[](https://www.google.com/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&ved=2ahUKEwi19t6pzs_gAhVOzoUKHbyICAEQjRx6BAgBEAU&url=https://www.lowestoftjournal.co.uk/news/east-suffolk-district-council-logo-1-5692540&psig=AOvVaw3tlrM5eV0ezNFgLNB0MNMh&ust=1550934215322052)

EAST SUFFOLK COUNCIL (“the Council”)

BEACH HUT SITE LICENCE APPLICATION (Valid from 1st April 2023)

**To be completed on the change of ownership of a beach hut at Felixstowe**

Send to:- Jane Allitt, East Suffolk Council, Riverside, 4 Canning Road, Lowestoft, NR33 0EQ or scan and e mail to:- felixstowe.beach@eastsuffolk.gov.uk

|  |  |
| --- | --- |
| Beach hut number …………………………… | Located at……………………………………………………………… |
| Date of beach hut sale/transfer of ownership (MUST BE COMPLETED):- ………………………………….. | |

The current licence holder(s) must complete **Section 1.A** and only complete **Section 1.B** in additional if transferring ownership of their hut to a family member.

The new owner should complete **Section 2.A**, unless they have had ownership of the hut transferred to them by a family member and are eligible for a discount on the administration fee, in which case **Section 2.B** should be completed..

If in doubt, please contact Jane Allitt:-Tel. 01394-444885 or E. [felixstowe.beach@eastsuffolk.gov.uk](mailto:felixstowe.beach@eastsuffolk.gov.uk)

**1.A TO BE COMPLETED BY CURRENT LICENCE HOLDER/S**

I confirm that I have agreed to sell or transfer my beach hut situated on the Site to the person/s whose name, address and signature is given in (Section 2) below (“the Transferee”). I agree that (subject to the discretion of the Council, whose decision shall be final) I have no objection to the Council granting a new Site Licence to the Transferee on such terms as the Council shall decide. I understand and agree that upon the granting of a new Licence, the Licence in my name shall cease and determine absolutely but without prejudice to any claim that Council may then have against me.

I understand and agree that, notwithstanding the sale of the hut, I remain liable for the Licence Fee for the whole of the current financial year (1 April – 31 March). If applicable, an appropriate proportion of the Licence Fee for the period from now until the next 31 March has been included in the hut sale price. I also understand that the ‘National Non Domestic Rates’ are not transferable, the new owner will be billed pro rata from the date of purchase until 31st March and I will be refunded any overpayment.

Title:(Mr/Mrs/Ms/Miss)………First Name:…………………………..Surname:*………………………………*…..

Title:(Mr/Mrs/Ms/Miss)………First Name:…………………………..Surname:*………………………………*

Address: *………………………………………………………………………………………………………………………….*

*………………………………………………………………...*Postcode:………………………………………………………

Daytime telephone numbers:………………………………………………………………………………………….

E mail:………………………………………………………………………………………………………………………………

Signature(s)………………………………………………………………………….………………………………………………

**1.B** **TO ONLY BE COMPLETED BY CURRENT LICENCE HOLDER IN THE EVENT THAT THE NEW LICENCE APPLICANT/S IS/ARE IMMEDIATE FAMILY MEMBER/S\***

I hereby declare that I/we have transferred ownership of above beach hut to the person/s named in Section 2. I confirm that the person/s named in Section 2 is/are immediate family\* – their relationship to me is:………………………………………………………………………………………………………

I confirm that no commercial transaction has taken place in the gifting of the beach hut to a family member and they are eligible to apply for the reduced license administration fee of £138.00.

Title:(Mr/Mrs/Ms/Miss)………First Name:…………………………..Surname:*………………………………*

Title:(Mr/Mrs/Ms/Miss)………First Name:…………………………..Surname:*………………………………*

Signature(s)………………………………………………………………………….……………………………………………….

**\*An immediate family member is defined by East Suffolk District Council as: someone's spouse or civil partner, parents and grandparents, children and grand children, brothers and sisters, mother in law and father in law, brothers in law and sisters in law, daughters in law and sons in law. Adopted, half, and step members are also included in immediate family.**

**Please note, any false information may lead to a delay in issuing a new site licence or if already granted, the licence being terminated with immediate effect.**

**2.A TO BE COMPLETED BY THE NEW LICENCE APPLICANT/S (IF NOT AN IMMEDIATE FAMILY MEMBER\*)**

Subject to the Council agreeing to grant me a new Licence for the Site, I have agreed to buy the beach hut situated on the Site from its current owner and Site Licensee, whose details are set out in (Section 1) above. In the event of a Licence being granted, I agree to be bound by the Council’s Licence and Conditions of Hire currently in force, which may be amended from time to time as the Council may, in its discretion determine. I understand that the Council cannot guarantee the Site in perpetuity, due to the nature of the coastline in this area**. I agree to pay an administration fee set by the Council, on production of the new licence, I understand that the 2023/2024 administration fee is £693.00.** I agree to allow my personal details to be passed on to other departments within East Suffolk District Council for National Non-Domestic Rates purposes, and to Suffolk Police in case of emergencies. I confirm that I am 18 years of age or older and that I have not had a licence for any other beach hut site in Felixstowe within the last 2 years from the date hereof.

**Date of beach hut sale/transfer of ownership *(MUST BE COMPLETED)*:……………………….**

Title:(Mr/Mrs/Ms/Miss)………Forename:…………………………..Surname:*………………………………*

Title:(Mr/Mrs/Ms/Miss)………First Name:…………………………..Surname:*………………………………*

Address: *………………………………………………………………………………………………………………………….*

*………………………………………………………………...*Postcode:………………………………………………………

Daytime telephone numbers:………………………………………………………………………………………….

E mail:………………………………………………………………………………………………………………………………

Signature(s)………………………………………………………………………….………………………………………………

**2.B TO BE COMPLETED BY THE NEW LICENCE APPLICANT/S IF AN IMMEDIATE FAMILY MEMBER**

**To be completed when Section 1.B above has also been completed**

I/we wish to apply for the discounted administration fee of £138.00 as the beach hut listed above has been given to me by an immediate family member whose relationship to me is……………………….

Furthermore, I confirm that no commercial transaction has taken place in the gifting of the beach hut as listed above. I understand that any false information may lead to the beach hut license being terminated with immediate effect. I understand that the Council cannot guarantee the Site in perpetuity, due to the nature of the coastline in this area**. I agree to pay an administration fee set by the Council, on production of the new licence, I understand that the 2023/2024 administration fee for immediate family members is £138.00**. I agree to allow my personal details to be passed on to other departments within the Council for National Non-Domestic Rates purposes, and to Suffolk Police in case of emergencies. I confirm that I am 18 years of age or older and that I have not had a licence for any other beach hut site in Felixstowe within the last 2 years from the date hereof.

**Date of beach hut sale/transfer of ownership *(MUST BE COMPLETED)*:………………………..**

Title:(Mr/Mrs/Ms/Miss)………Forename:…………………………..Surname:*………………………………*

Title:(Mr/Mrs/Ms/Miss)………First Name:…………………………..Surname:*………………………………*

Address: *………………………………………………………………………………………………………………………….*

*………………………………………………………………...*Postcode:………………………………………………………

Daytime telephone numbers:………………………………………………………………………………………….

E mail:………………………………………………………………………………………………………………………………

Signature(s)………………………………………………………………………….………………………………………………

Please note that an invoice for the administration fee will be sent to the new licensee once the new licence has been produced.