



LICENCE TO OCCUPY — APPLICATION FORM

Page 1 of 3

Thank you for viewing a space at Mowll Business Centre. To put your name forward, please complete this form and return it with your supporting documents to admin@mowllbc.com. Occupation is offered under a Licence to Occupy, prepared by our solicitors. Completing this form does not guarantee the space — it is subject to checks and contract.

1 · THE SPACE YOU ARE APPLYING FOR

UNIT APPLIED FOR	SIZE (M ²)	DATE OF YOUR VIEWING
PROPOSED START DATE	NUMBER OF PEOPLE USING THE SPACE	MONTHLY LICENCE FEE AGREED (£)
INTENDED USE OF THE SPACE (NATURE OF THE WORK YOU WILL CARRY OUT)		

2 · APPLICANT DETAILS (MAIN CONTACT & AUTHORISED SIGNATORY)

FULL LEGAL NAME	POSITION IN COMPANY	
DATE OF BIRTH	NATIONALITY (AS ON PASSPORT)	PHONE / WHATSAPP
EMAIL ADDRESS	HOW DID YOU HEAR ABOUT US?	
CURRENT HOME ADDRESS (MUST MATCH YOUR PROOF-OF-ADDRESS DOCUMENT)		

3 · COMPANY DETAILS

REGISTERED COMPANY NAME	TRADING NAME (IF DIFFERENT)	
COMPANIES HOUSE REGISTRATION NO.	DATE OF INCORPORATION	VAT NUMBER (IF REGISTERED)
REGISTERED OFFICE ADDRESS		
NATURE OF BUSINESS	YEARS TRADING	WEBSITE / INSTAGRAM
DIRECTOR(S) FULL NAME(S)	CURRENT BUSINESS ADDRESS (IF ANY)	



4 · SUPPORTING DOCUMENTS CHECKLIST

Please attach clear scans or photos with your application. Tick what you are enclosing:

- Passport (photo page) — or UK driving licence / national ID for the signatory · **required**
- Proof of home address — utility bill or bank statement dated within the last 3 months · **required**
- Certificate of Incorporation (or Companies House print-out)
- Recent business bank statement (personal statement accepted for new companies)
- Public liability insurance certificate — may be provided before the start date

5 · REFERENCES

Please give one business reference we may contact (accountant, bank, previous landlord or a trade supplier).

REFEREE NAME

RELATIONSHIP TO YOU

PHONE / EMAIL

PREVIOUS BUSINESS PREMISES, IF ANY (ADDRESS AND LANDLORD/AGENT)

6 · FINANCIAL TERMS — DEPOSIT & FIRST PAYMENT

Before the licence starts, and once your application is approved, the following will be payable:

- ◆ One month's licence fee in advance — your first month of occupation.
- ◆ One month's licence fee as a refundable deposit, held against damage, arrears or breach of the licence.
- ◆ Ongoing payments are due monthly in advance by standing order to the account stated in your licence.

DEPOSIT AMOUNT (£) — 1 MONTH

FIRST MONTH'S FEE (£)

PREFERRED PAYMENT METHOD

7 · WHAT TO EXPECT — TAKING BUSINESS SPACE IN LONDON

- ◆ Licence, not a lease: you occupy as a licensee. The agreement is personal to your company, does not grant exclusive possession, and carries no security of tenure — flexibility for you, simplicity for everyone.
- ◆ Identity & anti-money-laundering (AML) checks: your ID and proof of address will be verified, and a credit or background check may be carried out on the company and its directors before approval.
- ◆ Solicitors: once approved, your details and documents are sent to our solicitors, who prepare the Licence to Occupy for signature by both parties. Occupation begins only after signature and cleared payment.
- ◆ Insurance: you are responsible for insuring your own contents and holding public liability insurance.
- ◆ Outgoings: your licence will state what the fee includes (e.g. utilities, service costs) and what remains your responsibility, such as business rates where applicable, your own broadband, and contents insurance.
- ◆ Notice: licences run month to month after any initial term, with the notice period stated in your agreement.



8 · DECLARATION AND CONSENTS

Please read carefully and tick each box to confirm:

The information given in this application is true, accurate and complete to the best of my knowledge.

I understand the space is offered under a Licence to Occupy — not a lease — with no security of tenure, and that this application is subject to contract, referencing and availability.

I consent to Mowll Business Centre verifying my identity and documents, carrying out anti-money-laundering and credit checks, and contacting the referee named in this form.

I consent to my details and documents being shared with Mowll Business Centre's solicitors for the preparation of the Licence to Occupy.

I understand that one month's deposit and one month's licence fee are payable before occupation, and that the deposit is refundable at the end of the licence subject to the condition of the space and the account.

Data protection: I consent to my personal data being processed for this application in line with UK GDPR. Data is kept confidential, shared only as described above, and retained no longer than necessary.

9 · SIGNATURE

SIGNATURE (TYPE FULL NAME TO SIGN DIGITALLY)

PRINT NAME

DATE

If returning by email, typing your name above constitutes your signature. You may also print, sign and scan this form.

OFFICE USE ONLY — MOWLL BUSINESS CENTRE

APPLICATION RECEIVED

DOCUMENTS VERIFIED BY

ID / AML CHECK COMPLETED

DEPOSIT RECEIVED (DATE & £)

FIRST MONTH RECEIVED (DATE & £)

SENT TO SOLICITORS (DATE)

LICENCE START DATE

APPROVED BY

NOTES

¡Gracias! Thank you for applying.

Return this form with your documents to admin@mowllbc.com — we aim to come back to you within a few working days.