THE HIGHLAND COUNCIL

Infrastructure, Environment & Economy Service
Application to Lease a Shop or Office

Property Address: Shop 21, Tomatin Road, Hilton, Inverness, IV2 4UA

1)	**RENT OFFERED:**	**£ , exclusive of VAT**

2)	**NAME OF APPLICANT:**	

3) YOUR CONTACT DETAILS:						
Contact's Name:						
Email:						
Landline:						
Mobile:						
Status:	**Sole Trader**		**Partnership**		**Limited Company**	

3a) SOLE TRADER DETAILS:	
Home Address:	
Trading Address:	

3b) PARTNERSHIP DETAILS:	
Partner 1 Name & Home Address:	
Partner 2 Name & Home Address:	

3c) LIMITED COMPANY DETAILS:	
Company No:	
Registered Office Address:	
Trading Address:	

4) YOUR SOLICITOR / LEGAL AGENT			
Name of Solicitor:			
Name of Firm:			
Address:			
Email:		**Telephone:**	

*N.B. If you are successful, the offer of lease will be issued direct to your Solicitor **unless otherwise instructed**. Please **TICK** if you **DO NOT** want the offer to be issued to your solicitor.* ☐

5) EXISTING PREMISES:				
Do you currently occupy business premises?	**YES**		**NO**	
If so, are they leased or owned:	**LEASED**		**OWNED**	

5a) If leased, please provide details of the leased property address and your landlord:	
Leased Property Address:	
Landlord's Name & Address:	

5b) If you already lease property from Highland Council, do you intend to vacate if your application for this property is successful:	YES		NO	

6) PROPOSED USE OF PROPERTY & APPLICANT'S BUSINESS EXPERIENCE :
6a) Please describe your background and current and previous business experience:
6b) Please describe your proposed use of the property? Do you intend to make alterations?

NB: All alterations require the prior written consent of the Highland Council as Landlord of the property

7) BUSINESS EMPLOYEES:		
7a) Existing Full Time & Part Time Jobs:	**F/T**	**P/T**
If the business already operates in the area, how many people does it employ?		
7b) New Full Time & Part Time Jobs:	**F/T**	**P/T**
How many new jobs will be created by the business at this location?		

8) RELATIONSHIPS TO HIGHLAND COUNCIL EMPLOYEES OR ELECTED MEMBERS:	
Please give details of any member of staff or elected Member to whom you are related.	
8a) Name of Employee:	
8b) Nature of Relationship:	
8c) Name of Elected Member:	
8d) Nature of Relationship:	

9) FINANCIAL INFORMATION:	
Please supply the following in support of your application:	**TICK HERE**
9a) **A bank reference** confirming your financial standing and giving an opinion of your ability to meet the financial obligations of the lease	

N.B. We cannot seek the bank reference 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.

9b)	For **existing businesses** - copies of the last 3 years certified final accounts	
9c)	For **new businesses** - a Business Plan including a detailed cash flow statement for the first year, with summary figures for Years 2 & 3	

N.B. 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 to determine your application. Please note that if you owe money to Highland Council e.g. Council Tax, Non-Domestic Rates etc., then Council policy precludes offering you a lease until the debt is cleared to our satisfaction.

10) DECLARATION BY APPLICANT:	
10a) I/we confirm that the information I/we have provided to the Council is accurate. **10b)** I/we confirm that I/we am/are not indebted to the Council in any way. **10c)** I/we confirm that the Council may approach my/our existing landlord for a reference. **10d)** I/we confirm that I/we have read the Guide for Industrial & Commercial Tenants on the property's webpage on Highland Council's website	
SIGNATURE:	
JOB TITLE/POSITION:	
DATE:	

11) PLEASE RETURN THIS FORM & YOUR FINANCIAL & SUPPORTING INFORMATION, TO:	
Postal Address :	**The Highland Council, Industrial & Commercial Property, Infrastructure, Environment & Economy Service, Room C/2/004, 2nd Floor, Council HQ, Glenurquhart Road, Inverness IV3 5NX**
OR Email Address:	**property.offers@highland.gov.uk**
Closing Date:	**12 noon Wednesday 20 January 2027**

N.B. We do not accept applications by fax, however you may email this application form, plus supporting documents, in PDF format. Please ensure you type the Property 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:***		
Witness 1:	***Name:***			***Signature:***		
Witness 2:	***Name:***			***Signature:***		

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. **Y**our application must be emailed OR posted. We do not accept applications by fax and,currently, hand delivery is not possible as our offices are closed due to COVID.

6. If you email your application, please send it to: **property.offers@highland.gov.uk**

7. If you post your application, you must use the formal address label to return it. 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. 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.

8. We will not be able to consider your application if it is received after the closing date.

9. 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.

10. We provide a PDF version of the letting particulars and a dedicated webpage for eachproperty we advertise on Highland Council's website at:

    www.highland.gov.uk/directory/27/property-for-rent

11. 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 Telephone: 01463 785128 (24 hour voicemail)

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 their application must be accompanied by a bank reference confirming their financial standing and giving an opinion on their ability to meet the financial obligations of the proposed 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.

INSTRUCTION TO APPLICANT / BANK CUSTOMER

Please complete this form, then **SEND IT DIRECT TO YOUR BANK TO OBTAIN THE BANK REFERENCE.**

PROPERTY REF: **Shop 21, Tomatin Road, Hilton, Inverness, IV2 4UA**

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:** .....

HIGHLAND COUNCIL CONTACT

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

Contact: Property Letting **Signature:** A Langer

Tel: 01463 785128 **Email:** property.letting@highland.gov.uk

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

DO NOT OPEN BEFORE CLOSING DATE

PROPERTY: **Shop 21, Tomatin Road, Hilton, Inverness, IV2 4UA**

CLOSING DATE: **12 noon Wednesday 20 January 2027**

CONFIDENTIAL

The Highland Council
Property Letting (Industrial & Commercial Property)
2nd Floor, Room C/2/004
Council Headquarters
Glenurquhart Road
INVERNESS
IV3 5NX