

# APPLICATION FORM FOR A UNIT WITHIN THE SPRINGBOARD BUSINESS CENTRE LTD

Please complete this form in full and return to:  
The Springboard Business Centre, Mantle Lane, Coalville, Leicestershire LE67 3DW

**In the case of partnership, sections A and B must be completed in full.  
Continue on additional sheet(s) if necessary.**

**A)**  
Forenames (in full – not initials – please print).....  
Title (Mr, Mrs, Miss, other).....  
Surname.....  
Home Address.....  
.....  
.....Post Code.....  
Telephone number (including code).....  
How long at this address?.....If less than two years, please give previous address(s)  
.....  
.....  
.....Post Code.....  
Date of Birth..... National Insurance number.....

**B)**  
Forenames (in full – not initials – please print).....  
Title (Mr, Mrs, Miss, other).....  
Surname.....  
Home Address.....  
.....  
.....Post Code.....  
Telephone number (including code).....  
How long at this address?.....If less than two years, please give previous address(s)  
.....  
.....  
.....Post Code.....  
Date of Birth..... National Insurance number.....

Do you intend to devote the majority of your time to the running of this business? Yes/No

Nature of Proposed Business .....

Trading Name of Business .....  
.....

Special requirements (e.g. 3 phase electricity, water, outside access etc.)  
.....

I am/we are currently trading from home/other premises/not trading (delete as appropriate)

Is this your first business venture? Yes/No

If No please give details of previous business history (continue on separate sheet if necessary)

Company Name .....

Trading Address .....  
.....

Company Registration Number .....

Date commenced trading .....

Date ceased trading and why .....  
.....

Name of current bank.....

Address of current bank .....  
.....

I/We wish to be considered for a unit within The Springboard Centre and agree my current bank may be contacted for a reference, if necessary.

A) Signed .....

Print Name ..... Date.....

B) Signed .....

Print Name ..... Date.....

Please note: Upon the signing and submission of this form you are giving us consent to make a search with a Credit Reference Agency, who will keep a record of the search and may share this information with other businesses.

THE SPRINGBOARD CENTRE RESERVES THE RIGHT TO REFUSE ANY APPLICATION WITHOUT EXPLANATION.

This information will be kept confidential under the GDPR 2018 regulations

**The Springboard Business Centre Ltd**  
**Credit & Fraud Check Application Form**

(Office use only) Unit Applied For: .....Unit Rent Per Month: .....

(Office use only) Date of Application: .....

**Please complete in BLOCK CAPITALS to reduce errors**  
**All fields must be completed**

Title..... First Name..... Surname.....

Date of Birth..... N.I. Number.....

Address (including postcode).....  
.....  
.....

Time at Address .....Years .....Months

Contact Number..... Mobile Number.....

Email address.....

Have you had any County Court Judgements/Bankruptcy in the past 5 years: Yes/NO

Previous Address(s) if current less than 5 years.....  
.....  
.....

Bank.....  
.....

**This information will be kept confidential under the GDPR 2018 regulations**

Identification Validation (UK Passport, Driving Licence, Utility Bill, Bank Statement)  
any of the above to be provided

Verified by office.....

Additional Comments.....  
.....  
.....  
.....

The details supplied by you are checked against those held on credit reference agency databases. A record may be kept by them of this search, however this should not affect your ability to obtain credit or other services. Information is processed in confidence and within the guidelines of the Data Protection Act (1998) and the appropriate international privacy laws.

**Authorisation**

I confirm the information provided on this form is accurate and true. I authorise The Springboard Centre to conduct a search given the information provided and to make and enquiries necessary to assess my suitability for a unit within The Springboard Centre.

Signed.....

Printed Name.....

Date.....

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THE SPRINGBOARD BUSINESS CENTRE LTD  
MANTLE LANE  
COALVILLE  
LEICESTERSHIRE  
LE67 3DW  
(01530 839531)  
[office@springboardcentre.co.uk](mailto:office@springboardcentre.co.uk)

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