



The Honourable Society of
Lincoln's Inn

The Honourable Society of Lincoln's Inn, The Treasury Office, London WC2A 3TL
mail@lincolnsinn.org.uk
0207 405 1393

7 New Square, Ground North & South

Information pack for prospective tenants

Subject to contract

Introduction

The above premises have recently been vacated by Wilberforce Chambers who have moved to larger premises within the Inn.

Accordingly, the Inn seeks a new tenant for the rooms and invites rental offers from interested parties on the basis set out below.

Building

7 New Square is a Grade II* listed building. It was built between c 1690-1697 over basement, ground and three upper floors and is situated in the south-west corner of New Square.

Accommodation

The accommodation is arranged to provide 5 office rooms on the ground floor (one overlooking New Square and four overlooking Serle Street) together with a kitchenette, toilet and stores. A layout plan is attached.

The aggregate net internal floor area is 1,349 square feet, arranged as follows:

Ground Floor	
Front office 1	389 square feet
Rear office 2	255 square feet
Rear office 3	235 square feet
Rear office 4	175 square feet
Rear office 5	269 square feet
Total offices	1,323 square feet
Kitchenette	8 square feet
Stores	18 square feet
Total ancillary	26 square feet

There is a single WC within the premises and a small kitchenette. There is gas fired central heating system with radiators in all the rooms. There is under floor ducting (floor boxes) in the office rooms and carpets throughout.

Refurbishment

The premises are in good decorative condition and accordingly the Inn is not intending to undertake any refurbishment works prior to the grant of a new lease. However, if a prospective tenant would like the Inn to undertake some refurbishment works prior to the grant of a new lease they are invited to discuss the matter with the Inn prior to the submission of their offer.

Lease Terms

The proposed lease term is 10 years.

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.

Offers

Rental offers are invited on the basis of £x per square foot for the office rooms 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:

Offices:	1,323 square feet
Ancillary accommodation:	26 square feet

The Inn expects that £x will be not less than £87.00 per square foot for a barrister lease and not less than £82.00 square foot for a solicitor lease, reflecting the different lease terms.

Procedure

Rental offers, which should be delivered by email to lettings@lincolnsinn.org.uk no later than midday on Friday 31 October 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
michael.huntington@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.



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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.

- Landlord:** Lincoln's Inn Trustee Company No 1 Limited & Lincoln's Inn Trustee Company No 2 Limited
- Tenant:** A minimum of 4 senior members in chambers (at least 10 years call) Alternatively a service company – but see guarantor below
- Guarantor:** If the lease is granted to a service company, the Landlord will require that it is guaranteed by 4 senior members in Chambers (at least 10 years call).
- Term:** 10 years from completion of the dilapidations / refurbishment work, subject to rolling tenant breaks on any Quarter Day (on 3 months' notice).
- 1954 Act:** It will be a protected tenancy.
- Rent:** Paid in advance on the usual quarter days with no rent free.
- Prompt payment:** The prompt payment discount (currently 2.60%) will apply.
- Repair:** 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.
- Service Charge:** 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. Services will include (a) insurance, (b) external redecoration, (c) common parts decoration, maintenance & cleaning, and (d) Inn-Wide costs (e.g. maintenance and security of the Inn).

- Outgoings:** The tenant will covenant to pay all rates, taxes and outgoings relating to the premises.
- Alterations:** 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.
- User:** Barristers professional chambers only.
- Alienation:** There will be an absolute bar on assignment and underletting.
- Rent Review:** The rent will be subject to upwards only review on the fifth anniversary of the term commencement. Time will not be of the essence.
- Other:** Consistent with the Inn's proforma lease for barrister lettings, copy available on request.



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Heads of lease terms (Solicitor 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 solicitor tenants should base their rental offer

Landlord: Lincoln's Inn Trustee Company No 1 Limited & Lincoln's Inn Trustee Company No 2 Limited

Tenant: A minimum of 4 equity partners Alternatively a service company, or LLP – but see guarantor below

Guarantor: If the lease is granted to a service company or LLP, the Landlord will require that it is guaranteed by 4 equity partners.

Term: 10 years from completion of the dilapidations / refurbishment work, subject to a break at the expiration of the 5th year of the term on not less than 6 months prior notice in writing.

1954 Act: It will be a protected tenancy.

Rent: Paid in advance on the usual quarter days with no rent free.

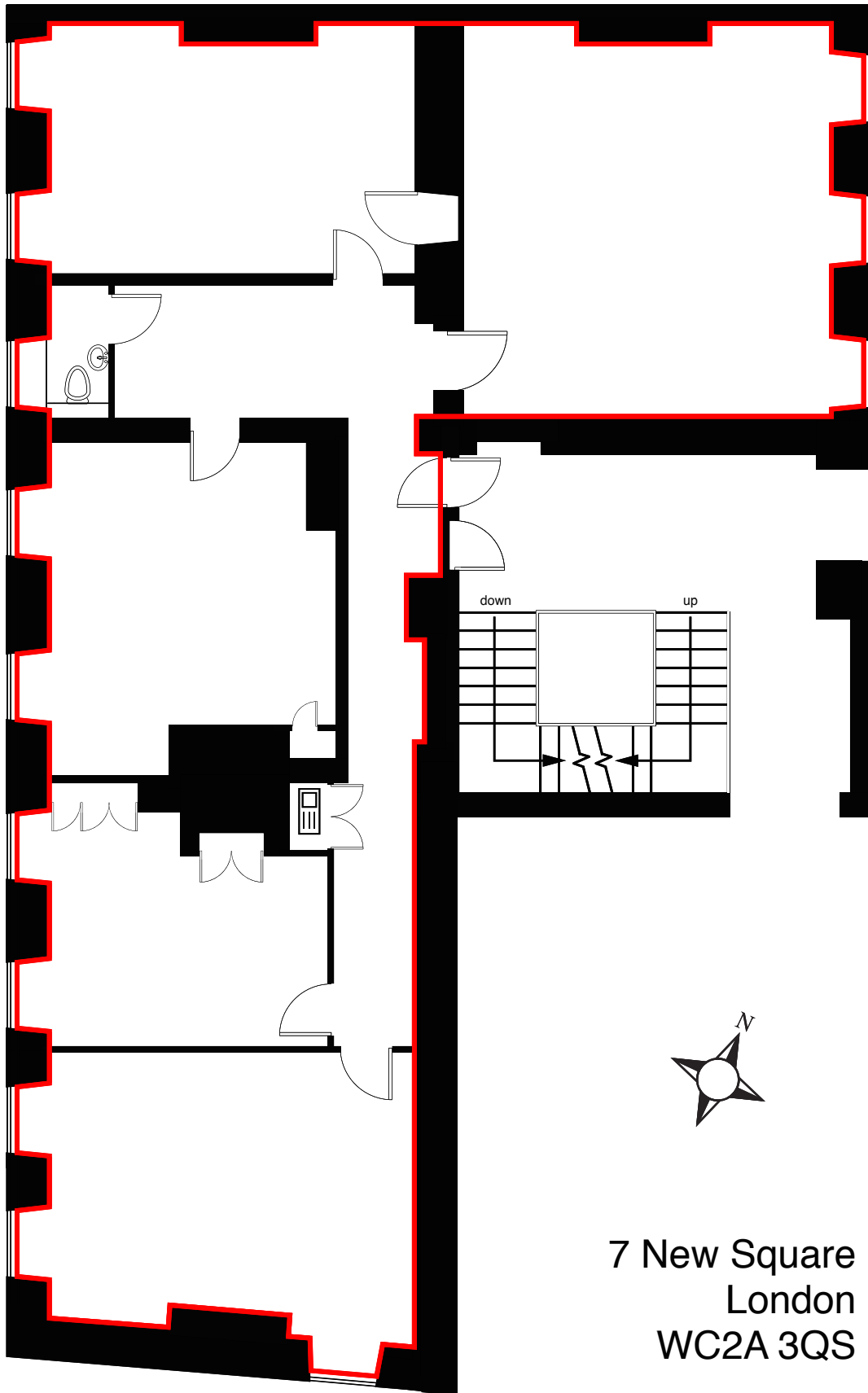
Repair: The Tenant will covenant to keep the interior of the demised premises (excluding the structure, plant & services) in good and substantial repair and to decorate the same at 5 yearly intervals and also in the last year of the term.

Service Charge: 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. Services will include (a) insurance, (b) the maintenance and repair of the structure, exterior and roof (c) external redecoration, (d) common parts decoration, maintenance & cleaning and (e) Inn-Wide costs (e.g. maintenance and security of the Inn).

Outgoings: The tenant will covenant to pay all rates, taxes and outgoings relating to the premises.

Alterations: 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.

- User:** Solicitors offices, alternatively barristers professional chambers.
- Alienation:** Assignments and underlettings of the whole (only) will be permitted.
- Rent Review:** The rent will be subject to upwards only review on the fifth anniversary of the term commencement. Time will not be of the essence.
- Other:** Consistent with the Inn's proforma lease for lettings to solicitors, copy available on request.



7 New Square
London
WC2A 3QS

Scale 1:100

Ground Floor

NOTES
1. Copyright The contents of this drawing may not be reproduced in whole or part without the written consent of Villmotts Chartered Surveyors.
2. No alterations to be made from this drawing.
3. No alterations to be checked on site by Contractor.
4. Verify dimensions shown before construction and drawing.
Villmotts Chartered Surveyors must be notified immediately.

REV	AMENDMENT	DATE
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Magnolia Square Limited
2 Sheraton Street
Soho
London
W1F 8BH
020 7479 4855

PRINT AT A4

PROJECT
7 New Square
London
WC2A 3QS

MEASURED SURVEY

DRAWING TITLE
LEASEPLAN

SCALE 1:100 DRAWN BY DATE Sep 07

DRAWING NUMBER 0 3723