

# Beach hut change of ownership notification

(Details of the process can be found on the reverse)

This form should be returned to Foreshore Services. It will be provided to the relative departments and should be completed at any time there is a hut sale or transfer of ownership. It will assist Canterbury City Council with the efficient management of your beach hut and any communications with owners. **Canterbury City Council will not proceed with any licence transfer unless it is in receipt of this form.**

Please use upper case

## Present details (vendor)

Name	<input type="text"/>		
Site and hut number	<input type="text"/>		
	For example Tankerton East (No)/Tankerton West (No)/Herne Bay West Beach (No)		
Address	<input type="text"/>		
	<input type="text"/>		
County	<input type="text"/>	Postcode	<input type="text"/>
Phone (1)	<input type="text"/>	Phone (2)	<input type="text"/>
E-mail address	<input type="text"/>		
Are you presently a member of a Beach Hut Association?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

## New details (purchaser)

Date that change commences from	<input type="text"/>		
Name	<input type="text"/>		
Site and hut number	<input type="text"/>		
	For example Tankerton East (No)/Tankerton West (No)/Herne Bay West Beach (No)		
Address	<input type="text"/>		
	<input type="text"/>		
County	<input type="text"/>	Postcode	<input type="text"/>
Phone (1)	<input type="text"/>	Phone (2)	<input type="text"/>
E-mail address	<input type="text"/>		

How have you sold your hut?  Hut Association  National press  Agent  Local press  
 Private advert  Other \_\_\_\_\_

Signed by licence holder(s)	<input type="text"/>
Dated	<input type="text"/>
Sale or family transfer (See licence for details)	<input type="text"/>

## Office use only

Customer number	<input type="text"/>	Fee rate of new owner	<input type="text"/>	<input type="text"/>	<input type="text"/>
Received by Foreshore	<input type="text"/>	Foreshore updated	<input type="text"/>		
Forwarded to Finance	<input type="text"/>	Finance updated	<input type="text"/>		



The Government Standard

**Foreshore Services**  
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www.canterbury.gov.uk/coast



INVESTOR IN PEOPLE

## **Transfer process for hut ownership**

1. Once a sale has been agreed, the 'Beach hut change of ownership notification' must be completed and forwarded to Foreshore Services. This must be signed by the individual(s) that are the present licence holder(s) matching those records held by Foreshore Services.
2. Upon receipt of the 'Beach hut change of ownership notification', Foreshore Services will update the administration files. It is imperative that the details provided on the form are accurate, as this will assist in the smooth transfer of licence and future communication, with the new owners.
3. Foreshore Services will provide a copy of the 'Beach hut change of ownership notification' to the Income section. Income will send an invoice for the licence supplemental rental fee to the vendor of the hut.
4. Upon receipt of the licence supplemental rental fee by Income, Foreshore Services will be informed and a licence will be sent to the new owner. This transfer will not take place until the licence supplemental rental fee has been paid.
5. The new owner will receive the new licence to sign and return to Foreshore Services for counter signing.
6. Once the licence has been counter signed, a copy of the licence will be returned to the new owner for their records.