

# LONDON LOCAL AUTHORITIES ACT 2007

## SECTION 75

### MAIL FORWARDING BUSINESSES REGISTRATION SCHEME

#### Notes for Applicant

In accordance with section 75(6) of the London Local Authorities Act 2007, a person who carries on a mail forwarding business\* shall keep a record of the following particulars:

- a) 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;
- b) The nature of the business (if any) carried out by that person;
- c) Any instructions that may have been received as to the delivery or forwarding of postal packets;
- d) 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);
- e) Copies of the originals of two documents of a type approved by the Council for the purposes of identifying the persons and verifying the address in (a) above.

In relation to (a) above, the name and address to be kept must not be the name and address of another mail forwarding business and is:

- a) In the case of an individual, his private address;
- b) In the case of a body corporate or partnership:
  - i. The registered or principal address of such body or partnership, as the case may be; and
  - ii. The names and private addresses of the directors, partners or another person directly or indirectly responsible for the management of the body or partnership; and
  - iii. The address of the principal place of business of the body of the partnership, if different from any of the addresses mentioned in paragraphs (i) and (ii) above.

A mail forwarding business is required to keep records for at least a year after the end of an arrangement 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.

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

The Council may charge a reasonable fee for registering a mail forwarding business. The current fee is £106.20 per application, which should be paid by cheque accompanying the application form and made payable to London Borough of Tower Hamlets and sent to:

London Borough of Tower Hamlets, Trading Standards, 6<sup>th</sup> floor Mulberry Place, 5 Clove Crescent, London E14 2BG.

\*mail forwarding business means 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.

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

**LONDON LOCAL AUTHORITIES ACT 2007  
SECTION 75**

**MAIL FORWARDING BUSINESSES  
REGISTRATION APPLICATION**

**Please Use BLOCK LETTERS.  
Where a Full Name is Required Give all Forenames.**

SECTION 1	
1	Business/Trading Name
2	Trading Address/es  (if more than one, please list the address of each place within the borough which is occupied by the applicant for the purposes of the business)
3	Website Address (if any)

**SECTION 2 : To Be Completed When Owned By A Limited Company Or Partnership**

1	Full Name Of Company			
2	Registered Or Principal Office Address			
3	Telephone No.			
4	Are There Any Partners In The Business	YES/NO (delete as applicable)		
5	If 'YES' Please List All Partners below:			
	FULL NAME	D.O.B	ADDRESS	TEL NO.
a				
b				
c				

d				
<b>SECTION 3 : To Be Completed When <u>Not</u> Owned By A Limited Company Or Partnership</b>				
1	Name Of The Owner Of The Business			
2	Private Address			
3	Telephone No. (Work)			
<b>SECTION 4 – To Be Completed By Person Filling In This Form</b>				
1	Full Name			
2	Position In Business			
3	Telephone No.			
4	Email Address			
5	Signature			
6	Dated			

**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.**

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London Borough of Tower Hamlets, Trading Standards and Environmental Health, John Onslow House, 1 Ewart Place, London E3 5EQ.

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'