



SE1

Entertainment Licensing, Leeds City Council, Civic Hall, Leeds, LS1 1UR

Application For A Sex Establishment Licence

Local Government (Miscellaneous Provisions) Act 1982 As Amended

Please read the following instructions

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

All questions must be answered, save where otherwise stated. If relevant questions are not answered, the application will be deemed incomplete and returned to the applicant.

Any person who, in connection with an application for a grant of a sex establishment licence makes a false statement which he knows to be false in any material respect of which he does not believe to be true is guilty of an offence and liable on summary conviction to a fine not exceeding £20,000.

Section 1 - APPLICATION DETAILS

1. Is the application for a:

- | | | | | | |
|-------------------------------------|----------------------------|-------------------------------------|----------|--------------------------|------------|
| <input checked="" type="checkbox"/> | Sexual Entertainment Venue | <input type="checkbox"/> | Sex Shop | <input type="checkbox"/> | Sex Cinema |
| <input type="checkbox"/> | Grant | <input checked="" type="checkbox"/> | Renewal | <input type="checkbox"/> | Variation |

If the application is for a variation, please state the nature of the variation:

Section 2 - APPLICANT DETAILS

2. Is the applicant:

- | | | |
|-------------------------------------|--|------------------------------------|
| <input type="checkbox"/> | An individual | (please answer questions 3 and 4) |
| <input checked="" type="checkbox"/> | A company or other corporate body | (please answer questions 5 to 9) |
| <input type="checkbox"/> | A partnership or other unincorporated body | (please answer questions 10 to 12) |

Individual Application

3. Full name of applicant (individual): N/A

Former or previous names: N/A

Home address: N/A

Post town: N/A

Post code: N/A

Telephone numbers: N/A

Date of birth: N/A

4. Are there any other persons responsible for the management of the premises/business other than those stated in question 3? Please state their names and addresses:

N/A

Company or other corporate body

5. Name of applicant (company name): [REDACTED]

Address of registered or principal office:

[REDACTED]

Post town: Leeds

Post code: [REDACTED]

Registration number: [REDACTED]

6. Name and address of the applicant's directors and company secretary (please use additional sheet):

[REDACTED]

7. Are there any other persons responsible for the management of the premises/business other than those stated in question 5 and 6? Please state their names and addresses:

[REDACTED]

8. State the names of all persons with a shareholding greater than 10% in the business.

[REDACTED]

9. Is the business a wholly owned subsidiary or another company or corporate body? If so state the name, place of registration and identity of its directors and company secretary.

Partnership or other unincorporated body

10. Name and address of applicant:

N/A

11. Names and addresses of applicant's partners (please use additional sheet):

N/A

12. Are there any other persons responsible for the management of the premises/business other than the partners? Please state their names and addresses:

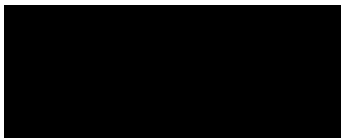
N/A

All applicants

13. a. Has the applicant ever been known by any other name? Yes No
- b. Has the applicant ever been convicted of a criminal offence? Yes No
- c. Has the applicant ever been refused a sex establishment licence? Yes No
- d. Has the applicant ever had a sex establishment licence revoked? Yes No
- e. Has the applicant ever been served with a winding up petition? Yes No

If the answer to any of these questions is yes, please provide details:

14. Applicants' trading address or head office (other than the premises)



15. Will the business for which this licence is sought be carried on for the benefit of a person other than the applicant? Yes No

If the answer is yes, state the name, address, place of registration, registered number and the identity of all directors, company secretary and those with a greater than 10% shareholding.

16. Does the applicant operate any other sex establishments, licensed or otherwise? Please state name, address, and type of sex establishment of each.

No

Section 3 - PREMISES DETAILS

17. Please state the name the business will be known as:

Liberté

18. Is the premises a Premises Vehicle Vessel Stall

19. Where is it proposed to use the vehicle, vessel or stall?

N/A

20. In the case of a sex shop, does the company propose to only operate on the internet? (if yes answer questions 20 to 28 only) N/A Yes No

21. Premises address
10 York Place

Post town Leeds

Post code LS1 2DS

Telephone number at premises 

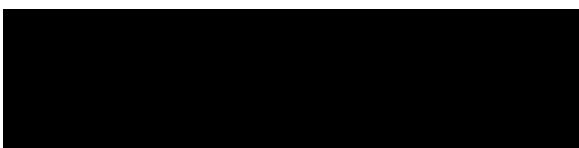
22. Which part of the premises is to be used as a sex establishment?

Basement and first floor

23. Is the applicant owner lessee sub-lessee other

24. If the applicant rents the property state:

a. Name and address of landlord



b. Name and address of the superior landlord:

N/A

- c. Total annual rental: [REDACTED]
- d. Length of unexpired term: [REDACTED]
- e. Notice required to terminate tenancy: [REDACTED]

25. Please provide details of the building management company (if appropriate):
N/A

26. State the current use of the premises:
Sexual Entertainment Venue

27. Has planning permission, or a certificate of lawful use, been obtained for the use of the proposed premises? Yes No

28. Can members of the public access the premises:

- a. Directly from the street? Yes No
- b. From other premises? Yes No
- c. Not at all? (internet sales only) Yes No

29. a. Numbers of door supervisors: 2
b. Hours door supervision in place:
From 22:00 onwards

30. Are the premises currently being used as a sex establishment? Yes No
Please provide details of the business currently operating the business:
The applicant company (as above)

31. Are the premises licensed under any other Act such as the Licensing Act 2003? Yes No
Please state the name of the designated premises supervisor.
[REDACTED]

Section 4 - OPERATING SCHEDULE

32. Opening hours: (If internet sales only please tick here and continue to Q39)

| | |
|--------------------------|-------------------------|
| Monday 22:00 – 04:00* | Friday 22:00 – 05:00* |
| Tuesday 22:00 – 04:00* | Saturday 22:00 – 05:00* |
| Wednesday 22:00 – 04:00* | Sunday 22:00 – 04:00* |
| Thursday 22:00 – 04:00* | |

* - the day following

33. Has the applicant entered into any written or oral agreement in connection with the business, for example a management agreement, partnership agreement or profit share arrangement? Please provide details Yes No
a. Please provide details of any lender, mortgage or others providing finance:
N/A



b. Please provide details of any merchandising agreements:

N/A

Premises management

34. Please state the name of the person who will be in day to day control of the premises (the manager).

[REDACTED]

a. Will the manager be based at the premises Yes No

b. Will the management of the premises be the manager's sole occupation Yes No

35. Who will be in control of the premises in the manager's absence (relief manager)?

[REDACTED]

a. Will the relief manager be based at the premises in the absence of the manager? Yes No

If you have ticked 'no' to any of the above, please provide details

(Please complete an SE5 form for each person mentioned in this section)

External appearance and advertising

36. Please describe the proposed exterior signage and advertising. Please include nature, content and size of each sign and any images to be used:

Please refer to the photographs showing the front of the building showing the signage

Please note that a drawing/photo of the front elevation is required to be submitted with this application

37. Please describe how the interior of the premises is obscured to passers by:

The front entrance door is blacked out and there is a curtained off lobby area within the entrance to the venue

38. Please describe any proposed window displays:

None



39. Please describe how the business is to be advertised, i.e. business cards, billboard advertising, personal solicitation, advertising on motor vehicles, radio or television advertising:

Flyers

Policies and Operating Schedule

40. Please provide details of the age verification policy:

Challenge 25

41. Please provide details of the CCTV arrangements:

24 camera CCTV system which is operational at all times that licensable activities are provided. The system covers all public areas (save toilets). 16 cameras are viewable on the main screen with a further 4 on an additional screen. The 4 additional camera cover the VIP area and back room

The system is maintained and capable of recording to removable media

CCTV footage is secured and retained in accordance with the SEV and premises licences

Two viewing monitors are located in the manager's office

At all times that the venue is open to the public a member of staff (who is conversant with use of the system) is on duty

42. State measures to be taken to prevent nuisance to residents and businesses in the vicinity:

All licensable activities are conducted and operated so as to prevent the transmission of audible noise or perceptible vibration through the fabric of the building or structure to adjoining properties

No bottles shall be placed in an external receptacle after 23:00

Lighting provided for the purpose of customer and staff safety, lighting for the security of the premises, and lighting associated with activities of entertainment and advertising shall be of suitable intensity, suitably positioned and operated so as not to cause nuisance to neighbouring or adjoining properties

The premises will be operated so as to prevent the emission of odours capable of being

considered a nuisance at nearby premises or to persons in the immediate area

Business waste will be placed inside closed containers awaiting collection and litter arising outside the premises from patrons of the premises will be cleared away regularly. Promotional material such as flyers shall not create litter and street advertising is to be carried out lawfully

There shall be no external loud speakers at the premises

Patrons shall not be allowed to use any external area for the consumption of food and/or drink

The activity of patrons using any external area e.g. for the purpose of smoking, queuing etc. shall be monitored and patrons shall be reminded to have regard to the needs of local residents, and prevented from causing a public nuisance, where necessary

Clear, legible notice shall be displayed at exits and other circulatory areas requesting patrons to leave the premises having regard to the needs of local residents, in particular emphasising the need to refrain from shouting, slamming car doors, sounding horns and loud use of vehicle stereos and antisocial behaviour. The activity of persons leaving the premises shall be monitored and they shall be reminded to leave quietly where necessary

A facility shall be provided for customers to order taxis and telephone numbers for taxi firms shall be displayed within the premises. Generally, taxis are booked for the customer with either Amber, Speedline, or Premier. Our number is prioritised which means that taxis are provided on average 80% quicker. We liaise with local taxi firms to ensure a ready supply of taxis thereby reducing disturbance. A waiting area for customers waiting for taxis is provided within the premises

43. State measures to be taken to promote public safety:

Before opening, checks are undertaken to ensure that access to the premises is clear for emergency vehicles. Regular checks are undertaken whilst the premises is open

Written records of all accidents and safety incidents involving members of the public are kept. These can be made available to an authorised officer on request

A suitably trained and competent person will ensure regular safety checks of the premises including decorative and functional fixtures; floor surfaces and equipment (inc. electrical appliances) to which the public may come into contact, are undertaken. Records of these checks are kept and can be made available to an authorised officer on request

Regular checks of the guarding on stairs, balconies, landings and ramps is undertaken and a supervision policy is in place to prevent inappropriate behaviour, such as climbing.

Safety glass that is impact resistant is used wherever possible in all areas where the public may come into contact with it. Where glazing is used in non-public areas then glazing should be shielded to protect it from impact

A spillage policy is kept to ensure that spillages are dealt with in a timely and safe manner

Members of the public will be prevented from accessing kitchen areas to prevent the risk of scalds or burns

First aid training is undertaken to ensure suitably trained first aiders or an appointed person is provided whilst the premises is open

Adequate first aid equipment and materials shall be available at the premises

A procedure for dealing with illness is in place, including for those who appear to be under the influence of alcohol or drugs. Staff shall be appropriately trained in such procedures

Where strobes, lasers, smoke machines or any other special effects are used then a clear warning will be displayed.

Alcohol will not be served to those who appear drunk

44. State measures to be taken to prevent crime and disorder:

Please refer to details of CCTV above

Suitable numbers of Security Industry Authority (SIA) registered door supervisors (numbers to be agreed by the Police and Licensing Authority) will be present at the premises during relevant entertainment

The premises participates in the Night Net radio known as "Bacsil" in accordance with guidance issued by West Yorkshire Police

A secure receptacle to the standard required by West Yorkshire Police is provided for staff to deposit drugs and/or weapons confiscated

Where SIA door supervisors are employed then a register (with consecutively numbered pages) is maintained showing (for the period of 1 year from last entry):

- The date/time of any incident
- The nature of the incident
- The full name(s) of any staff involved including their SIA badge number, to whom the incident was reported, including the names and numbers of any police officers who attended the scene and the details of any witness(es)

The incident report register shall be produced for immediate inspection on request by any Police Officer or Licensing Enforcement Officer of Leeds City Council

45. State measures to be taken to protect children from harm:

The applicant operates a Challenge 25 policy. Persons who appear under the age of 25 are required to show a valid form of ID confirming that they are over 18. A notice to this effect is displayed at the premises in accordance with the conditions of the SEV licence

No under 18's are to be permitted to enter premises

Relevant entertainment will not be visible to persons under 18 years of age who may be outside the premises

46. State measures to ensure employees age and right to work in the UK:

All employees must complete an induction form confirming that the employee is over 18 and has the right to work in the United Kingdom. Copies of relevant documents are retained by the premises.

Please see our policies appended to this application

47. Describe training and welfare policies:

Please see our policies appended to this application

Training is conducted on induction for new employees with refresher training taking place quarterly. All training is recorded.

Applications for Sexual Entertainment Venues Only

48. Is the proposal for full nudity?

Yes No

49. Describe the nature of the entertainment, e.g. lap-dancing, pole dancing, stage strip-tease:

Pole dancing
Stage striptease
Fully nude lapdancing

50. Please enclose a copy of the code of practice performers must abide by (or equivalent document), and describe how performers will be monitored to ensure compliance:

Please see our policies appended to this application

Performers are monitored by management and CCTV is in place as detailed above

51. Please enclose a copy of the code of conduct customers must abide by (or equivalent document), and describe how customers will be monitored to ensure compliance:

Please see our policies appended to this application

Performers are monitored by management and CCTV is in place as detailed above

52. Please enclose a copy of the welfare policy for performers (or equivalent document) and describe how this will be distributed.

Please see our policies appended to this application

A copy is provided to all performers on induction. The performer welfare policy is also available translated into performers native language (if required)

53. Does the business intend to provide vehicles to transport customers or performers to and from the premises? Yes No

Please enclose copies of the relevant licences issued by Taxi and Private Hire Licensing.

The premises will call taxis for patrons (as required) and performers

Further information

54. Please set out any further information you wish the authority to take into account.

None

55. Is there any information on this form you do not wish to be seen by members of the public? If so state which information and the reasons why you do not wish it to be seen.

We ask that all personal details e.g. addresses, dates of birth etc. are not disclosed as part of any papers made available to the general public

Section 5 - CHECKLIST & ENCLOSURES

Enclosures

- I have made or enclosed payment of the fee
- I have enclosed three sets of plans of the premises
- I have enclosed a drawing of the street elevation of the premises
- I have enclosed a completed form SE5 for each person named in questions 3 to 11
- I have enclosed a completed form SE5 for the Manager and Relief Manager
- I have enclosed a copy of the company's staff welfare policy
- I have enclosed a copy of the code of practice for dancers (if appropriate)
- I have enclosed a copy of the code of conduct for customers (if appropriate)
- I have enclosed a copy of the Dancers Information Pack (if appropriate)
- I have enclosed a copy of the licences for vehicles used in connection with the business (if appropriate).

Advertisement

- I declare that I have served a copy of this application on West Yorkshire Police.
- I declare that a public notice advertising this application has today been displayed upon the proposed premises where it may be conveniently read by the public and will remain thereon for a period of 21 days. A copy of the notice (SE6) and the standard declaration (SE7) is enclosed.
- I declare that within seven days of the date of this application a public notice advertising

this application will be publicised in the legal notices column of the local press.

A copy of the relevant press edition will be forwarded to Entertainment Licensing

I understand that if I do not comply with the above requirements my application will be rejected

Leeds City Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on your application for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Any person who, in connection with an application for a grant, renewal, variation or transfer of a sex establishment licence, makes a false statement which he knows to be false in any material respect of which he does not believe to be true is guilty of an offence and liable on summary conviction to a fine not exceeding £20,000

Section 6 - SIGNATURES

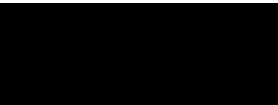
Signature of  or other duly authorised agent. If signing on behalf of the  capacity.

Signature

Date

Capacity Solicitors for the applicant

Contact Name (where not previously given) and address for correspondence associated with this application



Post town 

Post code 

Telephone number (if any)  

If you would prefer us to correspond with you by e-mail, your e-mail address (optional)



Guidance Notes

1. Please return this completed application form to:

Entertainment Licensing
Civic Hall
LEEDS
LS1 1UR

2. Please make cheques and postal orders payable to Leeds City Council.

3. The fees are as follows:

| | New | Renewal | Variation | Transfer |
|----------------------------|-----------|---|-----------|----------|
| Sexual Entertainment Venue | £4,159.00 | £4,159.00 ^{£2,570 (as per fee sheet)} £3,567.00 | £3,567.00 | £776.00 |
| Sex Shop & Sex Cinema | £4,159.00 | £776.00 | £3,567.00 | £776.00 |

4. The applicant is responsible for serving a copy of this application on the **Licensing Officer, West Yorkshire Police, Leeds District Headquarters, Elland Road , Leeds , LS11 8BU**

5. The licensing authority may forward copies of this application to the West Yorkshire Fire and Rescue Service who will assess the application and inspect the premises, if necessary, to provide observations in relation to the structure, safety and suitability of the building for the purpose intended.

6. Furthermore, details of this application will be forwarded to the local Ward Members.
7. Requirements for layout plan

The plan must show:

1. The layout of the premises including, e.g. stage, bars, cloakroom, WCs, performance area, dressing rooms.
2. The extent of the boundary of the premises outlined in red
3. The extent of the public areas outlined in blue
4. Uses of different areas in the premises, e.g. performance areas, reception, staff facilities.
5. Structures or objects (including furniture) which may impact on the ability of individuals to use exits or escape routes without impediment.
6. Location of points of access to and egress from the premises.
7. Any parts used in common with other premises.
8. Position of CCTV cameras
9. Where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor.
10. The location of any steps, stairs, elevators or lifts.
11. The location of any public conveniences, including disabled WCs.
12. The location and type of any fire safety and other safety equipment.
13. The location of the kitchen (if applicable).
14. The location of emergency exits.

For further assistance or information please contact Entertainment Licensing on 0113 247 4095

Entertainment Licensing, Leeds City Council, Civic Hall, Leeds, LS1 1UR

Information On Individuals

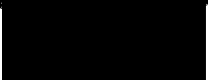


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PERSONAL DETAILS

| | |
|--|---|
| 1. Name: [REDACTED] | |
| 2. Former name (if any): N/A | |
| 3. Position in relation to applicant (i.e. director, partner, manager): Director | |
| 4. Date of Birth: [REDACTED] | 5. Gender: [REDACTED] |
| 5. Permanent address: [REDACTED] | |
| 6. If resident at this address for less than 3 years, state previous address: [REDACTED] | |
| 7. Have you been resident in the UK for longer than 6 months? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| 8. Have you ever been disqualified from holding a sex establishment licence? Please give details | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| 9. Have you ever been involved in the management of a business, whether as a proprietor, director, company secretary, partner, manager, supervisor or otherwise which has had any of the following types of licence refused, refused on renewal reviewed or revoked? | |
| a. Sex establishment licence | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| b. Licence for the supply of alcohol | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| c. Licence for the provision of entertainment, whether sexual or otherwise | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| d. Personal Licence under the Licensing Act 2003 | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Please give details: | |
| 10. Have you ever been convicted of a criminal offence, whether in the United Kingdom or elsewhere? If so, provide details of the date, convicting court, offence and penalty imposed. | |
| Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | |
| 11. To your knowledge, are you currently the subject of any criminal | |
| Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> | |

| | |
|---|--|
| investigation? If so please give details | |
| 12. Have you ever had civil legal action taken against you? If so please give details | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| 13. Have you ever been declared bankrupt or entered into an arrangement with creditors or an Individual Voluntary Arrangement? No If so please give details | |
| 14. Have you ever been disqualified from acting as a company director? If so please give details | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| 15. Is there any other information which you believe the licensing authority would reasonably expect notice of, or you would like to licensing authority to take into account when considering information you supplied? If so please give details | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| 16. Is there any information in this form which you do not wish to be seen by members of the public? If so state which information and the reasons why you do not wish it to be seen. | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| I request that personal details are not disclosed as part of papers made available to the general public | |
| Leeds City Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on your application for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. | |
| Any person who, in connection with an application for a grant, renewal or transfer of a sex establishment licence, makes a false statement which he knows to be false in any material respect of which he does not believe to be true is guilty of an offence and liable on summary conviction to a fine not exceeding £20,000 | |
| SIGNATURES | |
| Signature |  |
| Date | 17.08.2014 |
| Contact phone number |  |
| Contact email |  |

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PERSONAL DETAILS

| | |
|--|---|
| 1. Name: [REDACTED] | |
| 2. Former name (if any): N/A | |
| 3. Position in relation to applicant (i.e. director, partner, manager): Manager | |
| 4. Date of Birth: [REDACTED] | 5. Gender: [REDACTED] |
| 5. Permanent address: [REDACTED] | |
| 6. If resident at this address for less than 3 years, state previous address: [REDACTED] | |
| 7. Have you been resident in the UK for longer than 6 months? | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| 8. Have you ever been disqualified from holding a sex establishment licence? Please give details | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| 9. Have you ever been involved in the management of a business, whether as a proprietor, director, company secretary, partner, manager, supervisor or otherwise which has had any of the following types of licence refused, refused on renewal reviewed or revoked? | |
| a. Sex establishment licence | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| b. Licence for the supply of alcohol | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| c. Licence for the provision of entertainment, whether sexual or otherwise | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| d. Personal Licence under the Licensing Act 2003 | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |
| Please give details: | |
| 10. Have you ever been convicted of a criminal offence, whether in the United Kingdom or elsewhere? If so, provide details of the date, convicting court, offence and penalty imposed. | |
| | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |

| | |
|--|--|
| <p>11. To your knowledge, are you currently the subject of any criminal investigation? If so please give details</p> | <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> |
| <p>12. Have you ever had civil legal action taken against you? If so please give details</p> | <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> |
| <p>13. Have you ever been declared bankrupt or entered into an arrangement with creditors or an Individual Voluntary Arrangement? No If so please give details</p> | |
| <p>14. Have you ever been disqualified from acting as a company director? If so please give details</p> | <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> |
| <p>15. Is there any other information which you believe the licensing authority would reasonably expect notice of, or you would like to licensing authority to take into account when considering information you supplied? If so please give details</p> | <p>Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p> |
| <p>16. Is there any information in this form which you do not wish to be seen by members of the public? If so state which information and the reasons why you do not wish it to be seen.</p> <p>I request that personal details are not disclosed as part of papers made available to the general public</p> | <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> |
| <p>Leeds City Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on your application for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.</p> <p>Any person who, in connection with an application for a grant, renewal or transfer of a sex establishment licence, makes a false statement which he knows to be false in any material respect of which he does not believe to be true is guilty of an offence and liable on summary conviction to a fine not exceeding £20,000</p> | |
| <p>SIGNATURES</p> | |
| <p>Signature</p> | <p>.....</p> |
| <p>Date</p> | <p>.....</p> |
| <p>Contact phone number</p> | <p>Contact email</p> |