



## **RETAIL SIGNAGE & SHOP FRONT REQUIREMENTS**

## 1. Introduction

This document sets out the Landlord's *usual* requirements in relation to retail signage and shop fronts and is intended to provide our tenants with clarity as to both procedure and the Landlord's general stance on the granting of consent where change or installation is proposed.

This document should be read in conjunction with the terms of your Lease, it is not intended to vary or modify the terms of it.

Unless your Lease says otherwise, no signage or shop front changes of any kind should be undertaken until the Landlord's formal consent has been obtained.

The Landlord has produced separate guidance relating to alterations.

## 2. Form and content of the application for consent

In the event that you wish to make changes to the existing signage or shop front, you should provide full details of the proposed changes and complete the relevant application form which can be found [here](#).

## 3. Documentation required

In order to properly consider your application for consent, we will usually require the following information and documentation;

- i. details of the existing signage & shop front;
- ii. details of the proposed signage & shop front (including dimensions, materials and colour schemes);
- iii. a method statement setting out how the changes are to be carried out;
- iv. contact details for the contractors who will carry out the changes/installation, together with details of their liability insurance.

If you have any doubt as to these requirements, then please contact the Landlord as set out below.

## 4. Costs and timetable

You will be required to meet the Landlord's legal, administration and other professional costs, fees and expenses incurred in considering your application for consent.

### Stage 1 - Application and initial review

A non-refundable administration fee will be payable on submission of an application for consent and the Landlord will not start its initial review of the application until the administration fee has been paid in cleared funds.

The Landlord's current application fee is set out in the **accompanying fee scale**.

Your application will first be reviewed by the Landlord's asset manager and this initial review will usually be completed within 3 working days of receipt of the application (or cleared funds, if later). During or shortly after this initial review process, the Landlord's asset manager may contact you to request additional information, documentation or clarification in relation to the application.

Depending on the nature and extent of the proposed signage & shop front alterations, the Landlord may refer your application and the accompanying documentation, to its internal projects and planning teams. In certain circumstances, you may be contacted directly by members of these teams, who may wish to inspect the property and/or arrange a site meeting with you, and/or your contractors.

The Landlord will consider each and every application for consent on its merits (and in accordance with the specific terms of your Lease).

In considering each application, the Landlord will usually take into account the effect of the proposed signage and/or shop front changes upon the demise itself, the Landlord's other commercial and residential interests in the building (where the demise forms part of a building) and its adjacent or adjoining property interests and those in the vicinity of the property.

The Landlord may impose certain requirements and conditions to the manner in which the changes are carried out and the materials and colours to be used.

### Stage 2 – The Landlord's formal consent

If the proposed changes are acceptable to the Landlord in principle, the Landlord's solicitors will be instructed to draft a Signage Licence (and/or a Licence for Alterations where the signage works form part of wider alteration works) which, when completed, will constitute the Landlord's formal consent to the changes.

You will be responsible for the Landlord's legal costs for the preparation (and any subsequent negotiation) of the Licence for Alterations. Such costs will be payable whether or not the matter is completed.

Details of the Landlord's anticipated legal costs are set out in the **accompanying fee scale**, although the Landlord's legal costs for dealing with the Licence for Alterations will depend on the nature and extent of the signage changes and the extent of any conditions applied by the Landlord as to the manner in which the signage changes are to be carried out.

If the Landlord accepts that the proposed signage installation/changes are of a minor nature, a fixed fee of £150.00 + VAT will be payable for the production of a simple Licence for Alterations (in the Landlord's standard form).

Where you are represented by a solicitor, the Landlord may require a solicitors undertaking to secure the payment of its anticipated legal fees/costs. In other cases, the Landlord will require its anticipated legal fees/costs to be paid in full and in cleared funds, before the Licence for Alterations is drafted and circulated for your consideration.

## 5. Methods of Payment

You will be asked to confirm your chosen method of payment within the application form.

### Payment by cheque

Where payment is made by cheque, cheques should be made payable to 'Sorbon Investments' and sent to Sorbon Estates Limited, Aylesbury End, Beaconsfield, Buckinghamshire, HP9 1LW, marked for the attention of the Estates Department.

### Payment by bank transfer

Where payment is made by bank transfer, payment should be sent to:

<b>Account Name:</b>	Sorbon Investments
<b>Bank:</b>	Barclays Bank
<b>Account Number:</b>	50069981
<b>Sort Code:</b>	20-03-18

Please use your tenant reference number as a payment reference.

A VAT invoice (where applicable) will be issued upon receipt of cleared funds.

## 6. Contact Details

If you wish to discuss the contents of this document, or any other aspect of your proposed signage changes, please make contact with your dedicated asset manager (whose contact details you will already have). Alternatively, please make contact with the Estates team on 01494 671331.

**An example of designs submitted for Landlord's approval**

**EXTERIOR HORIZONTAL BLOCKWORK**

Signage zone backing to be made with 3mm thick aluminium composite panels in standard white colour, framed in aluminium to fit zones described/measured below. For avoidance of doubt, the signage zone backing above shop fronts 'A' (northside) and 'C' (westside) are not to exceed the width of the shop front. Tenant to confirm dimensions by their own on site survey.



**An example of acceptable specification and detail for illuminated signage**

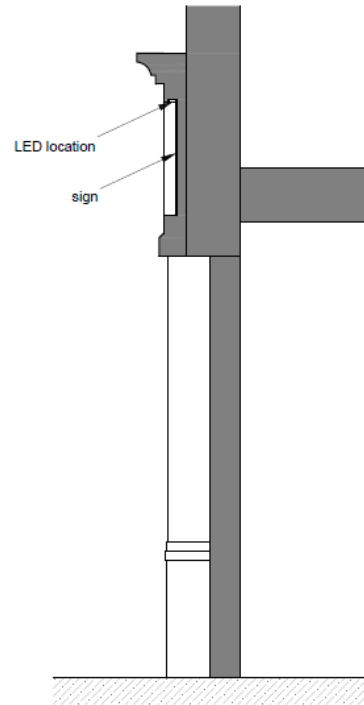
**LIGHTING TO BE USED:**

- 2.1m length of IP44 LED flexible strip with 3528 NW LEDIIG
- 2 x 2.7m length of IP44 LED flexible strip with 3528 NW LED
- 100W IP20 24V power supply

LEDs will produce 864 lumens per metre.  
Illumination will be static.



FRONT VIEW scale 1:75



SECTION scale 1:25

**An example of an acceptable signage visualisation**



View 1



View 2

**An example of an appropriate signage visualisation in the context of wider external alterations**

