



*The Honourable Society of*  
**Lincoln's Inn**

## **9 New Square**

### **Ground and Basement North**

### **Information pack for prospective tenants**

#### **Subject to contract**

#### **Introduction**

The above premises are currently occupied and the tenant has served notice to determine their lease in September 2025.

Accordingly, the Inn seeks a new tenant for the rooms by a lease to commence on completion of refurbishment works, anticipated to be around November 2025, and now invites rental offers from interested parties on the basis set out below.

#### **Building**

9 New Square is a Grade II\* listed building. It was built between c 1690-1697 over basement, ground and four upper floors and is situated on the west side of New Square.

#### **Accommodation**

The subject premises are situated on the north side of the ground and basement, the two floors being linked by an internal staircase (within the demise).

The accommodation is arranged to provide four office rooms on the ground floor (two overlooking New Square and two overlooking Serle Street) and three office rooms in the basement, together with a kitchen, toilets and strong room. Layout plans are attached.

The aggregate net internal floor area is 1,536 square feet, arranged as follows:

#### **Ground Floor**

Front, office 1	274 sq ft
Front, office 2	313 sq ft
Rear, office 3	150 sq ft
Rear, office 4	122 sq ft

#### **Basement**

Front, office 5	291 sq ft
Front, office 6	197 sq ft
Rear, office 7	150 sq ft
Kitchen	28 sq ft
Strong room	11 sq ft

#### **Refurbishment**

The scope of work will provide:

- Upgraded lighting
- Upgraded electric heating
- Upgraded data
- Full internal redecoration
- New office grade carpets in office rooms and circulation areas

- Refurbished kitchen, basement rear
- Refurbished WCs, basement rear

The Inn is happy to discuss the scope of work with prospective tenants.

### **Lease Terms**

The proposed lease term is 10 years from practical completion of the Inn's refurbishment works.

The form of lease will depend on whether terms are agreed with a barrister or solicitor tenant. Alternative heads of lease terms are attached. A draft lease will be forwarded to the prospective tenant for agreement prior to the acceptance of a bid.

Once agreed, the Inn will decide, in consultation with the prospective tenant, whether it will proceed on the basis of subject to contract heads of terms, or a binding agreement for lease and lease.

### **Offers**

Rental offers are invited on the basis of £x per square foot for the office rooms on the ground floor, (with 75% of £x for the office rooms in the basement) and £10.00 per sq ft for the kitchen and strong room.

The following net internal floor areas should be used for the purpose of a bid:

Ground floor offices:	859 sq ft
Basement office:	638 sq ft
Kitchen	28 sq ft
Strong room	11 sq ft

The Inn expects that £x will be not less than £87.50 per square foot for a barrister lease and not less than £82.50 square foot for a solicitor lease, reflecting the different lease terms.

The net internal floor area will be measured on site and agreed at, or approaching, practical completion of the refurbishment works. Thereafter, the lease rent will be recalculated adopting the agreed floor areas and the per square foot rates agreed with the tenant, as above.

### **Procedure**

Rental offers, which should be delivered by email to [lettings@lincolnsinn.org.uk](mailto:lettings@lincolnsinn.org.uk) no later than midday on Monday 7 July 2025, should include:

1. The rental offer, to include £x psf (as above) and the resulting aggregate annual rent based on the above floor areas.
2. A statement that the offer is made with the approval of the management committee, or equivalent.
3. Confirmation that the offer is on the basis of the relevant attached heads of lease terms.
4. For existing tenants of the Inn details of any leases you would look to surrender/not renew if your offer is accepted.
5. Confirmation that you will provide copies of your last 3 years accounts, in confidence, if requested.
6. Any additional material which you wish to bring to the Inn's attention in connection with your offer.

The Inn is not bound to accept the highest, or any offer.

### **Inspections**

If you would like to inspect the property, please contact [lettings@lincolnsinn.org.uk](mailto:lettings@lincolnsinn.org.uk)

### **Enclosures**

Floor plans showing the current layout of the rooms

Heads of lease terms to be used for the purpose of making a bid



## **Ground and Basement North 9 New Square Lincoln's Inn, London WC2A**

### **Heads of lease terms (Bar Lease)**

**to be assumed for the purpose of making a rental offer - subject to contract**

Summarised below are the principal heads of lease terms on which prospective barrister tenants should base their rental offer.

<b>Landlord:</b>	Lincoln's Inn Trustee Company No 1 Limited and Lincoln's Inn Trustee Company No 2 Limited
<b>Tenant:</b>	A minimum of four practising barristers each of at least ten years' standing, to be approved by the Inn. Alternatively a service company – but see guarantor below
<b>Guarantor:</b>	If the lease is granted to a service company, the Landlord will require that it is guaranteed by a minimum of four practising barristers each of at least ten years' standing, to be approved by the Inn. Alternatively a rent deposit might be accepted.
<b>Term:</b>	10 years from completion of the refurbishment work
<b>Break option:</b>	The tenant may determine the lease on any quarter day on 3 months' previous notice in writing.
<b>Landlord break:</b>	For redevelopment or major works requiring possession, at any time on 6 months' notice
<b>1954 Act:</b>	The lease will be a protected tenancy.
<b>Rent:</b>	To be paid in advance on the usual quarter days plus VAT with no rent free period.
<b>Prompt payment:</b>	The prompt payment discount is currently 2.60% and may be applied if the rent is paid within a specified period.
<b>Interest:</b>	If the rent remains unpaid for more than 21 days then interest will be due from the payment date at the rate of 3 per cent above the base rate of Royal Bank of Scotland plc.
<b>Repair:</b>	The Tenant will covenant to keep the interior of the demised premises (excluding the structure) in good and substantial repair and to decorate the same at 5 yearly intervals and also in the last year of the term. For the avoidance of doubt, the Tenant will not be required to undertake, or contribute towards the cost of, structural or external maintenance or repairs.

<b>Service Charge:</b>	<p>The Tenant will pay a fair proportion of the aggregate of the costs expenses and outgoings incurred by the Landlord, defined as the Service Cost. The service charge will to be paid quarterly, in advance, based on the Landlord's estimate with a balancing payment at the end of the service charge year. The main services will include:</p> <ul style="list-style-type: none"> <li>• maintenance, repair, cleaning and redecoration of the common parts to include pest control</li> <li>• repair, cleaning and external redecoration</li> <li>• the maintenance, repair and replacement (as necessary) of all mechanical and electrical plant and services to include safety systems, fire alarms and fire fighting equipment and security systems</li> <li>• utility costs in respect of the common parts</li> <li>• Inn-Wide costs - maintenance of the gardens, roads, pavements etc</li> <li>• security and portorage</li> <li>• management</li> </ul> <p>Insurance is charged separately.</p>
<b>Outgoings:</b>	The tenant will covenant to pay all rates, taxes, utilities and outgoings relating to the premises.
<b>Regulations:</b>	The tenant must comply with the Trustees' reasonable regulations and any legislation affecting the use of the premises.
<b>Alterations:</b>	There will be an absolute bar on structural and external alterations. Internal structural alterations will also be prohibited, save with prior approval from the Inn in the form of a licence, together with the necessary planning consents.
<b>User:</b>	Barristers' professional chambers only.
<b>Alienation:</b>	The tenant may assign the lease of the whole only to a practising barrister of at least 10 years' standing with the Trustees' consent, not to be unreasonably withhold. Guarantors and a rent deposit may be required. Underletting will not be allowed
<b>Rent Review:</b>	The rent will be subject to upwards only review on the fifth anniversary of the term commencement. Time will not be of the essence.
<b>Other:</b>	Consistent with the Inn's proforma lease for barrister lettings, copy available on request.
<b>Privity of Contract:</b>	The lease will be a New Lease under the Landlord and Tenant (Covenants) Act 1995.



## **Ground and Basement North 9 New Square Lincoln's Inn, London WC2A**

### **Heads of lease terms (Solicitor Lease)**

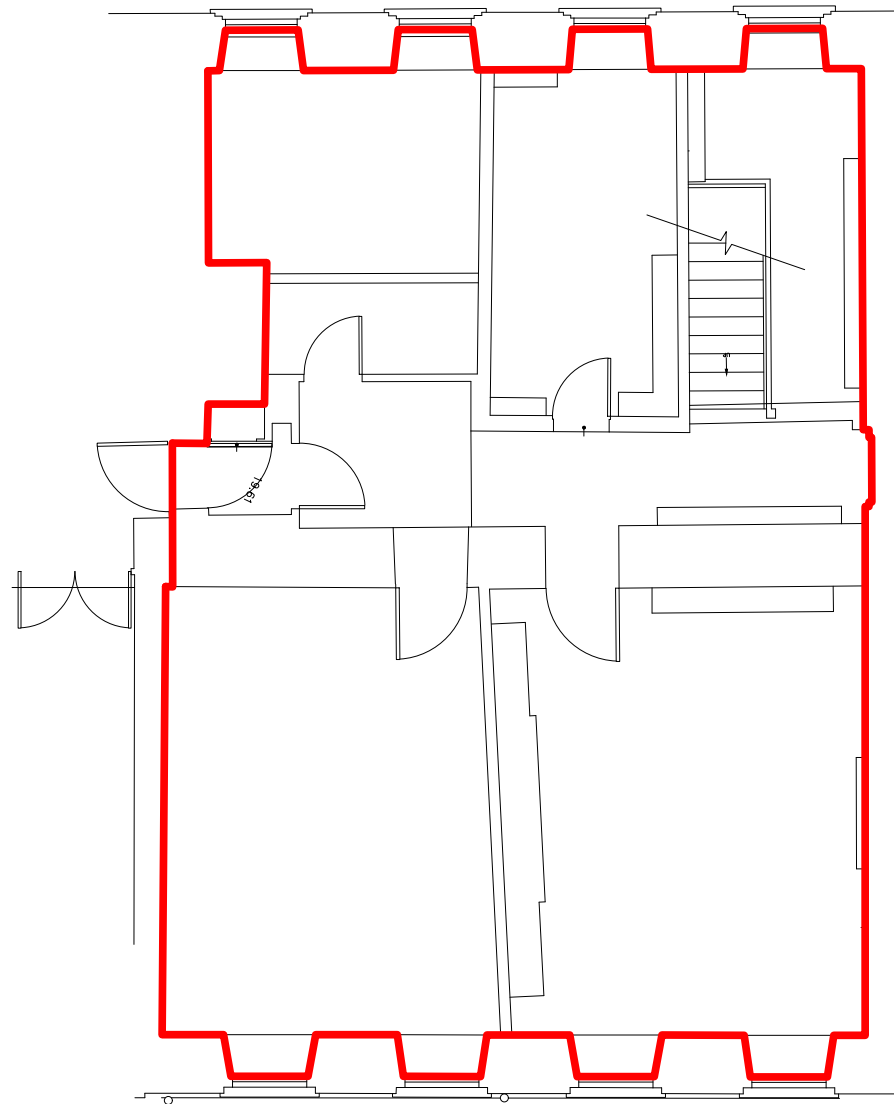
**to be assumed for the purpose of making a rental offer - subject to contract**

#### **Subject to contract**

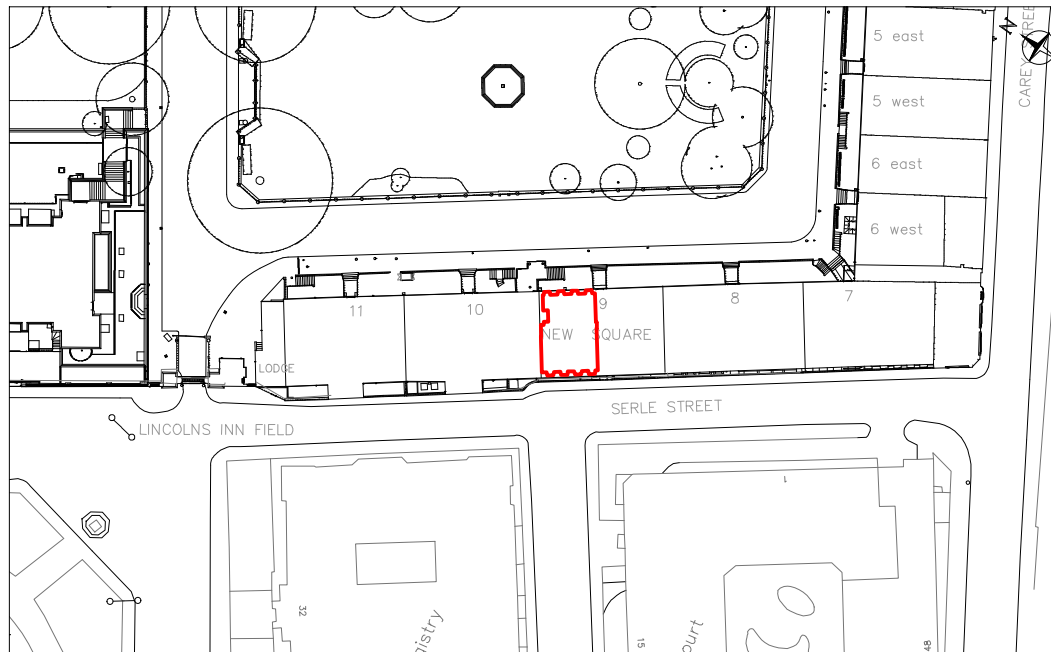
Summarised below are the principal heads of lease terms on which prospective barrister tenants should base their rental offer.

<b>Landlord:</b>	Lincoln's Inn Trustee Company No 1 Limited and Lincoln's Inn Trustee Company No 2 Limited
<b>Tenant:</b>	A minimum of four equity partners or alternatively a service company or LLP – but see guarantor below
<b>Guarantor:</b>	If the lease is granted to a service company, the Landlord will require that it is guaranteed by a minimum of four equity partners. Alternatively a rent deposit might be accepted.
<b>Term:</b>	10 years from completion of the refurbishment work
<b>Break option:</b>	The tenant may determine the lease on the expiration of the fifth year of the term on 6 months' previous notice in writing.
<b>Landlord break:</b>	For redevelopment or major works requiring possession, at any time on 6 months' notice
<b>1954 Act:</b>	The lease will be a protected tenancy.
<b>Rent:</b>	To be paid in advance on the usual quarter days plus VAT with no rent free period.
<b>Interest:</b>	If the rent remains unpaid for more than 21 days then interest will be due from the payment date at the rate of 3 per cent above the base rate of Royal Bank of Scotland plc.
<b>Repair:</b>	The Tenant will covenant to keep the interior of the demised premises in good and substantial repair and to decorate the same at 5 yearly intervals and also in the last year of the term.

<b>Service Charge:</b>	<p>The Tenant will pay a fair proportion of the aggregate of the costs expenses and outgoings incurred by the Landlord, defined as the Service Cost. The service charge will to be paid quarterly, in advance, based on the Landlord's estimate with a balancing payment at the end of the service charge year. The main services will include:</p> <ul style="list-style-type: none"> <li>• maintenance, repair, cleaning and redecoration of the common parts to include pest control</li> <li>• the maintenance and repair of the exterior, roof, windows, and main structure of the building</li> <li>• repair, cleaning and external redecoration</li> <li>• the maintenance, repair and replacement (as necessary) of all mechanical and electrical plant and services to include safety systems, fire alarms and fire fighting equipment and security systems</li> <li>• utility costs in respect of the common parts</li> <li>• Inn-Wide costs - maintenance of the gardens, roads, pavements etc</li> <li>• security and portorage</li> <li>• management</li> </ul> <p>Insurance is charged separately.</p>
<b>Outgoings:</b>	The tenant will covenant to pay all rates, taxes, utilities and outgoings relating to the premises.
<b>Regulations:</b>	The tenant must comply with the Trustees' reasonable regulations and any legislation affecting the use of the premises.
<b>Alterations:</b>	There will be an absolute bar on structural and external alterations. Internal structural alterations will also be prohibited, save with prior approval from the Inn in the form of a licence, together with the necessary planning consents.
<b>User:</b>	Solicitors' offices or alternatively barristers' professional chambers only.
<b>Alienation:</b>	There will be an absolute bar on assignment and underletting.
<b>Rent Review:</b>	The rent will be subject to upwards only review on the fifth anniversary of the term commencement. Time will not be of the essence.
<b>Other:</b>	Consistent with the Inn's proforma lease for commercial lettings, copy available on request.
<b>Privity of Contract:</b>	The lease will be a New Lease under the Landlord and Tenant (Covenants) Act 1995.



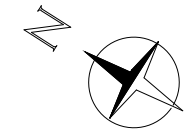
1 DEMISE PLAN  
SCALE 1:100 @ A3




2 LOCATION PLAN  
SCALE 1:1250 @ A3



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  - ALL WORKS ARE SUBJECT TO STATUTORY APPROVALS AND DETAILED SITE SURVEYS.



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*The Honourable Society of*  
**Lincoln's Inn**

Property :  
**9 NEW SQUARE, NORTH**  
GROUND FLOOR  
LONDON, WC2A 3QH  
Site Ref \ USRN :

Project No :

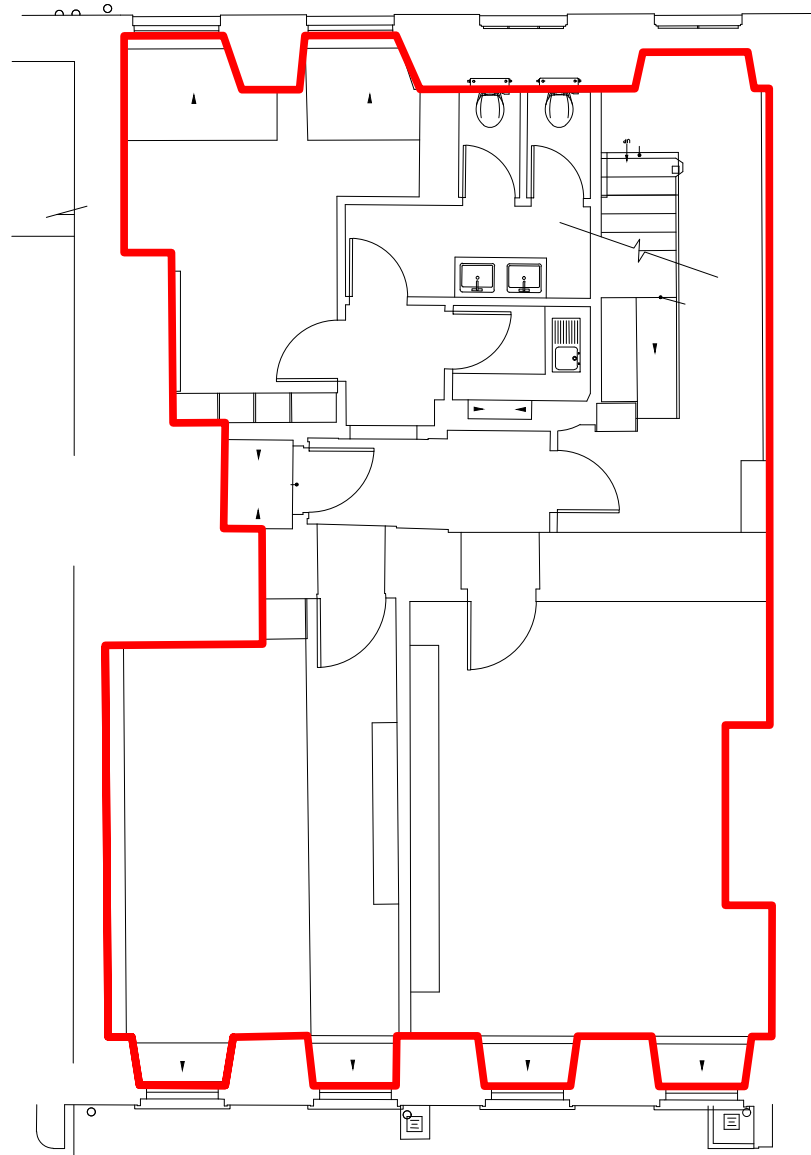
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Design:Drawn:Approved:  
CABHS

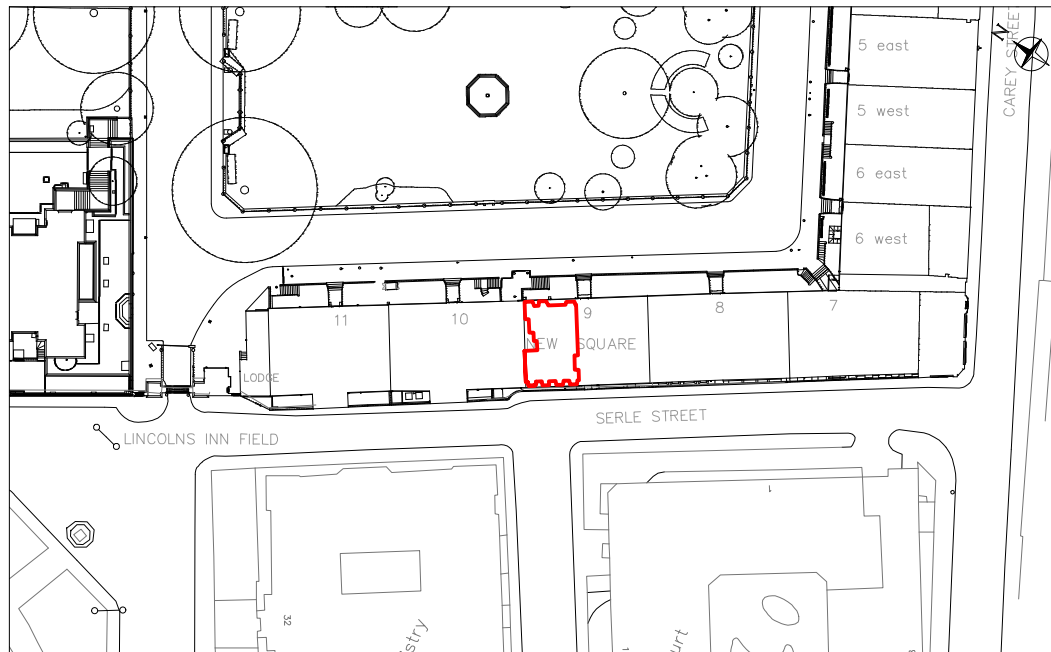
Date : JUNE 2025Scale : As noted @ : A3

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1 DEMISE PLAN  
SCALE 1:100 @ A3



2 LOCATION PLAN  
SCALE 1:1250 @ A3



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4.

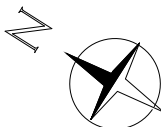
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Rev.	Description	Design	Drawn	Checked	Approved	Date	



*The Honourable Society of*  
**Lincoln's Inn**

Property :  
**9 NEW SQUARE, NORTH**  
**BASEMENT FLOOR**  
**LONDON, WC2A 3QH**  
Site Ref \ USRN :

Project No :

Drawing Title :  
**LEASE PLAN**

Design:

Drawn:  
CAB

Approved:  
HS

Date : JUNE 2025

Scale : As noted @ : A3

Drawing No :  
**LP\_9NS\_LG**

Rev. No :  
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