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Our Ref:  
Your Ref:

## Appendix 1

### **Environment**

Licensing  
Town Hall  
Dalton Square  
LANCASTER  
LA1 1PJ

Date

Dear Sir

### **Registration**

I am writing to you as the registered keeper of the above vehicle.

On the (insert date) at (insert time) hours the above vehicle was parked illegally on a taxi rank (insert location). Photographic evidence is available.

Section 64 of the Local Government (Miscellaneous Provisions) Act 1976 (the Act) prohibits any vehicle other than a hackney carriage vehicle from waiting on any stand for hackney carriages during any period for which that stand has been appointed, or deemed to have been appointed by a District Council under section 63 of the Act. Any person who contravenes this provision shall be guilty of an offence.

The area in question has been duly appointed as a rank between the hours of (insert times).

This letter is being sent to you at this time to point out the legislation and to warn you of the consequences of parking a vehicle on a taxi rank. However any further contraventions following receipt of this letter could be dealt with less leniently and may lead to prosecution.

Yours sincerely

**Wendy Peck**  
**Licensing Manager**