

PERSONAL APPLICATION FOR A COMMERCIAL PROPERTY LETTING

ALL SHADED AREAS WHERE RELEVANT MUST BE COMPLETED

Address of Property to which application relates:-

Proposed use:-

If the application is one to which joint names apply a separate form must be completed for each applicant (please tick if joint)

Family/Surname:-

Mr

Mrs

Ms

Miss

Other (Please tick one of

the above)

First Names (in full)

Date Of birth

dd mm yyyy

Private Address

Home Telephone No.

Mobile Telephone No.

e-mail

Postcode

Are you a:

A home owner

A private tenant

Current time at this address Years

Mths

A council tenant

Hsg Assoc tenant

(If less than five years please provide previous address below)

Previous private addr

Living with parents

Other (please specify)

Postcode

Current time at this address Years

Months

Your current employment status is (please tick one box)

Employed

Unemployed

Self-Employed

Present employment

Address

Work Telephone No.

e-mail

Postcode

Trading Name/Employers Name

If you have ever been a tenant of Birmingham City Council please insert the address(s) of the property(s) and relevant dates in the boxes below

Dates yy/yy

Dates yy/yy

General Statement

The City Council is not prepared to let land or buildings where it is satisfied that the safety of the buildings and the public cannot be ensured; that the use will ferment racial hatred or discrimination; that the use is by the Unification Church (no matter in what name an application is submitted); or that the use is by an anti-democratic or neo-fascist group or supporters of terrorism in general.

References The City Council has an obligation to ensure (as far as it is possible) that it is protected from fraud and that any applicant has a reasonable expectation of being able to meet the responsibilities placed upon them by the Councils standard terms of contract and that financial resources are available to meet the commitment being entered in to. We may make searches about you at credit reference agencies who will supply us with information for either financial or identification purposes and they will record the type of search made whether or not this application proceeds. Accordingly when terms are agreed it will be necessary for you to provide to the Council appropriate evidence to confirm your identity and financial ability. Therefore at the Property Managers discretion the following documents/ evidence may be required from you

Any two of:-	PLUS	Any two of:-	Plus	All of:-
Passport Driving licence photocard Last three months bank statements Last two months credit card statements A person to act as guarantor (who can meet all these requirements)		Residential or Business landlords reference Council reference for Council Tax/Business Rates Payments Mortgage company reference Three years certified trading accounts Written confirmation that National Insurance contributions are up to date		Bank Reference

Your Guide To Data Protection

The Data Protection Act 2018 and GDPR gives rights to you our customers about how your personal information is obtained and used by Birmingham Council. The Act also places obligations on Birmingham City Council.

This guide informs you of your rights under GDPR and details how we handle your information.

WHAT INFORMATION DO WE HOLD AND HOW DO WE OBTAIN IT ?

Information held will have been provided by you and your representatives/contacts in respect of this application.

FOR WHAT PURPOSE DO WE USE YOUR INFORMATION ?

To verify the details of the applicant. To ensure as far as possible that the applicant has sufficient means with which to discharge their responsibilities under the terms of the contract. To ensure that the applicant does not incur a debt beyond their ability to pay. Part of the information you provide may be disclosed to appropriate Councils Departments (e.g. Revenues for collection of Business Rates), the appropriate Water Authority (for collection of Water/S & E Charges) and the Councils insurers in respect of the property to which the application relates. In the event of the applicants failure to comply with the terms of the contract information could also be passed to agents or sub-contractors (including those based outside the European Economic Area) so that they can work for us under a strict code of conduct. If the Council as landlord disposes of its interest in the subject property the applicants details will be passed to the purchaser (new landlord).

YOUR RIGHTS

You have certain rights under GDPR in relation to the information we hold about you. These rights are set out below:

- 1 Access to your personal data. You may request details of the information that we hold about you and the purpose(s) for which it is held. A verbal request is sufficient. We will provide the information in a permanent form, as at the time of request, subject to any routine processing continuing between that time and the time of response. Your request will be met within 30 days of receiving your request, or if later, of receipt of any supplementary information needed to establish your relationship with the authority or verify your identity.
- 2 You are entitled, by notice in writing to require us to cease (or not to begin) processing personal data on the grounds that it is causing, or likely to cause substantial damage or distress to you or to another and that damage or distress is, or would be unwarranted. This does not apply where you have consented to the processing, the processing is necessary for compliance with a legal obligation, or the processing is necessary to protect your vital interests.
- 3 You are entitled, by notice in writing to require us to stop using information about you for the purpose of direct marketing, direct marketing means the communication (by whatever means) of any advertising or marketing material which is directed to you.
- 4 You are entitled, by notice in writing, to require us to ensure that no decision taken by or on behalf of us and which significantly affects you is based solely on the automated processing of your information.

DATA PROTECTION CONTACT DETAILS

Please refer to the Birmingham City Council Website or infogovernance@birmingham.gov.uk

THE INFORMATION COMMISSIONER

If you wish to know more about your rights in respect of protection of personal data, you should write to the

You may also wish to refer to the Information Commissioners Office (ico.org.uk)

THE PROVISION OF FALSE OR MISLEADING INFORMATION ON THIS FORM MAY AMOUNT TO A CRIMINAL OFFENCE AND WILL RESULT IN THE REJECTION OF THE APPLICATION.

SIGNED:

DATE

The completed form should be returned to:

Assistant Director of Property
Place Prosperity &
Sustainability Directorate
Birmingham City Council
PO Box 16255
10 Woodcock Street
Birmingham
B2 2WT

IMPORTANT INFORMATION / WARNING

Birmingham City Council has a duty to protect the public funds we handle and so may use the information you have provided on this form to prevent and detect fraud. By signing this application you are consenting to the sharing of this information for the same purposes with other Council Departments and other organisations which handle public funds.