

18 February 2010

Dear Sir/Madam

Re: Rental Space in Pentre Menter Enterprise village

Thank you for your interest in renting space from the Gorseinon Development Trust. I hope that this pack will explain the process and the reasons for the process to prospective tenants. The site has already attracted a lot of interest from potential tenants and the Trust is expecting oversubscription to the spaces available.

The new centre has been supported by Welsh Assembly Government and by 3M and therefore comes with a variety of conditions on the type of business the building can support.

The Trust, as a charity, also has to maximise the potential benefits for the local communities around Gorseinon, generate sufficient income levels to sustain the Trust and support new local innovation, new job creation and business expansions.

In order to do this in an open and transparent way the Trust has developed a process for prospective tenants to enable the Trust to allocate space which satisfies these statutory bodies and our local criteria.

The process is in three parts:-

1 Expression of interest

This is through a letter to the Trust expressing interest in space at the centre, (You will hopefully have had a chance to see the facility at this point).

2 Applications

Completed application form

This allows the Trust to refer to Welsh Assembly funding criteria and ensure the space complies with planning, health and safety regulations and identifies local benefit/job creation etc.

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3 Interviews

Successful applicants will be invited to attend an interview to explain the benefit to their business for occupying the new centre, their effects to the wider community and the potential benefits to the centre.

There is no deadline for applications but the Trust Board will be sifting received applications from March 2010 and at the end of each month thereafter. Interviews will be arranged as soon as possible.

Successful candidates to the process will be sent outline tenancy agreements which will not be completed until the Trust takes management of the building from the owner. However allocated space will then be removed from future marketing tours.

The Trust will not be taking possession of the building until mid March and only then will the outlined tenancy agreements be confirmed.

We anticipate the building will be open for occupancy from April.

I trust this explains the reason for this process and I wish all prospective tenants success in your business aims.

If you require any further information please contact the Trust office at Canolfan Gorseinon Centre.

Canvassing of trustees may result in disqualification

Yours sincerely

Kelvin Jones
Ceo