newcastle upon Tyne, NE1 5DW. www.pne.org