

**Port Health and Public Protection
Department of Environmental Services**

Gavin Stedman
Director of Port Health and Public Protection

FAO Jason Ward

Telephone 0207 332 3406

Email

Robert.breese@cityoflondon.gov.uk

Date 24 April 2023

Dear Jason

Licensing Act 2003 – Conviction (relevant offence) of Personal Licence Holder

In accordance with section 132A of the Licensing Act 2003 I am writing to inform you that following your conviction for a relevant offence we are in the process of considering suspension or revocation of your personal licence.

As part of this process we must formally invite the you to make representations to us within 28 days of the date of this letter – so by **22nd May 2023**.

Your representation should have regard to the following:

- the relevant offence
- any other relevant information (including information regarding the offence and your personal circumstances, and in this case the failures to notify the court of your status as a personal licence holder, and the licensing authority of the conviction).

Please send your representation by email to: licensing@cityoflondon.gov.uk or by post to:

City of London Licensing team
PO Box 270
Guildhall, City of London
EC2P 2EJ

Upon receipt of your representation we will advise you as to our decision, and/or the next steps in the process.

Thanks for your co-operation,

Robert Breese
Licensing Officer
Port Health & Public Protection