

Date:

Our ref:

Your ref:

Sample letter two

Licensing Unit (01992) 564 340
email: licensing@eppingforestdc.gov.uk

Dear Sir/Madam

**Licence in respect of Vehicle Registration No:
Interim test check –
Local Government (Miscellaneous Provisions) Act 1976**

The conditions of the licence for the above vehicle require that interim tests be carried out on the vehicle at the time intervals mentioned in the licence. These tests must take place at the Langston Road Depot, Langston Road, Loughton. When the licence was issued you were provided with details of the dates when the inspections should take place. An interim test on your vehicle is now overdue.

This is a breach in this Vehicle Licence conditions. The Council may suspend or revoke, or refuse to renew the licence if you are in breach of the conditions

I am referring this breach of condition to the Licensing Sub-committee which will take place on **date** (10.30am, Civic Offices, High Street, Epping) so that it can decide what action the Council will take in this matter.

If you have had the test carried out in the past seven days, please disregard this letter.

In order to avoid the necessity of a hearing before the Licensing Sub-committee please contact Langston Road Depot on 020 8532 0357 to arrange for an appointment for the interim check to be carried out. If you have not had your vehicle interim done by the date of issue of the agenda for the meeting we will not have the opportunity to withdraw your item. You are reminded that you must attend the meeting.

Yours sincerely

Licensing Unit