

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

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