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 am making an application on behalf of [name of operator] under Section 1 of the Level Crossings Act 1983 for an Order relating to [name of crossing] Level Crossing.

The purpose of this Order is to … [state what works are being done at the crossing and why]

The crossing is due to be commissioned on …

I have notified the local traffic authority of this application and a copy of my letter to them is attached. The statutory formal consultation period will end on … [two calendar months from the date of this letter]. I have asked that any representations are made to you by this date.

I enclose for your consideration a final draft Order and … [state other documents enclosed]

Please contact me if you need assistance.

Yours faithfully