

Your Service Family Accommodation Application to run a business from home



Working with



1. Application Details

Title		Service Number	
Forename		Surname	
Address		Postcode	
Telephone		Email	
Business Owner		Relationship to Licensee	
Company Registration No (if applicable)		Business Name	
Business Details	Specific details of the type of work to be undertaken by the owner and/or employees.		
List applicable documents required to run business. These documents must be available, for inspection, on request. See Annex A.	It is the Licensee's responsibility to ensure ALL statutory consents are in place.		
We understand that this application applies to this property only. We have read the attached Annex A and understand our obligations.			
Signed Licensee:		Date	
Signed Business Owner:		Date	



Working with



Local Service Commander (Warrant Officer or above) or representative's details

I, representing the unit Commanding Officer, agree to this request subject to it meeting the appropriate legislation and housing requirements, following final approval from Pinnacle.

Signed		Unit	
Rank		Service Number	

To be completed by Housing Officer

(HO) Application is:

Approved

Not approved

Housing Officer advises Licensee:			
Name		Date	

Please send completed forms to Homeservices@pinnacleservicefamilies.co.uk, or alternatively completed forms can be posted to Pinnacle Service Families, 2nd Floor, Aviation house, Windward Drive, Speke, Liverpool, L24 8QR.

Annex A– List of Statutory Consents

The information is not exhaustive and the Service Licensee remains responsible for ensuring the Business owner covenants to obtain any necessary statutory consents, including but not limited to, fire safety management, planning consent for the use of the property for the business.

The Service Licensee remains responsible for ensuring the Business owner covenants to pay any rates, charges or levies which become due, due to the use of the property for the business.

The Service Licensee remains responsible for ensuring the Business owner indemnifies the MOD from any losses, damages or injuries caused by the use of the property for the business.

The Service Licensee remains responsible for ensuring the Business owner should pay the MOD's costs incurred in both the grant of the permission (up to you if you wish to charge for the issuing of the letter) and also any costs incurred by the MOD on vacation, either in putting any parts of the property converted to use for the Business back into residential use and also for having the property delisted as a commercial property or part commercial property for the purpose of Business Rates.

The Service Licensee remains responsible for ensuring the Business owner where applicable, carries Public liability insurance for a minimum of £5,000,000 in relation to the business.

Where occupancy is within a Capital Purchase, new build, Bulk Lease Hire, PFI or SSFA, permission may need to be considered by the Housing Owner or Developer to ensure any restrictive covenants are not breached.

Any permission given will be for those activities specifically noted within the Application and not a general consent to run any business from the property. Amey/DIO have a right to withdraw the permission without notice and at our sole discretion at any time.

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Depending on the type of business;

- Licensee remains responsible for ensuring the Business owner satisfies the requirements for PAT testing and upon request provide records and risk assessments. HSG107 guidance www.hse.gov.uk/pubns/books/hsg107.htm
- Licensee remains responsible for ensuring the Business owner satisfies requirements for Health & Safety at work Act 1974 (HASAWA) where applicable.
- Licensee remains responsible for ensuring the Business owner satisfies COSHH requirements (control of substances Hazardous to Health).
- Guidance on Health & Safety/ COSHH can be obtained via www.hse.gov.uk
- Licensee remains responsible for ensuring permission is sought for any encroachments, alterations via OST. Such alterations, including electrical works may require Part P Building regulations notification. Guidance on notifiable work can be found at; www.niceic.com/what-is-notifiable-work