**Template Application Form for Pub Tenancy or Lease**

**This document is a template, for further information we recommend you seek professional advice.**

**Template document kindly supplied by MJD Hughes, a recommended** [Plunkett Member](https://plunkett.co.uk/become-a-member/) **supplier.**

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**Planning is the key to your business success**

Please provide the following information. Any additional information can be added on a separate piece of paper.

**APPLICATION FOR A PUBLIC HOUSE TENANCY OR LEASE**

Please read this form carefully before commencing your replies. All persons involved in the application should complete the relevant parts of this form in their own handwriting using block capitals. ALL questions should be answered clearly and fully and if necessary, on a continuation sheet. Please reply “N/A” (Not Applicable) to any inappropriate sections of the form. All information given will be treated as strictly confidential and no approach will be made to your present or any previous employer without your consent.

PLEASE COMPLETE IN BLOCK CAPITALS

**Property**

Please state the name and address of the pub you are interested in:

**Applicant Details**

Applicant 1

|  |  |
| --- | --- |
| Surname: |  |
| Previous surnames: |  |
| First Names: |  |
| Present Home Address: |  |
| Postcode: |  |
| Home Telephone Number: |  |
| Mobile: |  |
| Email: |  |

Applicant 2

|  |  |
| --- | --- |
| Surname:  |  |
| Previous surnames:  |  |
| First Names:  |  |
| Present Home Address:  |  |
| Postcode: |  |
| Home Telephone Number: |  |
| Mobile: |  |
| Email:  |  |

**Personal Details**

|  |  |  |
| --- | --- | --- |
|  | Applicant 1 | Applicant 2 |
| Date of birth and age:  |  |  |
| Town and Country of birth: |  |  |
| Nationality:  |  |  |
| National Insurance Number:  |  |  |
| Marital Status: |  |  |
| How long have you lived at your present address:  |  |  |
| Is this property owned by you or rented:  |  |  |

Please give details of previous home address(es) to cover the last 10 years (including dates):

Applicant 1

|  |  |
| --- | --- |
| Dates:  | Address:  |
|  |  |
| Dates:  | Address:  |
|  |  |

Applicant 2

|  |  |
| --- | --- |
| Dates:  | Address:  |
|  |   |
| Dates:  | Address:  |
|  |  |

Will any of your family assist you in the business?If Yes, please give names, ages and relationship:

Does any applicant suffer from any illness, disability or other complaint that would mean they could not operate the pub for the term of the lease? If Yes, please give details:

**Convictions/Charges Pending**

These need not necessarily prevent you from holding a licence. Please give full details of ALL convictions (however long ago), or pending charges, for all applicants (including motor offences).

Court Offence Date Penalty/Sentence

Applicant 1

Applicant 2

**Financial Information**

How much are you prepared to invest in the Licensed house business? Please note that this finance must be available at the time the public house is taken over and proof of funds will be required before occupation of the property. It is, therefore, important that you specify the source of your available cash and the timing required in order to release it.

Total amount:

Bank Details

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Bank Sort Code: |  |
| Account Number: |  |

Has any applicant been declared bankrupt or been the subject of legal proceedings for debt? If bankrupt state date of discharge:

 **Education & Training**

Please give details of qualifications gained (if any) including dates:

Does any applicant hold the following qualifications?

|  |  |  |
| --- | --- | --- |
|  | Applicant 1 | Applicant 2 |
| National Certificate for Personal Licence Holders (NCPLH)  |  |  |
| BIIAB Advanced Qualifications  |  |  |
| BIIAB National Certificate in Licenced Retailing  |  |  |
| BIIAB National Certificate for Licencees  |  |  |
| Food Hygiene Certificate  |  |  |
| BIIAB Award for Beer and Cellar Quality  |  |  |

Catering Qualifications (eg GNVQs). Please give details of any other qualification/training that may be relevant and any specific skills that you could contribute to the successful running of a Public House. Please give dates in each case:

**Licensed Trade Experience**

Please include catering, both full and part-time (start with present/most recent), continue on a separate sheet if needed.

|  |  |
| --- | --- |
| Dates To/From:  |  |
| Name and Address of Licensed Premises:  |  |
| Position Held (Please state Full/Part Time):  |  |
| Main Duties:  |  |
| Reason for leaving: |  |

**Other Licensed Trade Information**

Please give any other information which might be of assistance in considering your application (e.g. reasons for change in career, reasons for wishing to enter the Licensed Trade, or why you believe you will be successful in the Trade). If you are currently a Licensee, please describe your present premises and state what you have done to improve your turnover:

**Other Previous/Present Full Time Employment**

Please provide information as to your other full-time employment other than licensed trade. How will this experience be relevant to the licensed trade?

**References**

Please state from whom references may be obtained at your two most recent employers and give the name of one professional referee where possible e.g. GP known for at least three years. If self-employed give details of suppliers with whom you have had regular business dealings. Referees must not be relatives. Please indicate clearly with a tick any referees you would permit us to contact at this stage.

Applicant 1

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| How Long Known: |  |
| Occupation: |  |
| Telephone: |  |

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| How Long Known: |  |
| Occupation: |  |
| Telephone: |  |

Applicant 2

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| How Long Known: |  |
| Occupation: |  |
| Telephone: |  |

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| How Long Known: |  |
| Occupation: |  |
| Telephone: |  |

**Other Information**

DECLARATION I/We confirm that the information given in this application is correct to the best of my/our knowledge and that I/we have not withheld any material facts. I/We understand that any incorrect information or withholding of material facts will lead to withdrawal of any offer made to me/us and that the information given shall be held to form part of any subsequent agreement with the Company.

I/We also confirm that except as disclosed herein all money available for investment in the licensed house business is our own and none of it is borrowed or guaranteed by a third party and that no other person will have any interest in the licensed house business if the Company offers the lease of a public house to me/us.

I/We also confirm that I/we know of no reason why I/we should be refused the grant of a Personal Licence or Premises Licence

Signed: Date: