

TENANT MOVING IN FORM

SITE DETAILS	Building name		
	Office number		
	Tenant name		
PAYMENT POLICY	Tenant given payment policy letter		YES
BILLING ADDRESS	Would billing via email be acceptable to the tenant?		YES / NO
	If yes, what is the email address it's to be sent to?		
	If no, is the tenant's billing address if different from this site?		
METER READINGS AND PHOTOGRAPHS <i>(must be taken even if direct supply)</i>	Water	Photo taken YES / NO	
	Gas	Photo taken YES / NO	
	Electric	Photo taken YES / NO	
SIGNAGE	Name to be shown on site signboard		
SECURITY	Password (must not exceed 12 characters)		
	Tenant informed of location of the security alarm panel main box		YES / NOT APPLICABLE
	Tenant informed the telephone connection point for the alarm system must be installed within 1 metre of the main box in order for the alarm to be connected and monitored.		YES / NOT APPLICABLE
	Tenant issued with security helpdesk card		YES / NOT APPLICABLE
	Tenant advised of gate times and codes		YES / NOT APPLICABLE
FIRST EMERGENCY CONTACT	Name	Position	
	Telephone number	Email	
SECOND EMERGENCY CONTACT	Name	Position	
	Telephone number	Email	
THIRD EMERGENCY CONTACT	Name	Position	
	Telephone number	Email	
TENANT MANUAL	Received by tenant	YES / NOT APPLICABLE	QUANTITY:
	Health & Safety content checked by tenant	YES / NOT APPLICABLE	
PUBLICITY	Is the tenant happy for us to use their name in press releases and relevant marketing material?		YES / NO

Signed on behalf of Sci-Tech Daresbury: _____ Print name: _____

Signed on behalf of tenant: _____ Print name: _____

Date: _____

THE INNOVATION CENTRE – TENANT HANDBOOK

This handbook is intended to give you a comprehensive guide to the facilities and services at The Innovation Centre (TIC) it encourages you to make the most of the building and the rules and regulations set out are for the benefit of all tenants.

1 The Centre

The Innovation Centre comprises a mix of 51 offices ranging from 137 sq. ft² (13 sq. m) to 1178 sq. ft² (109 sq. m), with 21 hot desks and 5 laboratory units ranging from 742sq ft² (68.9sq m) to 1507sq ft² (140 sq. m) and communal kitchens and toilet facilities on all three floors.

2 The Address

The Innovation Centre
Sci-Tech Daresbury
Keckwick Lane
Daresbury
Cheshire
WA4 4FS

The Innovation Centre is owned and managed by Daresbury SIC LLP.

Should you have any queries or problems concerning the Centre, please contact the TIC Assistant Assistant Building Manager, Lynne Letford who is based in the Management Suite of the Centre, which is located on the First Floor Office F34

3 Access to the Building

The centre is staffed between the hours of 8.00am and 6.00pm Monday to Friday. During the hours of 08.30 – 17.30 direct access will be possible via the revolving doors. For the security and safety of the The Innovation Centre's employees and tenants, all external doors will be locked at all other times.

Entry into and exit from the building will require your security access fob to be presented to the relevant fob reader. In the case of visitors, the reception staff will issue visitor passes. Outside staffed office hours, access will only be permitted with the use of a security access fob, as the revolving door will be locked. If you are expecting visitors out of hours, please ensure you are at the reception desk to let them into the building.

Please note that out of service hours the upper floors will only open by use of a programmed fob.

4 Keys

4.1 Security Fobs

All tenants will be issued with their own security programmed key fob. In the event of a fob being lost, please inform the Reception immediately. Replacement fobs can be obtained from the TIC Reception at

a cost of £10.00 + VAT. One fob per 150sqft of office space is issued FOC, additional fobs as required are charged at £10.00+vat each.

The fobs operate the car park barrier, front and rear access doors along with the main corridor doors giving you access to your office suite. You will not be granted access to other corridors leading to other floors once the proximity access controls become operational at 6.00pm. All tenants should ensure that these doors are always closed securely behind them as it is a breach of security when these doors are left open.

Each fob is individually numbered, and the Assistant Building Manager has a record identifying each key fob holder. This system monitors all access through controlled doors as well as attempted access.

4.2 Unit Keys

Keys belonging to each unit (on the upper floors) will be issued (2 per unit) and occupiers are then free to have further copies made if needed. Please contact the Assistant Assistant Building Manager to request extra keys. There will be a charge for this service of £15.00 per key, this will be charged through monthly tenant services.

5 Inclusive Handover Package

You will receive a handover package when you move into the building. This will contain the following:

- Tenant Handbook
- Handover Schedule of Keys/Fobs, Car Parking, Telephone Extension etc
- Details of Tenant Services (Franking Machine, post, and binding)
- Form(s) for STFC Daresbury Laboratory Site Pass
- Details of facilities available at STFC

The Innovation Centre will arrange all necessary networks and telecommunications works in the first instance. If you require any modifications made to the original installation, please be aware that there will be a charge for this from the provider or the Landlord.

6 Visitors

Visitors should report to Reception. They will be signed in and provided with a visitor pass, and you will be informed (via a telephone call) that the visitor has arrived. All visitors must always be escorted to and from your office/meeting room to ensure everyone's privacy and safety within the building.

It is the responsibility of the tenant to inform visitors of the fire evacuation procedure, the escape routes and any other Health and Safety issues. Please remember, the tenant will be responsible for accounting for their visitors in the event of an evacuation.

7 Postal Deliveries

The Innovation Centre Concierge will deliver mail to the individual post boxes located in the Facilities room on the ground floor. This will be done daily, Monday to Friday (excluding public holidays).

There will be a postal collection on each working day from Reception. Mail should be placed in the tray on the Reception Desk by 16.30hrs ensuring **that the right amount of postage (stamps/frank) has been applied to the mail** (please use the weighing scales provided in the facilities room if you are unsure).

8 Corridors and Common Areas

In the interest of safety, you are required not to obstruct the corridors, exits and communal areas at any time.

The chairs in the reception area are for waiting visitors only. The benches in the Atrium are for the use of all tenants and visitors. Whilst we actively encourage tenants to use this facility, we ask that this area is always kept clean and tidy as the space is also used for informal meetings and networking.

9 Kitchen Areas

Tenants are always asked to keep these areas clean and tidy. No responsibility can be taken for private property left in the kitchens.

The Centre's cleaning team will twice daily check the kitchens. However, the cleaners will not wash crockery or cutlery left in the kitchen area by tenants. TIC provides cleaning materials for this purpose or alternatively tenants can place the soiled crockery and cutlery in the dishwasher ready for the twice daily cycle. Where there is not a dishwasher available, tenants must wash their own dishes.

A fridge, dishwasher and microwave has been provided in each kitchen for use by occupiers. This equipment must always be kept clean. Any faults or damage to this equipment or its loss or theft should be reported directly to the TIC Assistant Building Manager. No personal electrical equipment is to be used in TIC kitchen areas.

Any food/drink left in the fridge or cupboards must be labelled with your company name and dated. All fridges will be checked at the end of each week and any food/drink that is out of date, or not labelled, will be disposed of without notice.

In each kitchen there is a Zip water boiler for use when making hot drinks. **Be aware this water is "boiling" and can therefore scald, so please be incredibly careful.**

10 Toilets

Toilet tissue, soap and hand dryers are provided in the toilets and the toilets are cleaned daily. There is a shower on the ground floor in both the Gent's and Ladies' toilets. **Please ensure these facilities are left as you would wish to find them.**

11 Noticeboards

There is a notice board on the Ground floor in the facilities room. We ask that items put on there are limited to those of genuine interest to other tenants.

Please note that the Centre Management does not take responsibility for the content of any items displayed on the noticeboards. Display in no way indicates the underwriting of any services by the Centre Management.

12 Catering Facilities

There are two vending machines available for provision of snacks and cold drinks in the Atrium should you wish to purchase these. This is managed by Knightsbridge Vending.

Tenants are also Welcome to use the facilities over at the Laboratory. There is a Costa Coffee Café and a canteen. Please speak to TIC Receptionist to organise your STFC Site Security Pass to allow you to use these.

13 Milk

Milk is available daily from Costa Coffee Café at Daresbury Laboratory in 1-pint cartons.

14 Noise and Nuisance

For the convenience of all tenants, please do not conduct any activity that causes inconvenience or nuisance to other tenants.

It is illegal to smoke within TIC. There is a designated smoking area to the rear of the building with a disposal point for cigarette butts.

15 Signage

The Centre has a directory signboard located in the Reception Area and each unit has a space for a name sign on their individual doors. The TIC Assistant Building Manager will arrange to have occupiers' names listed on the directory board and suite doors.

Additional signs in windows or on the access roads **will not** be allowed as these would be detrimental to the overall appearance of the premises and the Campus. We would also be grateful if tenants refrained from obscuring the windows with posters/signage as this also affects the overall appearance of the building and atrium area.

16 Modifications to Accommodation

The Assistant Building Manager should be made aware of any modification's tenants wish to make to their office/laboratory suite, however small. These will need formal approval and suitable statements and risk assessments will be required for all works. This process may incur fees as Buildings Surveyors and M&E Consultant's advice/approvals may need to be obtained. The fee for doing this will need to be confirmed on application as this may vary dependant on alterations requested

17 Car Parking

All vehicles parked in the Centre car park are left at the car owner's risk. There are 12 car parking spaces designated for disabled drivers or visitors we kindly ask that tenants refrain from parking in these spaces unless they have a genuine requirement to do so.

We ask that all tenants and their visitors always drive with due care and attention whilst on the premises.

Please refer to the Traffic Management Plan in the welcome pack

18 Rates, Electricity, Gas and Water

The above are covered within the Service Charge for office suites. Laboratory suites have separately sub-metered electricity supply.

19 Health and Safety

19.1 Evacuation Procedure

The fire alarm will be evaluated for approximately 20 seconds at 9.30 a.m. every Tuesday morning. The alarm will sound twice during this time as we test the internal alarm and the signal being transmitted to the monitoring station. Please make your staff and visitors aware of this.

In the event of fire, the alarm will sound continuously (for longer than 10 seconds), and all tenants and their visitors should evacuate the building in an orderly manner via the designated fire exits/stairways and muster at the assembly point, Point ONE, which is located on the main car park between the Hartree building and TIC on the middle tier of the car park.

If your suite door is manually operated, please keep this unlocked for the Fire Service to conduct a sweep of the building.

The lift should not be used in the event of an evacuation and tenants/visitors with a disability who are located on the 1st and 2nd floors should follow their evacuation procedures as outlined within their PEEP. Each PEEP will require bespoke evacuation plans for everyone's requirements and therefore staff must be aware of individual PEEPs. Standard PEEP templates are required to be completed for all visitors to the building that require assistance during an evacuation and the event organiser to assume responsibility that these are completed and for the safe evacuation of their visitors. Innovation Centre has the following DDA compliant features to assist within an evacuation, refuge areas within fire protected stairwells, beacons within toilet areas to alert people with a hearing disability of an alarm activation, step edge markings (contrast nosing's on the stairwells) along with fire detection systems throughout the building and a building alarm which is tested weekly to ensure sounders are heard throughout the full building.

Law requires us to conduct a fire evacuation drill at least every 12 months. In arranging this evacuation, the Assistant Building Manager will seek to minimise any disruption to the tenant's working day. However, as this is a legal requirement, all tenants must participate in the drill.

19.2 Major Incident Emergency Plan

In the event of a major incident (e.g., major fire or explosion) the same evacuation procedure applies. Tenants are requested to remain at the assembly points and await further instruction. We recommend that no cars are removed from the car park until safe to do so, temporary shelter can be found in the STFC Daresbury Laboratory Canteen

In the event of any airborne disasters or gas leaks from the STFC Daresbury Laboratory tenants will be promptly informed to close all windows and remain inside the building. The Air Handling System will be closed immediately and the main incoming gas supply to the building will be shut off.

19.3 Compliance, Fire Risk Assessment and Portable Appliance Testing (PAT)

All tenants are required to have

- A fire risk assessment of their demised space written in conjunction with the communal area escape plan
- Their portable appliances assessed; it is recommended that testing is conducted at least every two years or less if required. This must be conducted by a competent person and appropriate labelling applied clearly showing the date re-testing is required.
- A person nominated as the person who will deal with First Aid
- A fire marshal available always the office is occupied
- Hold a public Liability insurance cover

The above items are known as compliance items and copies must be issued to the Assistant Building Manager on occupation of the space.

19.4 Security

The Innovation Centre is secured in the following way: -

- Internal and External CCTV Cameras with 24hour recording.
- Common Area alarm system.
- PAC Readers on all external doors into the main part of the building, ground floor internal doors and corridor access doors on upper floors.
- Out of hours Security monitoring on the alarm system upon activation.
- Key holding company is located only half a mile away and will attend immediately upon the alarms being activated (all companies have individual passwords to function as further security)

Only authorised personnel, who have been issued with a key fob, will be able to access the building out of hours.

Could you please ensure that the entry doors which operate on the key fob system are closed securely?

In the event of an out of hours alarm or emergency please contact the TIC Assistant Building Manager or Select Security (out of Hours Security Company) on 01928 599928.

19.5 *Cleaning, Maintenance and Decoration*

The Landlord conducts the cleaning of the external and internal windows and the cleaning, maintenance, and decoration of the communal areas

Tenants are responsible for any damage or intensive cleaning required within the office suites.

Only the Centre's approved cleaning contractor will have access to your office suites for cleaning purposes. It has been arranged that the following cleaning regime will be conducted:

- All bins emptied daily
- Vacuum and damp dusting of window ledges and dado trunking once a week. If you require your desk cleaning, please inform the cleaner beforehand.
- Internal Window Clean – this will be done over the weekend 6 monthly. The TIC Assistant Building Manager will inform tenants when this is due to be done.

19.6 *Comfort Cooling*

The Centre is heated and cooled throughout via a comfort cooling system. This is operated by the Building Management System within the Management office suite. Should you need to have the temperature within your office suite adjusted, please contact the Assistant Building Manager or the Reception team.

19.7 *Lone Working*

Company's individual responsibility, a sign in book is available on Reception which would enable the emergency services to find you immediately in the event of a fire, it is recommended that all Lone Workers sign into this book when the building is not manned.

19.8 *First Aid*

There are first aid boxes available in each of the kitchen areas and in the Management Suite. It is recommended that tenants make their own arrangements for first aid specific to the needs of their business. Guidance is available on www.hse.gov.uk

20 Business Centre Services

20.1 *Meeting Rooms*

Meeting rooms are available for hire at reduced rates for tenants.

The Meeting Spaces across the Campus are available to book

To book a meeting room please log into the Tenant Hub. Please note cancellation charges will apply and the charges are set out on the booking page.

20.2 *Franking*

A franking machine are available in the Facilities Room for tenants use. If you wish to make use of these services, please contact the Assistant Building Manager who can issue you with a PIN Number and Password.

20.3 *Other Services*

In addition to the above chargeable services, the following are also available to tenants in the Facilities Room:

Laminator,	Please provide your own consumables
Comb binder	
Shredder	
Battery Recycling	
Toner Cartridge Recycling	

20.4 *Paper/Cardboard Recycling*

A bin is supplied to dispose of all clean cardboard/paper and mixed recyclable waste; this is in the bin store area at the rear of the car park.

General office items **MUST NOT BE FLYTIPPED** in this area. If items are fly tipped then the full charge of removal will be billed to the offending Tenant.

If you require guidance on the use of any of the above, please contact the Reception or the Assistant Building Manager.

21 Gritting

Gritting will be conducted by the ground's maintenance contractors in certain designated areas of the car park as defined in the gritting plan when the temperature falls below -2 degrees. The gritting plan is part of the welcome pack. This will take place at around 07.00hrs in conjunction with the previous days weather centre reports.

However, neither the Contractor nor Daresbury SIC LLP will take any responsibility in the event an area is missed, or an incident occurs due to snow, ice or any other elemental influences occurs.

All tenants are advised to take due care and attention whilst on site during any difficulty with adverse weather conditions.

APPENDIX 2

Charges for Access to the Comms Rooms at TIC

Works which can be completed by Daresbury SIC staff (no charge) – WN1 not required to be present

Re patching sockets within a single office. (Maximum 2 sockets within a 48hr period)

Process for Regular Access Work - WN1 not required to be present

Method statement to be submitted to the Building Manager of proposed task, two named members of staff who will conduct this task and the time this will take place. All equipment and cables must be labelled prior to any work taking place) this work can be conducted without supervision.

Supervised Access to Comms Room – by WN1

Prior to any work being conducted in the comms room during working hours (09.00 – 17.00hrs) all equipment and cables must be labelled with the company name.

A method statement of proposed work is to be emailed to the Assistant Building Manager who will consult with WN1 IT.

At least 48 hours prior notice is to be given for the arrangement of a WN1 IT staff member to attend and supervise the work. This will be charged at £60.00+ vat / hour (min 1 hour) The cost will be advised upon production of the method statement.

Out of Hours/Weekend/Bank Holiday Access to the Comms Room – WN1 required to be present

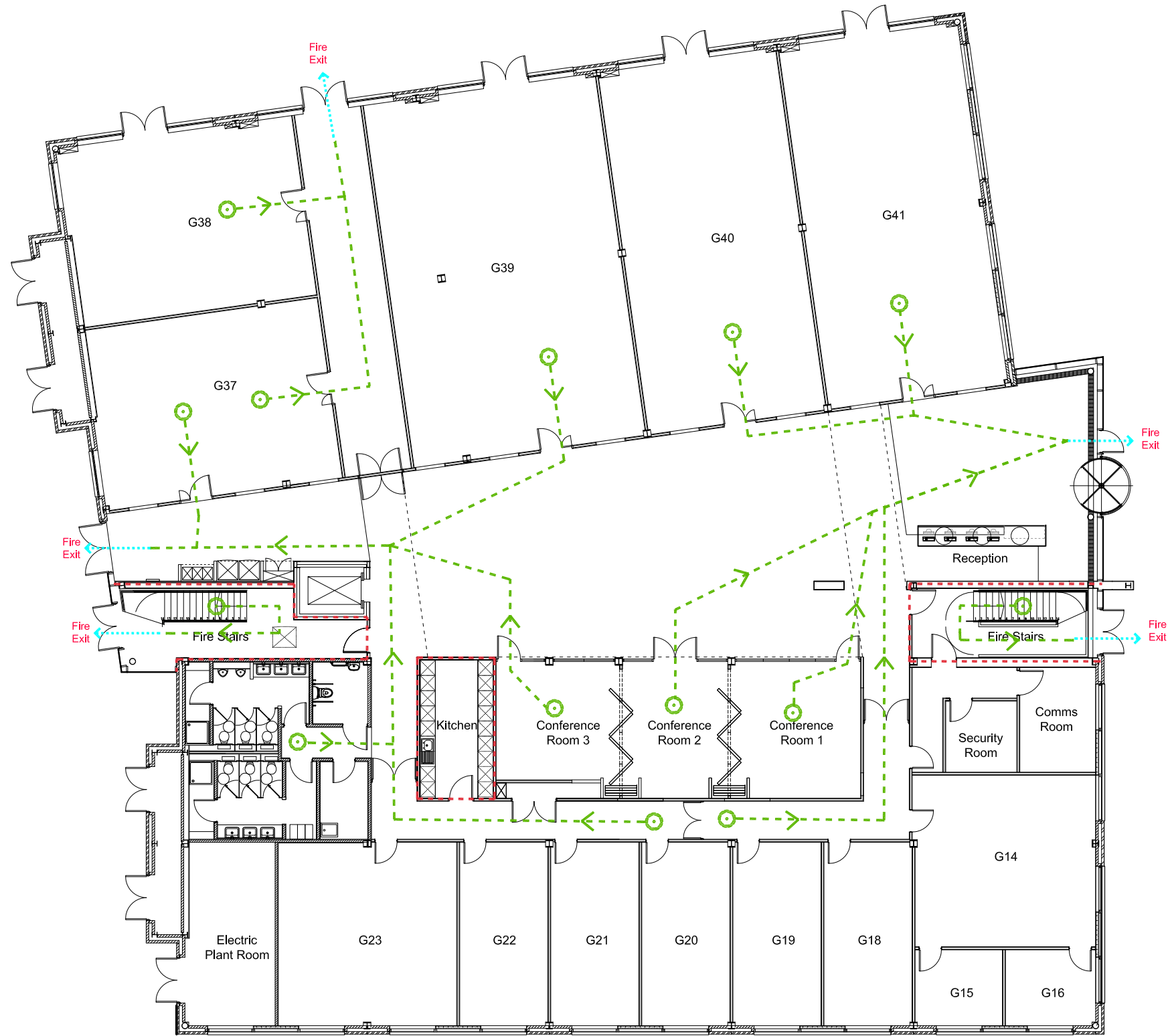
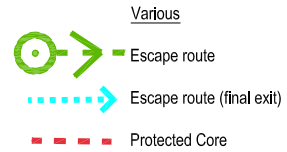
The only access that will be allowed at weekends and on Bank Holidays will be supervised by prior arrangement (2 weeks' notice required – flexibility may be possible depending on availability) The only access that will be allowed out of office hours (17.00 – 09.00hrs) will also be supervised by prior arrangement (1 weeks' notice required - flexibility may be possible depending on availability) A method statement must be provided to the building manager who will liaise with WN1 IT, a price will be provided upon application of these statements.

If for any reason the Assistant Building Manager is not available, please contact the Building Manager at Techspace One (01925 607004) who can assist.

APPENDIX 3

Please be aware the Building is covered by CCTV, and we operate a CCTV Policy – copy available on request.

- notes
1. DO NOT SCALE FROM THIS DRAWING - USE FIGURED DIMENSIONS ONLY
 2. TO BE READ IN CONJUNCTION WITH ALL OTHER CONSULTANTS / SPECIALISTS DRAWINGS. REPORT ANY DISCREPANCIES BEFORE AFFECTED WORK COMMENCES
 3. ALL SETTING OUT DIMENSIONS TO BE CHECKED ON SITE BY CONTRACTOR BEFORE WORK COMMENCES



Ground Floor Plan



Fire Escape Plan

rev.	description			
A		29/04/15	ZH	IC

	Langtree Group Plc
client	
	Daresbury Innovation Centre
project	
	Ground Floor Fire Escape Plan
drawing title	
drawing number	011116_228
revision	Rev A
drawing status	Information
scale	1:200@A3
date	01.04.15
drawn by	ZH
checked by	AB

- notes
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Various

Escape route

Protected Core



rev.	description				
A		29/04/15	ZH	IC	

	Langtree Group Plc
client	
	Daresbury Innovation Centre
project	
	First Floor Fire Escape Plan
drawing title	
drawing number	011116_229
revision	Rev A
drawing status	Information
scale	1:200@A3
date	01.04.15
drawn by	ZH
checked by	AB

seven architecture

Seven Architecture offices at:

61 Oxford Street, **MANCHESTER**, M1 6EQ
t: 0161 236 5655

Clarendon House, Victoria Avenue, **HARROGATE**, North Yorks, HG1 1JD
t: 01423 709 807

24 Greville Street, **LONDON**, EC1N 8SS
t: 0203 036 0691

Galeri Caernarfon, Doc Fictoria, **CAERNARFON**, Gwynedd, LL55 1SQ
t: 01286 665 253
e: info@sevenarchitecture.co.uk

www.sevenarchitecture.co.uk

First Floor Plan

0m 5m 10m 20m

Fire Escape Plan

- notes
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 3. ALL SETTING OUT DIMENSIONS TO BE CHECKED ON SITE BY CONTRACTOR BEFORE WORK COMMENCES

Various

Escape route

Protected Core



rev.	description			
A		29/04/15	ZH	IC

	Langtree Group Plc
client	
	Daresbury Innovation Centre
project	
	Second Floor Fire Escape Plan
drawing title	
drawing number	011116_230
revision	Rev A
drawing status	Information
scale	1:200@A3
date	01.04.15
drawn by	ZH
checked by	IC

seven architecture

Seven Architecture offices at:

61 Oxford Street, **MANCHESTER**, M1 6EQ
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Clarendon House, Victoria Avenue, **HARROGATE**, North Yorks, HG1 1JD
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24 Greville Street, **LONDON**, EC1N 8SS
t: 0203 036 0691

Galeri Caernarfon, Doc Fictoria, **CAERNARFON**, Gwynedd, LL55 1SQ
t: 01286 665 253
e: info@sevenarchitecture.co.uk

www.sevenarchitecture.co.uk

Second Floor Plan



Fire Escape Plan

Changes to Access to the Comms Rooms @ The Innovation Centre

Can be completed by Daresbury SIC staff (no charge)

Re patching sockets within a single office. (Maximum 2 sockets within a 48hr period)

Process for Regular Access Work

Method statement to be submitted to the Building Manager of proposed task, two named members of staff who will carry out this task and the time this will take place. All equipment and cables must be labelled prior to any work taking place) this work can be carried out without supervision.

Supervised Access to Comms Room

Prior to any work being carried out in the comms room during working hours (09.00 – 17.00hrs) all equipment and cables must be labelled with the company name.

A method statement of proposed work is to be emailed to the Building Manager who will liaise with WN1 IT.

At least 48 hours prior notice is to be given for the arrangement of a WN1 IT staff member to attend and supervise the work. This will be charged at £60.00+ vat / hour (min 1 hour) The cost will be advised upon production of the method statement.

Out of Hours/Weekend/Bank Holiday Access to the Comms Room

The only access that will be allowed at weekends and on Bank Holidays will be supervised by prior arrangement (2 weeks notice required – flexibility may be possible depending on availability) The only access that will be allowed out of office hours (17.00 – 09.00hrs) will also be supervised by prior arrangement (1 weeks notice required - flexibility may be possible depending on availability) A method statement must be provided to the building manager who will liaise with WN1 IT, a price will be provided upon application of these statements.

If for any reason the Building Manager is not available, please contact John Leake (01925 607002) or contact the Building Manager at Vanguard House (01925 606551) who can assist.



Sci-Tech Daresbury IT Provision

May 6th 2022

Internet Provision

- Internet provided by dual fibres from different exchanges to provide ISP resilience

Free of charge product

- **Product Level 2**
 - 75Mbps download/20 Mbps upload
 - Previously 50Mbps download/10 Mbps upload
 - Contention ratio of 20:1
 - 200 GB monthly usage cap
 - Previously 100 GB
 - IP addresses provided dependent on number & requirement
- Usage above the monthly usage cap would be charged at £1 per GB per month.

Chargeable products

- **Product Level 3**
 - 100 Mbps download/ 50 Mbps upload connection
 - Previously 80 Mbps download/ 40 Mbps upload
 - Contention ratio 10:1
 - Unlimited monthly usage cap
 - Previously 500 GB
 - IP addresses provided dependent on number & requirement
 - Cost (exc VAT) -£50 per month
- **Product Level 4**
 - 150 Mbps download / 150 Mbps upload connection
 - Previously 100 Mbps download/100 Mbps upload
 - Contention ratio 10:1
 - Unlimited monthly usage cap
 - Previously 1500 GB
 - IP addresses provided dependent on number & requirement
 - Cost (exc VAT) -£100 per month

- **Product Level 5**

Product level 5 provides the following

- Bandwidth options starting at 25Mbps
- Dedicated symmetric service
- Monthly usage cap – N/A
- IP addresses provided dependent on number & requirement

Companies interested in a dedicated bandwidth option should contact their Buildings Manager with details of their preferred bandwidth or bandwidth options. Prices will then be provided on request.

Commitment terms and monitoring

With the exception of product level 5 (requiring 12 month commitment), companies could switch between product levels on a monthly basis.

Companies will be issued with a username and password for the SciManage website enabling them to monitor their own monthly data usage. Companies will receive a daily email warning, if they are projected to exceed the usage cap that month. This will be sent to an identified representative within the company which can be amended by changing your company details on the SciManage website.

Internet connection in common areas

- Wi-fi - 75Mbps download/20 Mbps upload
- Cabled internet connection in meeting rooms - 100Mbps download/100 Mbps upload

Rack Space provision

The cost of rack space within the comms rooms are as follows:

	£ per u per month
1-4u	20
5-10u	17.5
>10u	15



Dear Tenant

RE: PAYMENT POLICY

Please note that we are only able to accept payments in the same name as that which appears on your tenancy agreement. Payments received in a different name will be returned to you and your account will remain outstanding.

In accordance with the terms of your agreement we reserve the right to issue a Final Proceedings Notice for collection of amounts that remain outstanding past their due date. We also reserve the right to apply a £55 + VAT debt collection fee to your account in such circumstances.

Payment by Direct Debit will avoid such eventualities and an instruction form is provided in this pack. This method carries a Guarantee that you are notified in advance of the amount of a collection of that is due to be made.

Yours faithfully

Lyndsey Hurd
Accounts
Tel: 01925 255525



Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form using a ball point pen and send it to:

**Daresbury SIC LLP
St James Business Centre
Wilderspool Causeway
Warrington
Cheshire
WA4 6PS**

Originator's Identification Number

2	6	0	0	3	7
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Name(s) of Account Holder(s)

Reference

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Bank/Building Society account number

--	--	--	--	--	--	--	--	--	--

Branch Sort Code

--	--	--	--	--	--

Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Instruction to your Bank or Building Society

Please pay Daresbury SIC LLP Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain Daresbury SIC LLP and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

--

Date

--

Banks and Building Societies may not accept Direct Debit Instructions from some types of account

DDIDSIC012011

This guarantee should be detached and retained by the Payer

The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit Daresbury SIC LLP will notify you 3 working days in advance of your account being debited or as otherwise agreed. If you request Daresbury SIC LLP to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Daresbury SIC LLP or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
 - If you receive a refund you are not entitled to, you must pay it back when Daresbury SIC LLP asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

SITE REGULATIONS	
THE SITE	<ul style="list-style-type: none"> • The Tenant must keep the outside of their unit and the site free of rubbish at all times. It is the responsibility of the Tenant to properly dispose of any rubbish from the site – NO TIPPING. • Burning rubbish is against environmental regulations and strictly forbidden. • Nothing may be stored outside without the prior written consent of the Landlord. • Anyone who has permission to store a lidded skip must locate them at least 7 meters away from the building provided that this does not cause an obstruction to other members of the business park. Only bins or lidded skips are permitted in the bin store area.
THE UNIT	<ul style="list-style-type: none"> • The Tenant must keep any rainwater downspouts/grid covers attached or adjacent to his unit unobstructed and free from debris. • The Tenant may not make alterations to the unit without prior written consent of the Landlord.
SITE TRAFFIC	<ul style="list-style-type: none"> • The Tenant must not cause an obstruction to site traffic or to any other Tenant and must observe the speed limits set on the business park.
TOILET FACILITIES	<ul style="list-style-type: none"> • They are for the communal benefit of the site. Please therefore use and leave these facilities, as you would wish to find them and ensure that you lock them after use, outside normal working hours.
OFFICE ACCOMMODATION	<ul style="list-style-type: none"> • In the interest of security, the last Tenant should lock the front door on leaving the premises where a common entrance is shared.
VEHICLES	<ul style="list-style-type: none"> • The repair and washing of vehicles is not permitted either inside your unit or on the business park, without the prior written consent of the Landlord. Any vehicles in need of repair or scrapped vehicles must be removed from site. • Caravans and motor homes are forbidden on any area of the site.
SIGNAGE	<ul style="list-style-type: none"> • All tenant signboards must be approved by the Landlord and are not permitted along any perimeter fence or in the form of sandwich boards along any pavement. • Under no circumstances should signs be attached to the building unless written permission by the Landlord is granted.

All of the above are intended as a guide and do not constitute all site regulations.

The Landlord reserves the right to delete, add to or alter the above without notice.



Campus Company details for inclusion on Sci-Tech Daresbury website

In order for you to have a presence on the Sci-Tech Daresbury website it is important you submit the following information:

Once completed, please return the completed form to Ben Paget via bpaget@sci-techdaresbury.com

- 1. Company Name (only one name permitted):**
- 2. A short description about your company and what your business does (no more than 100 -150 words):**
- 3. Company contacts details:**
Building located in on campus:
Email:
Telephone number:
- 4. Company website address:**
- 5. One PDF document for download – such as company brochure for example (please attach separately to email):**
- 6. Company logo – one permitted and must be in high-res jpeg format only (please attach separately to email):**

7. Confirm which of the below sector(s) you operate within (can be more than one):

- Advanced Engineering and Materials
- Biomedical and Healthcare
- Digital, ICT and Mobile
- Energy and Environmental Technologies
- Security
- Other

Waterside Café

8.30am 4.30 pm

**Ideal Place for an informal
meeting**

Serving Costa Teas & Coffees

Costa Iced Drinks

Breakfast Items

Panini's

Assorted Range of Sandwiches,
Baguettes

Salad Boxes

Homemade Soup

Homemade Cakes & Pastries



Cash Machine

Situated in the Coffee lounge

Restaurant

12noon – 1.45pm

**Serving Homemade Hot Food &
Daily Specials**

**Enjoy a BIG Breakfast on a
Friday only £3.15**

Homemade Soup of the Day

Daily Salad Bar



Shop

8.00am 3.45pm

**Daily & Weekly Newspapers &
Magazines**

Distress items

Ice Creams

Dry Cleaning Service

Cold Drinks and Much More...

WHAT WOULD YOU DO WITH AN **EXTRA £1,386**?

The average journey from Liverpool to Sci-Tech Daresbury is 20 miles. Illustrated below are the potential cost savings you could make if you shared the return journey with just one other person.

+2



WITHOUT **CAR SHARING**



WITH **CAR SHARING**

Petrol consumption per person per year

1,994



997

Litres

Litres

Cost of petrol per person per year

2,772



1,386

(£) Pounds

Pounds (£)

CO₂ emitted per person per year

3.2



1.6

Tons of CO₂

Tons of CO₂

GUARANTEED RIDE HOME:


Imagine a crisis has just occurred requiring an emergency meeting, and it's 4:45pm. Unfortunately you are due to get a lift from Bob, who you car share with, at 5:00pm. **How do you get home?**

Situations like the one above do crop up from time to time, so to support car sharers we have set up a **Guaranteed Ride Home (GRH) scheme**. GRH provides registered members of a car share 'Budi group' (see inside panel) with a reliable ride home when one of life's unexpected emergencies arises. Car sharers can use the free GRH benefit for emergencies and unscheduled overtime up to three times per year.

Of course terms and conditions apply, and you must be able to certify that you have encountered a genuine last minute emergency. For further details please see www.sci-techdaresbury.com/travelhub or contact us using the details below.



www.sci-techdaresbury.com/travelhub

 travelhub@sci-techdaresbury.com

A joint venture between

langtree



Science & Technology
Facilities Council



Supported by the



Regional Growth Fund & The Mid-Mersey Local Sustainable Transport Fund, which is wholly funded by the Department for Transport.



YOUR **CAR** **SHARING** **GUIDE**



Promoting sustainable travel to Sci-Tech Daresbury:

www.sci-techdaresbury.com/travelhub

Car sharing... what is it and why should I consider it?

Car sharing is when two or more people get together to share a journey by car...

It is a great way to save money by sharing fuel costs...

You can literally halve your fuel bill by simply sharing with one other person.

It reduces the number of cars on our roads...

If we all car shared just once a fortnight traffic levels would reduce by 10%... that is more than in the school holidays.

It also reduces our environmental impact...

Through car sharing, we would achieve fewer cars on the road, which results in less CO₂ emissions being produced, which is one of the main contributors to Climate Change.



Do you drive to work alone?

Think about it ... if you shared the ride with just one other person you could halve the costs of your journey. Not only that, you would be helping to reduce the number of cars both on the road and in the car park, whilst also minimising the amount of CO₂ being pumped out of exhausts.

The struggle is sometimes finding somebody else to car share with, which is why we have set up the **Sci-Tech Daresbury Car Share Scheme**.

www.sci-techdaresbury.liftshare.com

The scheme, which is completely free to use, has been set up specifically for those working at Sci-Tech Daresbury. It allows you to quickly and easily search for others commuting to the site who undertake a similar journey to yourself, and who you could potentially share a journey with.

So how do I register and use the scheme?

Registration is easy and takes just two minutes.

- 01 Visit the above web address and follow the option to join for free.
- 02 Provide details on the journey you would like to share, including where you would like to travel from, on what days and what times.
- 03 Complete the short registration form. You may be asked to provide a password to join our private group, which is 'savemoneyi'
- 04 Search for others who undertake a similar journey to you. Results will be returned on a user friendly map.
- 05 If you find a potential car share match contacting that person is easy and secure through the online system. Simply follow the options available.

Budi Groups:

'Budi Groups' allow you to record who you car share with, whether you found them through the system or not. Those who are registered as currently car sharing within a Budi Group will be able to take advantage of the Guaranteed Ride Home scheme (see reverse), and will be in with a chance of claiming ongoing incentives. To find out more please contact us.

Car Share Myths – Busted!

Myth one

Signing up to the scheme doesn't mean you have to car share. You can remove your journeys or delete your account at any time.

Myth four

Car sharing does not affect your insurance (as long as you aren't running a taxi company!) It is no different from picking up your mate on the way to a night out.

Myth two

If you are car sharing, you don't have to stick at it. It is completely up to you whether you choose to car share or not ... if you give it a go and it doesn't work out, then at least you tried.

Myth five

You don't have to drive to car share. You can search to 'receive' a lift from someone else.

Myth six

Sharing the cost isn't complicated. If you both drive, then you could simply take it in turns. If only one of you drives, then agree a reasonable contribution towards the cost of fuel ... or even buy lunch every now and then.

Myth three

You don't have to car share every day. If it is only practical to share your journey once or twice a week ... you could still save plenty of money!



PLANNING A JOURNEY BY TRAIN...

Sci-Tech Daresbury is located within easy reach of **four train stations**, which together provide access to both the regional and national rail networks.

No matter where you are travelling from it is likely that you would be able to link to at least one of these stations before jumping on one of the bus services which connect to the campus.

The four local train stations are:

Warrington Central: Served by Northern, First TransPennine Express and East Midlands Trains, Warrington Central station provides regular services between Liverpool and Manchester.

Warrington Bank Quay: Served by Virgin Trains, Northern and Arriva Trains Wales, Warrington Bank Quay provides access to both important local links and high speed national rail services on the West Coast Mainline.

Runcorn: Served by Virgin Trains and London Midland, Runcorn station sits between Liverpool and access to the south via the West Coast Mainline.

Runcorn East: Served by Northern and Arriva Trains Wales, Runcorn East provides important local links between Manchester and Chester.

When planning a journey by train the easiest option is to use one of the useful online journey planning tools. **www.NationalRail.co.uk** not only allows you to plan a journey by train between any two stations, it also allows you to book and pay for those journeys via a few easy steps.

If you travel regularly by train on your commute, contact us to find out about season ticket passes which may be available.



JOURNEY PLANNING ADVICE:

It can often seem a little confusing when planning a journey by public transport. Whilst we hope this guide helps explain a little about the local public transport options available we are also able to offer an additional level of journey planning support.

Please feel free to contact us using the details below and we will help to identify the most suitable public transport option for your journey to **Sci-Tech Daresbury**.

USEFUL LINKS:

A number of useful links, including downloadable bus service maps and timetables, can all be accessed at **www.sci-techdaresbury.com/travelhub**

Alternatively, check out the links below:

www.transportdirect.info

A useful online journey planning tool.


www.arrivabus.co.uk

Further information on Arriva services 329 and X30.

www.nationalrail.co.uk

A wide range of useful information, journey planning tools and online booking options to help plan your journey by train.

www.sci-techdaresbury.com/travelhub

 **travelhub@sci-techdaresbury.com**

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YOUR PUBLIC TRANSPORT GUIDE



Promoting sustainable travel to Sci-Tech Daresbury:

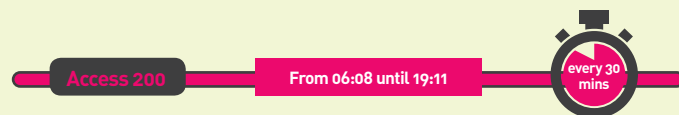
www.sci-techdaresbury.com/travelhub

Public transport can offer a cost effective and convenient alternative to travelling to **Sci-Tech Daresbury** by car.

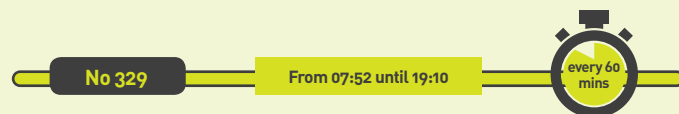
External funding* has been secured to improve bus services to Sci-Tech Daresbury, including links to a number of local train stations for onward travel.

Bus services

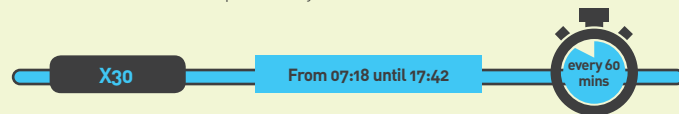
Sci-Tech Daresbury is currently served by three bus services, two of which link directly to the campus and one which stops a short walk away.



This service operates on a circulate route, linking Sci-Tech Daresbury to both Runcorn and Runcorn East railway stations. It operates along Runcorn's busways ensuring a fast and efficient service.



Operates between St Helens and Sci-Tech Daresbury, via Warrington, linking to both Warrington Central and Warrington Bank Quay railway stations. Service is operated by Arriva.

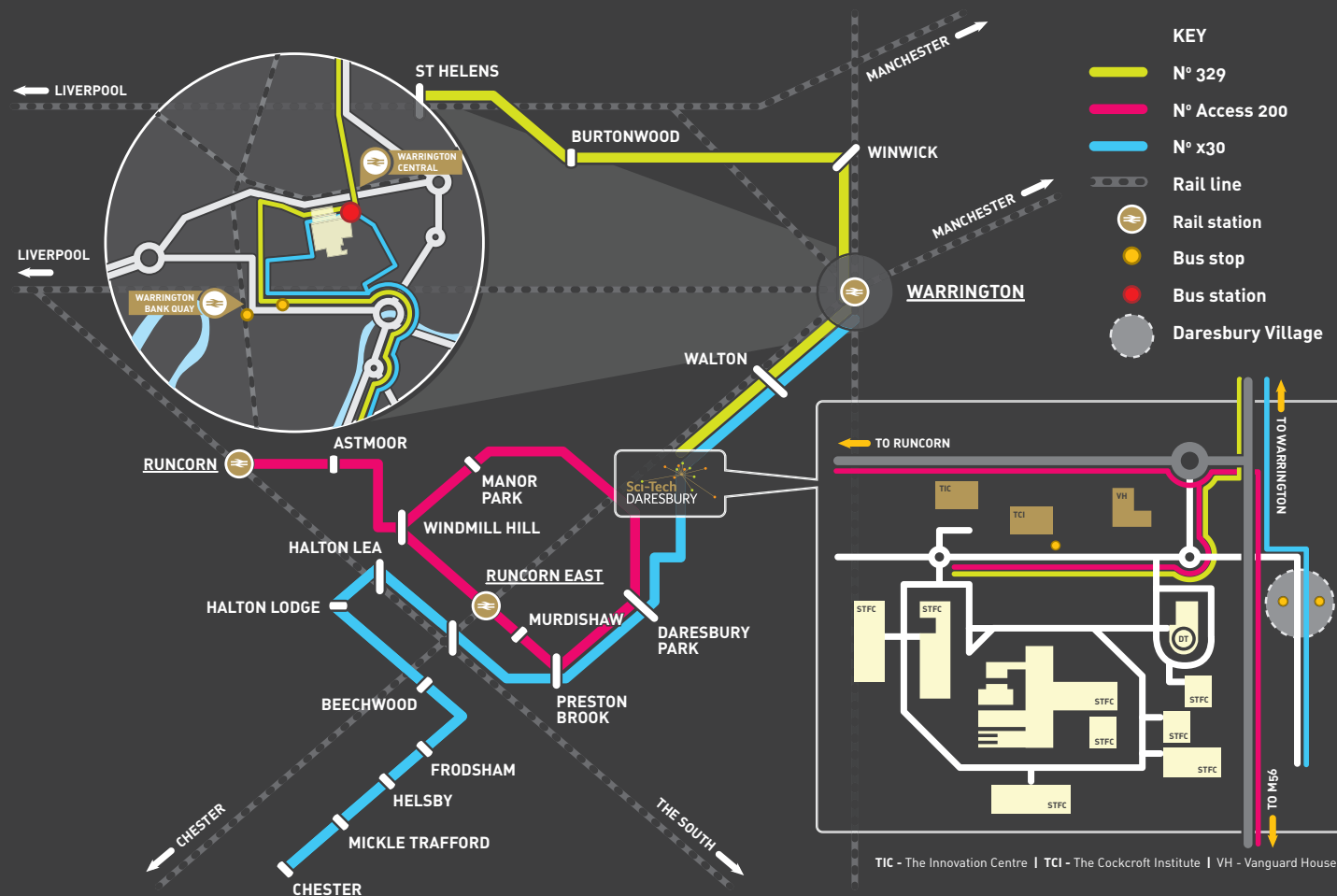


Operates between Warrington and Chester, via Daresbury Village and Runcorn. In Warrington it serves both Warrington Central and Warrington Bank Quay railway stations. The nearest stop is around a 10 minute walk away on Chester Road, next to the Ring O Bells pub. Service is operated by Arriva.

Details including downloadable timetables, route maps and journey planning tools can be found at www.sci-techdaresbury.com/travelhub

* Bus services 329 and Access 200 are being supported by funds from the Regional Growth Fund and Mid-Mersey Local Sustainable Transport Fund.

Public transport network map





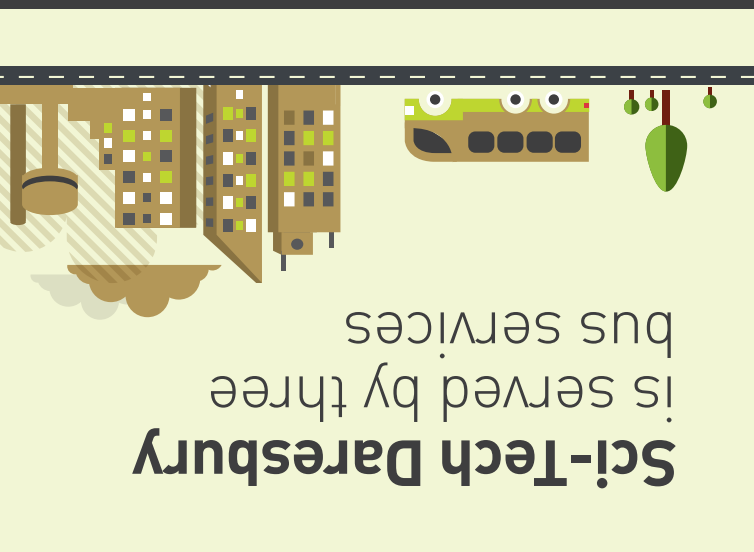
Walking and cycling
are great for
your fitness

Sci-Tech Daresbury has its own Travel Plan Coordinator!

A key responsibility of the Sci-Tech Daresbury Travel Plan Coordinator is to try and ensure you are aware of the travel options available to the campus, and of the benefits of travelling by more sustainable forms of transport.

If you have any questions please
do not hesitate to contact us at:

travelhub@sci-techdaresbury.com



Sci-Tech Daresbury
is served by three
bus services

Design & produced by tps-design.co.uk



A joint venture between

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Science & Technology
Facilities Council

HALTON
BOROUGH COUNCIL

Supported by the

Regional Growth Fund

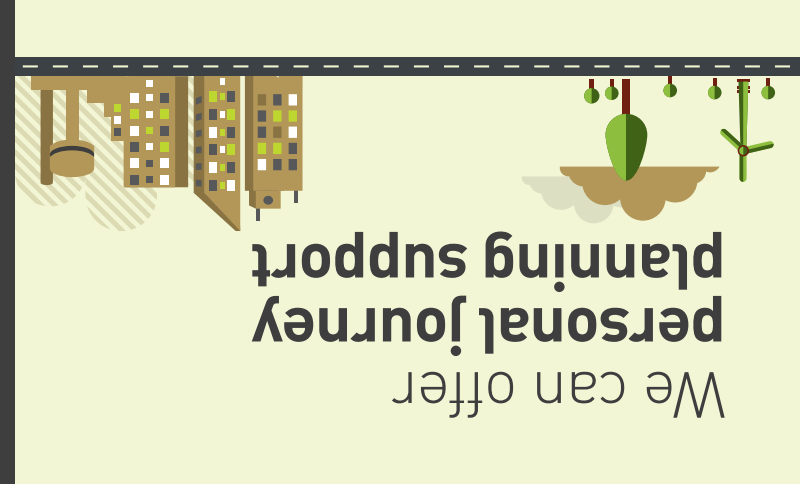
& The Mid-Mersey Local Sustainable Transport Fund,
which is wholly funded by the Department for Transport

Department for
Transport

Promoting sustainable travel to Sci-Tech Daresbury:

www.sci-techdaresbury.com/travelhub

YOUR
TRAVEL
GUIDE



We can offer
personal journey
planning support

Where is Sci-Tech Daresbury?

Sci-Tech Daresbury is located
close to junction 11 of the M56,
between Runcorn and Warrington.

This guide outlines your options for
travelling to and from the campus, with the
aim of making your journey easier, cheaper
and more sustainable.



Did you know
we have our own
car share scheme?

For further information on your travel options visit:
www.sci-techdaresbury.com/travelhub
or email travelhub@sci-techdaresbury.com

Travel on foot



Walking is a fantastic way to get – and stay – healthy.

If you live locally walking to work can be a great way to fit exercise into your daily routine. In addition, other than some comfy footwear, walking is completely free which means more money in your pocket.

Did you know?

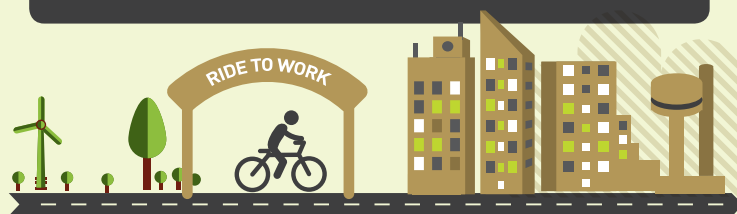
Walking a mile in **20 minutes** burns as many calories as doing aerobics for **16 minutes**

Travel by bike

It's fast, healthy and above all low cost. Cycling is a great way to get around, whether travelling locally or from slightly further afield.

Across the campus a range of measures are being planned which are aimed at making it easier and more convenient to cycle to work, whether you are already a regular cyclist or are giving it a go for the first time.

- High quality showers and changing facilities
- Secure cycle storage
- Free onsite bike servicing
- Cycle training opportunities
- 'Try Cycling' programme
- Pool bikes for occasional users



Travel by car



Whilst we are seeking to maximise the use of sustainable transport choices, we fully appreciate that for most people the car provides the only practical travel option.

Sci-Tech Daresbury is located close to junction 11 of the M56 with both Liverpool and Manchester city centres less than 40 minutes drive time.

Car Share



Could you reduce the cost of your journey by sharing it with someone else who works at **Sci-Tech Daresbury**?

Think about it ... if you shared the ride with just one other person you could halve the costs of your journey. Not only that, you would be helping to reduce the number of cars both on the road and in

the car park, whilst also minimising the amount of CO₂ being pumped out of exhausts.

The struggle is sometimes finding somebody else to car share with, which is why we have set up the Sci-Tech Daresbury Car Share Scheme.

www.sci-techdaresbury.liftshare.com

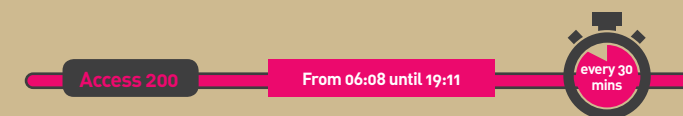


Travel by bus

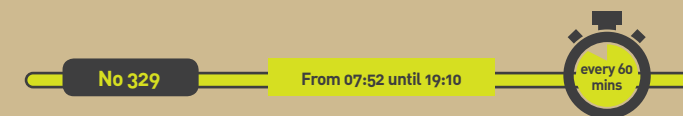


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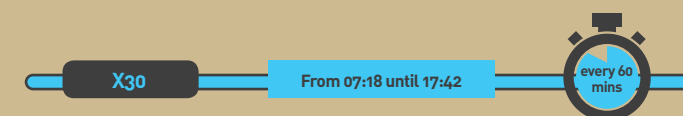
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Travel by train



Are you travelling from further afield?

Sci-Tech Daresbury is located within easy reach of four train stations, which together provide access to both the regional and national rail networks.

No matter where you are travelling from it is therefore likely that you would be able to link to at least one of these stations before jumping on one of the bus services which connect to the campus.

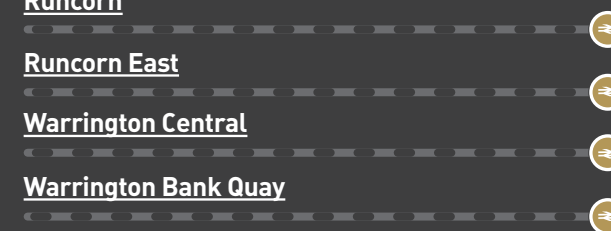
The four local railway stations are:

Runcorn

Runcorn East

Warrington Central

Warrington Bank Quay





TenantHub

TenantHub is accessed via the homepage of our new website www.sci-techdaresbury.com and will enable you to do the following:

- Book meeting rooms (up to 20 people)
- Book visitor car parking (up to 5 spaces)
- Manage your meeting room and visitor car parking bookings
- Report a fault
- Request/cancel employee access
- Post job opportunities
- Download campus information

Please confirm who you would like to have access so that we can create them as a user on TenantHub. The Information we will require to get them set up is full name and password.

