

## **APPLICATION FOR OCCUPANCY**

Thank you for your interest in The MedBIC – Anglia Ruskin Business Innovation Centre for Medical and Advanced Engineering.

We offer a range of membership packages to suit your business needs. Whether you simply wish to avail of the informal meeting areas, collaborative spaces and excellent networking opportunities, or you need dedicated desk or office space, the occasional use of a desk away from home, or a prestigious business address, we can help your business grow at The MedBIC.

All applicants for occupancy at The MedBIC are invited to complete this application form, to enable an initial assessment of alignment of goals and aspirations between the business and The MedBIC. Depending on the stage of development of the business, the availability and quality of some of the information may be variable, but please provide as much as is possible.

### **Selection Process**

To progress your application, please complete the following form. We may ask for further information.

An initial due diligence and financial review will be undertaken by Anglia Ruskin University and as such we may ask for more information, eg: last audited accounts and your financial forecast for the next 1-2 years. The final stage will be a review of the application by a Selection Committee comprising representatives of Anglia Ruskin University, Essex County Council Economic Development team and Chelmsford City Council Economic Development team. A representative from your company may be invited to meet the panel and discuss your business plan and application for occupancy.

### **Notes**

- Please ensure all sections are completed in full. Additional documentation provided will only be used to support the information provided.
- If you are completing this form electronically please expand sections as required.
- If you are completing a paper copy, and you need more space, please attach additional pages as required.
- Applicants for the Virtual Office Services provided by The MedBIC are only required to complete Sections 1, 2, 3, 7, 8 and 9.
- All information provided will be treated in the strictest of confidence.
- Please attach a copy of your brief business plan to support your application which should include the key financial projections for the next 2-3 years.

| <b>1 Business Details</b>   |  |
|---|--|
| <b>Company Name:</b>  |  |
| <b>Registered Company Name:</b>   |  |
| <b>Registered UK Company Number:</b>  |  |
| <b>Registered Business Address:</b>   |  |
| <b>Postcode:</b>  |  |
| <b>Contact Address: (If Different)</b>  |  |
| <b>Post Code: (If Different)</b>  |  |
| <b>Principal Contact:</b>   |  |
| <b>Telephone:</b>   |  |
| <b>Mobile:</b>  |  |
| <b>Email:</b>   |  |
| <b>Website:</b>   |  |
| <b>FOR REFERRALS ONLY:</b>  |  |
| <b>Referred By – Contact Name:</b>  |  |
| <b>Company Name:</b>  |  |
| <b>2 Business Structure</b>   |  |
| <b>Date Started Trading:</b>  |  |
| <b>Structure of Ownership:</b><br>Eg: Limited Company, Sole Trader etc.   |  |
| <b>Turnover:</b>  |  |
| <b>Number of Employees:</b>   |  |
| <b>3 Description of the Business</b>  |  |
| <p>Please provide a description of the business.<br/> Eg: Product / Service concept, idea or innovative content at the heart of the business; present business status and growth potential; composition and structure of management team and details of skills still required for success; any IPR held or being developed; target markets; key objectives for the next 3- 6- 12- 24- months; clinical trials or research supports required (current / future).</p> |  |
|   |  |

**4 Specific Business Activities**

Please describe the specific types of activities you propose to carry out at The MedBIC.

**5 Innovation**

Please describe the innovative nature of this activity.

**6 Benefits of The MedBIC**

Please describe what benefit the company expects to gain from occupancy at The MedBIC.

|   |                               |
|---|-------------------------------|
| <b>7</b>  | <b>Accommodation</b>          |
| <b>Please tick the type of accommodation required</b>   |                               |
| Virtual Tenancy – Option 1  |                               |
| Virtual Tenancy – Option 2  |                               |
| Virtual Tenancy – Option 3  |                               |
| Office Unit(s)  |                               |
| <b>Where applicable please state the approximate square footage of office space required, along with the expected length of occupancy. Also outline any additional services required.</b>   |                               |
|   |                               |
| <b>8</b>  | <b>Additional Information</b> |
| <b>Please attach any other relevant information, eg: business, financial, marketing information. It is recognised that depending on the stage of development of the business, the availability and quality of this may be variable.</b> |                               |
| Please list the names and explanation of attachments provided:  |                               |
| <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>  |                               |
| <b>9</b>  | <b>Signature</b>              |
| Print Name  |                               |
| Position  |                               |
| Date  |                               |
| Signature   |                               |

***Please ensure you have attached a copy of your brief business plan to support your application which should include the key financial projections for the next 2-3 years.***

**Contact Details:**

Manager – The MedBIC  
 Anglia Ruskin University  
 Alan Cherry Drive  
 Chelmsford  
 Essex CM1 1SQ

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