

East Devon Business Centre Lettings Policy

1. The East Devon Business Centre provides 19 serviced offices and 2 conference/meeting rooms. The offices are let on a standard 5-year lease agreement which is contracted out of the Landlord & Tenant Act 1954. The leases contain flexibility for tenants to terminate the lease upon giving 1 months' notice.
2. The letting of the space is on an all-inclusive rent basis with the rent increased in line with RPI each year.
3. The accommodation is to be used for/as office business purposes only. In addition, businesses considered likely to have significant number of visitors are not considered appropriate.
4. The Council, acting as the Landlord, will not permit any business to sublet. There is a complete prohibition on any business model in which provides serviced offices, conference rooms, meeting rooms, and flexible working lettings.
5. Priority for letting of vacant offices shall be to new and medium sized profit generating enterprises with growth potential, providing new or additional employment opportunities. The overall principle is that a diverse economy of small firms operating from the centre is encouraged.
6. Where possible, the aim is to have tenants occupying only one office within the Business Centre however it is accepted that as businesses expand there may be times where tenants take on additional space. In the event of competing interest for available space, priority will be given to new tenants over those with existing space in the Centre. No Tenant to occupy more than three units without approval from the Assistant Director responsible for the Business Centre.
7. Any application for a tenancy or hire of facilities which the Council (at its absolute discretion) considers would interfere with the use and running of the Business Centre, cause nuisance or annoyance, reputational damage or any other loss or damage to the Council, any other tenant or user of the Centre or any surrounding occupier will be rejected. The final decision in such cases will be made by the Assistant Director with responsibility for the Business Centre and this decision shall be final.
8. East Devon District Council acting as the Landlord can request more information and/or references as part of the vetting process, be this of the individual or the companies' details. This may include requesting confirmation that the applicant acts in compliance with all relevant laws and regulations with the conduct of the business and those specific to any particular practice.

9. For the avoidance of doubt, any applications where the Council (at its absolute discretion) considers that the applicants appear to not comply with ethical trading practices (including, but not limited to: anti-slavery; anti-bribery; and anti-corruption laws) shall be rejected.

10. The Council acting as the Landlord has the right to reject any application from an individual/business with a regulatory alert with any relevant regulatory body (including, but not limited to: Companies House; The Charities Commission; & any other relevant specific regulatory body).

11. Any decision regarding the letting of offices, conference rooms and meeting rooms will be at the absolute discretion of the Assistant Director at the Council, acting in capacity of Landlord.