

TO LET

Offices at Harbourmaster's Office, Outer Harbour, Pwllheli
July 2025



External Appearance



Unit 5 – A-1007



Unit 4 – A-1002



Unit 4 – A-1002A

These details do not constitute any part of an offer or contract and should not be relied on as statements or representations of fact. All measurements are approximate. Prospective tenants should verify the measurements and other information which is provided for guidance only.

Adran Tai ac Eiddo

INTRODUCTION

Applications are invited for the tenancy of two Units in the Harbourmaster's Office, Outer Harbour, Pwllheli, Gwynedd, LL53 5AY. Cyngor Gwynedd would prefer to offer tenancy for both Units, but it would be possible to offer two separate tenancies, depending on the interest expressed.

LOCATION

The premises occupies a secluded location in Pwllheli's Outer Harbour in close proximity to various maritime businesses and a short distance from the town centre. The premises can be identified edged red on the attached plans.

DESCRIPTION

The premises are two Units of first floor offices located within the multi-occupancy Harbourmaster's Office. The net internal area is approximately 77.5m² (254ft²), with Unit 4 measuring approximately 38.5m² and Unit 5 measuring approximately 39m². Both units have large windows which benefits from views over Ceredigion Bay and Pwllheli's Inner Harbour, and can be accessed through a communal staircase. There are shared toilets.

LEASE

The premises is available on a Business Tenancy for a period of three years. The arrangements will be reviewed at the end of the three-year period and there is no commitment to extend or renew the tenancy beyond the three-year period.

RENT

£5,500 per annum for both units, or Unit 4 (A-1002 a A-1002A) individually: £3,080, or Unit 5 (A-1007) separately: £3,120. A rent-free period of three months is offered at the start of the tenancy. The tenant will be invoiced in advance on a quarterly basis. The first quarterly payment will be payable following the end of the rent-free period.

VALUE ADDED TAX

The rent payable is not subject to Value Added Tax.

USE

B1 – Office. Other use would be considered subject to approval and necessary planning consent. All planning enquiries should be directed to Cyngor Gwynedd's Planning Unit on 01766 771 000 or at cynllunio@gwynedd.llyw.cymru.

REPAIRS AND MAINTENANCE

The tenant will be responsible for the internal repair and maintenance of the premises.

These details do not constitute any part of an offer or contract and should not be relied on as statements or representations of fact. All measurements are approximate. Prospective tenants should verify the measurements and other information which is provided for guidance only.

INSURANCE

The tenant will be fully responsible for ensuring they have the following insurance policies and providing copies to the landlord:

- Public Liability Insurance with indemnity to Cyngor Gwynedd in relation to third party rights for damage or loss caused as a result of the tenant's actions or negligence with a policy minimum value of £10,000,000
- Insurance that satisfies the Employers' Liability (Compulsory Insurance) Act 1969 or any other statutory order made under that Act, any amendment or re-enactment of it

ENERGY PERFORMANCE CERTIFICATE

The building's operational rating is A.

SERVICES

It is understood that the premises benefits from mains electricity. Interested parties should seek clarification that service provisions are suitable for their own proposed use.

RATES

Non-domestic rates will be the responsibility of the tenant. All non-domestic rates enquiries should be directed to Cyngor Gwynedd's Non-domestic Rates Unit on 01766 771 000 or at trethiannomestig@gwynedd.llyw.cymru.

LEGAL COSTS

The successful applicant will be required to contribute £1,030 towards Cyngor Gwynedd's legal costs.

LANGUAGE POLICY

All written material, including signage, must be displayed in Welsh and English at the tenant's own cost.

OTHER CONDITIONS

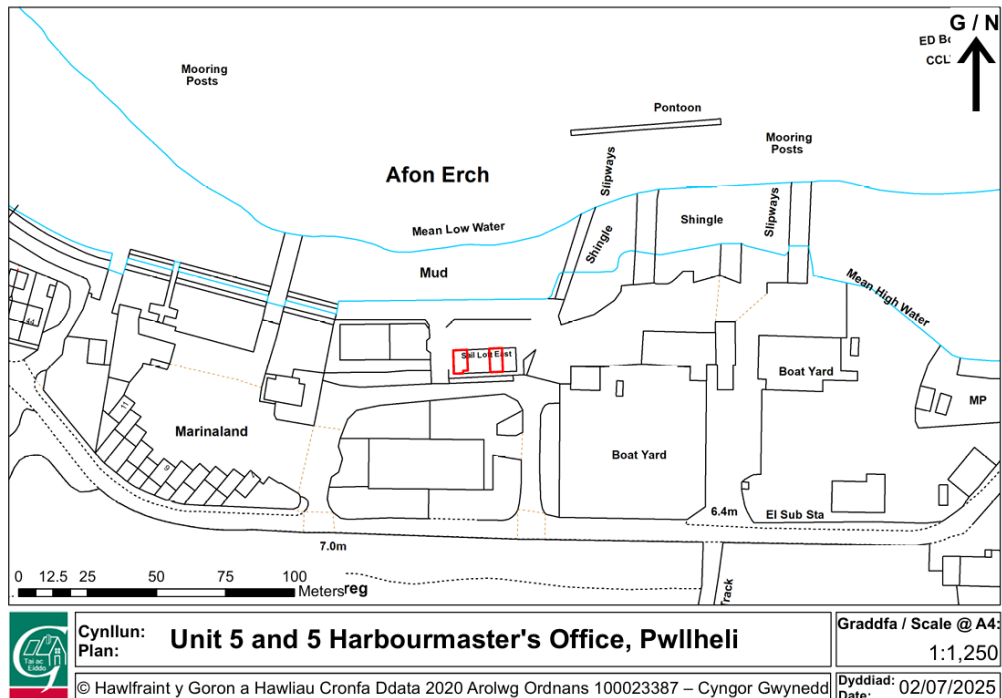
Please refer to the main heads of terms overleaf that will be offered to the successful applicant. The applicant should satisfy themselves of the implications and consider undertaking appropriate professional advice.

ENQUIRIES AND VIEWING

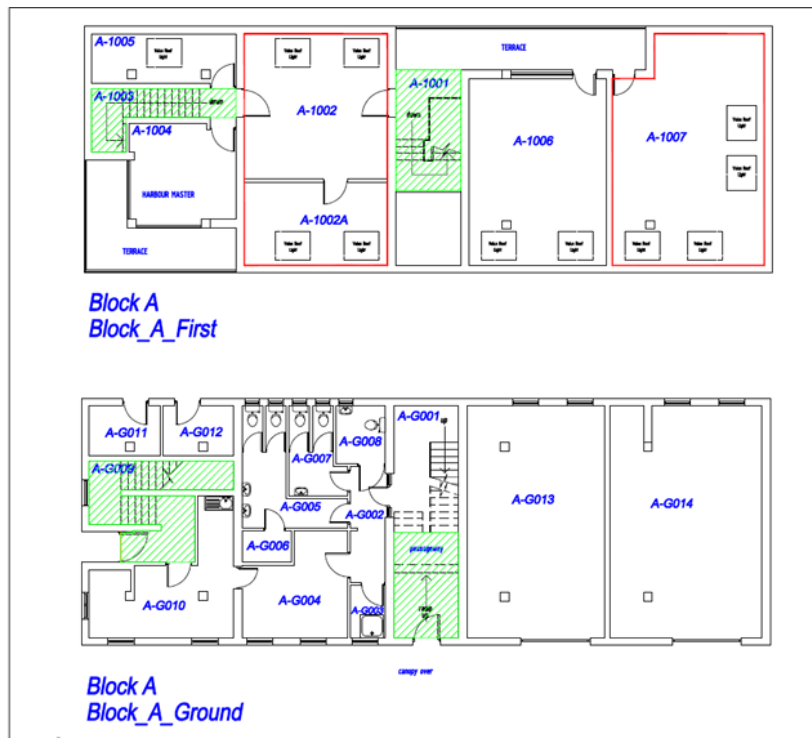
For enquiries and/or to arrange a viewing, please contact Lleucu Myrddin at the Estates Unit on 01766 771 000 or at stadau@gwynedd.llyw.cymru.

These details do not constitute any part of an offer or contract and should not be relied on as statements or representations of fact. All measurements are approximate. Prospective tenants should verify the measurements and other information which is provided for guidance only.

SITE PLAN



FLOOR PLAN



These details do not constitute any part of an offer or contract and should not be relied on as statements or representations of fact. All measurements are approximate. Prospective tenants should verify the measurements and other information which is provided for guidance only.

Adran Tai ac Eiddo

PEN TELERAU / HEADS OF TERMS

Prydles Newydd / *New Lease* – Unedau 4 a 5 (Ystafelloedd A-1002, A-1002A ac A-1007), Swyddfa'r Harbwrfeistr, Harbwr Allanol, Pwllheli

HEB RAGFARN AC YN AMODOL I GONTRACT WITHOUT PREJUDICE & SUBJECT TO CONTRACT

Dyddiad:	02/07/2025	Cyf:	Eiddo/LIM/5842
Date:		Ref:	

Landlord	Cyngor Gwynedd o Swyddfeydd Y Cyngor, Stryd Y Jêl, Caernarfon, Gwynedd, LL55 1SH Cyswllt: Lleucu Myrddin (Uned Stadau) T: 01286 679 063 E: LleucuMyrddin@gwynedd.llyw.cymru
Landlord	<i>Cyngor Gwynedd of Swyddfeydd Y Cyngor, Stryd Y Jêl, Caernarfon, Gwynedd, LL55 1SH</i> <i>Contact: Lleucu Myrddin (Estates Unit)</i> <i>T: 01286 679 063</i> <i>E: LleucuMyrddin@gwynedd.llyw.cymru</i>
Tenant	I'w gadarnhau.
Tenant	<i>To be confirmed.</i>
Cyfreithwyr y Landlord	Gwasanaeth Cyfreithiol Cyngor Gwynedd o Swyddfeydd Y Cyngor, Stryd Y Jêl, Caernarfon, Gwynedd, LL55 1SH E: TimGweinyddolCyfreithiol@gwynedd.llyw.cymru
Landlord's Solicitors	<i>Cyngor Gwynedd Legal Services of Swyddfeydd Y Cyngor, Stryd Y Jêl, Caernarfon, Gwynedd, LL55 1SH</i> <i>E: TimGweinyddolCyfreithiol@gwynedd.llyw.cymru</i>
Cyfreithwyr y Tenant	I'w gadarnhau.
Tenant's Solicitors	<i>To be confirmed.</i>
Sicrwydd Deiliadaeth	Bydd y Brydles hon wedi ei heithrio o ddiogelwch Deddf Landlord a Tenant 1954.
Security of Tenure	<i>This Lease shall be contracted out of the Landlord & Tenant Act 1954.</i>
Eiddo	Yr eiddo a adnabyddir fel Unedau 4 a 5 / Ystafell A-1002, A-1002A ac A-1007 a ddangosir wedi ei amlinellu'n goch ar y cynlluniau sydd ynghlwm ar gyfer

These details do not constitute any part of an offer or contract and should not be relied on as statements or representations of fact. All measurements are approximate. Prospective tenants should verify the measurements and other information which is provided for guidance only.

Adran Tai ac Eiddo

Premises	dibenion adnabod yn unig ac yn mesur cyfanswm o oddeutu 77.5m². Arwahân, mae Uned 4 yn mesur oddeutu 38.5 m² ac Uned 5 yn mesur oddeutu 39 m². <i>The premises identified as Units 4 and 5/ Rooms A-1002, A-1002A and A-1007 and edged red on the attached plans for identification purposes only and measuring a total of approximately 77.5m². Individually, Unit 4 measures approximately 38.5m² and Unit 5 measures approximately 39m².</i>
Rhent Blynnyddol	Uned 4 a 5 = £5,500 gyda'r 3 mis cyntaf am ddim
Annual Rent	Uned 4 (A-1002 a A-1002A) yn unigol: £3,080 gyda'r 3 mis cyntaf am ddim Uned 5 (A-1007) yn unigol: £3,120 gyda'r 3 mis cyntaf am ddim <i>Unit 4 & 5 = £5,500 with the first 3 months free of charge</i> <i>Unit 4 (A-1002 & A-1002A) individually = £3,080 with the first 3 months free of charge</i> <i>Unit 5 (A-1007) individually = £3,120 with the first 3 months free of charge</i>
Adolygiad Rhent	Dim yn ystod y Tymor.
Rent Review	<i>None during the Term.</i>
Treth Ar Werth (TAW)	Nid yw TAW yn berthnasol i'r rhent a delir.
Value Added Tax (VAT)	<i>VAT is not applicable to the rent paid.</i>
Tymor	3 (tair) mlynedd.
Term	<i>3 (three) years.</i>
Cymal Torri	Bydd gan y Tenant yr opsiwn i dorri'r Brydles drwy roi 3 (tri) mis o rybudd ysgrifenedig i'r Landlord ar unrhyw adeg ar ôl y flwyddyn gyntaf.
Break Clause	<i>The Tenant shall have the option to terminate the Lease on providing 3 (three) months written notice to the Landlord at any time after the first year.</i>
Defnydd a Ganiateir	Swyddfa mewn cysylltiad â busnes y Tenant yn unig. Byddai defnydd arall yn cael ei ystyried yn amodol ar ganiatâd ysgrifenedig ymlaen llaw gan y Landlord a chaniatâd cynllunio angenrheidiol.
Permitted Use	<i>Office in connection with the Tenant's business only. Other use would be considered subject to prior written approval from the Landlord and necessary planning consent.</i>
Hawliau a Gedwir gan y Landlord	Bydd y Landlord yn cadw'r hawl i gael mynediad i'r Eiddo yn unol â'i rwymedigaethau cynnal a chadw.

These details do not constitute any part of an offer or contract and should not be relied on as statements or representations of fact. All measurements are approximate. Prospective tenants should verify the measurements and other information which is provided for guidance only.

Adran Tai ac Eiddo

Reserved Rights of Landlord	<i>The Landlord shall reserve the right to access the Premises in accordance with its repairs and maintenance obligations.</i>
Hawliau a Roddwyd i'r Tenant	Bydd gan y Tenant yr hawl i fynd i mewn ac allan dros, ar hyd a thrwy'r mynedfeydd, y cynteddau, pen grisiau a'r grisiau sydd wedi ei lliniogi mewn gwyrdd ar y Cynllun Llawr. Bydd gan y Tenant yr hawl i ddefnyddio'r cyfleusterau toiledau cyhoeddus presennol.
Rights Granted to Tenant	<i>The Tenant shall have the right of ingress and egress over, along and through the entrances, passages, landings and stairways hatched green on the Floor Plan.</i> <i>The Tenant shall have the right to use the existing public toilet facilities.</i>
Cyflwr	Gosodir yr Eiddo yn ei gyflwr presennol.
Condition	<i>The Premises is let in its current condition.</i>
Addasiadau	Ni fydd y Tenant yn gwneud unrhyw newidiadau i'r Eiddo heb ganiatâd ysgrifenedig ymlaen llaw gan y Landlord, na fydd yn cael ei atal neu ei oedi yn afresymol.
Alterations	<i>The Tenant shall not make any alterations to the Premises without the prior written consent of the Landlord, which shall not be unreasonably withheld or delayed.</i>
Addurn	Rhaid i'r Tenant addurno'r Eiddo yn y chwe (6) mis olaf y Tymor.
Decoration	<i>The Tenant must decorate the Premises within the last six (6) months of the Term.</i>
Arwyddion	Caniateir i'r Tenant osod arwyddion addas ar du allan yr Eiddo yn amodol i gydymffurfiaeth a rheoliadau Cynllunio a chymeradwyaeth ysgrifenedig gan y Landlord ymlaen llaw o'r geiriad a'r dyluniad . Rhaid i bob arwydd a ddangosir fod yn ddwyieithog - Cymraeg a Saesneg a bydd y Tenant yn gyfrifol am bob costau.
Signage	<i>The Tenant may erect appropriate signage on the exterior of the Premises subject to compliance with Planning regulations and the Landlord's prior written consent of the wording and design. All signs displayed must be bilingual - Welsh and English and provided at the Tenant's own cost.</i>
Cynnal a Chadw	Bydd y Landlord yn cadw tu allan yr Eiddo wedi ei atgyweirio, gan gynnwys y ffordd at yr Eiddo.

These details do not constitute any part of an offer or contract and should not be relied on as statements or representations of fact. All measurements are approximate. Prospective tenants should verify the measurements and other information which is provided for guidance only.

Adran Tai ac Eiddo

Repairs and Maintenance	Bydd y Tenant yn cadw'r tu mewn i'r Eiddo mewn cyflwr da ac wedi ei atgyweirio bob amser.
	<i>The Landlord shall keep the exterior of the Premises in repair, including the roadway leading to the Premises.</i>
	<i>The Tenant shall keep the interior of the Premises in good condition and repair at all times.</i>
Yswiriant Adeilad Buildings Insurance	Bydd y Landlord yn yswirio'r Eiddo am y gwerth adfer llawn.
	<i>The Landlord shall insure the Premises for the full reinstatement value.</i>
Yswiriant Atebolrwydd Cyhoeddus Public Liability Insurance	Bydd gan y Tenant Yswiriant Atebolrwydd Cyhoeddus mewn perthynas â'r Eiddo gydag isafswm yswiriant o £10,000,000.00 (deg miliwn o bunnoedd).
	<i>The Tenant shall hold Public Liability Insurance in respect of the Premises with a minimum cover of £10,000,000.00 (ten million pounds).</i>
Trydan, nwy, dŵr, trethi a chostau rhedeg eraill Electricity, gas, water, rates and other running costs	Bydd y Tenant yn talu'r holl gostau rhedeg sy'n ymwneud â'r Eiddo, gan gynnwys unrhyw gostau sy'n ymwneud â thrydan, nwy, dŵr, draeniau a threthi a aseswyd.
	<i>The Tenant shall pay all running costs relating to the Premises, including any costs relating to electricity, gas, water, drainage and rates assessed.</i>
Aralliad Alienation	Nid oes hawl i'r Tenant aseinio, is-osod nac fel arall waredu meddiant y cyfan nac unrhyw ran o'r Eiddo.
	<i>Assignment, subletting or parting of the whole or any part of the Premises is strictly prohibited.</i>
Cydymffurfiaeth a Gofynion Statudol Statutory Compliance	Rhaid i'r Tenant sicrhau ei fod yn cydymffurfio â'r holl gyfreithiau, statudau, gorchmynion a rheoliadau sy'n effeithio ar yr Eiddo.
	<i>The Tenant shall ensure compliance with all laws, statutes, orders and regulations affecting the Premises.</i>
Costau Cyfreithiol Legal Costs	Bydd y Tenant yn talu cyfraniad tuag at gostau cyfreithiol y Landlord (amcangyfrif o £1030.00 (mil a thri deg o filoedd) yn ddibynnol ar gymhlethdod yr achos).
	<i>The Tenant shall pay a contribution towards the Landlord's legal costs (estimated to be £1030.00 (one thousand and thirty pounds) depending on the complexity of the case).</i>
	<i>The Tenant shall bear their own legal costs.</i>

These details do not constitute any part of an offer or contract and should not be relied on as statements or representations of fact. All measurements are approximate. Prospective tenants should verify the measurements and other information which is provided for guidance only.

Adran Tai ac Eiddo

Indemnriad	Bydd y Tenant yn diogelu a rhyddarbed y Landlord rhag unrhyw achos neu hawliad mewn perthynas ag unrhyw niwed, difrod neu golled i unrhyw berson neu bersonau mewn perthynas â'r Eiddo.
Indemnity	<i>The Tenant shall protect and indemnify the Landlord from any cause or claim in relation to any harm, damage or loss to any person or persons in relation to the Premises.</i>
Telerau Eraill	Yr holl delerau ac amodau eraill sy'n gyffredin mewn prydlesi o'r natur yma.
Other Terms	<i>All other terms and conditions common in leases of this nature.</i>

Nid yw'r ddogfen yma yn ffurfio rhan o gynnig nac o unrhyw gontract. Bras fesurau yn unig a roddir yma. Dylai pob darpar denant fodloni eu hunain ynglŷn â'r mesuriadau a'r ffeithiau uchod. Nid yw Cyngor Gwynedd yn ymrwymo i dderbyn yr uchaf nac unrhyw gynnig.

These details do not constitute any part of an offer or contract and should not be relied on as statements or representations of fact. All measurements are approximate. Prospective tenants should verify the measurements and other information which is provided for guidance only. Cyngor Gwynedd do not undertake to accept the highest or any other offer.

These details do not constitute any part of an offer or contract and should not be relied on as statements or representations of fact. All measurements are approximate. Prospective tenants should verify the measurements and other information which is provided for guidance only.