

Environment & Culture
Director Michael Hainge

Your Ref: AFP

Our Ref: 09SD/CB/AP

Please ask for: Claire Berrow

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4th August 2009

**REMINDER RE – ANNUAL SELF DECLARATION AND FEE
LOCAL GOVERNMENT (MISCELLANEOUS PROVISIONS) ACT 1976 PART II**

A letter was sent to you in December 2008 requesting the return of your annual self declaration and the fee of £45. I am writing for the final time to request that you return the form and fee as a matter of urgency. Instructions on how to pay are included on the form.

Failure to supply the necessary form and fee will result in further action being taken against you, which could include suspension of your licence.

Should you wish to discuss this letter further please do not hesitate to contact me in writing.

Yours sincerely,



**CLAIRE BERROW
LICENSING OFFICER
ENVIRONMENTAL HEALTH AND TRADING STANDARDS**

ELI RDD 20

