

Your Name and Address
Current date

Dear Sir/Madam [or state name of licensee]

Premises: [state business name and address]

I wish to make you aware that noise from your business is disturbing me/us/my family to such an extent that it is affecting the enjoyment of my/our home.

Specifically, [state details of the problem and dates and times and the effect on you].

In view of this, I would be grateful if you could [state what you would like to be done about it].

If you would like to contact me to discuss this, my number is [delete if not appropriate].

Having looked at the Council's website at www.brighton-hove.gov.uk I see that there are a number of options open to me should this approach fail. For example, seeking a review of the premises licence on the grounds of prevention of public nuisance.

I would prefer to see whether we could reach an amicable solution, however, if this is not possible I will have no alternative but to pursue more formal action.

I look forward to your co-operation in this matter.

Yours sincerely

c.c. [consider sending a copy of this letter to the registered office of the company]