

Dear Applicant

Re: Rental Space in Canolfan Gorseinon Centre

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 new building 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 funded through European funding and therefore comes with a variety of conditions on the type of business the building can support.

The trust as a charitable organisation also has to maximise the potential benefits for the local communities around Gorseinon, generate sufficient income levels to sustain the centre 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 European and 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 European Funding Office (WEFO) to confirm eligibility for the rentable space and identifies local benefit /job creation etc.

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 2008 and at the end of each month thereafter. Interviews will be held at the end of each month with the first interviews scheduled for March 30th 2008

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 local authority. However allocated space will then be removed from future marketing tours.

The trust will not be taking possession of the building until June July 2008 and only then will the outlined tenancy agreements be confirmed.

We anticipate the building will be open for occupancy from July 2008

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 12 West Street.

Canvassing of Directors may result in disqualification.

Yours sincerely,

Kelvin Jones
Trust Manager

Please download the accompanying documents:

Application Form

Applying for Premises - information

Information on units available