



## TRANSFER FORM FOR WEST MERSEA BEACH HUTS

To transfer the licence of your beach hut please complete and sign the form below and return it along with the transfer fee (cheques to be made payable to Colchester Borough Council).

Under Clause B.2. in your licence agreement it states that the licence can be transferred to a husband, wife, child or parent free of charge. OR IF Existing Licence in force but changing to COMMERCIAL LICENCE

Beach Hut Number:

**Current Owners Details**

Name and address:


**New Owners Details Full**

Name and address: (please include first name(s) or initial)

Telephone number:  
(including STD code)

Email address:


Are you related to the new owner?

Yes / No    If yes please state relationship

Are there any outstanding debts on this beach hut?

Yes / No    if the answer is Yes, has the new owner agreed to pay the debt? Yes / No\*\*

Licence Type (Please delete as appropriate)/

Standard / Commercial

**\*\* Please note that the licence agreement cannot be transferred until the transfer fee and all outstanding debts have been paid.**

Ways to Pay:

By Post, with cheque to address below

By Card, Telephone (01206) 508805 / 282398 quoting Payment Code D03 D34

Signature \_\_\_\_\_

(if joint licensees, please ensure both signatures are included)

Date \_\_\_\_\_

Please return this form to:- Contact and Support Team, Colchester Borough Council, Rowan House 33 Sheepen Road, Colchester CO3 3WG or by e-mail to [parks@colchester.gov.uk](mailto:parks@colchester.gov.uk).