**DRAFT HEADS of TERMS**

**PROPOSED LICENCE/LEASE of ………………………….**

|  |  |  |
| --- | --- | --- |
| **Issue** | **Proposal** | **Notes** |
| Licence/Lease | Type of agreement |  |
| Owner | Name and address of owner |  |
| Licensee | Name and Address of group leasing or licensing |  |
| Subjects | Land or building that the lease or licence refers to |  |
| Access |  |  |
| Date of Entry |  |  |
| Duration | Length of lease or licence |  |
| licence fee or rent |  |  |
| Works | If landlord required to carry out any works prior to occupation/entry |  |
| Permitted use | What use is permitted of land and or building |  |
| Use restrictions | If there are any restrictions to use |  |
| Obligations of licensee |  |  |
| Repairs/maintenance |  |  |
| Assignation/sub-licensing |  |  |
| Insurance |  |  |
| Costs |  |  |
| Removal | What needs to be removed at end of license term |  |
| Other |  |  |