

Application to vary a premises licence under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

We Greene King Retailing Ltd

(Insert name(s) of applicant)

being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below

Premises licence number LN/000000200
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Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description			
The Fox 21 Frensham Road Lower Bourne Farnham			
Post town	Surrey	Postcode	GU10 3PH

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£70,700

Part 2 – Applicant details

Daytime contact telephone number			
E-mail address (optional)			
Current postal address if different from premises address	Westgate Brewery Bury St Edmunds		
Post town	Suffolk	Postcode	IP33 1QT

Part 3 - Variation

Please tick as appropriate

Do you want the proposed variation to have effect as soon as possible? Yes No

If not, from what date do you want the variation to take effect?

DD		MM		YYYY			
1	1	1	1	1	1	1	1

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see guidance note 1) Yes No

Please describe briefly the nature of the proposed variation (Please see guidance note 2)

This is an application to change the layout of the premises in accordance with the submitted plan.

The main change is the addition of an external bar and extension to the premises to relocate the kitchen and therefore add more dining areas to the premises.

The application also seeks to permit licensable activities on the first floor as outlined on the plan.

In addition to the above changes to the layout, the application seeks to make the following changes:

Hours

Sale of alcohol hours are proposed to be as follows:

Monday to Thursday from 08:30h until 23:30h

Friday and Saturday from 08:30h until 00:00h

Sunday from 11:00h until 22:30h

With 30 minutes drinking up time thereafter.

Non-standard timings for the Sunday preceding Bank Holiday Monday, Christmas Eve and Boxing Day (where these days fall on Sunday) are proposed from 08:30h until 23:30h for licensable activities, with 30 minutes drinking up time thereafter.

The hours for licensable activities to extend on New Year's Eve from their terminal hour until 02:00h on New Year's Day, with 30 minutes drinking up time thereafter.

All other hours and permissions are to remain unaltered.

Conditions

Remove all conditions on the operating schedule (with the exception of the mandatory conditions) and replace them with the following:

Prevention of crime and disorder

1. Appropriate digital CCTV equipment and a sufficient number of cameras shall be installed and maintained at the premises. The cameras shall record at all times customers are on the premises. The cameras shall record colour images that are

clear enough to allow the Police to use them to investigate any crimes that are committed on the premises. The areas covered by the cameras will be all areas and corridors within the premises that are open to the public, not including toilets.

A camera will be positioned to obtain images of persons entering the building by the main entrance. Cameras will also be installed in the garden area to cover all of the garden where the public have access.

2. No persons other than the Police, the licensing authority, the premises licence holder or DPS shall have access to the CCTV recording equipment or the recordings made from such equipment.
3. Recordings made on the CCTV system shall be retained for a period of at least 30 days of recording.
4. A minimum of two notices stating that CCTV is in operation shall be displayed throughout the premises where the public have access. The notices shall be at least A4 size.

Public safety

1. The premises will not sell alcoholic beverages under any circumstances to any person who appears to have consumed an excess of alcohol or appears to be under the influence of drugs.
2. The Police shall be informed if any person is doing using, carrying or supplying controlled substances i.e. drugs, whilst at the premises.

Prevention of public nuisance

1. A written garden and terrace management policy ('the policy') will be drawn up and implemented by the DPS. The policy will refer to any conditions on the premises licence relevant to the policy and ensure that such conditions are complied with. The policy will also set minimum levels for staff checks during the hours of operation of both the garden and terrace to ensure as far as practicable, customers do not cause a public nuisance. The policy will make provision for dealing with customers where it has been determined by either the DPS or a designated member of the management team that they are acting in a manner likely to cause a public nuisance, including asking the customers responsible to vacate the area. The policy will also specifically deal with ensuring the garden area and terraced area will be closed to customers at 21:00h, save for access to and from the designated smoking area. The designated smoking area will be located in the bottom patio area. The policy will be disseminated to all staff who have responsibility for implementing some or all of the policy and will be made available upon request of the licensing officer, a police officer or environmental protection officer.
2. A written dispersal management plan ('the management plan') will be drawn up and implemented by the DPS. The management plan will establish management procedures for ensuring as far as possible that customers leave the premises quickly and quietly at the end of the trading day. The management plan will make provision for taxis ordered by the staff of the premises on behalf of customers to text or call the premises when they arrive so that customers can be encouraged to wait inside for their taxis. The management plan will be disseminated to all staff who have responsibility for implementing some or all of the management plan and will be made available upon request of the licensing officer, a police officer or environmental protection officer.
3. At the start of regulated entertainment, the level of music emanating from the premises will be monitored outside at the boundary of the premises to ensure, as far as practicable, that such entertainment is unlikely to cause a public nuisance to residents living in the immediate area. A log will be maintained of these checks and

will include the date and time the check was made, the member of staff who made the check and what their observations were. For regulated entertainment that lasts for over 1 hour in duration, additional checks will be undertaken hourly to ensure that music levels remain unlikely to cause a public nuisance.

4. Doors and windows will be closed (except access and egress) during regulated entertainment.
5. The garden area and terraced area will be closed to customers at 21:00h, save for access to and from the designated smoking area. The designated smoking area will be location in the bottom patio area. All music in the garden area will cease at 21:00 hours. After 21:00 the gates to the garden will be shut to prevent access by members of the public.
6. Signage will be displayed at the exits and in the car park requesting members and guests to respect the needs of the local residents by quietly leaving the premises and car park.
7. A written event management plan ('the EMP') will be drawn up and implemented by the DPS in relation to any events held at the premises outside of the ordinary course of business. Events are defined as:

Any regular occurrence such as a weekly quiz, live music on a Sunday afternoon, burger and beer night would be considered as events in the normal course of business. Events outside the normal course of business would be one off, special occasions such as an annual charity event or events requiring a temporary event notice.

Each EMP will set out the following:

- a. The nature of the event
- b. The times the event will be held (start and finish times)
- c. The expected numbers of attendees
- d. Any special provisions made for the event, such as parking marshals
- e. Whether neighbours will be notified prior to the event. If so, whether any concerns have been raised by the residents prior to the event and actions taken thereafter.

The EMP will be disseminated to all staff who have responsibility for implementing some or all of the EMP. EMP's will be kept on the premises for a minimum of 3 months after the event and will be made available upon request of the licensing officer, a police officer or environmental protection officer.

8. A complaints log ('the log') will be maintained and any complaints received by members of staff from residents living in the vicinity of the premises will be recorded in the log. The log will record:
 - a. The date and time of the complaint
 - b. The name of the complainant
 - c. The nature of the complaint
 - d. The name of the person making the record
 - e. Any action taken to investigate and/ or rectify the complaint.

Instructions on how to complete the log will be disseminated to all staff. The log and will be made available upon request of the licensing officer, a police officer or environmental

protection officer.

9. A refusals log will be kept and all refusals of alcohol will be recorded therein.
10. No televisions or films are permitted in the garden or terrace
11. A maximum of 15 events where regulated entertainment is provided are permitted outdoors in each calendar year. A record of each of the 15 events will be kept at the premises.
12. Litter bins will be provided inside the boundary of the premises.

Protection of children from harm

1. All staff shall receive suitable training including refresher training twice a year, in relation to Challenge 25 proof of age policy which shall be applied at the premises.
2. All staff training shall be recorded and signed by the member of staff completing the training. The training record shall also be countersigned by the designated premises supervisor.
3. All persons under the age of 16 years of age must be accompanied by an adult.
4. Any person who appears to look under 25 shall be challenged and must provide acceptable identification otherwise service of alcohol will be refused.

All other hours, licensable activities and conditions authorised by the premises licence are to remain unaltered.

Locations of any fire safety and other safety equipment subject to change in accordance with the requirements of the responsible authorities or following a risk assessment. Any detail shown on the plan that is not required by the licensing plan regulations is indicative only and subject to change.

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend:

Part 4 Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

- | Provision of regulated entertainment (Please see guidance note 3) | Please tick all that apply |
|---|-----------------------------------|
| a) plays (if ticking yes, fill in box A) | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E) | <input type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F) | <input type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G) | <input type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input type="checkbox"/> |

Provision of late night refreshment (if ticking yes, fill in box I)

Supply of alcohol (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 8)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here (please read guidance note 5)</u>		
Mon					
Tue					
Wed			<u>State any seasonal variations for performing plays (please read guidance note 6)</u>		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 7)</u>		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 8)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 5)	Both	<input type="checkbox"/>
Tue			State any seasonal variations for the exhibition of films (please read guidance note 6)		
Wed			Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 7)		
Thur					
Fri					
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 8)			<u>Please give further details</u> (please read guidance note 5)
Day	Start	Finish	
Mon			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 6)
Tue			
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 7)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 8)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 5)	Both	<input type="checkbox"/>
Tue					
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 6)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 7)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 8)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 5)	Both	<input type="checkbox"/>
Tue					
Wed			State any seasonal variations for the performance of live music (please read guidance note 6)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 7)		
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 8)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 5)	Both	<input type="checkbox"/>
Tue					
Wed				State any seasonal variations for the playing of recorded music (please read guidance note 6)	
Thur					
Fri			Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 7)		
Sat					
Sun					

G

Performances of dance Standard days and timings (please read guidance note 8)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 5)	Both	<input type="checkbox"/>
Tue					
Wed			State any seasonal variations for the performance of dance (please read guidance note 6)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 7)		
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 8)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			Please give further details here (please read guidance note 5)		
Wed					
Thur			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 6)		
Fri					
Sat			Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 7)		
Sun					

Late night refreshment Standard days and timings (please read guidance note 8)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 4)	
			Indoors	<input type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 5)	
Mon				
Tue				
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 6)	
Thur				
Fri				
			Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 7)	
Sat				
Sun				

J

Supply of alcohol Standard days and timings (please read guidance note 8)			Will the supply of alcohol be for consumption – please tick (please read guidance note 9)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
Day	Start	Finish		Both	<input checked="" type="checkbox"/>
Mon	08:30	23:30	State any seasonal variations for the supply of alcohol (please read guidance note 6)		
Tue	08:30	23:30			
Wed	08:30	23:30			
Thur	08:30	23:30	<u>Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u> (please read guidance note 7)		
Fri	08:30	00:00	Non-standard timings for the Sunday preceding Bank Holiday Monday, Christmas Eve and Boxing Day (where these days fall on Sunday) are proposed from 08:30h until 23:30h for licensable activities, with 30 minutes drinking up time thereafter.		
Sat	08:30	00:00			
Sun	11:00	22:30	The hours for licensable activities to extend on New Year's Eve from their terminal hour until 02:00h on New Year's Day.		

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 10).

None

L

Hours premises are open to the public Standard days and timings (please read guidance note 8)			State any seasonal variations (please read guidance note 6)
Day	Start	Finish	
Mon	08:30		
		00:00	
Tue	08:30		
		00:00	
Wed	08:30		
		00:00	
Thur	08:30		
		00:00	
Fri			
	08:30		
Sat		00:30	
	08:30		
Sun		00:30	
	11:00	23:00	

Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 7)

Non-standard timings for the Sunday preceding Bank Holiday Monday, Christmas Eve and Boxing Day (where these days fall on Sunday) are proposed from 08:30h until 00:00.

The opening hours to extend on New Year's Eve from their terminal hour until 02:30h on New Year's Day.

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

All conditions on the operating schedule, including those under 'further details' (with the exception of the mandatory conditions) are to be removed and replaced with those identified in section M.

Please tick as appropriate

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

If you have not ticked one of these boxes, please fill in reasons for not including the licence or part of it below

Reasons why I have not enclosed the premises licence or relevant part of premises licence.

The premises licence hasn't been returned following the variation application submitted in May 2017.

M Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 11)

b) The prevention of crime and disorder

1. Appropriate digital CCTV equipment and a sufficient number of cameras shall be installed and maintained at the premises. The cameras shall record at all times customers are on the premises. The cameras shall record colour images that are clear enough to allow the Police to use them to investigate any crimes that are committed on the premises. The areas covered by the cameras will be all areas and corridors within the premises that are open to the public, not including toilets.

A camera will be positioned to obtain images of persons entering the building by the main entrance. Cameras will also be installed in the garden area to cover all of the garden where the public have access.

2. No persons other than the Police, the licensing authority, the premises licence holder or DPS shall have access to the CCTV recording equipment or the recordings made from such equipment.
3. Recordings made on the CCTV system shall be retained for a period of at least 30 days of recording.
4. A minimum of two notices stating that CCTV is in operation shall be displayed throughout the premises where the public have access. The notices shall be at least A4 size.

c) Public safety

1. The premises will not sell alcoholic beverages under any circumstances to any person who appears to have consumed an excess of alcohol or appears to be under the influence of drugs.
2. The Police shall be informed if any person is doing using, carrying or supplying controlled substances i.e. drugs, whilst at the premises.

d) The prevention of public nuisance

1. A written garden and terrace management policy ('the policy') will be drawn up and implemented by the DPS. The policy will refer to any conditions on the premises licence relevant to the policy and ensure that such conditions are complied with. The policy will also set minimum levels for staff checks during the hours of operation of both the garden and terrace to ensure as far as practicable, customers do not cause a public nuisance. The policy will make provision for dealing with customers where it has been determined by either the DPS or a designated member of the management team that they are acting in a manner likely to cause a public nuisance, including asking the customers responsible to vacate the area. The policy will also specifically deal with ensuring the garden area and terraced area will be closed to customers at 21:00h, save for access to and from the designated smoking area. The designated smoking area will be located in the bottom patio area. The policy will be disseminated to all staff who have responsibility for implementing some or all of the policy and will be made available upon request of the licensing officer, a police officer or environmental protection officer.
2. A written dispersal management plan ('the management plan') will be drawn up and implemented by the DPS. The management plan will establish management procedures for ensuring as far as possible that customers leave the premises quickly and quietly at the end of the trading day. The management plan will make provision for taxis ordered by the staff of the premises on behalf of customers to text or call the premises when they arrive so that customers can be encouraged to wait inside for their taxis. The management plan will be disseminated to all staff who have responsibility for implementing some or all of the management plan and will be made available upon request of the licensing officer, a police officer or environmental protection officer.
3. At the start of regulated entertainment, the level of music emanating from the premises will be monitored outside at the boundary of the premises to ensure, as far as practicable, that such entertainment is unlikely to cause a public nuisance to residents living in the immediate area. A log will be maintained of these checks and will include the date and time the check was made, the member of staff who made the check and what their observations were. For regulated entertainment that lasts for over 1 hour in duration, additional checks will be undertaken hourly to ensure that music levels remain unlikely to cause a public nuisance.
4. Doors and windows will be closed (except access and egress) during regulated entertainment.
5. The garden area and terraced area will be closed to customers at 21:00h, save for access to and from the designated smoking area. The designated smoking area will be location in the bottom patio area. All music in the garden area will cease at 21:00 hours. After 21:00 the gates to the garden will be shut to prevent access by members of the public.
6. Signage will be displayed at the exits and in the car park requesting members and guests to respect the needs of the local residents by quietly leaving the premises and car park.
7. A written event management plan ('the EMP') will be drawn up and implemented by the DPS in relation to any events held at the premises outside of the ordinary course of business. Events are defined as:

Any regular occurrence such as a weekly quiz, live music on a Sunday afternoon, burger and beer night would be considered as events in the normal course of business. Events outside the normal course of business would be one off, special occasions such as an annual charity event or events requiring a temporary event notice.

Each EMP will set out the following:

- a. The nature of the event
- b. The times the event will be held (start and finish times)
- c. The expected numbers of attendees
- d. Any special provisions made for the event, such as parking marshals
- e. Whether neighbours will be notified prior to the event. If so, whether any concerns have been raised by the residents prior to the event and actions taken thereafter.

The EMP will be disseminated to all staff who have responsibility for implementing some or all of the EMP. EMP's will be kept on the premises for a minimum of 3 months after the event and will be made available upon request of the licensing officer, a police officer or environmental protection officer.

8. A complaints log ('the log') will be maintained and any complaints received by members of staff from residents living in the vicinity of the premises will be recorded in the log. The log will record:
 - a. The date and time of the complaint
 - b. The name of the complainant
 - c. The nature of the complaint
 - d. The name of the person making the record
 - e. Any action taken to investigate and/ or rectify the complaint.

Instructions on how to complete the log will be disseminated to all staff. The log and will be made available upon request of the licensing officer, a police officer or environmental protection officer.

9. A refusals log will be kept and all refusals of alcohol will be recorded therein.
10. No televisions or films are permitted in the garden or terrace
11. A maximum of 15 events where regulated entertainment is provided are permitted outdoors in each calendar year. A record of each of the 15 events will be kept at the premises.
12. Litter bins will be provided inside the boundary of the premises.

e) The protection of children from harm

1. All staff shall receive suitable training including refresher training twice a year, in relation to Challenge 25 proof of age policy which shall be applied at the premises.
2. All staff training shall be recorded and signed by the member of staff completing the training. The training record shall also be countersigned by the designated premises supervisor.
3. All persons under the age of 16 years of age must be accompanied by an adult.
4. Any person who appears to look under 25 shall be challenged and must provide acceptable identification otherwise service of alcohol will be refused.

Checklist:

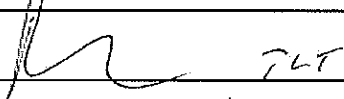
Please tick to indicate agreement

- I have made or enclosed payment of the fee; or
I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I understand that I must now advertise my application.
- I have enclosed the premises licence or relevant part of it or explanation.
- I understand that if I do not comply with the above requirements my application will be rejected.

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 5 – Signatures (please read guidance note 11)

Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (please read guidance note 12). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	4/10/17
Capacity	Solicitor to applicant

Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 14) Rachel Kelly TLT Solicitors One Redcliff Street			
Post town	Bristol	Post code	BS1 6TP
Telephone number (if any)	0333 00 60283		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) Rachel.kelly@tltsolicitors.com			

