



22 June 2005

Chief Executives
Welsh Local Authorities

Dear Sir / Madam

THE LICENSING ACT 2003 AND THE WELSH LANGUAGE

As you may know, there has been some concern in Wales following the issue by the Department of Culture Media and Sport of Licensing Act forms in English only.

Many of those affected by the new licensing regime would prefer to receive and complete Welsh language version of these forms.

In responding to local needs, Conwy County Borough Council has translated some of the key forms – and is now able to process licence applications submitted on these, in Welsh.

The purpose of this letter is to ask that you follow the example set by Conwy. This would enable you to meet the needs of Welsh speaking license holders in your area, whilst ensuring that you comply with your statutory Welsh Language Scheme as you administer the Licensing Act.

Given the Act's deadline of 6 August, the preparation and issue of Welsh language forms will need to be dealt with as soon as possible. To this end, I have pleasure in enclosing an electronic copy of Conwy's forms, on disc, for you to amend to include your authority's details.

This letter has been cleared by Conwy County Borough Council and the DCMS (where the Minister has confirmed that he has no policy objection to forms being provided in Welsh).

Phil Rafferty, Conwy's Head of Licensing and Registration Services (01492 574038) has told me that he would be happy to deal with any queries you might have about using Conwy's forms. He has also explained that Conwy is translating the remaining Licensing Act forms – and that these should be ready within about a fortnight.

Thank you for your cooperation with this. In the meantime, please let me know as soon as possible should you need any further advice or assistance.

Yours sincerely

Meirion Prys Jones
Chief Executive

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