**LONDON LOCAL AUTHORITIES ACT 2007**

**SECTION 75**

**MAIL FORWARDING**

**Guidance and Information**

“Mail forwarding business‟ is defined in section 75 of the Act as “the business, carried out for reward, of making available to a person a postal address to which postal packets may be sent, and doing either or both of the following -

a) holding postal packets so sent for collection by that person or his agent;

b) forwarding, by whatever means, postal packets so sent to that person.”

Section 75 will not apply to any person who holds a licence for postal services under Part 2 of the Postal Services Act 2000.

**Requirement to Register**

**A person is not permitted to carry on a mail forwarding business in Tower Hamlets without being registered with the Council.** This applies whether the mail forwarding business is carried on alone or with any other business.

A written application must be made giving the name and address of the applicant and the address of each place in the borough occupied by the applicant for the purposes of mail forwarding. **Should any of this information change after registration it is a requirement to notify the council within 14 days of the change.**

**Record Keeping**

**A person carrying on a mail forwarding business is required to keep a record of:**

1. The full name, address and telephone number of every person for whom any post is received , or who has requested that postal packets received may be held or forwarded to that person;
2. The nature of the business (if any) carried out by that person;
3. Any instructions that may have been received as to the delivery or forwarding of postal packets;
4. In the case of every postal packet forwarded, the name and address of the person to whom it is forwarded (if different from the name and address in (a) above);
5. Copies of originals of two documents of a type approved by the council for the purposes of identifying the person and verifying the address(es) required in (a) above.

**A client’s name and address in a) above must not be the name and address of another mail forwarding business.**

**The name and address to be kept in a) above must be**

1. in the case of an individual, his private address
2. in the case of a body corporate (including a limited company) or partnership

1) the registered office address or the principal address of the partnership; and

2) the names and private addresses of the directors or partners or another person directly or indirectly responsible for the management of the body corporate or partnership; and

3) the address of the principal place of business of the body corporate or partnership if different from any of the addresses mentioned in 1) and 2).

*This will mean that apart from where a client is a sole individual, a contract with a mail forwarding business will require that more than one name and address is held on record.*

**Retention and Inspection of Records**

A mail forwarding business is required to keep records of clients for at least a year after the end of an arrangement (or contract) to hold or forward on postal packets and to keep them available for inspection by the police or any authorised officer at all reasonable times.

**Offences**

It is a criminal offence for a person to:

* fail to comply with the provisions of section 75;
* furnish false information –

in making an application for registration or notifying the Council of any alteration to the registration particulars held, or

to a mail forwarding business in relation to particulars the business is required to keep;

* make a false entry in records kept by a person carrying on a mail forwarding business.

**In relation to the investigation of an offence, Trading Standards Officers have the power to enter premises and inspect and seize goods and documents.**

The maximum penalty for committing an offence is a fine not exceeding £5000 on summary conviction.

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| **For Official Use Only** | |
| **Fee** |  |
| **Receipt No.** |  |
| **Certificate Registration No.** |  |
| **Date Of Issue** |  |

**LONDON LOCAL AUTHORITIES ACT 2007**

**SECTION 75**

**MAIL FORWARDING BUSINESSES**

**APPLICATION FOR REGISTRATION**

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| **Please use BLOCK LETTERS. Where a full name is required give all forenames.**  **The application is being made by:**  **A body corporate (includes limited companies)**  **An individual**  **A partnership**  **Full name of the applicant.**  If a body corporate give the full registered name. If a partnership give full names of all partners.  **Trading name of the mail forwarding business**  **Full address of applicant, including postcode.**  For an individual – home address  For a partnership – principal address  For a body corporate – registered office address  **Business address(es) in Tower Hamlets**  All addresses within the borough occupied by the applicant for mail forwarding purposes  **Contact information**  **Daytime telephone number:**  **Email:**  **Fax:**  **Website:**  **Contact name:**  **Designation:** |

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| **Declaration of applicant**  Please note it is an offence under section 75 of the London Local Authorities Act 2007 to give false information in making an application for registration  I ………………………………………………………………………….. …………. (please print name)  declare that the information given in this application is true and accurate.  Date………………………………………………………………………………………….  Signature……………………………………………………………………………………  Designation of signatory………………………………………………………………….. |

**Where there is any alteration in the particulars mentioned in any section of this form, the person registered shall within 14 days notify the Council of the fact and the Council shall thereupon amend its register.**

**Application fee:**

The current fee is £182.00 per application, which should be paid by cheque accompanying the application form, made payable to London Borough of Tower Hamlets and sent to: Trading Standards and Environmental Health, Whitechapel Town Hall, 160 Whitechapel Road, London, E1 1BJ

You may also make a payment using the Council’s website online payment facility.

The payments page can be accessed from <http://www.towerhamlets.gov.uk/> under 'Online Services' – ‘Pay It’