



Transport for London
Commercial Development
Directorate (Property)
5th Floor, East Wing
55 Broadway London
SW1H 0BD

APPLICATION FORM FOR VACANT PREMISES

PLEASE READ CAREFULLY AND FULLY COMPLETE THIS APPLICATION.

PLEASE POST THIS FORM TO THE ABOVE ADDRESS WITH ALL SUPPORTING DOCUMENTATION LISTED BELOW FOR YOU AND ANY JOINT OR ASSOCIATED APPLICATION.

ENSURE YOU HAVE THE FOLLOWING DOCUMENTS FOR YOU AND ANY JOINT APPLICANT.

- 1. BANK REFERENCE (if you are able to obtain this)**
- 2 CREDIT REPORT**
- 3. ANY ONE OF THE FOLLOWING – (Only send copies of these, NOT the originals).**
 - A. CURRENT FULL SIGNED PASSPORT.**
 - B. UK DRIVING LICENCE (FULL OR PROVISIONAL)**
 - C. ALL APPLICANTS MUST PROVE (VIA THEIR PASSPORT) THAT THEY ARE AUTHORISED TO WORK IN THIS COUNTRY.**
- 4. PROOF OF ADDRESS ON THREE DIFFERENT DODUMENTS - THESE CAN BE:**
 - A. MORTGAGE STATEMENT**
 - B. UTILITY BILLS**
 - C. COUNCIL TAX BILL, ETC.**

Premises Address and Rental Bid – Please complete clearly in block capitals.

Address of Property to be let.....

Property Ref (if known)..... Proposed Use of Property.....

Proposed Rent per annum £..... Turnover Rent to apply Yes/No%

Are you currently or have you been in the past a tenant of any TfL Property Yes/No – If yes please give full details of property address and TfL reference.

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Section 1- Proposed Tenants Details:- (if Limited company proceed to Section 2)

Full Name of Applicant: - First Name Last Names.....

Date of Birth:- / / National Insurance No. / / / / /

Private Residential Address.....

.....Post Code.....

Period of Time at this Address in years.....

If less than three years at the above address please give previous address (Continue on a separate sheet if necessary)

Private Residential Address.....

.....Post Code.....

Contact Details:-

Home..... Work..... Mobile.....

Email Address.....

Are you a Home Owner/Tenant/Lodger/Live with Relatives - (Delete where not appropriate)

If Home Owner specify whether Freehold/Leasehold - (Delete where not appropriate)

If Home Owner Approx Value of Property £..... Approx outstanding Mortgage £.....

Reference Details:-

Name & Address of current and/or previous business landlord

Address.....

.....Post Code.....

Contact Details

Work..... Mobile..... Email Address.....

Address of premises occupied

..... Post Code.....

Business References – Please give details of two trade or business references below

(1).....
.....

(2).....
.....

OR Details of current employer:-

Name
Address.....
.....Post Code.....

Contact Details:-

Work.....Mobile.....Email Address.....
Occupation:.....Time with this employer.....

Only fill in Section 2 if you are applying as a Plc, a Limited company or under a trade name -

Section 2 – Details of Limited Company/ PLC/Trade Name – If applicable

Full Registered Name of Company : -Reg Number
Registered Address
.....Post Code.....

Contact Details:-

Home.....Mobile.....Email.....

Name of Director (1) Last NameFirst Names.....
Private Residential Address.....
.....Post Code.....

Period of Time at this Address in years..... Email Address.....

Date of Birth:- ___/ ___/____ National Insurance No. ___/ ___/ ___/___

Tel.....Work.....Mobile.....

Name of Director (2) Last NameFirst Names.....
Private Residential Address.....
.....Post Code.....

Period of Time at this Address in years..... Email Address.....

Date of Birth:- ___/ ___/____ National Insurance No. ___/ ___/ ___/___

Home.....Work.....Mobile.....

Reference Details:- Name & Address of current and/or previous business landlord

Name:-.....
Address.....
.....Post Code.....
Tel..... Mobile..... Email

Business References – two references are required for our purposes.

1 - Name

Address.....
.....Post Code.....
Tel Mobile..... Email

2 - Name

Address.....
.....Post Code.....
Tel Mobile..... Email

Employment - Details of current employer:-

Name

Address.....
.....Post Code.....
Tel..... Mobile..... Email

Occupation:..... Time with this employer.....

If you are proposing to support your application by providing a Surety/Guarantor please provide their details

Name

Address.....
.....Post Code.....
Tel..... Mobile..... Email

Relationship with proposed tenant

Personal Finance – Please give details of your current income and outgoings. Please list your monthly income and commitments such as Mortgage, Rent, Rates, Loans, Hire Purchase Agreements, Credit and Store Card payments etc.

Annual Income £..... Net Monthly Income £.....

Monthly Expenditure: Rent/Mortgage/Rates/Water Charges etc/ Amount: £

Utility Bills - Gas/Electricity/Telephone etc. Amount £

Loans specify Amount : £

HP/Credit Cards etc. specify..... Amount : £

Other Monthly Expenses specify Amount : £

Bank Details

Name of Present Bank/Building Society:-

Give Name of Manager or Business Account Manager:-

Full Address and post code:-.....

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Account Name: Sort Code: __ - __ - __ Account Number:

Telephone No: Overdraft Facility:

CREDIT CHECK You will be required to provide a Credit Check Report at your own cost. These are available via the internet or by writing to one of the following:-

Experian - www.experian.co.uk.

Equifax - www.equifax.co.uk.

Callcredit - www.callcreditcheck.com.

Please supply a copy of the result to us with this completed application form.

Bank Reference Form

AUTHORISATION TO OBTAIN INFORMATION INCLUDING BANKERS REFERENCES

I hereby authorise you to provide the usual status information concerning the details supplied on this form including any accounts held with the Bank detailed above to TfL Property or its enquiry agents. Cost, if any, related to such reference being issued shall be met by myself.

Signed: Date:

DECLARATION:

I confirm that the information given above is to the best of my knowledge and belief correct and truthful, and may be verified. Please see further details of the Privacy Notice below.

Signed: Date:

WARNING:- Your application for premises will be rejected if you give inaccurate or incomplete answers to any of the above questions. Also failure to complete any part of this form will affect your chances of being selected as a tenant.

Commercial Privacy Notice

Commercial Property tenants

This notice explains how Transport for London (TfL), its subsidiaries and service providers use the personal information held in connection with your commercial property tenancy. If you are a commercial property tenant, the information we hold about you may include:

- Name
- Address
- Email address
- Telephone/mobile number
- Date of birth
- National insurance number
- Financial background information (eg residential status, property value, income and outgoings)
- Application support documentation (eg proofs of identity and address, bank reference, credit report)
- Bank account and sort code
- Enquiries, complaints or other correspondence from you
- Tenancy history documentation and contract

If you are a prospective commercial property tenant, and do not enter into a tenancy, we may hold all of the above information, with the exception of tenancy history documentation.

If you use a surety or guarantor to support your application, and provide references, TfL will also hold information relating to them, which will include: name, address, email address, telephone/mobile number.

Legal basis for using your information

Under data protection legislation, TfL is only allowed to use personal information if we have a proper reason or 'legal basis' to do so. In the case of Commercial Property we rely on the following 'legal grounds':

- For the 'performance of a contract' – in connection with steps taken towards entering into a tenancy agreement, and to comply with the obligations contained in the tenancy agreement itself
- For 'compliance with a legal obligation' that TfL is subject to – in connection with any statutory obligations relating to the management of property (including energy efficiency assessment and fire risk assessment, where applicable)
- Our statutory and public functions – like the rest of our income, all 'non fares' revenue generated from our property is also reinvested in our transport network

Obtaining and using your information

The personal information we hold is primarily provided by you when you make a tenancy application, either directly with TfL or via a third party agent. If you become a TfL tenant we also hold information generated during the period of your tenancy.

We use your personal information for the purposes of assessing your application (including a review

of financial strength), ongoing tenancy account and property management and fraud prevention. Information provided during the application process will also be used to decide what level of rent deposit TfL requires to be paid by a tenant.

If we hold an email address for you we will send an annual survey to ask for your feedback. You will be given an opportunity to respond anonymously and can also opt-out of participating in future surveys.

We will not pass your personal information on to any other organisation for marketing purposes without your prior consent. In addition we do not sell or rent personal information to third parties for any purpose.

Length of time we keep your information

We will keep your personal information for as long as you're a commercial property tenant. After you stop being a tenant we will keep your information for 13 years to: respond to correspondence, concerns or complaints; to maintain records according to rules that apply to us (for example financial regulations or property or contract law); or to establish and defend any legal rights.

If your commercial property tenancy application is unsuccessful, we will dispose of your information after a final decision is made.

Keeping your information secure

We take the privacy of our tenants very seriously and a range of robust policies, processes and technical measures are in place to control and safeguard access to, and use of, personal information associated with commercial property tenancy. We also publish guidance on the steps you can also take to [protect your personal information](#)

Sharing your information

We share your personal information with our subsidiaries and service providers for the purposes of assessing your application (including a review of financial strength), ongoing tenancy account management and fraud prevention. Third parties that we work with include:

- Letting agents – to progress initial applications and recommend tenants to TfL
- Licensed credit reference agencies – to support a review of credit worthiness
- Maintenance contractors – to support ad hoc and planned maintenance works
- Direct Debit scheme – if you have a direct debit set up to pay rent
- Insurance providers – in the event you make a claim on TfL's insurance policy

Where you have direct engagement with our service providers, they will maintain records of their own. You should check their terms of service for further information on how they will process your information.

At our discretion, we may disclose personal information in response to valid requests from the police. Before we authorise any disclosure, the police have to demonstrate that the personal information concerned will assist them in the prevention or detection of a specific crime, or in the apprehension or

prosecution of an offender. Each request from the police is dealt with on a strictly case-by-case basis to ensure that any such disclosure is lawful and in accordance with data protection legislation.

Overseas processing

TfL and its service providers may process your personal information in countries within the European Economic Area (EEA). Any such processing will be carried out in strict accordance with UK and EU privacy legislation and the appropriate contractual safeguards which TfL has put in place.

Your information rights

Under data protection legislation you are entitled to ask to see any personal information that we hold about you. For access contact PMQueries@tfl.gov.uk.

You also have a number of other information rights which include:

- The right to question any information we have about you that you think is wrong or incomplete
- The right to object to how we use your information or to ask us to delete or restrict how we use it
- The right to complain to our Data Protection Officer at DPO@tfl.gov.uk
- The right to complain to the regulator – the Information Commissioner’s Office, at www.ico.org.uk

Changes to this notice

It's likely that we'll need to update this statement from time to time, and will notify you of any changes when made. This statement was last updated in May 2018.