Because of the tight time constraints imposed by the Act the use of e-mail, when available, is recommended. Faxed notices are acceptable, as are those sent by traditional mail.

Leicestershire Police
The Chief Officer of Police,
The Licensing Section,
Mansfield House,
74 Belgrave Gate,
Leicester LE1 3GG

Contact for advice:
Licensing Department
• Telephone: 0116 248 4330 or 0116 248 4340
• Fax: 0116 248 4337
• E-mail: licensing@leicestershire.pnn.police.uk

Leicestershire Fire & Rescue Service
The Chief Fire Officer
Risk Management
Headquarters
12 Geoff Monk Way
Birstall
Leicester
LE4 3BU

Contact for advice:
Risk Information Advisory Team
• Telephone: 0116 2872241
• Fax: 0116 2311180
• E-mail: firesafetyadvisors@lfrs.org

Home Office (Immigration Enforcement)
Must be served with copies of applications made by an individual, individuals or a partnership for:
• new premises licence for alcohol and/or late night refreshment,
• variation of existing premises licence for alcohol and/or late night refreshment (except change of DPS),
• transfers of existing premises licence for alcohol and/or late night refreshment,
• interim authority notices

Alcohol Licensing Team
Lunar House
40 Wellesley Road
Croydon
CR9 2BY

Contact for advice:
• E-mail: alcohol@homeoffice.gov.uk
Other responsible authorities

**Applicants do NOT need to serve notice on the remaining responsible authorities in Leicester.** The Leicester Safeguarding Children Board is served via the Police. The remainder are within Leicester City Council and will be served via the Licensing Authority office.

<table>
<thead>
<tr>
<th>Responsible authority</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leicester Safeguarding Children Board</td>
<td>(0116) 2484330</td>
<td><a href="mailto:licensing@leicestershire.pnn.police.uk">licensing@leicestershire.pnn.police.uk</a></td>
</tr>
<tr>
<td>Health &amp; Safety</td>
<td>(0116) 4541001</td>
<td><a href="mailto:healthandsafetyteam@leicester.gov.uk">healthandsafetyteam@leicester.gov.uk</a></td>
</tr>
<tr>
<td>Licensing</td>
<td>(0116) 4543040</td>
<td><a href="mailto:licensing@leicester.gov.uk">licensing@leicester.gov.uk</a></td>
</tr>
<tr>
<td>Planning</td>
<td>(0116) 4541000</td>
<td><a href="mailto:planning@leicester.gov.uk">planning@leicester.gov.uk</a></td>
</tr>
<tr>
<td>Pollution</td>
<td>(0116) 4541001</td>
<td><a href="mailto:noiseteam@leicester.gov.uk">noiseteam@leicester.gov.uk</a></td>
</tr>
<tr>
<td>Public Health</td>
<td>(0116) 4541000</td>
<td></td>
</tr>
<tr>
<td>Weights &amp; Measures</td>
<td>(0116) 4541000</td>
<td><a href="mailto:trading-standards@leicester.gov.uk">trading-standards@leicester.gov.uk</a></td>
</tr>
</tbody>
</table>