**How To Guide**

**Completion of the Commercial Estates Database**

**Business Name**

Please include here the business name, including any relevant trading names (where known), as indicated on [Companies House.](https://www.gov.uk/get-information-about-a-company)

**Type of Commercial Estate Premises**

Property types specifically within the scope of the project are serviced offices, industrial estates and business parks.(Please select one from the drop down list.) However, where dutyholder enforcement or complaint histories indicate problems in other types of premises which may be relevant to health and safety management in Commercial Estates, please indicate this in the ‘Reasons for Concern’ section on the spreadsheet.

**Enforcement History**

This may include any relevant enforcement action taken, or being taken, by your LA, including: verbal warnings, site visits, providing information and advice face-to-face or in writing, infringement letters, notices, simple cautions, and/or prosecution.

**Complaint History**

Please indicate where there have been any relevant complaints relating to the business’ health and safety management arrangements (with particular relevance to work at height, duty to manage asbestos, contractor management, or any other pertinent issues) in the previous 6 years.

**Describe Reasons for Concern**

Please include as much detail as possible to the background to your concerns relating to the business.

**Head Office Address**

This information should be available on the Companies House website for any registered business. Alternatively, the company’s website may be an additional source of information, including information on additional business locations in the UK. (see below)

**Geographical Spread**

This section is intended to capture information regarding the business’ other known site locations, particularly where relevant to London premises. This will help indicate the likely spread across LA boundaries.

**Lead LA for Head Office (HO) Intervention**

If the business’ head office is located in your LA area AND your authority has the available resources to undertake a head office intervention at a later date, please indicate in this section. Otherwise, this section may be left blank.

*Further information:*

*The HO intervention is a desktop intervention and involves dutyholders being contacted by the Lead LA to obtain and assess initial information on the business’ health and safety management arrangements. A template section 20 letter will be provided in the Project Toolkit for this purpose.*

**Verification LAs**

This section may be left blank at this stage.

**HO Intervention Feedback**

This section may be left blank at this stage.