**Application form for a change of premises**

**for establishments in the Public Display sector**

This application form can be used by establishments that already hold a licence in the Public Display sector and would like to make a substantial change to their licensed premises (for example an extension to the premises) or will be moving premises.

Application forms for new licence applications are available on the [HTA website](https://www.hta.gov.uk/policies/licence-application-guidance).

**The DI or LH will be required to submit this application form by email to** [licensing.enquiries@hta.gov.uk](mailto:licensing.enquiries@hta.gov.uk)

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| **Establishment information** | |
| An application for a change of premises of a licensed establishment must specify the new address where the activities are to take place. Where a change of premises is required for more than one site (i.e. a satellite site), this will need a separate application form. | |
| Licence number |  |
| Name of Designated Individual |  |
| Premises name |  |
| Department |  |
| New Address | Postcode: |
| Proposed date of relocation or change |  |

In the following section, please carry out a self-assessment for all HTA standards based on the proposed new premises and provide examples of compliance as required.

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| **PFE1 – The premises and facilities are secure and safeguard the dignity of the**  **deceased and the integrity of human tissue** |
| a) Areas used for storage or public display provide an environment that is safe for staff and visitors and preserves the integrity of the material and the dignity of the deceased. |
| Not applicable  Not met  Met |
| **Please provide examples:** |
| b) The establishment is clean, well maintained and subject to a programme of planned preventative maintenance. |
| Not applicable  Not met  Met |
| **Please provide examples:** |
| c) Staff have access to the protective clothing, materials and equipment they need. |
| Not applicable  Not met  Met |
| **Please provide examples:** |
| d) A documented risk assessment has been carried out of the premises to ensure that they are appropriate for the licensed activities. |
| Not applicable  Not met  Met |
| **Please provide examples:** |
| e) There are policies in place to review and maintain the safety of staff and visitors. |
| Not applicable  Not met  Met |
| **Please provide examples:** |
| f) The premises are secure with controlled access to bodies, human tissue and records. |
| Not applicable  Not met  Met |
| **Please provide examples:** |
| g) Security measures include the use of lockable display areas and alarm systems. |
| Not applicable  Not met  Met |
| **Please provide examples:** |

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| **PFE2 – There are appropriate facilities for the storage of bodies and human**  **tissue.** |
| a) Where chemicals are used for preservation, the area is adequately ventilated to control exposure. |
| Not applicable  Not met  Met |
| **Please provide examples:** |
| b) Critical storage conditions are monitored and recorded. |
| Not applicable  Not met  Met |
| **Please provide examples:** |
| c) There are systems to deal with emergencies. |
| Not applicable  Not met  Met |
| **Please provide examples:** |
| d) There is a documented contingency plan for storage of bodies and human tissue. |
| Not applicable  Not met  Met |
| **Please provide examples:** |