

(Name)
(Address)

(Date)

Dear (Name)

Re: Maintaining Watercourses (name & location of watercourse)

The parish council wrote to you on to advise you that your watercourse is in a condition such that the proper flow of water is being impeded and it is no longer functioning as an efficient drain.

If the work is not carried out the Parish Council may need to formally refer this matter to Wiltshire Council who may then make a referral to their legal department.

If you believe that somebody else is responsible for the condition of the watercourse please provide us with that person's details and your reasons for believing that the condition of the watercourse is attributable to them.

If you would like further information on your rights and responsibilities as a riparian owner the Environment Agency has a booklet "Living on the Edge" which can be found on their website at www.environment-agency.gov.uk

Should you be unable to arrange the work to be carried out for any reason or require assistance please contact the (name) on the number below or email (parish council email)

Your sincerely/faithfully

(Name)
(Designation)