



SWANSEA INDOOR MARKET

LEASE AMENDMENT APPLICATION FORM (excluding change of use)

Please **fully complete** table 1 or 2 relevant to your request together with table 3 and return to: **Swansea City Centre Management, Room 2.6.3. Civic Centre, Oystermouth Road, SA1 3SN**

For queries email citycentremangement@swansea.gov.uk or telephone 01792 633090

- Occupation without authorisation and completion of the application process is strictly prohibited
- Please consult the Market Lease as part of this process

TABLE 1. COMPLETE FOR LEASE ASSIGNMENTS <small>(i.e. transfer of current lease from existing tenant to new tenant)</small> MERGERS &/OR PART ASSIGNMENTS	
- To be completed by both the existing outgoing and proposed incoming tenant (it is advised that the existing tenant facilitates/ leads on the completion of application form if possible)	
- Table 3 also to be completed by both parties	
EXISTING (OUTGOING) TENANT:-	
STALL NUMBER(S)	
CURRENT USE	
NAME OF TENANT	
TRADING NAME	
CURRENT TENANT SINCE <small>(provide approx date/ year)</small>	
ELECTRICITY METER READING Please include date of reading and electricity supplier	
Details of any outstanding rents &/or debts to the Council <u>Important Note: All arrears must be cleared in full as part of this process</u>	
EXISTING (OUTGOING) TENANT CONTACT DETAILS:-	
HOME & MARKET ADDRESS <small>(latter only if relevant)</small>	
EMAIL	
TEL	
ACTING AGENT & CONTACT DETAILS	
ACTING SOLICITOR & CONTACT DETAILS	
PROPOSED NEW TENANT	
PROPOSED TRADING NAME	
PROPOSED NEW USE <small>(provide full description, photographs & product sample if relevant)</small>	

APPROX. NO OF STAFF TO WORK AT STALL	
<p>LIST ANY FIRE OR GENERAL HEALTH & SAFETY RISKS ASSOCIATED WITH THE PROPOSED TRADING USE (e.g. cooking equipment) & THE MEASURES THAT WILL BE TAKEN TO MINIMISE THE RISK (e.g. staff training, provision of fire fighting equipment, Portable Appliance Testing etc.)</p> <p><u>Important Note: new tenants will be required to complete a Fire Safety Risk Assessment prior to occupation a proforma for which will be provided</u></p>	
<p>PUBLIC LIABILITY INSURANCE</p> <p>Please provide a copy of your public liability insurance of a value of at least £5m. (If you do not yet have PL insurance this is a requirement of the tenancy and a copy will need to be provided upon occupation of the stall).</p>	
PROPOSED NEW (INCOMING) TENANT CONTACT DETAILS:-	
HOME & MARKET ADDRESS <i>(please indicate if home owner)</i>	
EMAIL	
TEL	
ACTING AGENT & CONTACT DETAILS	
ACTING SOLICITOR & CONTACT DETAILS	
NAME & ADDRESS OF CURRENT EMPLOYER	
IDENTIFICATION & REFERENCES (PROPOSED INCOMING TENANT):-	
<p>Submit with this application, 2 forms of identification which include your home address details e.g. utilities bills. Please provide originals which will be returned.</p>	<p>SUBMITTED:</p> <p>YES / NO</p>
<p>Provide the contact details for a professional person who would be prepared to provide a reference and verify and support your application.</p>	<p>NAME:</p> <p>ADDRESS:</p> <p>TEL:</p> <p>EMAIL:</p> <p>RELATIONSHIP:</p>

<p>Details of your bank (note. we may request a financial reference)</p>	<p>BANK NAME: ADDRESS:</p> <p>BANK SORT CODE: TYPE OF ACCOUNTS HELD: BANK ACCOUNT NUMBER: ACCOUNT MANAGER:</p>
<p>IF MERGER, PART ASSIGNMENT OR A CHANGE IN THE STALL LAYOUT IS REQUIRED PLEASE DESCRIBE THE ALTERATION IN FULL</p> <p><i>Note 1: a Licence to alter the stall maybe required and an additional fee maybe involved</i></p> <p><i>Note 2: any glass used within the stall display / construct must be safety glass compliant with British safety standards</i></p>	
<p>IF MERGER, PART ASSIGNMENT OR A CHANGE IN THE STALL LAYOUT PLEASE PROVIDE:</p> <ul style="list-style-type: none"> - PLANS/ DRAWINGS - METHOD STATEMENT EXPLAINING HOW WORKS WILL BE DONE 	<p>PROVIDED: YES/ NO YES/ NO</p>
<p>OVERALL (GROSS) SALE PRICE OF LEASE (£)</p>	
<p>LESS DEDUCTIONS (£) <i>(stock, fixtures, fittings etc)</i></p>	
<p>LANDLORD SHARE OF REMAINING NET AMOUNT LEFT @ 10% (£)</p>	
<p>LANDLORD/ADMIN FEES (£) <i>(Note standard £210 minimal admin fee, however, additional fees may apply for more complicated applications, for example a Licence to alter the stall layout)</i></p>	
<p>BUSINESS CASE FOR ASSIGNMENT</p>	

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TABLE 2. COMPLETE FOR NEW TENANCIES ONLY <i>(usually for the occupation of vacant stalls)</i> - Table 3 also to be completed.	
LOCATION AND STALL NUMBER	
PROPOSED TENANT NAME	
PROPOSED TRADING NAME	
PROPOSED USE <i>(provide full description, photographs & product sample if relevant)</i>	
APPROX. NO OF STAFF TO WORK AT STALL	

<p>LIST ANY FIRE OR GENERAL HEALTH & SAFETY RISKS ASSOCIATED WITH THE PROPOSED TRADING USE (e.g. cooking equipment) & THE MEASURES THAT WILL BE TAKEN TO MINIMISE THE RISK (e.g. staff training, provision of fire fighting equipment, Portable Appliance Testing etc.)</p> <p><u>Important Note: new tenants will be required to complete a Fire Safety Risk Assessment prior to occupation a proforma for which will be provided</u></p>	
<p>PROPOSED TENANT CONTACT DETAILS:-</p>	
<p>NAME</p>	
<p>HOME ADDRESS (please indicate if home owner)</p>	
<p>EMAIL</p>	
<p>TEL(S)</p>	
<p>ACTING AGENT & CONTACT DETAILS</p>	
<p>ACTING SOLICITOR & CONTACT DETAILS</p>	
<p>NAME & ADDRESS OF CURRENT EMPLOYER</p>	
<p>PROPOSED INCOMING TENANT - IDENTIFICATION & REFERENCES: -</p>	
<p>Submit with this application, 2 forms of identification which include your home address details e.g. utilities bills. Please provide originals which will be returned.</p>	<p>SUBMITTED: YES / NO</p>
<p>Provide the contact details for a professional person who would be prepared to provide a reference and verify and support your application.</p>	<p>NAME: ADDRESS: TEL: EMAIL: RELATIONSHIP:</p>
<p>Details of your bank (we may request a financial reference)</p>	<p>BANK NAME: ADDRESS: BANK SORT CODE: TYPE OF ACCOUNTS HELD: BANK ACCOUNT NUMBER: ACCOUNT MANAGER:</p>
<p>IF A CHANGE IN THE STALL LAYOUT IS REQUIRED PLEASE DESCRIBE THE ALTERATION IN FULL</p>	

<p><i>Please note that a Licence to alter the stall maybe required and an additional fee maybe involved</i></p>	
<p>PLEASE ALSO PROVIDE: - PLANS/ DRAWINGS - METHOD STATEMENT EXPLAINING HOW WORKS WILL BE DONE</p>	<p>PROVIDED: YES/ NO YES/ NO</p>
<p>LANDLORD/ADMIN FEES (£) <i>(Note standard £210 minimal admin fee, however, additional fees may apply for more complicated applications, for example a Licence to alter the stall layout)</i></p>	
<p>BUSINESS CASE FOR LETTING</p>	

TABLE 3. GENERAL INFORMATION (* compulsory field)
- I hereby certify that the information I have provided as part of the stall application

*process in Swansea Indoor Market is accurate. I understand that giving false or misleading information may disqualify my application.
- I am aware of the rental rates associated with the stall(s) in question.*

PROPOSED NEW/ INCOMING TENANT SIGNATURE	
NAME IN CAPS	
DATE OF APPLICATION	
ANY ADDITIONAL INFORMATION IN SUPPORT OF APPLICATION	

CCM office use only:

STALL No:

APPLICANT:

<i>Date(s) application initially received</i>	
<i>CCM View & Checks</i> - Home address checks (Electoral Register) - Business address checks (Companies House)	
<i>Corporate Property/ Estates View & Checks</i> - Terms of lease to be highlighted	
<i>Legal View & Checks</i>	
<i>Finance View & Checks</i> - ISIS checked for debts to CCS	
<i>Market Federation View</i>	
<i>Other Views/ Information (e.g. Food Hygiene, Health & Safety/ Fire Safety & individual traders)</i>	
<i>Square foot checked (for part assignments/ mergers only)</i>	

<i>Proposed occupation date</i>	
<i>Payment details</i> - Admin fee - Licence to assign fee	