

SUBJECT
Heads of Occupancy

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: << >> If the relationship 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 right of first refusal? <<Yes/No>> If yes, who can exercise it? <<Licensor/Licensee/Both Parties>> A notice period is required? << >>
7. Licence fee (rent) payable:
 - a) Amount: £<<£ amount>>
 - b) Are the premises VAT registered? <<Yes/No>>
 - c) Frequency: <<Weekly/Monthly/Quarterly/Annually>> <<in advance/in arrears>>
 - d) How is it paid? <<Cash/Cheque/Building Society Order/Direct Debit/Bankers draft or Standing Order>>
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? <<Yes/No>> If yes, describe, e.g. can only be used during office hours>>
10. Insurance:
 - a) Who is responsible for insuring the premises? <<Licensor>>²
 - b) If Licensor, does Licensor pay the insurance premium? <<Yes>>³
 - c) Who is responsible for insuring the contents? <<Licensor/Licensee/Both Parties>>⁴
 - d) Who is responsible for insuring the contents? <<Landlord/Tenant/Both Parties>>

¹ If no, the Licensee's proportion of these costs

² Due to the short nature of the licence this ten

³ The Licensor should include the licensee's co

⁴ If the Licensor's fixtures and fittings are to remain at 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.

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11. Repairing obligations: <<e.g. the Licensee shall 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/see 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 shall not use the Premises for commercial purposes>>

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