

APPLICATION FOR TENANCY

Name(s):	
Company name:	
Company reg/VAT reg No:	<i>[If applicable].....</i>
Business address & telephone:	<i>[If applicable].....</i>
Business email:	<i>[If applicable].....</i>
Business website:	<i>[If applicable].....</i>
Home address & telephone:	<i>[If different]</i>
Solicitors details: (if using)	<i>[Name, address, telephone no and email]</i>
Reference 1 details:	<i>[Name, address, telephone no, email and relationship to referee]</i>
Reference 2 details:	<i>[Name, address, telephone no, email and relationship to referee]</i>
Details of Business:	<i>[Brief description of nature of business]</i>
Business start-up date:	<i>[Actual date, or proposed start date if new business]</i>
Number of people currently employed:	<i>[This is an optional question]</i>
Proposed Full Time/ Part Time Job Creation in first 24 months:	<i>(This question is optional: No of FT jobs (30 hours or more a week) : No of PT jobs: (expressed pro-rata to FT equivalent)</i>
Which Location(s) preferred:	<i>[Ashwell Business Units, Ketton Business Units or Oakham Enterprise Park]</i>
Utilities required:	<i>Water, electric, broadband</i>
Lease period and break terms sought (max. 10years)
Target date for occupation:	<i>[Date & any specific reason]</i>

Please return to: Rutland County Council, Property Services, Catmose Street,
Oakham, Rutland, LE15 6HP, or email to: estates@rutland.gov.uk

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Signed:	<i>[To be signed by applicant/s]</i>
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For office use only:

Proof of ID Requested: YES/NO

Proof of ID Seen: YES/NO

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In order to comply with the Data Protection Act and the General Data Protection Regulation (GDPR), which comes into effect in May 2018, we have to provide you with information about the personal data you give to us. This information is set out below:

Rutland County Council is the data controller for the personal information you may provide. You can contact us by phone on 01572 722577, via email to dataprotection@rutland.gov.uk or by writing to us at Data Protection, Catmose House, Oakham, Rutland, LE15 6HP

Your information will be used so that we can process your tenancy application.

Your personal data may be shared with other teams within the council in order to provide a service to you, to ensure our records are kept up to date, where we are required to do so under legislation and to protect economic/financial interests. Your data will also be used in order for credit checks to be completed as part of your tenancy application. We may share the data with third parties if we are required by law to do so, this may include the Police or Government Agencies. We will not sell your data or use it for marketing purposes without your consent.

We will keep your data from the date of your tenancy application until you no longer have any obligations under your tenancy with Rutland County Council. This is in accordance with current legislation.

You have the following rights under the GDPR. Please note not all of these rights apply to all processing. Further details on each right can be found on our website (<https://www.rutland.gov.uk>)

- *The right to be informed.*
- *The right of access.*
- *The right to rectification*
- *The right to erasure*
- *The right to restrict processing*
- *The right to data portability*
- *The right to object*
- *Rights related to automated decision making, including profiling*

If you are not happy with the way the council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office.

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