

## APPENDIX E

From: Lorraine Neale  
Sent: 27 May 2016 18:02  
To:  
Subject: RE: renewing licence of players

Dear Sir/Madam

Could I ask that you respond to my e-mail of 13.05.2016 as we are in the process of deciding whether a hearing will be required or not. Currently we would have to say that your e-mail will be discounted unless some verification is given.

Kind Regards  
Lorraine Neale  
Senior Licensing Officer  
Maidstone Borough Council, Maidstone House, King Street, Maidstone, Kent ME15 6JQ t 01622 602028  
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-----Original Message-----

From: Lorraine Neale  
Sent: 13 May 2016 13:39  
To:  
Subject: RE: renewing licence of players

Dear Sir/Madam

As you are aware if we receive objections in relation to an application we need to hold a hearing. We also need to establish to our satisfaction whether the objections we receive in respect of an individual or their operation are valid especially in light of the allegations being made here . In order to give your objection some merit and to establish whether there is a need for a hearing I would ask that you give me some information about yourself, this information is not given to anyone else and you remain anonymous at all time unless you give your express permission to waive it.

The information I would like you to provide is as follows:

Your full name and address

The period of time that you were employed at the premises giving the from and to dates.

More specific detail of the incidents of drug taking at the establishment, I;e. the amount of times they occurred, whether you reported them to anyone Police/door staff/management.

Please provide any other information with detail that you think may be relevant.

Also could you advise if you would attend the hearing once the date is set.

I look forward to hearing from you at your earliest convenience

Kind Regards  
Lorraine Neale  
Senior Licensing Officer  
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