

TO LET BY TENDER

Office at Harbourmaster's Office, Outer Harbour, Pwllheli
June – 2024



These details do not constitute any part of an offer or contract and should not be relied on as statements or representations of fact. All measurements are approximate. Prospective tenants should verify the measurements and other information which is provided for guidance only. Cyngor Gwynedd do not undertake to accept the highest or any other offer.

INTRODUCTION

Tender bids are invited for the tenancy of office space in the Harbourmaster's Office, Outer Harbour, Pwllheli, Gwynedd, LL53 5AY. The premises is set to become available in August 2024.

LOCATION

The premises occupies a secluded location in Pwllheli's Outer Harbour in close proximity to various maritime businesses and a short distance from the town centre. The premises can be identified edged red on the attached plans.

DESCRIPTION

The premises is a first floor office located within the multi-occupancy Harbourmaster's Office. The net internal area is 31m² (334ft²) and the office has a fully glazed frontage accessed via a shared terrace which benefits from views over Ceredigion Bay. There are shared toilets.

LEASE

The premises is available on a Business Tenancy for a period of three years with an estimated start date in July 2024. The arrangements will be reviewed at the end of the three-year period and there is no commitment to extend or renew the tenancy beyond the three-year period.

RENT

Tender offers should be submitted on the basis of annual rental payments (Year 1 Payment, Year 2 Payment, Year 3 Payment, etc.). The tenant will be invoiced in advance on a quarterly basis. The first quarterly payment will be payable on the lease start date.

VALUE ADDED TAX

The tender offer should not include Value Added Tax. The tenant will be responsible for paying and recouping any tax for which the tenant is liable.

USE

B1 – Office. Other use would be considered subject to approval and necessary planning consent. All planning enquiries should be directed to Cyngor Gwynedd's Planning Unit on 01766 771 000 or at cynllunio@gwynedd.llyw.cymru.

REPAIRS AND MAINTENANCE

The tenant will be responsible for the internal repair and maintenance of the premises.

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INSURANCE

The tenant will be fully responsible for ensuring they have the following insurance policies and providing copies to the landlord:

- Public Liability Insurance with indemnity to Cyngor Gwynedd in relation to third party rights for damage or loss caused as a result of the tenant's actions or negligence with a policy minimum value of £10,000,000
- Insurance that satisfies the Employers' Liability (Compulsory Insurance) Act 1969 or any other statutory order made under that Act, any amendment or re-enactment of it

ENERGY PERFORMANCE CERTIFICATE

The building's operational rating is A.

SERVICES

It is understood that the premises benefits from mains electricity. Interested parties should seek clarification that service provisions are suitable for their own proposed use.

RATES

Non-domestic rates will be the responsibility of the tenant. All non-domestic rates enquiries should be directed to Cyngor Gwynedd's Non-domestic Rates Unit on 01766 771 000 or at trethiannomestig@gwynedd.llyw.cymru.

LEGAL COSTS

The successful applicant will be required to contribute £650 towards Cyngor Gwynedd's legal costs.

LANGUAGE POLICY

All written material, including signage, must be displayed in Welsh and English at the tenant's own cost.

OTHER CONDITIONS

Please refer to the main heads of terms overleaf that will be offered to the successful applicant. The applicant should satisfy themselves of the implications and consider undertaking appropriate professional advice.

VIEWING

Viewings are strictly by appointment only through Cyngor Gwynedd's Estates Unit and will be held on Monday 8th July 2024.

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APPLICATION GUIDELINES

No tenders will be accepted unless submitted in the correct manner as detailed below.

All applications **must** include the following documents:

- A completed tender application form
- A basic business plan
- A statement of accounts for the last three years

All applications **must** be submitted in a sealed envelope using the appropriate tender address label to ensure that no applications are opened before the closing date. The envelope must not be marked in any way to alter its appearance. The applicant must pay for any posting cost.

The appropriate tender application form and tender address label are available by clicking the attachments application form / label or upon request from Cyngor Gwynedd's Estates Unit:

The closing date for applications is **12:00pm on Monday 15th July 2024**. You should e-mail stadau@gwynedd.llyw.cymru to inform us that you have submitted an application – you should only inform us that you have submitted an application and you **must not** divulge details of your offer.

FULFILMENT OF THE TENDER

Each tenderer should visit the site, to examine it prior to tendering, to satisfy themselves about all the local conditions and restrictions that affect the contract. No claims arising from a failure to do this will be admitted.

REFUSAL TO COMMIT

Cyngor Gwynedd does not commit to accepting the highest tender or any tender, and the applicant does not have the right to request any expenses or costs incurred in preparing the tender.

ENQUIRIES

For further enquiries, please contact Gethin Jones at the Estates Unit on 01766 771 000 or at stadau@gwynedd.llyw.cymru.

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