Chief Executive

…

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 to the Secretary of State for Transport for an Order relating to [name of crossing] Level Crossing.

The purpose of this Order is to … [state what works have been done at the crossing and why]. It is proposed to commission the works on …

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

As a statutory consultee, your Council may make representations to the Secretary of State within a period of two months from receipt of this letter. Representations should be sent to: [levelcrossings@orr.gov.uk](mailto:levelcrossings@orr.gov.uk)

If the Level Crossings Team does not acknowledge your representation within two weeks, please email them at [levelcrossings@orr.gov.uk](mailto:levelcrossings@orr.gov.uk) or contact them on 020 7282 2000.

Please acknowledge receipt of this letter and, if you make any representations to the Secretary of State, be kind enough to copy them to me.

Yours faithfully