The Secretary of State for Transport

c/o Specialist Inspection Team – Level Crossings

Office of Rail and Road

Via email (levelcrossings@orr.gov.uk)

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.

I have notified the local traffic authority of these works and a copy of my letter to them is attached.

In the meantime, I enclose for your consideration a preliminary draft Order and … [state other documents enclosed] and would welcome your comments as soon as possible.

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