

Your ref:
Our ref:
Please ask for:
Direct dial:
E-mail:

Debbie Gates
Executive Director

Central and Community Services

[Address]

[date]

Dear Sir/Madam

ASSETS OF COMMUNITY VALUE – REQUEST FOR INTERNAL REVIEW

With Reference to the Council's letter dated [date] regarding its decision to add the following asset to the List of Assets of Community Value.

Asset Name:
Address:
Asset Reference:
LACV:

Please take this as written acknowledgement of your request for an Internal Review of the Council's decision to categorise this nomination as successful. The Council has appointed the following reviewing officer to undertake this exercise.

Name:
Position:
email:
Direct Dial:

The Reviewing Officer will be responsible for co-ordinating all matters relating to this review and for making the final decision no later than [insert date - 8 weeks from receipt of request].

At this time the Council requires:

- The name and address of any representative appointed to act on your behalf
- A written request from you if you require an oral hearing.

King's Court, Chapel Street, King's Lynn, Norfolk PE30 1EX
Tel: (01553) 616200; fax: (01553) 691663
DX 57825 KING'S LYNN

Chief Executive – **Ray Harding**

Please note that you as the owner have a further right to appeal to the First-Tier Tribunal, General Regulatory Chamber if still dissatisfied. For more details please refer to the Council's Procedure.

If you have any questions please contact the Reviewing Officer using the details shown above.

Yours faithfully

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