

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]

I note your efforts to date in addressing the issues listed in your Schedule of Works. However there are some outstanding issues to deal with as outlined in the attached Follow-up Schedule of Works. Please note that some of these issues may now be considered no longer applicable. Also outlined in the Follow-up Schedule of Works is a new issue which was found when re-visiting your business.

As the *Protection of the Environment Operations Act 1997* gives your local council powers to issue on-the-spot fines and to prosecute serious offences without advising or warning you, it is in your interests to complete the necessary works as soon as possible. Please note that the activities outlined in the schedule are now considered 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, should 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.