

Newcastle Enterprise Centres



CENTRE BACKGROUND INFORMATION

The Newcastle Enterprise Centres (NEC's) support new and growing businesses. Their main purpose is to encourage *job creation* and *business growth*. The Centres offer a package which includes business accommodation and allow the business owner to focus purely on growing their business.

Entry and Exit Criteria

Applications are encouraged from starter businesses under 3 years old. However this criteria is sometimes relaxed depending upon current occupancy levels. Suitability depends upon the business plan and financial forecasts provided. i6 Charlotte Square targets businesses in the digital/creative sector such as software developers. Some activities prove unsuitable for the Centres (chemical storage, noise, vehicle repair, retail and catering). Occupiers must provide evidence of Public Liability Insurance of £1m.

Only 4 weeks written notice is required. Exit policy is incorporated into the rental structure whereby long-term occupiers pay higher rents to encourage move-on. Charlotte Square-i6 charges incorporate annual increments (currently 5%) plus inflationary adjustments. Rental charges are reviewed annually for 1st April.

What is the Application process?

Applicants submit an **Application Form, Business Plan, Cash flow forecast & CV.**

A follow up meeting with the NEC Manager and Customer Support Officer is arranged to discuss the application. Successful applicants receive an offer letter and licence agreement. Prior to occupancy an Induction is arranged to cover rules and regulations such as health & safety, fire etc.

Rental charges and Deposit Bond?

Rent and service charges will be collected by Direct Debit. A deposit bond is required prior to occupancy (refundable on departure subject to room condition). Occupiers relocating internally are also required to pay the applicable deposit bond.

Customer Support

The Centre Manager and staff are located in the Centres to provide support and help you to resolve any issues. This may involve contacting others agencies within the business support network.