

Request for the assignment of a beach hut site tenancy

(Guidance notes can be found on page 5)

This form should be completed in full by the Current Tenant(s) and the Proposed New Tenant(s) and then sent to Foreshore Services preferably by email to beachhuts@canterbury.gov.uk or by post to Foreshore Services, Whitstable Harbour Offices, Whitstable Harbour, Whitstable CT5 1AB

Canterbury City Council will not be able to proceed with any Tenancy transfer unless this form is completed in full by both parties.

Current tenant(s) details

Name of first registered Current Tenant	<input type="text"/>
Site and hut number	<input type="text"/>
For example Tankerton East (No)/Tankerton West (No)/Herne Bay West Beach (No) Marine Crescent (No) Long Rock (No)	
Correspondence address	<input type="text"/>
	<input type="text"/>
County	<input type="text"/>
Post code	<input type="text"/>
Phone (day)	<input type="text"/>
Mobile phone number	<input type="text"/>
E-mail address	<input type="text"/>

We will use this email address for future correspondence such as council tax and non domestic rates bills. If you do not want your email address to be used in this way please tick this box.

Are you a member of a Beach Hut Association? Yes No

Additional tenant details if currently joint tenancy

Name of second registered current tenant	<input type="text"/>
Site and hut number	<input type="text"/>
For example Tankerton East (No)/Tankerton West (No)/Herne Bay West Beach (No) Marine Crescent (No) Long Rock (No)	
Correspondence address	<input type="text"/>
	<input type="text"/>
County	<input type="text"/>
Post code	<input type="text"/>
Phone (day)	<input type="text"/>
Mobile phone number	<input type="text"/>
E-mail address	<input type="text"/>

Foreshore Services

Harbour Office, Whitstable Harbour, WHITSTABLE CT5 1AB

Telephone: **01227 266 719** E-mail: beachhuts@canterbury.gov.uk www.canterbury.gov.uk/coast

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Are you a member of a Beach Hut Association? Yes No

Additional tenant details if currently joint tenancy

Name of third registered current tenant	<input type="text"/>
Site and hut number	<input type="text"/>
For example Tankerton East (No)/Tankerton West (No)/Herne Bay West Beach (No) Marine Crescent (No) Long Rock (No)	
Correspondence address	<input type="text"/>
	<input type="text"/>
County	<input type="text"/>
Post code	<input type="text"/>
Phone (day)	<input type="text"/>
Mobile phone number	<input type="text"/>
E-mail address	<input type="text"/>

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Are you a member of a Beach Hut Association? Yes No

Additional tenant details if currently joint tenancy

Name of fourth registered current tenant	<input type="text"/>
Site and hut number	<input type="text"/>
For example Tankerton East (No)/Tankerton West (No)/Herne Bay West Beach (No) Marine Crescent (No) Long Rock (No)	
Correspondence address	<input type="text"/>
	<input type="text"/>
County	<input type="text"/>
Post code	<input type="text"/>
Phone (day)	<input type="text"/>
Mobile phone number	<input type="text"/>
E-mail address	<input type="text"/>

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Are you a member of a Beach Hut Association? Yes No

Please specify the means by which you propose to sell/have sold your hut?

- Hut Association
- Agent
- Private advert
- National press
- Local press
- Other _____

Is the assignment of the site tenancy required because of (See Tenancy clause 9 for details)

- The proposed sale of the beach hut or
- Assignment to a close relative
- Assignment to a beneficiary

If you are using an agent or Association to sell your beach hut please give their details, including phone number and email address.

If your beach hut has an adaptation (whether chargeable or not) please can you confirm you have notified the proposed new tenant Yes

I/we agree to pay the assignment administration fee (if applicable) plus any other debts relating to the tenancy of the beach hut site

Signed by current tenants

Date

Data protection: the information provided will only be used for the purposes of the tenancy transfer; it will only be accessed by the appropriate section of the council.

Proposed new tenant(s) details

Name of proposed first new tenant to go on the forms

Site and hut number

For example Tankerton East (No)/Tankerton West (No)/Herne Bay West Beach (No) Marine Crescent (No) Long Rock (No)

Correspondence address

County

Post code

Phone (Day)

Mobile phone number

E-mail address

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I declare that

I do not owe any outstanding debt to Canterbury City Council

Yes

I have read understand and agree to comply with the obligations under the tenancy agreement

Yes

I am not a resident of a country outside the United Kingdom where there is no treaty for mutual enforcement of judgments between the United Kingdom and that country

Yes

The proposed new tenant is not a company or a limited partnership or an individual or organisation involved in the commercial letting or operation of beach huts

Yes

If yes, please give details below

Print name

Sign name

Dated

If a joint tenancy is proposed then all tenants details and declaration are required

Name of proposed second new tenant to go on the forms

Site and hut number

For example Tankerton East (No)/Tankerton West (No)/Herne Bay West Beach (No) Marine Crescent (No) Long Rock (No)

Correspondence address	
County	
Post code	
Phone (Day)	
Mobile phone number	
E-mail address	

We will use this email address for future correspondence such as council tax and non domestic rates bills. If you do not want your email address to be used in this way please tick this box.

I declare that

I do not owe any outstanding debt to Canterbury City Council Yes

I have read understand and agree to comply with the obligations under the tenancy agreement Yes

I am not a resident of a country outside the United Kingdom where there is no treaty for mutual enforcement of judgments between the United Kingdom and that country Yes

The proposed new tenant is not a company or a limited partnership or an individual or organisation involved in the commercial letting or operation of beach huts Yes

If yes, please give details below

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Print name

Sign name

Dated

Name of proposed third new tenant to go on the forms

Site and hut number

For example Tankerton East (No)/Tankerton West (No)/Herne Bay West Beach (No) Marine Crescent (No) Long Rock (No)

Correspondence address	
County	
Post code	

Phone (Day)

Mobile phone number

E-mail address

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I declare that

I do not owe any outstanding debt to Canterbury City Council

Yes

I have read understand and agree to comply with the obligations under the tenancy agreement

Yes

I am not a resident of a country outside the United Kingdom where there is no treaty for mutual enforcement of judgments between the United Kingdom and that country

Yes

The proposed new tenant is not a company or a limited partnership or an individual or organisation involved in the commercial letting or operation of beach huts

Yes

If yes, please give details below

Print name

Sign name

Dated

Name of proposed fourth new tenant to go on the forms

Site and hut number

For example Tankerton East (No)/Tankerton West (No)/Herne Bay West Beach (No) Marine Crescent (No) Long Rock (No)

Correspondence address

County

Post code

Phone (Day)

Mobile phone number

E-mail address

We will use this email address for future correspondence such as council tax and non domestic rates bills. If you do not want your email address to be used in this way please tick this box.

I declare that

I do not owe any outstanding debt to Canterbury City Council Yes No

I have read understand and agree to comply with the obligations under the tenancy agreement Yes No

I am not a resident of a country outside the United Kingdom where there is no treaty for mutual enforcement of judgments between the United Kingdom and that country Yes No

The proposed new tenant is not a company or a limited partnership or an individual or organisation involved in the commercial letting or operation of beach huts Yes No

If yes, please give details below

Print name

Sign name

Dated

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Office use only

Customer number	<input style="width: 100%;" type="text"/>		
Assignment administration fee for Current Tenant	<input style="width: 100%;" type="text"/>	Tenancy Fee for Proposed New Tenant	<input style="width: 100%;" type="text"/>
Received by Foreshore	<input style="width: 100%;" type="text"/>	Foreshore updated	<input style="width: 100%;" type="text"/>
Forwarded to Finance	<input style="width: 100%;" type="text"/>	Finance updated	<input style="width: 100%;" type="text"/>
Forward to Debtors	<input style="width: 100%;" type="text"/>	Debtors update	<input style="width: 100%;" type="text"/>

There are three documents required by the Council to complete an assignment of a beach hut site tenancy:

Document 1 of 3 Request for the assignment of a beach hut site tenancy

This asks the council for permission to assign (transfer) the tenancy to the new tenant(s).

Document 2 of 3 Licence to assign the beach hut site tenancy

This gives permission to assign the tenancy and gives two months to complete the assignment.

Document 3 of 3 Notification of an assignment

This tells the council that the assignment has been completed and that there is now a new tenant of the beach hut site

There are also two payments required:

Assignment administration fee – payable by the outgoing tenant(s) (except on an assignment to a beneficiary)

Tenancy administration fee – payable by the new tenant (s) (except on an assignment to a beneficiary)

Procedure:

1. When the current tenant(s) wishes to assign their beach hut site tenancy to a proposed new tenant (s), all should complete the *'Request for the assignment of a Beach Hut Site Tenancy'* (document 1 of 3) -. The current tenant's details and signature must match the information held on record by Foreshore services. If the tenancy is held in joint names, details of both names should be entered on the form and both people must sign. The details and signatures of all new tenants are required.
2. The completed *'Request for the assignment of a Beach Hut Site Tenancy'* (document 1 of 3) should then be sent to the council. We will then check whether either the outgoing tenant(s) or the proposed new tenant(s) have any outstanding debts with the council and whether the new tenant(s) complies with the conditions of clause 9 of the tenancy agreement.
3. If the assignment is approved, the council will send the current tenant(s) an invoice for the assignment administration fee of £121 (if applicable) plus any outstanding debt relating to the tenancy. If the council does not approve the assignment the council will inform both the current tenant(s) and the proposed new tenant(s). Any reason for refusal will be given to the current tenant(s) where it is possible to do so in accordance with data protection legislation.
4. When the assignment administration fee if applicable and any outstanding debt has been received, the council will send the current tenant(s) two copies of the *'Licence to Assign'* (document 2 of 3). Both copies must be signed by both the current tenant(s) and the proposed new tenant(s) and returned to the council. The council will then countersign and date both copies of *'Licence to Assign'* (document 2 of 3) and return one to the vendor together with the *'Notice of Assignment'* (Document 3 of 3)
5. The parties then have two months within which to complete the assignment. We would remind you of the importance of entering into a deed of assignment or transfer deed in order to effect the transfer of the tenancy to the proposed new tenant(s). We strongly recommend that both parties seek their own independent legal advice prior to doing so.
6. The countersigned and dated *'Licence to Assign'* (Document 2 of 3) and *'Notice of Assignment'* (Document 3 of 3) should then be passed to the purchaser by the vendor with a copy of the Beach Hut Tenancy. The assignment will need to be completed in accordance with clause 2.2 of the licence to assign the beach hut tenancy within two months of the date of the licence to assign the beach hut site tenancy.

7. The new tenant(s) must then sign and return the '*Notice of Assignment*' (Document 3 of 3) to the council within one month of completion of the assignment, to confirm that the assignment of the tenancy has taken place.
8. Canterbury City Council will then countersign the '*Notice of Assignment*' (Document 3 of 3), return to the new tenant(s), together with an invoice for the £52 tenancy administration fee and at the same time, provide a new Tenancy in the new tenant(s) name.