	Please reply to: Steve Cox, Environmental Health Manager (Commercial), Licensing Section, Roebuck House, Torquay. TQ2 5EJ	
	My ref:	SJC/SJC/0618817
	Your ref:	
Mr Keith Brown	Telephone:	01803 208126
(address removed)	Fax:	01803 208854
	E-mail:	Licensing@torbay.gov.uk
	Website:	www.torbay.gov.uk
	Date:	2 nd November 2010

Dear Mr Brown

Re: Hackney Carriage Number 161 – Registration Number WJ10 ZGE

I am writing to you to thank you for your letter we received on 1st November 2010. This was with respect to previous correspondence to all drivers of Hackney carriages about the queuing and parking in contravention of Road Traffic Orders. Evidence shows that you have been witnessed several times contravening that advice, and in normal circumstances you would be asked to appear in front of the Licensing Committee with a recommendation for a 7 day suspension.

However since we cannot confirm that you got our first letter, which was sent to Paul Mckee, I think you can consider yourself very lucky on this occasion.

I will therefore take you at your word that this will not happen again and thank you for that assurance. However as I am sure you will be fully aware that should it happen again, then I will have no choice but to take that formal action against you.

Can I take this opportunity to say that it would be our preference to retain these ranks on The Strand, so please work with us and those drivers who have been complying all along to ensure this is the case.

Yours sincerely

Steve Cox Environmental Health Manager (Commercial) Community Safety

If you require this in a different format or language, please contact me.