

# ADDITIONAL SITE APPLICATION FORM



Please note that any information provided may be used by the Committee to establish whether to accept the application for additional site(s). The information will be treated with strictest confidence and in accordance with our Privacy Policy, which can be found online at [alep.org.uk](http://alep.org.uk). The Committee reserves the right to request any additional information in relation to this application. The cost per year for each additional address which can be searched by postcode is £180 plus VAT.

**PLEASE COMPLETE IN CAPITALS.**

## YOUR DETAILS

Organisation name: \_\_\_\_\_

Name of primary contact: *Mr/Ms/Mrs/Other* \_\_\_\_\_

Position held organisation: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## ADDITIONAL SITE ONE

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of contact: \_\_\_\_\_

## ADDITIONAL SITE TWO *(if applicable)*

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of contact: \_\_\_\_\_

**For extra additional sites, please use a second application form.**

## DECLARATION

I certify that an enfranchisement professional is available full time at the additional site(s) and that the address is an actual (i.e. not virtual) office. **A partner, director or principal of your organisation must sign this declaration.**

Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

Signed on behalf of (organisation): \_\_\_\_\_

Signature: \_\_\_\_\_ Position: \_\_\_\_\_

Please return this application form to Liza Smith by email [admin@alep.org.uk](mailto:admin@alep.org.uk) Once your application for additional site(s) has been approved we will update the website and email you a VAT invoice. Payment should be made within 14 days. We reserve the right to remove the additional site if payment isn't received within this time.