

INSTRUCTIONS FOR NEW LEASE – PRO FORMA

Terms have been agreed in principle in respect of the following property transaction. Please act on our behalf in connection with this:

Instructing Officer details: <i>Please include name, e-mail, postal address and telephone number</i>	Roger Jones roger.jones@northnorthants.gov.uk 07795612703
Is the instructing officer to be the main point of contact for Legal Services? <i>If not, please provide details of contact.</i>	Yes
Type of Lease: <i>Lease renewal, new lease, sublease</i>	New Lease
Agreement for Lease:	Yes £6000 per annum Payable £500 PCM monthly in advance
Description of the Property: (Please provide title number if registered)	Poolside Cafe Corby East Midlands International Pool Parklands Gateway, George Street Corby Northants. NN17 1QB
Tenant's details: <i>Name, Address and Company Number (if applicable)</i>	Steve Alder 62 Lynton Grove Corby NN188BP
Tenant's Solicitor's details <i>Please insert if applicable</i>	TBC
Term:	3 years
Rent: <i>Please state amount and whether payable quarterly or monthly</i>	£6,000.00 per annum
VAT: <i>Is this payable on the rent</i>	No
Rent Review Date(s): <i>Is there to be a rent review, if so, when and is it to market value or RPI/CPI and</i>	Every 12 months or by 3 months written notice.

<i>and is it to be upwards only in the case of market value and what is the base month if RPI/CPI?</i>	
Permitted Use:	As a sit down and takeaway café offering a range of food and beverages served from the kitchen
Security of Tenure: <i>Is Lease to be within the Security of Tenure provisions provided by the Landlord & Tenant Act 1954</i>	No
Break clause: <i>Yes or No, Tenant or Mutual, how many months' notice is required, fully conditional or Lease Code compliant etc</i>	Yes – Tenant or Mutual only at 18 months with 6 months' notice
Assigning or subletting, and any charging or sharing: <i>Is any permitted, if so, whole or part and is there a time period applicable?</i>	Not permitted
Repair: <i>Full repair or internal only; and is there a schedule of condition.</i>	Tennant accepts responsibility of all repairs and maintenance except for structural repairs to the building.
Incentives: <i>Is a rent free period being given</i>	N/A
Rent Deposit: <i>Please state amount if applicable and whether VAT applies</i>	Not required as business already occupies the venue under a let under licence agreement.
Plan of Property being let: <i>Please attach a plan showing property edged red and Land Registry compliant</i>	As Attached
Any relevant background information:	No
Any other terms:	No
Date required:	1 st December 2023
Any documents attached: <i>e.g. signed Heads of Terms, copy previous lease, etc</i>	Heads of terms, delegated decision, business area plan.

<p>Alterations <i>Internal and/or external – with or without consent</i></p>	<p>Internal non-structural permitted subject to Landlord's prior consent (not to be unreasonably withheld or delayed). All other alterations/additions prohibited</p>
<p>Insurance and Insurance Rent:</p>	<p>Tenant to hold insurance for business area for fire and theft. Contents to be insured by the Tenant.</p>
<p>Service Charge:</p>	<p>None</p>
<p>Legal Costs: <i>Is Tenant contributing, if so, how much</i></p>	<p>Up to £600 contribution toward legal costs payable prior to instructing the Council's legal team</p>
<p>Surveyors' fees: <i>Is Tenant contributing, if so, how much</i></p>	<p>Not required as business already occupies the venue under a let under licence agreement.</p>

Please confirm the following:

Is it a Key Decision or a matter that cannot be delegated? <i>Point 3 of Part 9.2 of the Constitution</i>	No
Has Councillor Consultation been carried out? <i>Point 1 of Part 9.2 of the Constitution</i>	Not required as business already occupies the venue under a let under licence agreement.
Have Conditions of Using Delegated Authority been complied with? <i>Point 4 of Part 9.2 of the Constitution</i>	Yes
Does the transaction require Proper Officer approval ? <i>Part 9.3 – List of Proper Officers</i>	No
Has the transaction been approved by a Delegated Officer ?	Yes

Approved and signed by:

Delegated Officer / Proper Officer - (**delete as applicable*):

Printed Name:

Dated: