**REIGATE AND BANSTEAD BOROUGH COUNCIL**

**APPLICATION VALIDATION - CLASS A1 RETAIL QUESTIONNAIRE**

**INFORMATION REQUIRED IN CONNECTION WITH APPLICATIONS FOR A CHANGE OF USE FROM CLASS A1 (RETAIL):**

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| **1.** |  | **BACKGROUND** |
|  | **1.1** | **When did the property fall vacant?** |
|  |  |  |
|  | **1.2** | **Why did the property fall vacant?** |
|  |  |  |
|  | **1.3** | **What rent was the previous occupier paying?** |
|  |  |  |
|  | **1.4** | **What was the exact nature of the previous use of the property?** |
|  |  |  |
|  | **1.5** | **Who was the tenant?** |
|  |  |  |
| **2.** |  | **MARKETING** |
|  | **2.1** | **How long has the property been marketed for?** |
|  |  |  |
|  | **2.2** | **Who has undertaken the marketing?** |
|  |  |  |
|  | **2.3** | **What marketing has been undertaken? (Provide copies of the letting particulars together with copies of any adverts, mailshots etc).** |
|  |  |  |
|  | **2.4** | **Was a board put up at the property?** |
|  |  |  |
|  | **2.5** | **How many enquiries have been received in response to marketing?** |
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|  | **2.6** | **How many sets of particulars have been sent?** |
|  |  |  |
|  | **2.7** | **How many offers have been received (if any)?** |
|  |  |  |
|  | **2.8** | **Why have any offers proved unacceptable (e.g. rental offers, covenant strength, proposed use)?** |
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| **3.** |  | **RENT** |
|  | **3.1** | **What rent is being quoted?** |
|  |  |  |
|  | **3.2** | **Has the asking rent remained the same throughout the market exercise? (If not, please provide details of changes in the figure and when).** |
|  |  |  |
|  | **3.3** | **Please show how the asking rent was calculated (i.e. to include a clear breakdown of floor areas and the rents attributed to each area on a rate per square foot/metre basis).** |
|  |  |  |
|  | **3.4** | **Please provide copies of the comparable evidence, or other evidence, used to arrive at the rates per square foot and valuation overall.** |
|  |  |  |
|  | **3.5** | **If available, please provide a copy of the valuer’s/agent’s report regarding the asking rent to be adopted (if available, this may cover the queries raised in 3.3 and 3.4).** |
|  |  |  |
| **4.** |  | **OTHER INFORMATION** |
|  | **4.1** | **Please provide any other supporting information that you feel may be relevant.** |
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