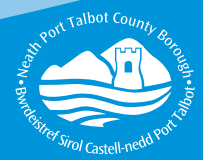


Sandfields Young Business Centre Information Pack



Thank you for your enquiry.

We are delighted that you are considering locating your business at Sandfields Young Business Centre.



Sandfields Young Business Centre



We are delighted that you are considering locating your business at Sandfields Young Business Centre.

The Centre has 24 offices and 11 workshops in varying sizes. Please refer to the enclosed floor plan (not to scale) for layout of the building.

The Centre was established by Neath Port Talbot County Borough Council to specifically help young people aged between 18 and 31 set up in business. As a result, we have created an environment where young businesses can develop and prosper and access a range of useful support such as:

- **'Easy in, Easy out' Terms**
- **Affordable Rents**
- **On-site Business Advice**
- **Support Facilities such as reception services, broadband area, fax, photocopying, etc.**

Our current tenants find this type of support invaluable, particularly during the first few years of trading.

Accommodation at the Centre however is limited, and we do encourage businesses to find alternative premises once they mature and become more established.

If you would like to find out more about Sandfields Young Business Centre, or would like to visit the facilities, contact Jayne Manhattan who is available during normal office hours on 01639 769611.

Office Hours

9am – 5pm Monday to Thursday

9am – 4.30 pm on Friday

General Information

Rentals and Tenancy Agreements

The offices and workshops are available on “easy in, easy out” terms – i.e. one month notice is required by either party to vacate the premises.

- Rental and service charges are available on request.
- Rent for month one is payable in advance. Thereafter, rent is payable on the first day of each month, by direct debit.
- A Deposit or Bond, equivalent to one month rent is required before you can take possession of a unit. This is refundable when the unit is vacated provided there are no monies owed, and no costs will need to be incurred to make the unit fit for re-letting.
- Rents are reviewed bi-annually with tenants given at least one month's notice of any changes.
- The names of two referees are needed for the application form. If you are a new business, referees should be professional people e.g. a doctor, teacher, solicitor, police officer, etc., and if you are already in business they will need to be trade references.
- An individual may be required to provide a guarantor.
- If you are already trading, you/or the business will be subject to a credit check.
- One month notice is required to terminate the letting, expiring on the last day of the month.
- The Centre is approved for Planning Uses Classes B1 (Office & Light Industrial) and B2 (General Industrial).
- Retail businesses are not permitted at the Centre.
- A full copy of the Tenants' Agreement Terms and Conditions is available on request.



On-Site Facilities and Fittings

Security

The Centre is fitted with a high specification intruder alarm system and each unit is fitted with at least one movement detector. CCTV has also been installed and is monitored out of hours by the Crown Security Group. Security roller shutters are fitted to all offices, workshops, external doors and windows.

Refuse Collection

Tenants can use the refuse collection service but this is limited to one black bag per tenant per week (the cost of this is included in the service charge). Refuse collection requirements over and above this will be the responsibility of the tenant.

No refuse/waste disposal skips are allowed on site unless agreed with management. No outside storage of refuse, plant and/or materials is permitted.

Fixtures and Fittings

Offices are carpeted have central heating and power points.

Workshops are fitted with a sink unit with cold water supply and power points. There is no central heating in the workshops. Each workshop also has one allocated parking space.

Photocopying

Tenants can access the photocopying service at all times. The services are charged at a nominal rate and invoiced quarterly in arrears.

Fax

Tenants have access to a fax machine during office hours only. This is charged at a nominal rate and invoiced quarterly in arrears.

Centre Management

Jayne Manhattan, the Centre Manager is based in the Reception area and can provide support and assistance when required.



Business Support Services

Kevin Lugg, the Council's Enterprise Development Officer is based at the Centre and can provide business support and advice services to all tenants during normal office hours.

Broadband

Wired Broadband access is available via one computer located in the Reception area. This is a shared facility available to all tenants.

Conference Facilities

The Centre has two conference rooms which tenants can book in advance.

Messages

Messages for tenants may be left at Reception.

Access

Tenants have access to units 24 hours a day, 7 days a week, 52 weeks a year. Workshops also have roller door access but tenants are required to enter and leave via the main entrance to activate or disarm their alarms.

Car Parking

There is ample car parking both at the front and rear of the Centre. The middle forecourt is intended for workshops 1 to 7 and deliveries/collections only, although there are a few extra marked parking spaces.

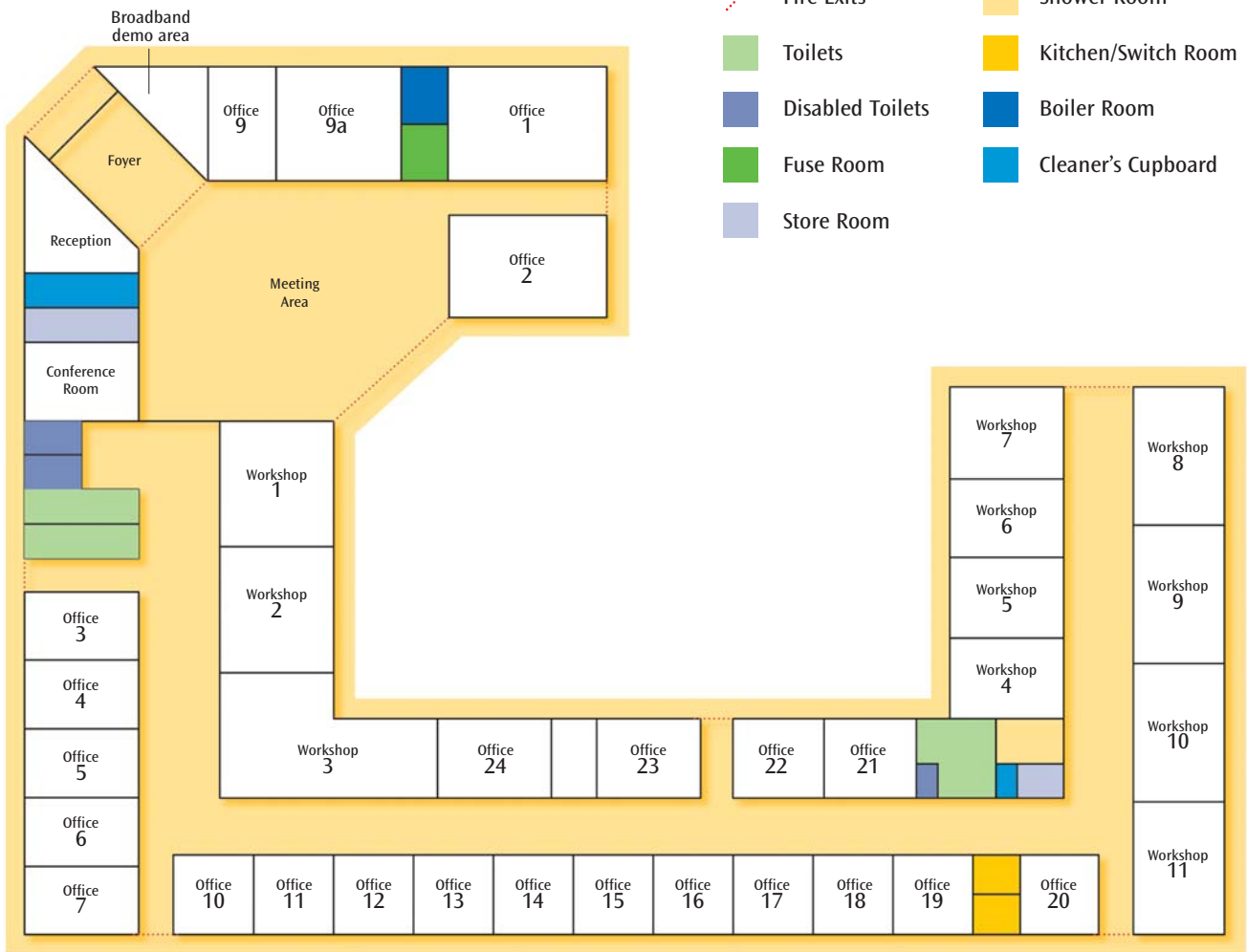
Signage

Tenants are not allowed to place signage on the exterior of the building or on internal walls, although signs may be placed on their main entrance door.

Sandfields Young Business Centre



Floorplan



Sandfields Young Business Centre

Purcell Avenue, Sandfields, Port Talbot SA12 7PT

01639 769611

sandfieldsybc@npt.gov.uk