

Appendix 4

Name of Venue Operator

Name of Venue

Address

Dear Sir

I write to inform you that it is likely [Name of stand at name of venue] may require to be “Regulated” under the provisions of Part III of The Safety of Sports Grounds (NI) Order 2006. Using Guidance “Criteria for Determining whether a Stand should be Regulated” issued by DCAL / SNI in XXX 2014 and available at xxxx.com we have calculated the current holding capacity of this stand to be in excess of 500 spectators.

Should you disagree with the calculations and determination of the District Council, or wish to discuss the implications of “Regulation,” I would be happy to meet with you to discuss this matter.

Should you require any further clarification regarding any of the issues mentioned above, please to not hesitate to contact me.

Yours faithfully

[Name of lead officer]

[Name of District Council]