



APPLICATION FORM

PURPOSE

- Identification of prospective licensees and their suitability for occupation within the Centre.
- Consideration and issuing of a licence with regards to occupation as a licensee.
- Compliance with the Management Agreement between The Sussex Innovation Centre Management Ltd and The Sussex Innovation Centre Development Ltd.

OBJECTIVE

- To enable the Centre to provide managed flexible accommodation to the right licensee.
- To ensure the Sussex Innovation Centre Management Ltd can provide the services and accommodation that is suitable for each licensee.
- To ensure that licensees will complement the Innovation Centre and other existing licensees.
- To establish the prospective licensees business viability through sight of their Business Plan or formal accounts for their last trading year. To assist in these decisions it may also be necessary to undertake a Company search

DEFINITION

The definition of acceptable licensees in the adopted letting criteria are that Licensees main proposed activity should fall under at least one of the following heads:

- Research and/or Research and Development
- Strategic, Policy, Technical or Management Consultancy
- Prototype or low volume manufacturing
- Scientific product or market testing
- Other innovative activities which further the aims of the Centre and the region
- Services or manufacture to support any of the above
- Technology support or services required from the University of Sussex.



CONFIDENTIAL INFORMATION

PERSONAL SECTION

- 1.1 NAME OF CLIENT: _____
- 1.2 RESIDENTIAL ADDRESS: _____

- 1.3 HOME TELEPHONE NO: _____
- 1.4 MOBILE NO: _____
- 1.5 FAX NO: _____
- 1.6 E-MAIL ADDRESS _____

COMPANY SECTION

- 2.1 COMPANY NAME _____
- 2.2 CURRENT BUSINESS ADDRESS _____

- 2.3 CURRENT TELEPHONE NO.: _____
- 2.4 CURRENT FAX NUMBER: _____
- 2.5 CURRENT EMAIL ADDRESS: _____
- 2.6 WEBSITE ADDRESS: _____
- 2.7 REGISTERED OFFICE: _____



2.8 REGISTERED NUMBER: _____

2.9 VAT NUMBER: _____

COMPANY DETAIL

3.1 NUMBER OF DIRECTORS: _____

3.2 NAMES & POSITIONS

3.3 NUMBER OF EMPLOYEES: _____

3.4 DATE COMMENCED TRADING: _____

3.5 SIZE OF ROOM REQUIRED: _____

3.6 DATE YOU REQUIRE ENTRY: _____

3.7 BUSINESS PLAN ATTACHED YES NO

BUSINESS DESCRIPTION



FINANCIAL INFORMATION

ATTACH DETAILS OF FUNDING OR IF ACCOUNTS ARE AVAILABLE, PLEASE ENCLOSE LATEST COPY. IF NEITHER APPLIES, PLEASE STATE BELOW FINANCIAL PROPOSALS FOR THE COMPANY.

CLASSIFICATION PLEASE INDICATE BY **YES** OR **NO**

4.1	OFFICE	YES/NO			
	LABORATORY	YES/NO		OR BOTH	
4.2	RESEARCH	YES/NO	4.3	PROTOTYPE	YES/NO
	DEVELOPMENT	YES/NO		SCIENTIFIC	YES/NO
	MARKET TESTING	YES/NO		LOW VOLUME MANUFACTURING	YES/NO
4.4	BIO/MEDICAL/PHARMACY	YES/NO	4.5	ELECTRONICS	YES/NO
	BIO LIFE SCIENCE	YES/NO		COMPUTER	YES/NO
	ENVIRONMENTAL SERVICES	YES/NO		SOFTWARE	YES/NO
4.6	ENGINEERING	YES/NO	4.7	OTHER - PLEASE SPECIFY	
	ROBOTICS	YES/NO			
	MEASUREMENT	YES/NO			

HEALTH & SAFETY INFORMATION

In order to comply with Health & Safety Legislation the following information is required:

5.1	COMPLIANCE WITH ELECTRICITY AT WORK REGULATION	YES/NO
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5.2	COMPLIANCE WITH "CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATION 1988" (COSHH 89) (See separate sheet ref. COSHH1 for completion if applicable)	YES/NO
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5.3	COMPLIANCE WITH LEGAL LIABILITIES FOR ANY PUBLIC & EMPLOYEE LEGISLATION	YES/NO
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5.4	DO YOU NEED FUME EXTRACT?	YES/NO
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5.5	IF YES:	
	BY PORTABLE MEANS	<hr/>
	BY OCCASIONAL USE OF ACCESS TO FUME CUPBOARD	<hr/>
	FUME CUPBOARD AS PART OF YOUR LABORATORY	<hr/>
5.6	DISPOSAL OF 'DIFFICULT' WASTE	
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5.7	USE OF GAS (WITHIN LAB)	<hr/>
	USE OF WATER (WITHIN LAB)	<hr/>
	USE OF 3 PHASE POWER	<hr/>
5.8	NEED CLEAN AIR ROOM?	<hr/>



5.9 PLEASE SPECIFY ANY OTHER REQUIREMENTS _____

EXISTING CONNECTION WITH ANY UNIVERSITY OR COLLEGE OF TECHNOLOGY. IF SO, WHICH AND IN WHAT CONNECTION/RELATIONSHIP

ANY OTHER RELEVANT INFORMATION



DECLARATION

The information provided will be used for assessment purpose only and should occupancy be taken up will form part of your contract with Sussex Innovation Centre Management Ltd. The information will be held in accordance with the Data Protection Act*.

If you would like limited information about your company in the Centre handbook, please complete the section below:

Signed Date

Position

I would/would not like a resume included in the Handbook

(ask to see sample publication)

For The Sussex Innovation Centre Management Ltd:

Interviewed by: _____ Date: _____

Approved by: _____ Date: _____

Lease Issued: _____ Term: _____

Agreed date: _____ Sq. Ft: _____

Other Notes

* should tenancy not take place the information will be destroyed within 12 months from interview date.

Business Support

Please complete and return the following survey within 14 days of occupancy.

The intention is that we quickly identify who will be of the most help to you at this stage of your business development.

	N/A	Under consideration	Completed	Advice Sought
Vat thresholds understood and registered				
Systems in place to deal with returns				
Inland revenue aware of your employment status. i.e. registered as self employed				
Company accounts filed on time				
PAYE up to date				
Record keeping system in place				
Pricing				
Costs calculated				
Business plan constructed				
Cash flow forecast made				
Marketing and sales plan in place				
Competitors analysed				
USP defined				
Gross profit understood				
Break even calculated				
Project budgets in place				
Patents, copyright, design right				
Trade mark, Logo.				
Regular financial reporting structure in place				
Financial Investment in place				
Business Insurance in place				
Solicitor engaged				
Accountant engaged				
Employee work contracts in place.				
Employee liability insurance in place				
Grant funding in place				
Other funding understood				
Bank account opened				

