Chief Executive

…

Date

Dear Sir/Madam

LEVEL CROSSINGS ACT 1983

THE [NAME OF OPERATOR] [NAME OF CROSSING] LEVEL CROSSING ORDER 20##

I write to advise you that [name of operator] plans to … [state what works are being done at the crossing and why]

It is proposed to commission the works on …

[name of operator] will be applying to the Secretary of State for Transport in the near future for an Order under Section 1 of the Level Crossings Act 1983 in relation to these works, at which time you will be formally consulted.

I enclose for your consideration a preliminary draft Order and would welcome your comments by … [give a reasonable period of time]

If you consider that a site visit to the crossing to discuss the proposed works would be of assistance before replying, please let me know and I will make the necessary arrangements.

Yours faithfully