

# Responsible Authorities – Contact Details

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](mailto: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](mailto: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](mailto: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.

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