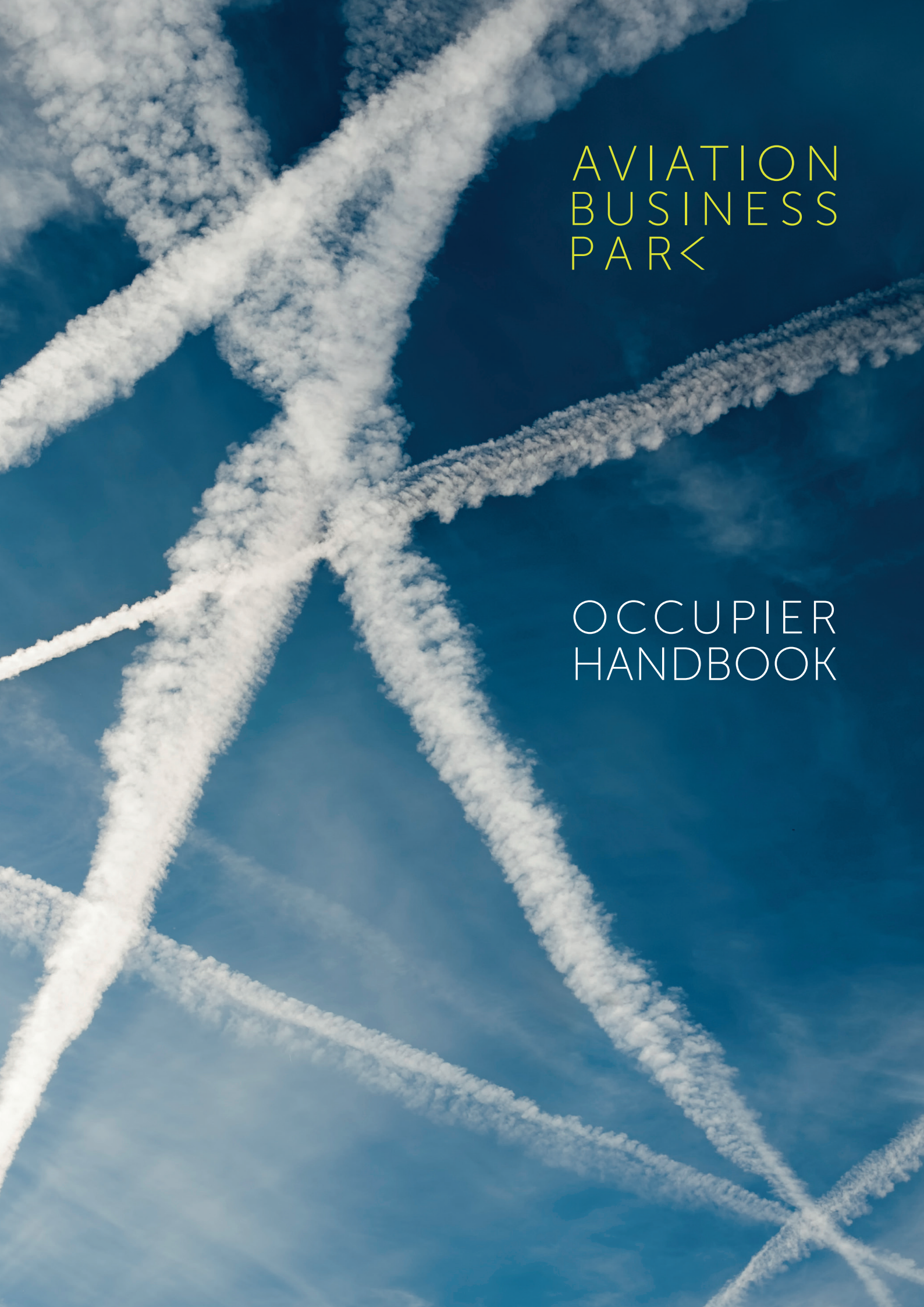


AVIATION BUSINESS PARK

OCCUPIER HANDBOOK



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WELCOME TO AVIATION BUSINESS PARK

We trust that you will find this handbook informative. Our aim is to provide you with a useful reference document, which will help you make the best use of your accommodation. The handbook contains general information, such as the services we provide and your responsibilities. There is also specific information on procedures, including alterations to premises and reporting faults.

As an occupier at Aviation Business Park, please ensure all staff have access to this handbook.

Our Property Team is available to help you in any way they can to ensure that your occupation at Aviation Business Park is as beneficial as possible.

1.1 THE PROPERTY TEAM

This is an overview to tell you who to contact and for what reason. Please use this as a guide when you have a query.

Harvey Greenman

Business Park Director

01202 574 844

harvey.greenman@bournemouthairport.com

Responsibility for all Business Park management issues on Aviation Business Park including letting of new or existing properties, rent reviews, lease renewals, dilapidations, permissions to sublet or carry out improvements and town planning.

Joe Lee

Business Park Surveyor

01202 574 833

joe.lee@bournemouthairport.com

Assist the Business Park Director with all management issues including letting of new or existing properties, rent reviews, lease renewals, dilapidations, permissions to sublet or carry out improvements and town planning.

AVIATION BUSINESS PARK

Wendy Jones

Business Park Facilities Manager

01202 574 831

wendy.jones@bournemouthairport.com

Responsible for all aspects of Facilities Management including maintenance of communal areas and provision of business park services.

Jasmine Criddle

Business Park Administrator

01202 574 822

jasmine.criddle@bournemouthairport.com

Business Park administration, general enquiries, signage, invoicing, utilities.

1.2 FACILITIES MANAGEMENT

The Property Team are responsible for providing services to the common areas of the Aviation Business Park, security, cleaning, waste management, landscaping, road gritting and snow clearance.

Please contact the Property Team on 01202 574 831 to report any matter.

1.3 WORKING TOGETHER

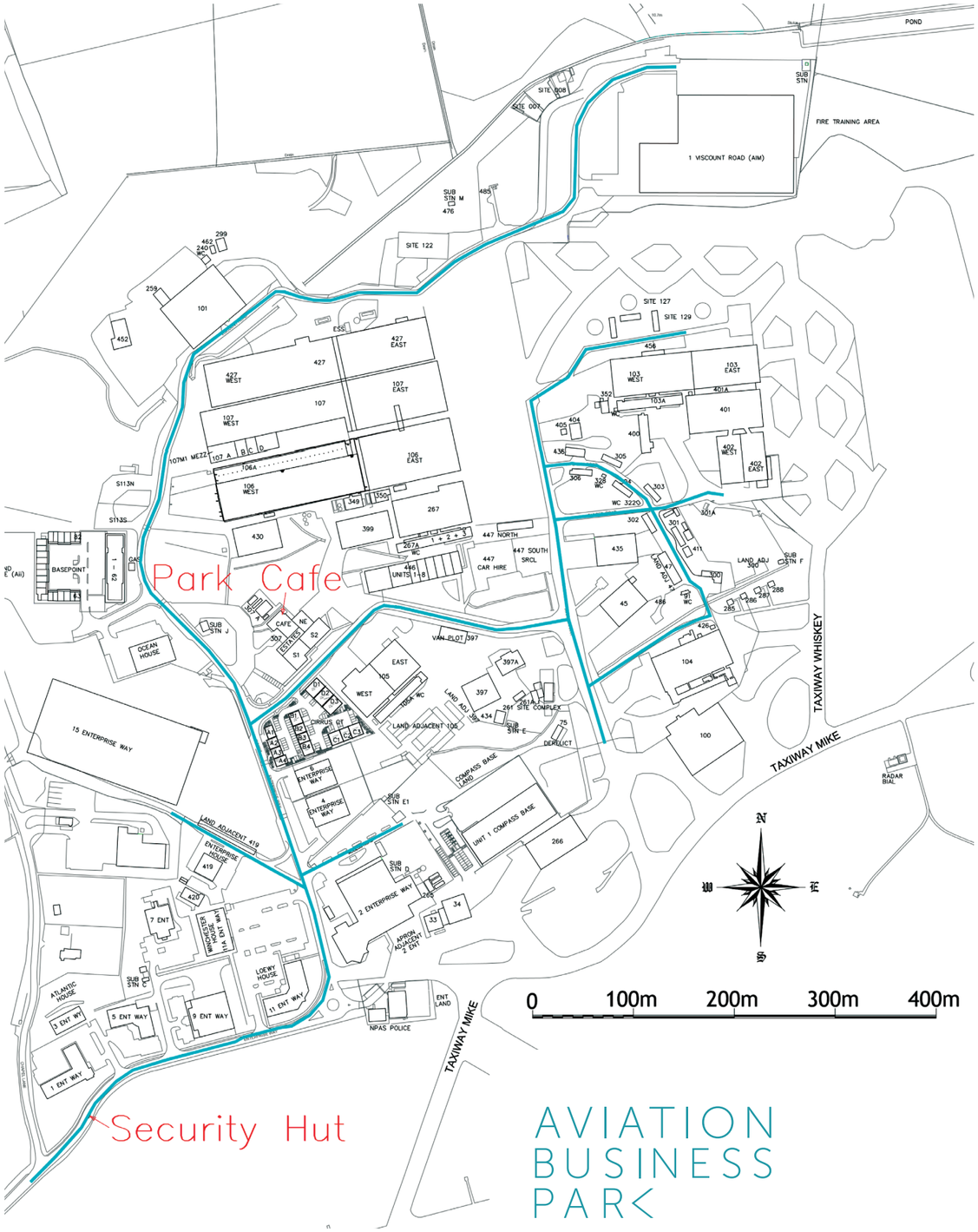
The Property Team engages with its occupiers to learn more about their businesses, customers and employees in order to tailor our services to meet your needs. We carry out an annual customer survey and will provide feedback from these surveys and keep you informed of our plans to improve services on Aviation Business Park.

Customer Forum

We hold regular customer forums to keep you up to date with Aviation Business Park news, provide useful business information, and discuss your views on how to make this an even better place to work.

Customer Meetings

The Property Team is always ready to meet you to discuss any aspect of your occupation, either at your premises or at the Estates Office. Please call us to arrange a meeting.



YOUR SERVICES

2.1 PROPERTY MANAGEMENT

We work as one team with our service providers to ensure that you receive a first class management service.

Our responsibilities and job role definitions
We have a dedicated Business Park Director, Business Park Surveyor and Business Park Facilities Manager.

At the heart of the service is the creation of a productive relationship between the Property Team, service providers and our customers. With the focus firmly on customer service, we have the expertise in estates and facilities management to create a balanced and integrated property management service.

2.2 HEALTH & SAFETY

The health and safety of customers is extremely important to us. It is vital that we share responsibility with our customers for the welfare of all those who use or visit the Aviation Business Park.

Key responsibilities are listed below.

Our responsibilities

- To act in line with relevant legal requirements in force at the time.
- To maintain the landlord's communal areas and ensure all the landlord's plant and equipment is in a safe condition.
- To carry out regular checks and assessments of the landlord's common areas to make sure that the health and safety arrangements remain effective.
- To make sure that any hazards identified in the landlord's common areas are properly controlled and that any defects are put right promptly.
- To control all service providers working on the common areas and vacant parts of the Business Park and ensue they follow all necessary health and safety requirements.

2.3 HELP DESK

For any problems concerning your property or Aviation Business Park,
please phone the Property Team on 01202 574 822.

Other useful numbers can be found at the back of this handbook.

2.4 COMMUNAL TOILET BLOCKS

There are a number of communal toilet blocks on Aviation Business Park and these are maintained and cleaned by contract cleaners.

2.5 LANDSCAPING

Landscaping contractors are responsible for cutting the grass, clearing leaves, cutting the hedges and litter picking of the communal areas around the Business Park.

2.6 PEST CONTROL

Pest control contractors manage pest control for the communal parts of the Business Park.

2.7 ROAD GRITTING

During times of inclement weather, we will endeavor to treat estate roads throughout the Business Park. During particularly heavy snow please note that clearance will begin with major thoroughfares and heavily used areas. Where customers are responsible for their own areas they must make their own arrangements for snow clearance and gritting.

2.8 SECURITY

Our security contractor provides security, 24 hours per day, 7 days per week. This consists of one guard who is principally based in the security hut at the entrance to the Aviation Business Park. They also carry out mobile patrols during their shift.

Therefore, you should not expect to see a guard in the hut at all times, but they will be present on Aviation Business Park.

You will appreciate that one guard cannot always cover all parts of the Business Park, so it is essential that you take appropriate precautions to ensure the safety of your staff, premises and goods.

We ask that you keep the guards informed when you are expecting irregular activities or commercial vehicles on site, in order that they are aware of authorised business on Aviation Business Park.

The security lodge telephone number is: 01202 582 112.

2.9 ROAD MAINTENANCE

We maintain the main roads and footpaths within the Business Park.

A road sweeper is contracted for the roads to be swept every month.

2.10 STREET LIGHTING

The Property Team maintains the street lighting of the main thoroughfares at the Business Park.

2.11 BUSINESS PARK SIGNAGE

The Property Team provides and maintains directional signage on the Business Park.

Occupiers are not permitted to erect their own signage on any Business Park road. Please contact the Property Team should you wish your company to appear on the main directional boards.

2.12 UTILITIES

Bournemouth Airport supplies water, sewerage and electricity to most premises at Aviation Business Park. The Property Team works with Bournemouth Airport's Engineering Team and external suppliers to maintain the infrastructure used to supply these utilities.

You should be aware that continuity of supply cannot be absolutely guaranteed. We are subject to interruptions from the mains utility providers and sometimes incur on-site faults. Therefore, we strongly advise you to consider the installation of back-up power generation if you deem this a business critical factor.

We will endeavor to notify you of any planned maintenance works that could cause disruption to your supply. If possible, these will be carried out during weekends or evenings. However, occasionally, emergency works may be required during the day.

YOUR RESPONSIBILITIES

3.1 INTRODUCTION

The previous section set out the areas of responsibility of the Property Team and our service providers. This section provides helpful information for some of the key areas of responsibility for occupiers. Some of these may be covered or referred to in your lease and where they are, the conditions of your lease always overwrite any information or requirement listed below.

The information listed below is generic and not specific to your premises.

3.2 UNDERSTANDING YOUR LEASE

It is the responsibility of the occupier to ensure that anyone who is involved in managing your property has an understanding of the obligation of your lease.

If you have this responsibility and have not been told the specific responsibilities that your company has agreed to in the lease then you should request this information.

Please note, your responsibilities may not be the same as the company who occupies a unit next door and leases may differ from one unit or office to the next.

Your demised area

Every lease will have a plan showing your company's demised space. This is the area that you are responsible for and that the lease terms apply to. If you do not have this plan then please request a copy.

Obligations within the lease

Each lease is agreed independently with the company taking the premises. Depending on the type of lease and the specific details agreed, these obligations will vary from property to property. Therefore, it is important that you understand all of your obligations if you have responsibility for managing the property day to day.

Rents

Your lease will set out whether rent is to be paid quarterly or monthly in advance. Rent is due on the payment date and no later.

Payment by direct debit or standing order is our preferred method of payment.

If at anytime you have any difficulty in meeting your obligations please talk to us.

Alterations

Your lease will outline the requirements of obtaining permission from the Property Team should you wish to carry out alterations to your premises.

Ordinarily, consent will be required for any internal and external alterations, and advice should be sought from the Business Park Manager. All alterations must comply with building regulations, together with any other regulations in place at the time. Works may affect buildings insurance cover and, if appropriate, we will inform our broker of any changes, alterations or improvements. It is recommended that you do the same.

Subject to your lease or other agreement, your landlord may be willing to give permission for you to make changes to your accommodation, but we will need to approve details of your proposals before any work can begin.

In the first instance, you should submit in writing to the Property Team full details of the work you intend to carry out, together with drawings, a scope of works and a risk assessment and method statement.

A licence granting consent may then be issued. You must not commence work until that has occurred and you have paid our costs for reviewing your proposal and agreeing that licence.

In addition, some work may require planning permission from the Local Authority. If you have any doubts whether your proposals will need planning permission please contact the **Business Park Surveyor on 01202 574 833.**

N.B. DO NOT MAKE A PLANNING APPLICATION WITHOUT CONSENT FROM THE BUSINESS PARK DIRECTOR / BUSINESS PARK SURVEYOR

Even minor alterations are likely to require Building Regulation consent, early involvement with a building control officer is essential.

Some lease, concession and tenancy agreements prohibit alterations to buildings. Before undertaking any design work it is preferable to check with the Property Team what you can and cannot do under your agreement.

It is essential that you or your contractors have the correct permission and consents before starting any work. If we find that works are being carried out without the correct authorisation then they will be stopped until the necessary consent or permission is arranged.

Starting work

The Property Team will send you written confirmation that you can start work and that the necessary approvals have been received. You must not start work until you have been given the go ahead by the Property Team. If unauthorised works are undertaken you may be asked to reinstate the property.

To avoid unnecessary work, especially for larger projects, you should discuss your plans with the Property Team, in the first instance, to ensure that the changes you propose are acceptable.

Please inform your neighbours if you are carrying out anything which is likely to cause any disturbance and make reasonable arrangements to minimise disruption.

Your contractor must comply with our licence terms and conditions. Please ensure that they are aware of this requirement.

It is likely that the fire risk assessment will require updating when any works have been completed.

We will inspect the works when they are taking place and upon completion to check they are carried out in accordance with the original application you have made.

You will be responsible for returning the premises to their original condition at the end of your lease when you vacate.

Contractors

If at any point you are planning to bring contractors on to Aviation Business Park to carry out works please contact the Property Team on 01202 574 831 to discuss what procedures should be followed and what permissions may be required. Please note depending on the type and location of the work, this process may require formal permission which may take longer to complete than you anticipate.

Work may need to comply with Bournemouth Airport Operational Instructions, requiring further applications and permissions, e.g. erecting a crane.

It is important that you communicate with us before carrying out any works.

Please ensure that your contractors deal correctly with any waste.

You must ensure that your contractors comply with all health and safety requirements and, where necessary, the Construction Design and Management Regulations.

3.3 MAINTENANCE AND REPAIRS

You are responsible for:

- Maintaining
- Repairing (unless the damage is caused by an insured risk as defined in the lease)
- Decorating the area you occupy throughout the term of the lease

Dilapidations

The term dilapidation is normally used to cover defects or disrepair which you will be required to remedy when you vacate the premises. When a customer vacates a property at the expiry of their lease or by operation of a break clause, the premises will need to be returned to us in full repair, as governed by the terms of the lease or other agreement.

It is, therefore, in everyone's best interests that the premises are maintained in good repair throughout the term of the lease. This includes any alterations or improvements which you have undertaken

If you have any questions about your responsibilities, please contact the Property Team.

Repairing obligations

Your lease sets out the repairing obligations but typically these will cover the internal and external fabric of the building, including but not limited to:

- Roof
- Cladding
- Doors
- Services e.g. electrical and heating equipment.
- Decoration - Under your lease you will be expected to redecorate the property regularly (for instance, at least once every five years and in the last year of the lease term).
- In a multi-occupied building external and communal areas are often maintained via the service charge. Please check your lease for the exact details that are applicable to you as regular or planned maintenance can avoid greater expense later.

PLEASE NOTE:

- If you leave the premises in disrepair, we may make a claim against you for the cost of correcting and repairing it.
- Changes you have made to the unit may have to be 'reinstated' at the end of your lease. In other words, we may insist that you return the premises to their original layout before you leave at the end of your lease.
- The dilapidations claim may well include other items such as loss of rent, service charges, and empty rates incurred during the period when we carry out any of the works for which you are responsible whilst the property is unavailable for letting.

When your lease expires we will prepare a schedule of any repairs or reinstatement to the property that are necessary and your responsibility. You should note that 'repair' may include 'renewal' of parts of the area you occupy if this becomes necessary during the term of your lease.

3.4 HEALTH & SAFETY

Under the Health and Safety at Work Act 1974, any person who has control over a workplace or business operation must take reasonable care not to cause harm to anyone who may come into contact with those activities.

This includes their own employees, employees of other companies, visitors and members of the public.

As we all have a part to play in making sure that health and safety is properly managed on this Aviation Business Park, key responsibilities are listed below:

- To act in line with relevant legal requirements in force at the time.
- To check and, where appropriate, maintain your demised area plant and equipment in a safe condition.
- Carry out regular checks and assessments of your demised areas to make sure that the health and safety arrangements remain effective.
- To make sure that any hazards identified are properly controlled and that any defects are put right promptly.
- To control other service providers working in your demised areas to make sure that they follow health and safety requirements.

Smoking policy

It is the responsibility of all occupiers to ensure that statutory requirements in respect of smoking are complied with.

Occupiers should make their own arrangements for displaying the correct signage and ensuring their employees abide by the legal requirements. Employees and visitors should be discouraged from smoking close to entrances and exits or open windows as smoke can drift back into a building. Particular attention should be made to the safe disposal of cigarettes and other litter.

3.5 ASBESTOS

Some buildings on Aviation Business Park contain asbestos containing materials (ACMs).

As an occupier or employer, it is your legal responsibility to manage asbestos containing materials within your building in accordance with the Control of Asbestos Regulations. If you plan to carry out any works to your premises you must assume your building contains ACMs unless you receive confirmation that the building is clear.

Any and all work must be approved by the Property Team prior to commencement.

In most circumstances, you will be provided with a copy of the asbestos management survey when you take occupation.

If you come across any damage to your building and suspect it may have released asbestos fibres you must:

a) Remove all persons from the area.

b) Close, seal or lock off the area. Do not remove any equipment or material.

c) Prevent others gaining access by displaying signage.

d) Inform the Property Team.

e) Arrange for repairs through a suitably qualified contractor, after obtaining permission from the Property Team.

e) On completion of any remedial work the details should be included in the Asbestos Register.

f) Ensure your asbestos contractor provides a completion certificate, air test clearance certificate and updates the asbestos register.

It is your responsibility to train your employees and notify any contractors who may encounter ACMs during the course of their work.

It is your responsibility to manage any ACM present in your area or building from when you take occupation to when you leave. The Control of Asbestos regulations 2012 sets out your duty to manage asbestos. It is essential that you familiarise yourselves and your employees with those duties and responsibilities.

3.6 FIRE

Fire safety
Fire presents the single greatest threat to your personal safety and your business so it is essential that all customers meet their fire prevention responsibilities and are aware of fire-fighting and evacuation procedures.

Fire risk assessments
Each year you must review your fire risk assessment in line with the Regulatory reform (Fire Safety) Order 2005 for the area or premises which you occupy. If you have made material changes. i.e. staffing numbers and/or changes to your area layout a full review is required.

Although it is not exhaustive, the following should be considered by the fire risk assessment:

- Overall management of fire safety and control.
- Emergency procedures and planning.
- Occupancy measures (such as is your area or premises are partially occupied, fully occupied or vacant).
- Fire compartmentalisation (workspace divided by partitions) and fire resistance. Are the walls fire resistant, fire doors in the correct places, and operate correctly?
- Storing and handling flammable materials and sources of ignition (such as naked flames).
- Fire detection.
- Emergency lighting and power.
- Smoke control.
- Methods of escape and exit routes.
- Methods of escape for impaired people.
- Special fire risks and control.

Fire equipment
To protect lives and property, you must provide and maintain appropriate equipment to detect and tackle fire. Fire extinguishers must be available within occupied areas, regularly serviced by qualified personnel in line with all fire and health and safety regulations.

Fire prevention
If there is a fire, the consequences could be devastating. Apart from the risk of personal injury or loss of life, a fire will lead to a major disruption of your business operations.

Do everything practicably possible to prevent a fire starting in the first place.

The following is a list of some of the things you could do to reduce the chance of a fire breaking out in your area:

- Keep the amount of combustible materials held or stored in your area to a minimum, including rubbish and flammable materials. You should make sure that all rubbish has been put in the bins each working day, not left on the floor.
- Many fires are caused by electrical faults. You should have all your electrical equipment regularly checked and repaired by a properly trained & credited person. Also make sure that all non-essential electrical equipment is switched off at the end of each working day.
- Avoid using multi-point socket adapters as these are a significant fire risk. If you need more electrical points, consider installing more plug sockets or use properly fused gang leads or plug boards.
- Make regular inspections of your areas to check that fire safety arrangements are in place.
- These inspections form part of the fire risk assessment.
- One of the most common causes of fires is arson so it is important that you have adequate security arrangements in place to prevent fires being started deliberately.

  Combustible materials must not be stored adjacent to the external face of a building.

3.7 ACCIDENTS

Reporting and monitoring accidents is a vital step in successfully managing health and safety.

You will need to make sure that you have formal procedures in place to record and investigate accidents and where necessary, to report accidents to the relevant authority, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

- Report all accidents that happen in common areas to the Property Team.

This will help our service provider to identify and deal with any hazards that may be present.

Housekeeping
The most common causes of accidents in workplaces are slips, trips and falls.

To reduce the likelihood of these accidents happening, you should apply the following general safety procedures.

- Keep all walkways, corridors and doors, particularly along fire routes, free from obstructions.
- If there are exposed edges in your area where there is a risk of someone falling from a height, such as low window sills or roof edges, you must make sure that access to these areas is properly controlled.
- Regularly check all your work areas to make sure that they are kept free of any hazards that could cause people to slip or trip, and that all access routes are kept free from obstructions.

3.8 SECURITY

It is important that you maintain the security of your premises at all times so that theft and malicious damage can be prevented.

Please consider taking the following security measures:

- Fit all doors and gates with locking devices to prevent unauthorised access into your area, particularly outside working hours.
- If security alarms are fitted on your property, make sure that they are properly maintained and activated when your property is unoccupied.
- You should lock away all valuable items at the end of each day. We also recommend that you tag or etch items that can be easily moved or fit them with other security devices.
- Report any suspicious people or vehicles to the Security Hut immediately - 01202 582 112.
- Your insurance company may have specific security requirements which you are recommended to follow.
- Please ensure compliance with additional security obligations that may apply to your commercial operations such as those in any operating licences or others stipulated by the Department for Transport.

3.9 ENVIRONMENT

Bournemouth Airport is committed to creating and maintaining a sustainable environment – perfecting the balance between providing jobs and economic prosperity whilst minimising social and environmental impacts. Everyone on site has a role to play in complying with environmental legislation and controlling environmental impacts.

Waste

In accordance with waste regulations, you must properly dispose of all waste materials that you produce.

If you make your own arrangements for waste disposal, you must store your waste products safely and securely to prevent the spread of litter and to minimise any fire risk.

You will also need to make appropriate arrangements, including relevant procedures and documents, to get your waste removed by a licensed contractor and taken to an authorised site.

Waste reduction and recycling

Reduce, Reuse, Re-cycle – think about how to reduce or recycle waste in your area, and make sure you tell your cleaning company where to deposit materials for recycling.

Hazardous wastes – You should make appropriate arrangements for the disposal of any hazardous wastes, including oil, solvents or gas bottles.

The Environmental Protection Act and Control of Pollution regulations controls waste and pollution. You must inform us if you have spilt or deposited anything which is a likely pollutant.

You must indemnify us against any loss regarding damage or pollution of the environment, property or harm to health

Water pollution prevention

Any substance, including oil, fuel, silt, detergent or food, put into surface or foul water drains could enter the local river and cause pollution. The Environment Agency can prosecute anyone who "causes or knowingly permits" pollution to occur.

To prevent pollution:

- Vehicles, aircraft and equipment etc should only be washed in designated areas.
- Any commercial activity involving the discharge of any liquid into surface water drainage requires a permit to discharge surface water from the Environment Agency. Please check the EA website for more details.
- All spillages should be reported to the Property Team immediately.
- All oil and fuel tanks and barrel stores must comply with legislation to prevent leakage and pollution. This legislation also forms the best practice standard for storage of all other potentially polluting materials.
- Any construction activity should be carefully controlled to prevent polluting substances from entering any drains.
- Take all measures to ensure that no effluent is discharged into the drainage systems. Any oil, grease, dangerous or poisonous matter should be captured before it reaches any drain

Air emissions

The main source of air emissions is from vehicular traffic. You can help to improve the quality of the air by:

- Green commuting on a regular basis or even just occasionally.
- Switching off vehicles when stationary.
- Ensuring that vehicles operating airside comply with CAP 642 for emissions.

Please find out more about our environmental policy under section 4 of this document.

3.10 ACCOUNTS

Should you have any enquiries please contact the Property Team on 01202 574 822.

Rent
The amount as stated in your lease or as agreed at review. Payment is often required either quarterly or monthly in advance, depending on your lease agreement. No credit is allowed and rents must be paid on the due date.

Insurance
Invoiced in accordance with your lease.

Service charge
Invoiced in accordance with your lease.

Budget and Service Charge for the next 12 months
The budget and summary of the forthcoming year's expenditure should be received one month before the service charge year begins.

Reconciliation for the previous year
The reconciliation should be received three months after the Business Park service charge year.

3.11 PAYMENTS

Payment methods
All payments are to be received on the dates that they are due.

We prefer payment to be made by direct debit or standing order.

Overdue payments
If you are going to have difficulty with your payments it is essential that you speak to the Property Team. Like yourselves, we need to manage our own accounts and cash flow; therefore, we will use bailiffs and solicitors for legal action unless an alternative agreement is reached. This is costly and time consuming for all concerned so it is essential to keep up to date with all payments.

Please talk to us as soon as you know that you will be unable to pay on the due date.

Direct Debit and Standing orders
If you are not already paying by this method we request that you set up a standing order with your bank for regular rent and service charge payments.

Your landlord's bank details can be found on your invoice or application for payment. Please quote your account number on the standing order mandate.

Payment by this method will ensure that the rent is received by the due date and eliminates the need to raise cheques, BACS payments, remittances etc. It will also ensure you do not receive overdue payment charges and any late payment interest charges when you are on holiday or if there are problems with the postal service.

We trust you will find this acceptable and look forward to receiving payments by this method.

USEFUL INFORMATION

4.1 TYPES OF LEASE

Internal repairing leases
The customer must maintain the interior of the premises, all plant and equipment within, drains, external lighting fixed to and controlled by the premises, doors, windows and glass. The landlord may be responsible for maintenance of the exterior and structure of the building, and external redecoration. Costs will usually be recovered by the landlord through a service charge. External yards, parking areas and landscaping will also be maintained by your Landlord.

Full repairing leases
The customer must maintain the whole of the building, including exterior and internal, all plant and equipment, yards, parking and landscaping areas falling within the leased area. A service charge will be levied in respect of Business Park common areas.

Ground leases
The building, plant and equipment are owned by the customer. The customer is responsible for the repair and maintenance of all services, building fabrics, plant and equipment and should obtain adequate insurance cover.

4.2 LEASE EVENTS

Rent reviews
Depending on the length of lease, rent reviews may be included, usually at three or five yearly intervals.

This allows the parties to agree the level of revised rent. If they are unable to agree there is a mechanism to overcome any difficulties.

The rent will usually be reviewed to open market value, looking at values for similar properties in the market.

The landlord will ordinarily commence this process with the service of an informal notice proposing a revised rental. However, normally a rent review can be initiated by either party.

The customer may contact the Business Park Manager directly to discuss their review or appoint a competent professional to act on their behalf, if preferred.

Lease renewal
Most leases on Aviation Business Park exclude the security of tenure provisions of the Landlord and Tenant Act 1954. This is particularly the case for older premises, where redevelopment is more likely. This does not give you an automatic right to renew the lease.

Normally, we will contact you approximately three months before lease expiry to establish whether you would like to take a further lease of the premises or if it is your intention to leave. On a without prejudice basis, we will then provide you with proposals for a further lease. These terms can then be discussed and agreed in principle. Next, we will seek appropriate internal approvals and providing this is forthcoming, we will instruct our solicitor to issue draft documents to either yourself or your solicitor, if one has been appointed.

Please note that where security of tenure has been excluded there is no automatic right to a new tenancy at the end of your lease. If you wish to remain it is in your interests to discuss any new lease terms as early as possible. Whilst we may not initiate proceedings until near to the end of your lease, we are always pleased to enter discussions earlier, should you wish to do so.

Some leases are governed by the Landlord & Tenant Act 1954, which provides security of tenure i.e. a right to the renewal of your lease.

In this case, a formal notice will be served on the tenant by the landlord to end the lease on the expiry date or later. This notice may specify proposed terms for a new lease. However, on occasion, a landlord may object to the grant of a new tenancy and, if this is the case, specific grounds will be noted.

The tenant may also serve a notice to request a new tenancy. We recommend taking professional advice.

Following service of a valid notice to bring a tenancy agreement to an end, either party can then apply to court for the determination of the new lease terms. However, in the vast majority of cases matters are negotiated between the parties or their advisors. Once terms are agreed, a new tenancy agreement will be drafted and issued.

Break options
Tenancy agreements and certain leases may contain options to break the lease that earlier than the full term. These options can be either in favour of the landlord, the tenant or both.

Timescales and obligations contained within break clauses must be adhered to, and by bringing a lease to an end it should be noted that a tenant's liability for dilapidations (i.e. to return the premises in full repair) will have to be fully complied with. Costs associated with this obligation can be significant.

Insurance
Your landlord will insure most buildings including loss of rent, with the proportionate premiums recovered directly from tenants as a separate recharge. Your property agreement will tell you if your premises are covered on this basis. Otherwise, you will have to make your own insurance arrangements.

Your landlord may insure the buildings and rents but not your contents or stock and any public liability for persons entering your premises.

The cover is for the usual perils, including landlord's fixtures and fittings and has public liability in place for the common and public areas.

In the event of loss or damage to your leased area please advise the Property Team as soon as possible. In the case of large claims, loss adjusters are likely to be employed by insurers.

Repairs

During the lifetime of a lease, our building surveyors may carry out interim inspections of the premises. If items of disrepair are identified, these will be highlighted to you.

This will assist you in adhering to the repairing requirements of the lease.

4.3 SERVICE CHARGES

The Property Team manages the common areas of Aviation Business Park, providing such services as security, landscaping, road repair and street lighting. The cost of these services that The Property Team provides will be recharged via a service charge, based on projections of spending for the forthcoming year. The service charge year currently runs from 1 April to 31 March. We will write to you in advance to let you know our spending plans for the forthcoming service charge period and the proportion that your company will be recharged. A management charge is included to cover our overheads.

We aim to provide our customers with service charge transparency, good communication and budgeted planned expenditure.

At the end of the year, we will carry out a reconciliation of expenditure and advise you of any overspend/underspend applicable to that service charge period. Underspend is credited to you and we recover any overspend.

We will always endeavour to comply with the guidelines on service charges in the RICS Code of Practice: Service Charges in Commercial Property.

4.4 ENVIRONMENT

General issues

The Airport strives to minimise its environmental impact and is implementing an environmental management system accordingly.

We ask that you assist us by ensuring that you comply with all statutory requirements. The Airport takes environmental issues very seriously and may undertake environmental audits of all occupiers to identify potential risks.

It is the responsibility of all occupiers to report any environmental incident or likely incident. During office hours please contact the property team on 01202 574 822. Out of office hours please contact the Airport Duty Manager on 01202 364 170.

Water pollution

The Airport takes very seriously any incident that may pollute the Airport's discharge of surface water into the local rivers and watercourses. The Environment Agency is increasingly ready to levy fines on polluters.

The Airport would ask all occupiers to assist the Airport by ensuring all liquids are stored appropriately, particularly any bulk storage of oils (which is subject to minimum legal standards). Occupiers are asked to maintain spillage control measures within their places of work. We would also ask companies to stress to their staff the importance of limiting pollution and to avoid any spillage of fuel or other harmful substances wherever possible.

Discharges to drains may constitute a trade effluent and may require prior consent. Please contact the Property Team for further information.

Waste Management and Recycling

It is the Airport's policy to recycle as much waste as possible and we would encourage all occupiers to devise a waste management strategy and provide facilities for recycling wood, paper, cardboard, glass, metals, newspapers and azines. Any incidents of fly tipping should be reported to the Property Team on 01202 574 822.

Anyone fly-tipping either landside or airside on the Business Park is in breach of statutory regulations and liable to prosecution by the Environment Agency.

Emissions to Air from Vehicles

Occupiers are advised to ensure that all vehicles operating on site are appropriately maintained to avoid all unnecessary pollution.

Statement of Environmental Policy

Bournemouth Airport's Environmental Policy can be found at:

https://www.bournemouthairport.com/content/uploads/Statement-of-Environment-Policy-May-2025.pdf

4.5 TRAVEL PLAN

An Area Wide Travel Plan is in place for employees and passengers visiting both the Airport and the neighbouring Aviation Business Parks. This Travel Plan has been agreed and approved by Dorset Council. The main aim of the Travel Plan is to encourage the use of sustainable travel modes and discourage single occupancy car use. This is key to reducing congestion and pollution on the local road network.

The Bournemouth Airport Area Wide Travel Plan can be found at:

https://www.bournemouthairport.com/environment/area-wide-travel-plan-2023/

4.6 YELLOW BUSES

Bournemouth Airport and Aviation Business Park are served by Yellow Buses service **737** - which serves stops at Bournemouth Square, Railway Station, Winton, Moordown, Northbourne and Parley Cross.

Further details can be found on www.morebus.co.uk/services/WDBC/737

5.7 USEFUL CONTACT NUMBERS

PROPERTY TEAM:

Harvey Greenman
Business Park Director
01202 574 844
07768 620 444

Joe Lee
Business Park Surveyor
01202 574 833
07977 450 759

Wendy Jones
Business Park Facilities Manager
01202 574 831
07811 717 127

Jasmine Criddle
Business Park Administrator
01202 574 822

AVIATION BUSINESS PARK:

Security Hut
01202 582 112

Cribby's Café
01202 570 722

BOURNEMOUTH AIRPORT:

Tony Brogden
Customer Service Manager
01202 364 182

Toby Rouse
Facilities & Maintenance Manager
07974 280 028

Air Traffic Control
01202 364 150

Airport Duty Manager
01202 364 170

Airport Fire
01202 364 141

OTHER:

Dorset Police
101

BCP Council
01202 451 451

Environment Agency
03708 506 506

AVIATION BUSINESS PARK