



Tenant Enquiry

INITIAL FAQ's

Thank you for your interest in a unit at Harland Works.

You may have further questions, so we have put together answers to some of the most commonly asked questions here. We hope we've got most of the things you'd like to know covered, but if there is anything we've missed, please get in touch.

MONEY & BILLS

How much is the rent?

If you are just enquiring you should be able to find the information on rent on the website 'units to let page'. If you are the stage of making an offer we will send you full details of the costs and how they break down in a 'tenant offer and deposit request form'.

Is the rent reviewed?

Yes: we review rent every 2 years and increase (or decrease) it in line with inflation, specifically the Retail Price Index. The formula used for doing the rent review is set out in the lease.

What does the service charge include?

Service charge includes costs related to running and maintaining the building e.g. management, cleaning, lighting, heating shared areas, building insurance*, painting and decorating, waste disposal, recycling service, building wide Wi-Fi, servicing of fire alarms etc. More detail about what's included in the service charge is set out in schedule 4 of the lease.

*NB this is different from contents insurance see below for more info.

Contents Insurance

Tenants are responsible for taking out their own contents' insurance. The lease also requires tenants to take out an insurance to replace the window glass if it gets broken.

What is not included?

Tenants make their own arrangements for utilities (electrics and gas), business rates, phone and wired internet and (as already mentioned) contents insurance.

Tenants are also responsible for decorating, furnishing, fixtures and fittings in the units.

You are welcome to make changes to the units with the proviso that you get permission for any work first which will normally be granted if you undertake to return it to the original state at the end of the lease, so it's fit for purpose for the next tenant.

How much are the business rates?

You can find out what the rateable value for your unit is by visiting the Valuation Office Agency website at: <https://www.tax.service.gov.uk/business-rates-find/search> and searching for you unit using the postcode S2 4QU.

Currently most tenants are able to claim 100% business rates relief from Sheffield City Council if this is their only business premises: "Eligible businesses with a rateable value of below £12,000 will receive 100% relief commencing on 1st April 2017". There's more info on the council website: <https://www.sheffield.gov.uk/home/business/business-rate-relief.html>

How much is the deposit?

1 month's rent.

When do I need to pay my deposit and my rent?

As soon as you know you want to take the unit it's advisable to pay the deposit as that secures it for you and will enable you to pick up a key for your moving in date. Rent is paid on 1st of each month by standing order. Tenants are required to pay their rent on time. If you are more than 14 days late in paying your rent, you will be in breach of your lease and could be asked to move out.

THE LEASE

How long is the lease?

Leases are offered for 4 years with the option of a break clause at the 2-year mark. They include an exemption from the landlords and tenants act which means that you have the right to continue beyond the end of the lease term without renewing the lease. Everyone's advised to get their solicitor to check through the lease before signing it. We are not often asked to make changes to it – it's a standard commercial lease.

Are we allowed to make changes to the unit?

Commercial leases are unlike domestic leases and, essentially, the unit is yours to do with as you like so you can adapt it to work best for your business – the only requirement is that you: -

- a) Get formal permission for each change you make and
- b) Return the unit to its original condition at the end of your lease

If you want to make significant changes we may ask you to increase your deposit to hold as guarantee.

Who is responsible for x y z in our unit?

Once the unit is handed over to you, you are responsible for maintaining things in your unit. This includes replacing light bulbs, fixing heaters, adding new sockets in if required, fixing the sink or the toilet if they stop working, repairing broken windows or door etc. The details of your responsibilities are set out in your lease.

OTHER USEFUL INFORMATION

Car Parking

Once you have signed a lease you can use that as evidence of business residency and apply for an on-street business parking permit for the "Highfield Business Parking Zone" which includes John Street. Annual permits are £36 if your vehicle is band A* or B* or £72 if band C or higher. You can also purchase a book of visitor parking permits which cost £12.50 for a pack of 25 day permits. There is some unmetered parking on John Street but tends to fill up first.

Bike Parking

We have some bike parking facilities for tenants in the courtyard. While bicycles are welcome, motorbikes are not allowed in the courtyard

The Courtyard

The courtyard is privately owned but all tenants are welcome to use the chairs and tables provided for tenants (i.e. not the café ones) to sit out and enjoy the courtyard when the weather permits.

Smoking

No smoking is allowed in the building, included in the units. You also risk setting off the fire alarm if you smoke inside. Outside we ask that you are considerate of your non-smoking fellow tenants and do not drop cigarette butts in the courtyard but dispose of them responsibly.

Cleaning shared areas

We have a cleaning service that cleans the shared bathrooms twice a week. In between, everyone appreciates any contribution towards keeping shared areas clean and corridors free from obstruction.

Fire risk assessments

Tenants are responsible for fire safety in their unit. This includes having a name responsible person for fire safety purposes. They are required to carry out, and regularly review, a fire risk assessment for your unit. This should identify what you need to do to prevent fire and keep people safe. If your business has 5 or more people, your risk assessment also needs to be written down and available for inspection. There's lots of useful info to help you do this eg:

<https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-risk-assessments>

Fire alarm

There is a building wide fire alarm which is serviced every 6 months. A written guide to operating the fire panel is provided for all tenants when they move in. It includes a list of emergency telephone numbers for a key holder for each unit.

Key holders

We keep a register for all key holders for units in the building and we ask tenants to keep us up to date with the name, email and contact numbers of anyone who holds a key for your unit.

Security

Tenants share responsibility for keeping the building secure. The main courtyard gates are locked at night (see below) as one way to help keep the building secure. Additionally, we ask that tenants keep the small door (set into the main gates) locked and NOT on the latch – however much more convenient it may feel to put on the latch.

The security access codes to the small courtyard door and the main door for units 7 to 14 are changed periodically. We ask that tenants only give these codes out to people working in the building – visitors should use the door buzzer to buzz for entry, and not be given the access code.

In general, we encourage tenants to be actively curious about anyone in the courtyard or building that they do not recognise and feel unsure about. If you feel uncomfortable about a visitor(s) in any way, take note of your feeling and seek the help of other tenants to either keep them under observation until the purpose of their visit to the building becomes clear, or they have left. Incidents are extremely rare but informal surveillance is very helpful in ensuring that visitors feel they are observed. Most visitors welcome a friendly “hello - are you looking for someone?” if they are struggling to locate a tenant or business in the building.