

Leominster Town Council
11 Corn Square
Leominster
Herefordshire
HR6 6SA

Dear Sir/Madam,

**LICENSING ACT 2003
ANNUAL FEE DUE
PREMISES: CORN SQUARE CAR PARK
LICENCE NUMBER: PR01833**

As you are aware it is a requirement under the Licensing Act 2003 for the payment of an annual fee on the anniversary of the grant of the original premises licence. The annual fee for the above mentioned licence is **£70.00** and is due prior to **05/11/2022**.

At the end of the date on which the fee is due the Licensing Authority is obligated to give a 21 day grace period to allow for any errors or disputes in respect of the fee. If none is received then the Licensing Authority must suspend the licence under Section 55A [92A] of the Licensing Act 2003 and it will remain suspended until the outstanding amount is paid.

How to pay

- **Payments may be made online:**

Visit www.herefordshire.gov.uk/pay. Select '**Licensing**' from the item list in the main menu followed by the appropriate licence type you are paying for, e.g:

- Premises Licence
- Club Premises Certificate

Please allow at least 3 days in order for the payment to reach the licensing section.

We accept Visa, MasterCard, Visa Electron, Maestro, Solo and JCB.

- **Payments may be made over the phone using a Debit or Credit Card:**

Please telephone EHTS Contact Centre on 01432 261761 to speak to one of our Technical Support Officers. Please ensure you quote your premises license reference number.

- **Payments may be made by BACS:**



To: Sort code 53-50-41
Account number 10313281

Please ensure you quote your premises license reference number on the payment.

Remittance advices should be e-mailed to syspay@herefordshire.gov.uk

Please do not hesitate to contact us should you require any further assistance.

Yours sincerely,

Sophie Wait
LICENSING INCOME OFFICER