

Date: 26th March 2015

Your ref:

Our ref: EH/NRB

Please ask for: Ms N Barrett

Extension: 5257

Direct Dial Tel: 01772 625357

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Civic Centre, West Paddock,

Leyland, Lancashire PR25 1DH

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website: www.southribble.gov.uk

Mr W Wajid
16 Chapel Brow
LEYLAND
PR25 3NE

Dear Sir

Licensing Act 2003

I am once again returning your incomplete application for a premises licence under the above act.

The application fee is payable in full when the application is submitted for consideration and there is no facility to pay this fee in instalments.

You must also ensure that your application is advertised in accordance with the Regulations which require a blue notice to be displayed at the premises for 28 days following the submission of a complete application, a public notice to be carried in the local press and by copying your completed application to all of the Responsible Authorities.

This process is clearly documented in the guidance note I sent to you.

You must also provide a scaled plan of the premises which identifies fire safety equipment and emergency exits among other things.

I would reiterate the advice I gave to you originally, that I recommend you contact a solicitor to assist you in submitting your application.

Yours sincerely

Ms N Barrett
Licensing Enforcement Officer