

# Licensing Officer – record of consideration

---

## Centre 0086 (BMI Chelsfield Park ACU)

### Variation – Change of Licence Holder

---

Date: 13 January 2021

Licensing Officer: Clare Ettinghausen

---

### Declarations of interest

- Do you have a conflict of interest in relation to this matter?  
No.

---

### The Licensing office had before them:

- 9th edition of the HFEA Code of Practice.
- Standard licensing and approvals pack for committee members.

---

## 1. Consideration of Application

- 1.1.** The Licensing Officer considered the papers, which included a completed application form, an executive summary, an email from the Person Responsible (PR) confirming her wish to apply for this licence variation, alongside confirmation of acceptance from the proposed new Licence Holder (LH).
- 1.2.** The Licensing Officer noted that Mr Daniel Spiller is willing to assume the responsibility of the role of LH.
- 1.3.** The Licensing Officer noted that a delay in the processing of this application had occurred as the centre's previous PR had applied for this licence variation; a new PR, Ms Sarah Pallett, has been in post since 2 November 2020 and has confirmed that this application can proceed.
- 1.4.** The Licensing Officer noted that all the information required under General Directions 0008 had been provided.
- 1.5.** The Licensing Officer noted the inspectorate's recommendation to vary the centre's licence to reflect the change of LH to Mr Daniel Spiller.

---

## **2. Decision**

- 2.1.** The Licensing Officer was of the view that they were in receipt of the appropriate documentation as required by the HFE Act 1990 (as amended) in relation to Section 16(2), which sets out the requirements with regard to the role of the LH.
- 2.2.** The Licensing Officer endorsed the inspectorate's recommendation and agreed to vary the licence of BMI Chelsfield Park ACU (centre 0086) with immediate effect to reflect the change of Licence Holder to Mr Daniel Spiller, in accordance with Section 18A of the HFE Act 1990 (as amended)

---

## **3. Chairs signature**

- 3.1.** I confirm this is a true and accurate record of my decision.

### **Signature**



### **Name**

Clare Ettinghausen

### **Date**

13 January 2021