

Name of venue operator

Name of venue

Address of venue

**RE: PERIOD OF EXTENSION**

Dear [name]

Further to your application for an extension to the period of time for submitting plans and other information to (name of District Council) in support of your application for a Regulated Stand General Safety Certificate the Council hereby;

Will not grant a period of extension because (give reason).

Or

Will extend the period until xxxxx.

Should you require clarification regarding this matter please do not hesitate to contact me.

Yours sincerely

Name of Lead officer

District Council