Sisterly Care Ltd

Caring for you in your own home

Sisterly Care Ltd
33 Emsworth Rd
Havant
Hants
PO9 2SN

Re: 30 West Street Bognor Regis PO21 2PN

To Whom It May Concern:

We are a Domiciliary Care Agency, which at the moment has one office at the above address. We are looking to lease a new office within the Bognor area as an extension of our already thriving business.

The new office will comprise of the following:

Main shop front – will become a reception/waiting area.
Office 1 – Manager's office
Office 2 – Staff room
Office 3 – Storage for files and desk for book keeper

We will not be altering any exterior or interior wall, doorways or windows. The property is decorated already and all it requires is new flooring to be put down and signage put up before trade commences.

The main purpose of this office will be to continue to run an already successful business within the West Sussex area. We will be coordinating visits, staff training and meetings at this address only. No merchandise would be traded from this address.

We will be installing phone lines and network services for computers but this is the only main installation that would be done. All other interior fixtures would be office furniture including desks, filing cabinets, cupboards etc.

This empty property would create jobs within the Bognor area and help us continue to care for those vulnerable people who require our help.