

**TENDRING DISTRICT COUNCIL**

**RESPONSIBLE AUTHORITIES**

Please send any correspondence concerning the Licensing Act 2003, including the original applications and fees to:

The Licensing Team, Tendring District Council,  
Town Hall, Station Road, Clacton on Sea, Essex CO15 1SE  
Email: [licensingsection@tendringdc.gov.uk](mailto:licensingsection@tendringdc.gov.uk) General Telephone Number: 01255 686565

Please be aware that the Licensing Office is only open to personal callers by prior appointment only.

Please send a copy of the full application and plans to the following:

ORGANISATION	CONTACT AND ADDRESS	TELEPHONE
Essex Police	Licensing Department (Alcohol) Essex Police Braintree Essex CM7 3DJ	101 or 01245 452035
		Email: <a href="mailto:licensing.applications@essex.pnn.police.uk">licensing.applications@essex.pnn.police.uk</a>
Essex County Fire and Rescue Service	Essex County Fire and Rescue Service Fire Station Colchester Cowdray Avenue Colchester Essex CO1 1XT	01206 574255
Essex County Council Child Protection	Local Authority Designated Officer FAO: Licensing Quality Assurance & Safeguarding Service Family Operations Essex County Council 70 Duke Street Chelmsford Essex CM1 1JP	01245 436744
Trading Standards [Essex]	Business Support Team Essex Trading Standards Essex County Council CG32 County Hall Chelmsford Essex CM1 1QH	01245 341800
Tendring District Council [Planning]	Planning and Regeneration Tendring District Council Town Hall Station Road Clacton on Sea Essex CO15 1SE	01255 686868
Tendring District Council [Environmental Health - Noise Pollution and Premises Safety]	Environmental Health Officer Environmental Department Tendring District Council 88- 90 Pier Avenue Clacton on Sea Essex CO15 1TN	01255 686767
NHS North Essex	Licensing Administration Public Health North Essex Cluster Essex County Council A1 Block, Market Road Chelmsford, Essex CM1 1QH	01245 437621
Home Office (Immigration Enforcement Office)	Alcohol Licensing Team Lunar House 40 Wellesley Road Croyden CR9 2BY	<a href="mailto:alcohol@homeoffice.gsi.gov.uk">alcohol@homeoffice.gsi.gov.uk</a>