

# Submission Template

## Instructions

As a minimum requirement, all information requested in this template should be completed. The local authority may return incomplete submissions.

Completed templates should be sent directly to the relevant local authority and addressed to **Joe McGuinness, Director of Services**. The envelope should be clearly marked with the following text:

**“Expression of Interest for Long-Term Leasing Arrangements”**

1 – Contact details	
<b>Property Owner’s Name</b> <i>(Company or Individual)</i>	
<b>Address of Property Owner:</b>	
<b>Contact Person:</b>	
<b>Contact Number:</b>	
<b>Email Address:</b>	



**3. Any other relevant information**