

**LICENSING ACT 2003:**  
**CONTACT DETAILS FOR RESPONSIBLE AUTHORITIES**

**Note: You must serve a complete copy of your application to all relevant authorities below. You may also wish to seek their expert opinion on your application PRIOR to submission.**

RESPONSIBLE AUTHORITY:	ADDRESS:
<p><b>Chief Officer of Police</b> ☎ (Tel: 01473 613500)</p> <p><i>(Note: Sudbury Police Station is the correct station to serve for <u>all</u> Babergh applications).</i></p>	<p><b>Suffolk Constabulary</b> Attn: Helen Foster (Licensing) Sudbury Police Station, Acton Lane SUDBURY Suffolk CO10 1QN</p>
<p><b>Chief Fire Officer</b> ☎ (Tel: 01473 260588)</p>	<p><b>Suffolk Fire &amp; Rescue Service</b> Fire Service Headquarters Endeavour House, 8 Russell Road IPSWICH Suffolk IP1 2BX</p>
<p><b>Health &amp; Safety Executive</b> <i>(You only need to send a copy to the HSE where event is run by the council or is held on council owned property or land).</i> ☎ (Tel: 0845 345 0055)</p>	<p><b>Health &amp; Safety Executive</b> Wren House, Hedgerows Business Park Colchester Road CHELMSFORD Essex CM2 5PF</p>
<p><b>The Local Authority</b> exercising statutory functions to minimise, or preventing risk of harm to human health. <i>(If you have served a copy on HSE you do not need to serve a copy on this responsible authority).</i> ☎ (Tel: 01473 822801)</p>	<p><b>Environmental Services Division (Health &amp; Safety)</b> Babergh District Council Corks Lane, Hadleigh IPSWICH Suffolk IP7 6SJ</p>
<p><b>The Local Authority</b> exercising Statutory functions to minimise or prevent risk of pollution of the environment. ☎ (Tel: 01473 822801)</p>	<p><b>Environmental Services Division (Environmental Health)</b> Babergh District Council Corks Lane, Hadleigh IPSWICH Suffolk IP7 6SJ</p>
<p><b>Planning Authority</b> ☎ (Tel: 01473 825858)</p>	<p><b>Planning Control Division</b> Babergh District Council Corks Lane, Hadleigh IPSWICH Suffolk IP7 6SJ</p>
<p><b>Area Child Protection Committee</b> <i>(Body responsible for protection of children from harm). This body has delegated its function to Suffolk Constabulary – you need only send one copy of your application form to <b>Suffolk Constabulary</b>.</i> ☎ (Tel: 01473 613500)</p>	<p><b>Suffolk Constabulary</b> have assumed responsibility for this role, hence you need send only ONE copy of your application to the Chief Officer of Police details shown above.</p>
<p><b>Suffolk Trading Standards</b> <i>(Inspectors of weights and measures)</i> ☎ (Tel: 01473 584368)</p>	<p><b>Suffolk Trading Standards</b> Attn: Administration Manager Trading Standards (4<sup>th</sup> Floor) Endeavour House, 8 Russell Road IPSWICH IP1 2BX</p>
<p><b>Maritime and Coastguard Agency</b> <i>(With regards to a vessel)</i> ☎ (Tel: 01255 675518)</p>	<p><b>Harwich Marine Office</b> MCA Thames, East Terrace WALTON-ON-THE-NAZE Essex CO14 8PY</p>

The Licensing Authority details are:

**BABERGH DISTRICT COUNCIL (THE LICENSING AUTHORITY)**  
LICENSING SECTION, NATURAL & BUILT ENVIRONMENT DIVISION  
CORKS LANE, HADLEIGH  
IPSWICH, SUFFOLK IP7 6SJ ☎ (Tel: 01473 825719 or 826664)  
e-mail: [licensingsection@babergh.gov.uk](mailto:licensingsection@babergh.gov.uk)

