

Date

[Insert Business Name]
[Insert Business Address]

Dear [Insert proprietor's name]

RE: FOLLOW-UP ASSESSMENT OF YOUR BUSINESS CONDUCTED ON [Insert follow-up date]

Upon revisiting your premises on [Insert follow-up date] I note that the issues outlined in your Schedule of Works have not been addressed. Please be advised that your business is still vulnerable to prosecution under the *Protection of the Environment Operations Act 1997* (POEO Act), as outlined in the initial Schedule of Works and as presented again in the Follow-up Schedule of Works. Also outlined in the Follow-up Schedule of Works is an additional issue which was noted when revisiting your business.

As the POEO Act gives your local council power to issue on-the-spot fines and to prosecute serious offences without advising or warning you, it is in your interests to complete the works required as soon as possible. Please note that all activities outlined in the schedule are now priority one offences and need to be addressed immediately.

All details from this assessment process have been passed onto your local council. Therefore, any future queries regarding this project, or environmental issues in general, can be directed to your local council. Thank you once again for your cooperation with the Cooks River Environmental Assessment and Education Project.

Yours sincerely

Environmental Assessment Officer
Cooks River Environmental Assessment and Education Project.

Follow-up Letter –Issues not addressed (D)