



10 September 2014

"[type name and address]"

Dear "[type name ]"

"[ type letter title]"

Only use this letter when;

- The activity to be undertaken has limited or negligible risk and
- The activity is a one off or is to be completed within an agreed timeframe not greater than 12 months and
- The community group does not employ staff who will work on Public Conservation Land as part of this activity

Use a Community Management Agreement (Minor Activity, Volunteer or Manager Insures) when

- The activity has greater than limited or negligible risk or
- The activity is to be repeated and/or the agreed timeframe is greater than 12 months or
- The community employs staff who will work on Public Conservation Land as part of this activity

Thank you for taking the time to discuss undertaking work with the Department. This letter is to confirm approval for the work as outlined below.

"[outline the work including the following ]"

- Specify location, include grid ref, if possible of the project to be approved.
- Describe the activities being undertaken and any specific approvals required.
- Specify a start and finish date for the project.
- Discuss the relevant operating standards and procedures for the

- project.
- Discuss Health and Safety requirements, identify specific hazards associated with the project and how they will be managed in accordance with a simplified HSE plan for the project refer [docdm-136418](#)

As mentioned, there are a number of operating standards and procedures covering the work undertaken by the Department. I have attached a copy of the operating standards and procedures that apply to the work approved. I have also attached a Health and Safety plan for the project.

Working with individuals and communities is an important part of the Department's work and I would like to personally thank you for your support.

If you have any queries your contact person within the Department for this work is "[ type name ]" and can be contacted at the following phone number "[type phone number ]"

Yours sincerely

"[type your name]"  
"[type your title]"  
"[type your team name]"  
"[type your office]"