



Code of Practice for the Letting of Public Houses

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1. FOREWORD FROM THE MANAGING DIRECTOR

This Code of Practice has been compiled, using plain English, with the objective of explaining what we as the landlord offer you as our prospective tenant/lessee, and in return what we would expect from you in order to build a solid working relationship.

We believe our Lease Agreements to be open and fair, and through them give our tenants/lessees the opportunity for relatively low cost entry into the licensed trade.

Throughout this document, you are advised to seek external independent professional advice prior to entry into the trade, and we cannot emphasize this point enough.

If you decide to join our company I would wish you welcome and every success in your business endeavors.

A handwritten signature in cursive script that reads "Lynne D'Arcy". The signature is written in a light grey or blue ink.

Lynne D'Arcy
Managing Director

2. INTRODUCTION TO TRUST INNS LIMITED

The company started its life as The Pub Estate Company (PEC) in 1995 and in 2004 changed its name to Trust Inns. It has grown to be one of the largest and longest standing independent pub companies in the UK, trading in England, Scotland and Wales.

The Company's Growth

1995

The company was incorporated with the specific purpose of acquiring a substantial package of public houses from Scottish & Newcastle Ltd.

1996

Further packages of public houses were purchased from Allied Domecq and Go-Ahead Leisure.

1998

A small number of houses were purchased from S&N and also individual purchases were made to strengthen those locations where we already traded.

1999

A small package of public houses was bought from Shapelogic.

2000

The company's most significant single acquisition was made; that being 360 Scottish and Newcastle public houses in April 2000.

2002

The company sold 176 smaller pubs in order to strengthen its position within the industry and to allow focus on the development opportunities that remained.

2004

The company purchased 8 properties from Herald Inns & Bars.

2006

The company acquired 102 public houses from Mitchells & Butler. These properties were spread across the UK and strengthened the portfolio considerably.

2009

Trust Inns currently own and operate in the region of 600 public houses located across the UK and has plans for further growth through acquisition.

Our Make Up

The estate is made up of mostly leased public houses with a national geographical spread. The pubs range from small inner-city pubs to rural pub restaurants and hotels, with lessees and staff as varied as their properties, locations and clientele. We also operate a small managed division ~ mostly community and destination locals.

Our Belief

“Better Pubs through Better People”

Running your own business provides a number of challenges and we pride ourselves on providing the necessary support to assist in your development.

In September 1996 the Company established its first Training Centre and won a National Innkeepers’ Training Award within 12 months. Tenants/lessees are encouraged to participate in training and development programmes, which include our 3 day Licensee Foundation Course (free of charge for new lessees), National Certificate for Personal Licence Holders, Basic Food & Hygiene, Health & Safety, Drugs Awareness and Financial Development. We firmly believe that training leads to better business and, in turn, to greater profit.

For five consecutive years, 2006, 2007, 2008, 2009 and 2010, the company achieved finalist status in the Publican Newspapers Pub Company of The Year Awards (Leased ~ over 200 pubs). We believe our success in these Awards reflects our belief that good pubs are made through great people.

Communication

The company provides regular visits from Business Development Managers to its licensees (usually of between 4 and 6 week cycles). We produce a company newsletter along with regular mailshots sent to keep you up to date with the latest promotions and support activity. As well as holding the Business Development Manager’s mobile phone number to use for assistance, every tenant/lessee is issued with a card which bears a ‘Helpline’ number. This line is manned exclusively at head office during day time hours and details of any problem are taken, whether related to product supply or property issues, then the appropriate management action is taken. An out of hours service also exists for emergencies.

Our Agreements

We believe that the benefits and flexibility of Trust Inns lease agreements are amongst the best in the industry. Key areas cover the ability to sell on the business commonly referred to as ‘assignability’; and the ability to purchase tied drink products on competitive terms through our barreage discount scheme (£60 per barrel discount at the point of purchase) ~ see page 7. We also offer a 1 Year Tenancy Agreement which mirrors many of the benefits of our lease agreements, but without seeking a longer term commitment. Our tenancy agreement does not however offer assignability.

The obligations you commit to enable us to provide a valuable business for a relatively modest investment on your part. It is essential that you understand and take advice on the obligations you will be required to enter into to take over a Trust Inns business.

Future Estate Development

The company's strategic objective is to continue to expand, mainly by purchasing public houses in locations adjacent to those where we are already trading.

As you would expect of any good Landlord, investment in our property is of a planned nature, and we encourage discussion between our lessees and Business Development Managers regarding property/business development initiatives and ideas.

3. TYPES OF LEASE ON OFFER

3.1 The Trust Inns Business Development Lease (3 yrs)

We offer a Lease Agreement (Business Development Lease - BDL) which runs for an initial period of three years and, after that, from three years to three years, and can be terminated at the end of each three year period (upon giving notice no later than 6 months prior to the expiry of each 3 year term). The Lease falls within the Landlord and Tenant Act 1954* and all lessees have the protection afforded by that Act. Please refer to the leaflet which gives a brief explanation of the Act which is available from our BDM as part of the letting procedure.

In some cases where a lessee is new to the licensed trade it is important for both the lessee and the company to be satisfied that the lessee is suited to the trade as well as the particular public house in question. For these reasons we can grant probationary agreements and/or tenancies at will* which are terminable by either side giving notice and which protects you as well as the company. We also offer a contractual cooling off period with every lease agreement (see section 8).

What are the key aspects of our 3 year Business Development Lease?

- The lessee is responsible for interior decoration and also all repairs except for structural repairs. (In this context “structural” means the main walls, roof and foundations). Keeping the property in a safe and good repair is essential for you, your staff and your customers.
- The company is responsible for external decorations and signage in accordance with good estate management practice.
- The lessee is obliged to purchase (commonly referred to as the tie) all draught and packaged beers, cider, perry and flavoured alcoholic beverages (alcopops) from the company or its nominated suppliers (who will provide a full Technical Support Service and an Ullage Policy). There is no tie on Wines, Spirits & Soft Drinks and these may be purchased from the supplier of your choice. A barrelage discount scheme is in place offering discounts of £60 per composite barrel at the point of purchase via our nominated suppliers.
- The lease is assignable, that is, you can sell it after the first year and once in the hands of the new purchaser after their first year. There are clear procedures to sell the business (see section 9).
- We will insure the building; this insurance cost is recharged on a monthly basis to the lessee in the form of an Insurance Rent. You will be notified of this amount prior to signing the agreement.
- The lessee must insure the moveable fixtures and fittings and stock as well as effecting all other normal business insurance including Employer & Public Liability insurance and be able to show proof that this insurance is in place. Lessees are advised to take out insurance covering their own ‘personal contents’ i.e. TV’s, DVD players, jewelry and other items in their living quarters (these are not generally included as part of business insurance).

- The responsibility to hold, pay for, and renew the Premises Licence for the property rests with the lessee. However, if the company elects to hold the Premises Licence the lessee will be required to pay the costs of its annual renewal.
- In line with the requirement of the current licensing laws, the lessee or lessee's nominee must hold a Personal License to operate a public house, and you will also be required to appoint a Designated Premises Supervisor (DPS), or Designated Premises Manager (DPM) ~ Scotland, and must at all times keep the company advised of any change of person to this role. In most cases the DPS/DPM will be the lessee.
- The lease agreement details in full the licensing obligations you are required to observe, and your Business Development Manager will discuss in general terms the main points with you, and advise on the use of Licensing solicitors.
- The lessee will require the consent of the company before bringing on or retaining on the premises any Amusement With Prize (AWP) often referred to as a 'fruit machine' or pool or snooker table or multi media machines (including Touch Screen Video and Hi Tech Skill with Prize machines). Income from all machines is split 50/50 between the lessee and the company. This split is after payment of the machine suppliers share or rent or hire charge and the reimbursement of licence duty as appropriate to the machine supplier who purchases the licence on our behalf.

Rents and Rent Reviews (3 Year Business Development Lease)

- Your BDM will explain in detail all the factors involved in setting the initial rent. You may also have an adviser present at any stage of the discussions.
- The initial rent will take into account the condition of the property, your obligations under the lease and, in particular, the trading tie. It will also reflect that a barrelage discount scheme is in operation. The rent is calculated by using standard industry methods i.e. Fair Maintainable Trade. It will be based on an estimated profit which the business could produce and on the assumption it will be run in an efficient and competent manner.
- Rent will increase annually in line with the Retail Price Index (1st October) using the "all items" index figure of the Index of Retail Prices published by the Department of Employment. The increase will be pro rata'd in the first year.
- Rent will be reviewed on a Market Rent basis.
- The rent review will take into account the trading tie as well as the other provisions of the lease agreement. The rent will reflect (a) that the business is run by a competent licensee wishing to achieve the best from the business (b) the building is in a satisfactory state of repair ~ as per both parties obligations (c) the assessment of business overheads and (d) the supply price of products and discounts obtainable. You will be involved in and be given advance notice of the proposed rent at each review stage.
- All initial rents and rent reviews are assessed by the preparation of an estimated profit and loss account. Any income from machine share arrangements will be excluded from the P&L. That is machine share will not be considered as an income stream for rent purposes. For rent reviews you will be asked to contribute information in terms of

business income and expenses (as set down within the Business Development Lease). Voluntary improvements by the lessee to the property are excluded from calculations (any such improvements require the written consent of the company).

- We will invite discussions with your BDM for a rent review ideally not less than six months before the date. We are committed to being totally transparent in our approach when conducting rent reviews. We would hope this approach is reciprocated by our lessees.
- On request the BDM will present the key figures involved in formulating our rent proposal in writing so that you may discuss them with the adviser of your choice.
- In the unlikely event of either party being unable to agree a new rent, a list of independent expert valuers will be offered to determine the rent, and you may choose one. Alternatively you may request the Royal Institution of Chartered Surveyors to appoint an expert. The expert valuer's fees and costs will be shared 50/50 between both parties and the decision will be binding on both parties.

3.2 The Trust Inns Business Development Lease (10 yrs)

We also offer a 10 year Lease Agreement ~ The Business Development Lease (10 yrs), for lessees who may wish to invest their own capital into the development and refurbishment of the pub and to redecorate externally on their own advanced cycle in order to enhance business, and consequently require a longer period of tenure.

The principal points of our 10 Year Lease are as follows;

- The 10 year Lease is a full repairing and insuring lease, meaning the lessee takes on responsibility for putting the property as a whole in repair and keeping it in repair, that is ~ internal and external decorations and all structural repairs including main walls, roof and foundations.
- An insurance rent will be charged by the company (as 3 Year Agreement).
- The 10 year Lease becomes fully assignable after the first 12 months of operation ~ giving an opportunity to realise investment gains early in the pub's development life cycle if so desired (as 3 Year Agreement).
- Landlord and Tenant Act 1954* protection applies (as 3 Year Agreement).
- A full tie exists on Beers, Ciders, Perrys and Flavoured Alcoholic Beverages/Alcopops (as 3 Year Agreement).
- Freedom of tie exists for Wines, Spirits and Soft Drinks, that is, you may buy these products from the supplier of your choice (as 3 Year Agreement).
- A barrelage discount scheme is offered with discounts of £60 per barrel off qualifying Beers and Ciders included in the company's Price List (as 3 Year Agreement).
- Machine Share of 50/50 applies ~ lessee and company, on all Amusement with Prize Machines, Multimedia Machines and Pool Tables (as 3 Year Agreement).

- Rent is Retail Price Indexed linked (1st October each year) (as 3 Year Agreement).
- Rent Reviews are set at 5 yearly intervals (and are based on the same assessment criteria as the 3 year Agreement).
- Fund raising*; the 10 year lease may be charged that is, to raise funds via a Bank or Building Society for reinvestment into the structure of the property as part of a business development project. NB: This does not apply to Scottish BDL's.
- Licensing requirements (as 3 year Agreement).

3.3 The Trust Inns Tenancy Agreement (1 Year)

Our 1 Year Tenancy Agreement compliments our two Business Development Leases, and has been designed to reflect many of the benefits and the obligations that are to be found in our leases. The Tenancy Agreement enables those who are uncertain of the duration that they can/are prepared to commit to for the business opportunity presented. Should the desire arise, the conversion from a 1 Year Tenancy Agreement to a BDL is straight forward.

The key aspects of a 1 Year Tenancy Agreement are as follows:

- With the exception of the items listed below the principal terms of a Trust Inns 1 year Tenancy Agreement are as those set out in a 3 year Business Development Lease, including L&T Act 1954* Protection.
- Tenure. The agreement term is for 12 months. This term will automatically roll over into a new 12 months term at each year end, unless notice is given by the tenant or the company of their desire not to renew.
- Notice Period. At any time the tenant can give 6 months notice to terminate the tenancy agreement.
- Assignability. Due to the shortness of the tenancy agreement, it is non assignable.
- Rent/Rent Review. The rent will be set for 1 year using the same criteria as detailed in the BDL (page 8). At each year end (assuming the agreement is to roll over into the next term) a rent review will take place, again following the same approach as the BDL.

NB: You must read the lease agreement documentation for yourself, and we strongly recommend you take professional advice to ensure you are fully aware of and understand the responsibilities, requirements and the contract that you are about to enter into.

4 INFORMATION WE WILL MAKE AVAILABLE TO YOU

We will provide, subject to availability, and before you sign a 3 year or 10 year Lease Agreement, or a 1 year Tenancy Agreement the information set out below:

Property Details

This means information about the house, a proper description of it including rates payable and details of the private accommodation as well as trading area ~ alternatively or as well as, you will be invited to a viewing of the property.

Historic Trading Information

This usually means historic barrelage and other trading information where appropriate, for example from ex managed houses i.e. ones we have directly operated. We will take reasonable care to ensure that this information is reliable ~ please note that historic data is not the basis upon which you should build your business plan, it is simply a guide to past performance.

Other Outlets

We will explain to you where the nearest of our other public houses are situated (if relevant) and also point out other competitor houses in the vicinity which, to our knowledge, might have an impact on trade at your chosen public house. You should visit each competitor prior to making any decisions.

Trading Tie

The beer, cider and flavoured alcoholic beverages that you must buy from us or our nominated supplier will be explained to you. You will be given a copy of our current Landlord's Price List. The identity of the nominated suppliers at the time will also be disclosed together with the procedure for placing orders and paying for goods. You may be asked to sign a direct debit mandate for payment of a trade account. Buying tied product from sources other than the agreed nominated supplier is a serious breach of the agreement and may result in financial penalty or the termination of your tenancy/lease.

Barrelage Discount Scheme

We will explain to you the Barrelage Discount Scheme rate which is available to you, how the scheme operates and which products qualify.

The Barrelage Discount Scheme applies to the 3 year and 10 year Lease Agreements and the 1 year Tenancy Agreement and offers a £60 per composite barrel "off invoice" discount which is given at the point of order for qualifying Beers and Ciders which are included in the Landlords Price List (packaged and draught).

Development (Lessee & Pub Staff)

We wish to ensure all our Tenants and lessees have the appropriate opportunities to equip themselves and their staff with the necessary skills to run their businesses successfully. Details of personal development courses will be made available to you via your Business Development Manager. We are keen to encourage all new tenants/lessees to participate in our Foundation Course. We also have available a series of "Building Better Business" Guides for you and your key staff ~ these are provided free of charge.

Business Plan

We strongly advise you to establish a formal Business Plan, using external advisors if necessary. Once created, we will discuss this plan with you. Your plan may involve specific objectives and a timetable for achieving them. This plan may also involve some commitment to expenditure on both our parts. If such expenditure is agreed by the company this will be confirmed in writing.

5. PROCEDURE FOR OBTAINING A TRUST INNS BUSINESS DEVELOPMENT LEASE OR A TRUST INNS TENANCY AGREEMENT

We will seek to follow the procedure set out below.

1. At an early interview or before, you will have been given a copy of this Code of Practice and also some information relating to the particular pub or pubs in which you may have an interest. This will usually include property details. You will be asked to complete an Application Form if you have not already done so.
2. If we both wish to proceed, a visit may be arranged to the pub or pubs in question in order for you to have a closer look at them. You may at this stage wish to be accompanied by a professional advisor.
3. You are requested to then compile a Business Plan and Profit & Loss account (and cashflow forecast).
4. A further interview will follow, which may be at your own home. Our Business Development Manager will discuss your Business Plan with you and explain to you basic information about the pub in question by reference to a checklist (see Section 11) which will act as a record of the meeting. You will be asked to initial that checklist a copy of which will be kept by us. We will then arrange a final letting interview with an Operations Director for you to raise any outstanding points and for him to clarify the key points in the Agreement.
5. If we progress to grant you a lease or a tenancy, an offer will be made to you in writing. This offer will be "Subject to Contract". You will be asked to sign a duplicate of the offer letter by way of acceptance, and return it to the Business Development Manager. Although this does not create a legally binding obligation on either part, it does demonstrate intent and also acts as a record of the agreed terms. We will include with that letter:
 - Copy of the Code of Practice (if not already received)
 - Copy of the Tenancy at Will (if applicable)
 - Copy of the 3 year or 10 year Lease Agreement (if applicable)
 - Copy of the 1 year Tenancy Agreement (if applicable)
 - Copy of the Probationary Agreement (if applicable)
 - A price list for beers, ciders and flavoured alcoholic beverages, and your nominated supplier(s) (if not already received).
 - A statement of historic barrelage (if available)

6. TAKING POSSESSION OF THE PROPERTY

- You will not be permitted possession of the premises until a formal occupation agreement has been signed.
- We will discuss with you the procedure and timetable for your taking formal possession of the premises.
- You will need to familiarise yourself with the contracts of employment for the staff at the premises prior to taking possession, as by law these staff will transfer to you with the business (TUPE Regulations).
- You or your nominee will be required to hold a Personal Licence to operate a public house. You will also be required to be or to nominate a Designated Premises Supervisor/Manager.
- You may be required to hold the Premises Licence for the property (unless otherwise stipulated).

Ingoing Requirements

We will explain to you the cost that will be incurred on your part when taking a lease. This will usually include:

- Payment for Trade Inventory (fixtures and fittings) ~ due on or before the day of transfer unless other arrangements have been agreed.
- Payment for Stock-in-Trade ~ due on the day of transfer.
- Payment for Stocktakers and Valuers fees ~ due on the day of transfer.
- Working capital
- Fidelity deposit (i.e. Bond) ~ for BDL's usually equivalent to 3 months rent or £8,000 whichever is the greater ~ due on or before the day of transfer. In the case of Tenancy Agreements, 2 months rent or £2500 whichever is the greater. This bond will be held in an ordinary interest bearing account at our Bank.
- One month's property rent and insurance rent in advance. VAT is payable on the business rent. Rent is payable by Direct Debit or as prescribed by the Company ~ due on or before the day of transfer.

In addition you will be required to pay:

- All legal and administrative costs associated with the establishment of the lease/tenancy agreement.
- Costs payable to any professional advisers that you retain
- Cost associated with the Foundation Course e.g. overnight accommodation.
- Stamp duty land tax (if applicable).

7. THE BENEFITS OF BEING PART OF TRUST INNS

- Low cost entry to your own business
- An assignable Lease Agreement ~ rewarding your efforts
- A Tenancy Agreement offering L&T protection but permitting 6 months notice to be given by the tenant throughout the term.
- A Barrelage Discount Scheme ~ reducing the wholesale price of beers & ciders by £60 per barrel at the point of order.
- Access to marketing and promotional support.
- Foundation Training in the operation of a Public House ~ free of charge.
- Advice and guidance on Personal Development for you and key members of your staff.
- Business Development Manager support through regular monthly Business Meetings.
- Our BDM's can provide advice on business planning (post appointment), business development initiatives, product pricing, licensing matters, marketing and promotions planning and many other aspects of running a Public House.
- Business Building Guides ~ free of charge.
- Access to a Helpline / Crisis Line
- No responsibility for structural repairs or external decorations (3 year Lease Agreement and 1 Year Tenancy Agreement only)
- Machine management advice
- Access to purchasing support packages across a variety of goods and services
- Our commitment to you in the form of a Business Support Charter to help to steer you through your first 6 months

8. CONTRACTUAL "COOLING OFF" PERIOD (3 and 10 Year Leases)

You may find, even after careful consideration and the advice of independent experts, that you have made an error in your choice of pub or even in your choice of a career in the licensed trade. For this reason, a twenty-eight day cooling-off period applies to all our lease agreements (excluding lease assignments or where an Agreement to Lease involving capital expenditure has been entered into).

Under these conditions, you have the option to withdraw from the formal agreement providing that you give six months' written notice within the first twenty-eight days of your agreement commencement date. We will use our best efforts to release you within the

six month period, and even where this proves to be difficult we will make arrangements for you to leave the pub, without penalty, on expiry of the six month notice period.

You will be expected to pay reasonable termination costs connected with the Company's administrative costs in letting the property together with any valuation or stocktaking fees applicable.

In the case of our 1 year Tenancy Agreement you are free to terminate your agreement at any time by giving 6 months written notice to the company.

9 ASSIGNING YOUR LEASE (3 and 10 Year Leases)

You should initially contact your Business Development Manager to discuss what is involved in the process (This is fully set out in the lease itself). You will then receive a letter from the company advising the procedure to follow and listing the information required from you.

Trust Inns reserve the option to purchase the lease at your stated sale price. Should we decline to purchase the lease; the company will not unreasonably withhold permission for you to sell to the buyer of your choice. However we will require them to submit a business plan. They also will need to demonstrate that they have the necessary skills, finance and experience to run the business.

You should be aware that although you may sell to the person of your choice, you remain in law responsible for the agreement and its obligations should that person suffer business failure. It is however possible to remove this responsibility through negotiation with the company prior to the assignment being completed.

A charge is made based on a percentage of the premium you obtain for the lease, to cover our administration in respect of the assignment. You would also be required to cover our reasonable legal costs in the matter.

Please note, our 1 year Tenancy Agreements are not assignable.

10. AND FINALLY

1. You must read and understand the Lease/Tenancy Agreement; this is a legally binding document. At the risk of labouring points which have been made already, you should take independent advice from any person you consider appropriate. It will also be your responsibility to conform to all legislation applicable to your business and you should make every effort to understand this prior to entry.

Although this company will take reasonable care to ensure the information that it gives you is reliable, in the end, you will be exercising your own business judgement in deciding whether or not to proceed with the Lease/Tenancy Agreement.

2. This Code of Practice does not affect any statutory rights that you have and, in particular, does not affect any right that you have under the Landlord and Tenant Act 1954*.
3. In order to avoid misunderstandings, all undertakings made by either side must be confirmed in writing before they can be viewed as binding ~ this relates to the taking of both a Tenancy and a Lease Agreement or any future agreement or arrangement with regard to your occupation or development of the property.
4. Please direct all enquiries, complaints or clarification concerning this document and it's contents to;

The Managing Director
Trust Inns Limited
Blenheim House
Foxhole Road
Chorley
PR7 1NY

* Please note: Not applicable in Scotland

11. CHECKLIST OF DISCUSSION POINTS

- | | | |
|--------------------------|---|---|
| <input type="checkbox"/> | Advise taking professional advice | |
| <input type="checkbox"/> | Cooling Off Period/Notice Period | |
| <input type="checkbox"/> | The prospective tenants/lessees Business Plan | |
| <input type="checkbox"/> | Tenants/Lessees repairing obligations | - Dilapidations - Central Heating/Cellar Cooling - General repairs & maintenance |
| <input type="checkbox"/> | Trading tie | - Beers, Ciders and FAB's |
| <input type="checkbox"/> | Landlords Price List | |
| <input type="checkbox"/> | Barrelage Discount Scheme | |
| <input type="checkbox"/> | Assignability | - 3 year/10 year Leases |
| <input type="checkbox"/> | TUPE obligations | |
| <input type="checkbox"/> | Insurance obligation | - Property insurance recharge by Company - Business insurance requirements |
| <input type="checkbox"/> | Licensing | - Premises Licence/Personal Licence - DPS/DPM |
| <input type="checkbox"/> | Rent payable | |
| <input type="checkbox"/> | Rent reviews/RPI increases | - as applicable |
| <input type="checkbox"/> | Ingoings | - Inventory - Stock in Trade - Stocktakers & Valuation fees - Bond - Working capital - Rent & Insurance - Legal cost of agreement - Training costs/courses - Stamp duty |
| <input type="checkbox"/> | Machine share | - AWP & Multi Media Machines - Pool/Snooker Tables - Other machines |
| <input type="checkbox"/> | Training needs | - Induction - Ongoing |
| <input type="checkbox"/> | Business Support Charter | - Content & Purpose |
| <input type="checkbox"/> | Other outlets/competition | |

Information provided;

- Code of Practice**
 - Business Support Charter/Opt out letter**
 - Landlord & Tenant Act 1954 ~ Summary sheet***
 - Property details**
 - Repairing Obligations**
 - Trading Information (if appropriate)**
 - Landlord's Price List**
 - TUPE Information Sheet**
 - Stamp Duty Land Tax ~ briefing note**
 - Registering your lease ~ briefing note**
 - Copy of Tenancy/Lease Agreement Documents e.g. -**
 - 3 year lease agreement/10 year lease agreement
 - 1 year tenancy agreement/TAW*
- Required from tenant/lessee (as soon as available)**
- **Copy of all Licences**
 - **Copy of Certificate of Insurance**
 - **Premises Licence consent form**
 - **Evidence of funding**

I confirm that I have been taken through all of the points as set out in the Code of Practice (April 2010) and where relevant received the above mentioned documents.

..... **Tenant / Lessee (Signature)**

..... **Tenant /Lessee (Print Name)**

..... **Public House Name**

..... **Business Development Manager**

..... **Date**

* Please note: Not applicable in Scotland