

Environmental Health - Licensing  
 Borough Council of King's Lynn & West Norfolk  
 King's Court  
 Chapel Street  
 King's Lynn, PE30 1EX  
 Tel: 01553 616600  
 Email: [ehlicensing@west-norfolk.gov.uk](mailto:ehlicensing@west-norfolk.gov.uk)  
[www.west-norfolk.gov.uk](http://www.west-norfolk.gov.uk)

Borough Council of  
**King's Lynn &  
 West Norfolk**



## Certificate of Service

Name:

Address:

I, as the person named above certify that I have sent copies of the application form and associated information to the nominated officer for the following organisations (where relevant) by the following methods:

|   |  |
|---|--|
| <p><b>Norfolk Constabulary Licensing Team</b><br/> <b>Bethnel Street Police Station,</b><br/> <b>Bethnel Street,</b><br/> <b>Norwich, Norfolk, NR2 1NN.</b><br/> <b>Tel: 01603 276024</b><br/> <b>Fax: 01603 276025</b><br/> <b>Email: <a href="mailto:licensingteam@norfolk.pnn.police.uk">licensingteam@norfolk.pnn.police.uk</a></b></p>                         | <p>Method of Delivery (Please tick)<br/> <b>By email</b><br/> <b>By hand</b><br/> <b>By post</b><br/> <b>By fax</b></p> <p>On (date) ...../...../.....<br/>         At (time) .....am/pm</p> |
| <p><b>Fire Safety Office – Licence Applications</b><br/> <b>Norfolk Fire Service – Western Area,</b><br/> <b>Kilhams Way, King's Lynn,</b><br/> <b>Norfolk, PE30 2HY</b><br/> <b>Tel: number 01553 775163</b><br/> <b>Fax number 01553 669836</b><br/> <b>Email: <a href="mailto:kingslynnadmin@fire.norfolk.gov.uk">kingslynnadmin@fire.norfolk.gov.uk</a></b></p> | <p><b>By hand</b><br/> <b>By post</b><br/> <b>By fax</b><br/> <b>By email</b></p> <p>On (date) ...../...../.....<br/>         At (time) .....am/pm</p>                                       |
| <p><b>NSCB</b><br/> <b>Room 60 Lower Ground</b><br/> <b>County Hall,</b><br/> <b>Martineau Lane, Norwich,</b><br/> <b>NR1 2DH</b><br/> <b>Tel: 01603 223409</b></p>   | <p><b>By post</b><br/> <b>By hand</b></p> <p>On (date) ...../...../.....<br/>         At (time) ....am/pm</p>  |
| <p><b>Consumer Operations Manager</b><br/> <b>Norfolk County Council Trading Standards</b><br/> <b>County Hall Martineau Lane, Norwich</b><br/> <b>NR1 2UD</b><br/> <b>Email: <a href="mailto:trading.standards@norfolk.gov.uk">trading.standards@norfolk.gov.uk</a></b><br/> <b>Fax 01603 222999</b></p>   | <p><b>By post</b><br/> <b>By hand</b><br/> <b>By fax</b><br/> <b>By email</b></p> <p>On (date) ...../...../.....<br/>         At (time) .....am/pm</p>                                       |

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|---|--|
| <p>Development Services, Borough Council of King's Lynn &amp; West Norfolk,<br/>King's Court, Chapel Street,<br/>King's Lynn,<br/>Norfolk,<br/>PE30 1EB<br/>Tel: 01553 616200<br/>Fax: 01553 691663<br/>Email: <a href="mailto:borough.planning@west-norfolk.gov.uk">borough.planning@west-norfolk.gov.uk</a></p>                                 | <p><b>By post</b><br/><b>By hand</b><br/><b>By email</b><br/><b>By fax</b></p> <p>On (date) ...../...../.....<br/>At (time) .....am/pm</p> |
| <p>Health &amp; Safety, Environmental Health &amp; Housing<br/>Borough Council of King's Lynn &amp; West Norfolk,<br/>King's Court, Chapel Street,<br/>King's Lynn, Norfolk,<br/>PE30 1EB<br/>Tel: 01553 616200<br/>Fax: 01553 691663<br/>Email: <a href="mailto:healthandsafety@west-norfolk.gov.uk">healthandsafety@west-norfolk.gov.uk</a></p> | <p><b>By post</b><br/><b>By hand</b><br/><b>By email</b><br/><b>By fax</b></p> <p>On (date) ...../...../.....<br/>At (time) .....am/pm</p> |
| <p>Community Safety &amp; Neighbourhood Nuisance,<br/>Environmental Health &amp; Housing, BCKLWN,<br/>King's Court, Chapel Street, King's Lynn,<br/>Norfolk,<br/>PE30 1EB<br/>Tel: 01553 616200<br/>Fax: 01553 691663<br/>Email: <a href="mailto:csnn@west-norfolk.gov.uk">csnn@west-norfolk.gov.uk</a></p>                                       | <p><b>By post</b><br/><b>By hand</b><br/><b>By email</b><br/><b>By fax</b></p> <p>On (date) ...../...../.....<br/>At (time) .....am/pm</p> |
| <p>Public Health Director<br/>Norfolk County Council,<br/>County Hall,<br/>Martineau Lane,<br/>Norwich,<br/>NR1 2DH<br/>Email: <a href="mailto:licensingapplications@norfolk.gov.uk">licensingapplications@norfolk.gov.uk</a></p>   | <p><b>By post</b><br/><b>By hand</b><br/><b>By email</b><br/><b>By Fax</b></p> <p>On (date) ...../...../.....<br/>At (time) .....am/pm</p> |

Signed.....Dated.....

**Please return this form to:-** The Licensing Team, Environmental Health & Housing,  
Borough Council of King's Lynn and West Norfolk, King's Court, Chapel Street,  
King's Lynn, Norfolk, PE30 1EX