

**Sandwell**  
Metropolitan Borough Council

**TO LET**

**Offices**

**Lightwoods House, Adkins Lane,  
Bearwood, B67 5DP**

02/2025



**PROPERTY SERVICES**

**07823 892 130**

**Email: [property\\_services@sandwell.gov.uk](mailto:property_services@sandwell.gov.uk)**

Sandwell MBC are inviting offers for the offices available at the refurbished Lightwoods House, Adkins Lane, Bearwood, B67 5DP.

Offices range in size, from 18 m<sup>2</sup> (194 sq'ft) to 27 m<sup>2</sup> (291 sq'ft).

All office are available on a three-year internal repairing and insuring lease basis subject to a sealed bid process.

A service charge, included with the rent payment, is levied to cover costs of business rates and utilities. Additionally, leases contain a three month break option for both landlord and tenant. This gives the tenant the opportunity to terminate the lease at three months' written notice subject to all rent being paid to date and the office being handed back to the Council in a condition that meets with the satisfaction of Property Service's representative. A conditional survey of the office will be undertaken before the office is let and again upon return to Property Services.

The lease will be contracted out of Sections 24-28 of the Landlord and Tenant Act, 1954.

Parking on site is limited and strictly on a first come first served basis.

Applications for premises must be made on the formal sealed offer and application to lease form, which can accessed via the following link:

**[https://my.sandwell.gov.uk/service/application\\_to\\_lease](https://my.sandwell.gov.uk/service/application_to_lease)**

In this instance, if the Council feel the offer is not consistent with the market rent for the premises, it reserves the right to withdraw the offer and remarket the premises.

**Please Note: Where Properties are marked "UNDER OFFER" this means the property is no longer available and will remain in the marketing particulars until formal completion of the lease.**

In order to fill in an application to lease form, you will be asked to create a My Sandwell Account. If you already have a My Sandwell account you will be asked to log in.

Once you have completed the form, you will receive an automated email confirming your application has been submitted, with a list of documents that will be required. Please note, offers will not be opened until after the closing date.

If an offer is accepted the property will be placed "Under Offer" and taken off the market. For the property to be formally "Under Offer", however, the offeror will be required to pay an online payment of £750 towards the council's initial fees; all other fees will be collected near formal completion of the lease.

The under offer fee is non-refundable and will only be returned if the lease does not proceed purely as a result of reasons beyond the control of the prospective lessee.

In addition, prior to a lease being granted and as part of the due diligence process, the Council will require the following from the successful offeror:-

- Certified identification documents (i.e. driving licence and passport) from a Solicitor, from their firm's email address.
- Completion of the Council's Anti Money Laundering Declaration Form, together with the necessary supporting documentation (e.g. 12 months bank statements)
- Proof of home address (e.g. personal bank statement, utility bill)
- A satisfactory credit report from an accredited credit reference agency, which will need to include the scoring information.
- Company accounts for the last three years or from the time of trading, if the lease is to be granted to a registered company.

Any other documents that may be required as part of your application, will be set out in the Heads of Terms.

Submission of all necessary documents will be required by email, together with the under offer fee, within 4 weeks from the date of the Heads of Terms; you will be asked to provide confirmation in respect of the under offer fee.

Failure to adhere to the above timescales and failure to provide the documents in the required format will result in your offer being withdrawn, without any further notice.

Rent will be payable in advance via standing order. A rent deposit bond equal to three months of the agreed rent will also be required. Please note, this is subject to change if the credit score for the lessee and/or guarantor is not satisfactory.

The Council will insure the building but will recover the insurance premium from the tenant by way of additional rent.

Lessees will be responsible for payment of the Council's legal costs in connection with preparation of the lease.

**NB PLEASE NOTE THAT THE COUNCIL IS NOT OBLIGED TO ACCEPT THE HIGHEST OFFER OF RENT OR ANY OTHER OFFER IT RECEIVES IT DEEMS UNACCEPTABLE.**

### **BUSINESS RATES**

For information with regards to rates payable, please contact Business Rates on 0121 368 1155.

Alternatively, please follow the link below for other ways to contact them.

[https://www.sandwell.gov.uk/info/200308/business\\_rates/2248/contact\\_us\\_about\\_business\\_rates](https://www.sandwell.gov.uk/info/200308/business_rates/2248/contact_us_about_business_rates)



# Sandwell

Metropolitan Borough Council

## **Sandwell Business Growth**

Sandwell Council is motivated by the desire to achieve 'social' goals as part of its Social Value initiative to help improve its social, economic and environment wellbeing, such as changes in levels of employment, education, health and carbon-footprint. These additional benefits can almost take any form from the very tangible, such as jobs, training and apprenticeship opportunities, or sub-contracting opportunities for small businesses.

The Council's Think Sandwell Team is open for business and eager to help companies by offering a range of support, such as:

- Business support and advice** – for every Sandwell business from start-ups to global companies (and companies looking to invest in our borough)
- Location and relocation services** – including free property searches and accompanied site visits
- Development ready support** – such as fast-track planning and other decisions on key local projects
- Accessing finance** – which means identifying sources of gap funding for business ventures (including any available grants, loan finance, equity partners and venture capital)
- Technical expertise** – giving you links to universities, industry networking, innovation hubs and forums, and the professional sector
- Strategic partners** – helping you identify and establish key contacts and networks to accelerate your business growth plans
- Recruitment of suitable talent** – our free recruitment and training services can help you attract the right staff.
- Becoming a supplier to Sandwell Council** – we can support you to register on the Sandwell INTEND procurement portal.

If you are a first-time employer, we can help ensure you have everything in place to make the process run smoothly Sandwell Business Growth also offers a range of services from recruitment to apprenticeship support.

For more information on Business Growth Support please visit <https://sandwellbusinessgrowth.com/>

For more information about social value and community benefits for targeted recruitment and training you can contact the Community Benefits & Social Value Officer Karen Richards on [karen\\_richards@sandwell.gov.uk](mailto:karen_richards@sandwell.gov.uk)

### **Misrepresentation Act 1967.**

The particulars given below do not constitute any part of an offer or contract. They are intended only as a guide to prospective lessees to enable them to decide whether to make further enquiries with a view to taking up further negotiations, but they are otherwise not intended to be relied upon. All reasonable care has been taken in the preparation of these particulars, but their accuracy is not guaranteed. Any prospective lessee should make further enquiries and searches as are normally made and these particulars are furnished on the express understanding that neither the Council nor its officers or agents are to become under any liability or claim in respect of their content.

# Lightwoods House, Adkins Lane, Bearwood, B67 5DP

**SEALED OFFERS IN EXCESS OF THE RENT PER ANNUM FIGURE SHOWN  
BELOW ARE INVITED FOR ALL OFFICES BY NO LATER THAN  
NOON FRIDAY 28 FEBRUARY 2025**

## Lightwoods House, Bearwood

Lightwoods House is situated in Bearwood on the north-west side of Hagley Road, in a prime location which forms the boundary between Birmingham and the borough of Sandwell.

## Facilities

Free, limited onsite parking, strictly on a first come first served basis.

Additional meeting rooms are available and charged at an hourly rate. These can be booked in advance via the building management.

Telephone connections and installations will be the responsibility of the lessee.

## Viewings

To arrange a viewing, please contact the Events Coordinator at Lightwoods House on 0121 569 3077.

<b>OFFICE NUMBER</b>	<b>AREA</b>	<b>RENT (PER ANNUM)</b>	<b>ENERGY RATING</b>
Office 3	34.09m <sup>2</sup> (367 sq'ft)	£7,120*	(C)

\* rental is inclusive of business rates and utilities.

***Please note, Office 3 was formerly known as Offices 40 & 41, which is the office reference used on the Energy Performance Certificates on the following pages.***

# **Energy Performance Certificates**

# Energy performance certificate (EPC)

OFFICE 40  
Lightwoods House  
Adkins Lane  
SMETHWICK  
B67 5DP

Energy rating

C

Valid until

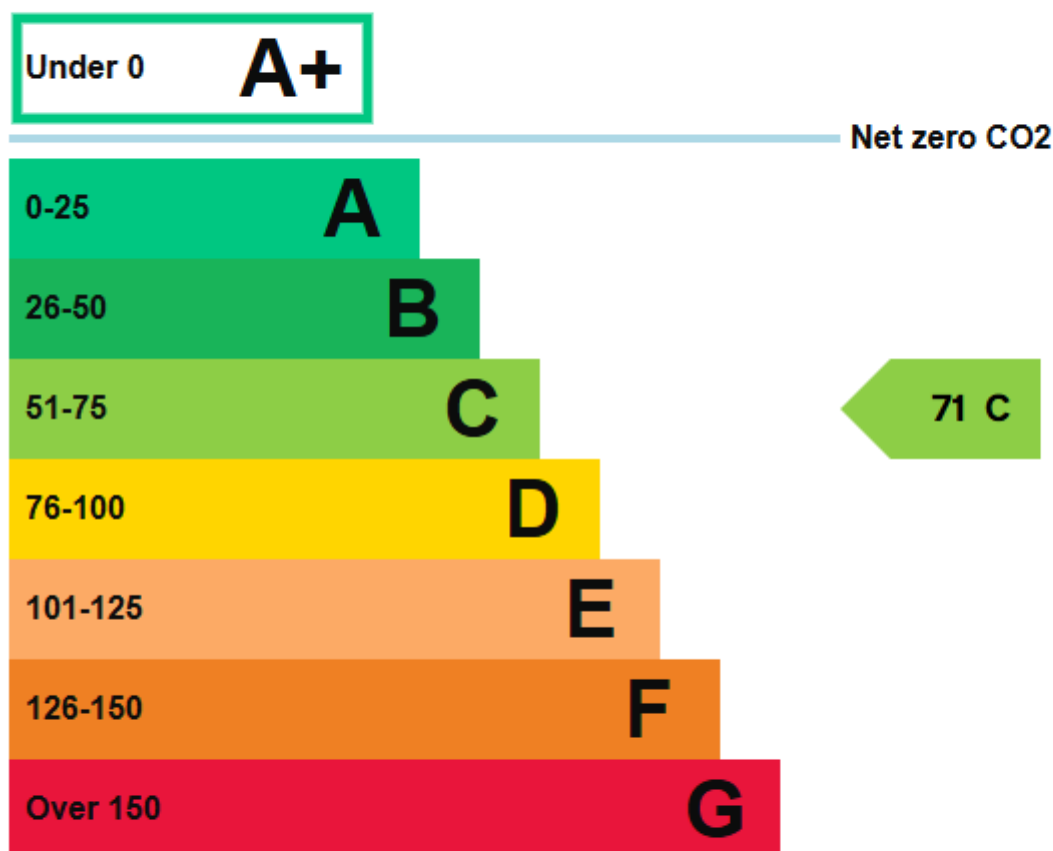
9 August 2027

Certificate number

9664-3098-0530-0303-1805

## Energy rating and score

This property's energy rating is C.



Properties get a rating from A+ (best) to G (worst) and a score.

The better the rating and score, the lower your property's carbon emissions are likely to be.

# Energy performance certificate (EPC)

OFFICE 41  
Lightwoods House  
Adkins Lane  
SMETHWICK  
B67 5DP

Energy rating

C

Valid until

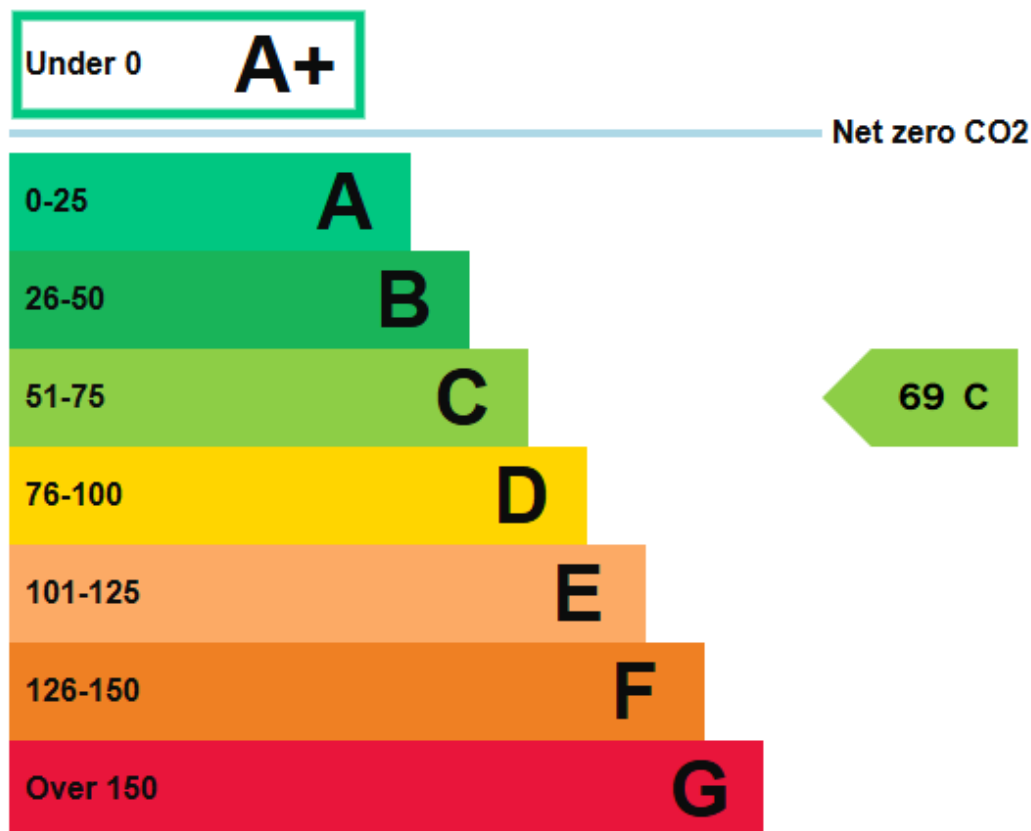
**9 August 2027**

Certificate number

**0080-6958-0303-6192-3044**

## Energy rating and score

This property's energy rating is C.



Properties get a rating from A+ (best) to G (worst) and a score.

The better the rating and score, the lower your property's carbon emissions are likely to be.