

SUBJECT  
Heads of Lease to Occupy

1. Details of the premises: << >> [as shown on the attached plan]
2. Details of any fixtures and fittings to remain at the premises: << >> licensor which are to remain at the premises: << >>
3. Name and address of the Licensor: << >> ship is joint include both sets of details>>
4. Name and address of the Licensee: << >>
5. Duration of Licence and proposed start date: << >>
6. Will the Licence include a sub-licence? <<Yes/No>> If yes, who can exercise it?  
<<Licensor/Licensee/Both Parties>> period is required? << >>
7. Licence fee (rent) payable:
  - a) Amount: £<<£ amount>>
  - b) Are the premises Valued? <<Yes/No>>
  - c) Frequency: <<Weekly/Annually>> <<in advance/in arrears>>
  - d) How is it paid? <<Cash/Cheque/Building Society Order/Direct Debit/Bankers draft or otherwise>>
8. Is the Licensee responsible for:
  - a) Rates? <<Yes/No>>
  - b) Taxes? <<Yes/No>>
  - c) Utilities charges? <<Yes/No>>
9. Use:
  - a) Permitted use of the premises: <<e.g. cafe, guest house etc.>>
  - b) Are there any restrictions on use, describe, e.g. can only be used during office hours>>
10. Insurance:
  - a) Who is responsible for insuring the premises? <<Licensor>><sup>2</sup>
  - b) If Licensor, does Licensor pay the insurance premium? <<Yes>><sup>3</sup>
  - c) Who is responsible for insuring the contents? <<Licensor/Licensee/Both Parties>><sup>4</sup>
  - d) Who is responsible for insuring the contents? <<Landlord/Tenant/Both Parties>>

<sup>1</sup> If no, the Licensee's proportion of these costs

<sup>2</sup> Due to the short nature of the licence this ten

<sup>3</sup> The Licensor should include the licensee's co

<sup>4</sup> If the Licensor's fixtures and fittings are to rem  
these. The Licensor should include the licensee

Fee.

m in the Licence Fee.

will want to be responsible for insuring for  
premium in the Licence Fee.

11. Repairing obligations: <<e.g. the Licensee must keep the premises clean and tidy and not to cause damage>>
12. Rights to be granted to the Licensee: <<e.g. parking, rights of access, rights to use shared facilities>>
13. Services and service charges:
  - a) Does the Licensor provide services? <<Yes/No>>
  - b) If yes, what are they? <<e.g. cleaning, security, maintenance services provided by the Licensor>>
  - c) Does the Licensee pay a service charge? <<Yes-in addition to the Licence Fee/No-service charge>>
  - d) If yes, how is the service charge calculated? <<e.g. the Licensee pays a fair proportion according to the area of the premises the Licensee pays [ ]%>>
14. Alterations:
 

What is permitted? <<e.g. external alterations are permitted; internal alterations are not permitted with Licensor's consent>>
15. Timing and other matters: <<e.g. the Licensee must start the use of the premises by a certain date>>

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