

THE HIGHLAND COUNCIL  
INFRASTRUCTURE, ENVIRONMENT & ECONOMY SERVICE  
APPLICATION TO LEASE AN INDUSTRIAL SITE



SITE ADDRESS: Site 5 Balintore Industrial Estate

Completion of this form does not have any contractual effect nor does it impose or create any legally binding obligation or liability. This form does not constitute an application for planning permission, building warrant or any other statutory permission. All questions should be answered and any special circumstances or additional information may be outlined on a separate sheet.

1. ANNUAL RENT

How much annual rent are you offering?

£

, exclusive of VAT

2. APPLICANT DETAILS

Full Name of Applicant: .....

Trading Name (if any): .....

Applicant's Address: .....

.....  
.....

Name of person submitting this application form: .....

Telephone: ..... Mobile: .....

Email: .....

If the business is a **partnership**, please give the full names and home addresses of all partners.

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.....

If the business is a **limited company**, please give the registered office address and company number.

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3. SOLICITOR / LEGAL AGENT

Name of Solicitor: .....

Solicitor's Firm: .....

Solicitor's Address: .....

.....  
.....

If your application is successful, the offer of lease will be issued direct to your Solicitor. therefore you must provide their contact details.

#### 4. EXISTING PREMISES

Do you currently occupy business premises?

YES

☐

NO

☐

If so, are they leased or owned?

LEASED

☐

OWNED

☐

Please state below your landlord's name and address, together with the address of the premises concerned:

**Name & Address of Landlord:**

**Address of Premises Leased from this Landlord:**

.....

.....

.....

If you already lease property from The Highland Council, do you intend to vacate if your application for this property is successful?

YES

☐

NO

☐

#### 5. DESCRIPTION OF PROPOSED USE

Please describe in detail your proposed business activities on the site:

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.....

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#### 6. DEVELOPMENT COSTS

Please provide estimated costs of developing your business on the site, if available

a) Site Preparation

£

b) Buildings

£

c) Site works/landscaping

£

d) Professional Fees

£

If available, please enclose drawings showing site and building plans, elevations and sections.

#### 7. NOXIOUS AND HAZARDOUS PROCESSES

Does the business process involve the creation of any noxious, toxic or hazardous waste or by-products in any forms, including dust or smoke? If so, please give details of the materials concerned and the intended means of disposal.

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#### 8. PROCESS MATERIALS

What materials will be used and will they be stored on the site? What means of storage is proposed?

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## 9. TRANSPORT

Which form of transport will be used to convey material to and products from the site? Does the business have any special requirements in this respect? Please provide details of traffic generation anticipated in terms of number and frequency of deliveries by types of vehicles.

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## 10. USE OF SITE

Please give a breakdown of how you propose to use the site:

a) Area to be built upon  %    b) Area to be surfaced  %    c) Undeveloped area  %

Please specify use of undeveloped area: .....

## 11. EMPLOYEES

### a) Existing Full-time & Part –time Jobs

If the business already operates in the area, how many people does it employ?

F/T	P/T
<input type="text"/>	<input type="text"/>

### b) New Full-time & Part –time Jobs

How many new jobs will be created by the business at this location?

F/T	P/T
<input type="text"/>	<input type="text"/>

## 12. SERVICE REQUIREMENTS

a) Will the proposed use involve the use of water from the public supply?    YES ☐    NO ☐

b) Indicate any additional/exceptional servicing requirements.

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## 13. LEASE TERM

Our standard lease term for development sites is **99 years, incorporating rent reviews every five years and no break clause**. If you do not intend to erect a permanent building on the site, a shorter lease term may be considered at a higher rent. In the first instance, please discuss your requirements with us.

## 14. RELATIONSHIP TO ANY HIGHLAND COUNCIL EMPLOYEE OR COUNCILLOR

Please give details of any member of staff or elected Member to whom you are related.

Full Name of Employee:    Mr/Mrs/Miss/Ms .....

Relationship: .....

Full Name of Member:    Councillor .....

Relationship: .....

## 15. FINANCIAL INFORMATION

- (a) A bank reference confirming your financial standing and giving an opinion on your ability to meet the financial obligations of the lease. **Highland Council cannot seek this from your bank as we operate a sealed bidding procedure. It is your responsibility to obtain the bank reference. Please use the enclosed Bank Reference Request Form if required.**

Please confirm you have requested the reference direct from your bank – TICK HERE

☐

- (b) For **existing businesses** - copies of the last 3 years certified final accounts.

**OR** For **new businesses** - a Business Plan including a detailed cash flow statement for the first year, with summary figures for years 2 and 3.

- (c) Please indicate the date by which you will have obtained all necessary finance and will be in a position to proceed with the lease:

All information provided will be treated in the strictest confidence. In the event that the above information is not enclosed with the application, your application will be delayed and may ultimately be refused. We reserve the right to request further information, if required, to determine your application. **Please note that if you are indebted to The Highland Council e.g. Council Tax, Non-Domestic Rates, Sundry Debt etc., then Council policy precludes offering a lease until the debt is cleared.**

## 16. DECLARATION BY APPLICANT

- (a) I/we confirm that the information I/we have provided to the Council is accurate.  
(b) I/we confirm that I/we am/are not indebted to the Council in any way.  
(c) I/we confirm that I/we have no objection to the Council approaching my/our existing landlord for a reference.  
(d) I/we confirm that I/we have read the Guide for Industrial & Commercial Tenants on the Council's website.

Signed: .....

Position: .....

Date: .....

**Please return this form, together with your financial information to:**

**THE HIGHLAND COUNCIL, INFRASTRUCTURE, ENVIRONMENT & ECONOMY SERVICE,  
PROPERTY LETTING, ROOM C/2/004, 2ND FLOOR COUNCIL HEADQUARTERS  
GLENURQUHART ROAD, INVERNESS IV3 5NX**

**CLOSING DATE FOR APPLICATIONS: 12 NOON, WEDNESDAY 25 SEPTEMBER 2024**

**We do not accept applications by fax, however you may email this application form, plus supporting documents, in PDF format, to [property.offers@highland.gov.uk](mailto:property.offers@highland.gov.uk). Please ensure you type the Site Address and Closing Date in the subject line of the email.**

### FOR HIGHLAND COUNCIL PURPOSES ONLY

OPENED ON:	Day: .....	Date: .....	Time: .....
OPENED BY:	Job Title: .....		
	Name: .....	Signature: .....	
WITNESSED BY:	Name: .....	Signature: .....	
WITNESSED BY:	Name: .....	Signature: .....	

# REQUEST FOR STATUS ENQUIRY, BANK REFERENCE OR OPINION



## INFORMATION FOR BANK ISSUING THE STATUS ENQUIRY/REFERENCE/OPINION

A customer of your bank, detailed below, is applying to lease industrial / commercial property from The Highland Council who require that the application must be accompanied by a bank reference confirming your customer's financial standing and giving an opinion on their ability to meet the financial obligations of the lease.

As the Council operates a sealed bid letting procedure, obtaining the bank reference and paying the appropriate fee is the responsibility of the applicant i.e. your customer.

This form has been provided to your customer for them to complete and present to their bank to arrange for a bank reference to be issued for the reasons outlined above. We trust you will accept this as sufficient authorisation from your customer to issue the bank reference.

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## INSTRUCTION TO APPLICANT / BANK CUSTOMER

Please complete this form **then send it direct to your bank to obtain the bank reference.**

**ADDRESS OF PROPERTY YOU  
ARE APPLYING TO LEASE:**

**SITE 5 BALINTORE INDUSTRIAL ESTATE, EVANTON**

**YOUR NAME:**

**YOUR ADDRESS:**

**YOUR BANK:**

**ACCOUNT NO.**

**SORT CODE:**

**PROPOSED RENT AMOUNT:**

£

per annum, exclusive of VAT

I/We hereby authorise my/our bank/building society to issue a reference to The Highland Council in respect of my/our above numbered account. I/We also consent to any charge or cost in connection with the bank reference being debited from my/our bank account.

**YOUR SIGNATURE:**

**DATE:**

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## HIGHLAND COUNCIL CONTACT

If either party has any queries, please do not hesitate to contact us.

**Contact:** Property Letting

**Signature:**

**Tel:** 01463 785128

**Email:** property.letting@highland.gov.uk

**Address:** The Highland Council, Property Letting, 2<sup>nd</sup> Floor Room C/2/004, Council Headquarters, Glenurquhart Road, Inverness IV3 5NX.

## THE HIGHLAND COUNCIL

### APPLYING TO LEASE INDUSTRIAL OR COMMERCIAL PROPERTY

#### GUIDE TO COMPLETING THE APPLICATION FORM

1. Please complete the form in full and provide as much information as you can to allow us to assess your application.
2. If you require more space than is available on the application form, please supply the additional information in a covering letter or on a separate piece of paper.
3. If you trade as a Sole Trader or Partnership, you must detail your home address(es) as well as any existing business address(es) as the Council's financial regulations require us to check if you owe the Council any money. If you do not provide this information, we will not be able to progress your application.
4. You must supply a bank reference to allow us to verify your credit worthiness. We cannot progress your application without a bank reference and we cannot seek this from your bank on your behalf. Please complete the Bank Reference Form and submit direct to your bank, if they require this. If you have not received the reference when you submit your application, please tick the box on the application form to confirm you have requested it. Please note a bank reference will not be required if your business is a government or public sector department or agency or body.
5. You must use the formal address label to return your application form. To ensure the integrity of our letting procedures, we are not permitted to open applications before the closing date and using the address label allows us to distinguish your application from other incoming mail.
6. Your application must be emailed or posted or hand delivered. We cannot accept applications by fax. If you post your application, please ensure you have paid the correct postage as underpaid mail will be delayed by Royal Mail. If your application arrives late due to insufficient postage, we will not be able to progress it and it will be rejected.
7. We will not be able to consider your application if it is received after the closing date.
8. We will not be able to consider your application if you deliver it to any Council office other than our office at the address stated below.
9. We provide a PDF version of the letting particulars and a dedicated webpage for each property we advertise on Highland Council's website at  
Web: [www.highland.gov.uk/propertyletting](http://www.highland.gov.uk/propertyletting)
10. If you have a question about the property or the application process that cannot be answered from the particulars or the webpage, then please do not hesitate to contact us:  
Email: [property.letting@highland.gov.uk](mailto:property.letting@highland.gov.uk) Telephone: **01463 785128 (24 hour voicemail)**

# **DO NOT OPEN BEFORE CLOSING DATE**

APPLICATION FOR: **SITE 5 BALINTORE INDUSTRIAL ESTATE**

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CLOSING DATE: 12 Noon, Wednesday 25 September 2024

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## **CONFIDENTIAL**

The Highland Council  
Industrial & Commercial Property  
2<sup>nd</sup> Floor, Room C/2/004  
Council Headquarters  
Glenurquhart Road  
INVERNESS  
IV3 5NX