

**Letter 3 (failure to comply with section 154 notice)**

Date:  
Our Ref:  
Enqs. To: [Serving officer]  
Tel:  
Fax:  
Email: [Officer's email]

*Name of the person to whom the notice was served*  
*Address line 1*  
*Town/City*  
*County*  
*Postcode*

**IMPORTANT LETTER - PLEASE READ**

**FAILURE TO COMPLY WITH A NOTICE UNDER SECTION 154 OF THE HIGHWAYS ACT 1980**

Under the terms of section 154 of the Highways Act 1980, the Council did serve notice to you on [DATE] to make safe the tree [location] under the Act within 14 days of that Notice.

It has come to my attention that the terms of that Notice has not been complied with and therefore the Council will now exercise its right under clause 4 of section 154 and section 305 of the Highways Act 1980, to enter [Address] and carryout the necessary work to make safe the tree on [DATE – at least 7 days from sending this notice] and recover our costs.

The estimated cost of this work will be £XXX.XX.

**Obstructing the Council or their chosen contractor will result in an application being submitted to a Magistrates Court for an access order to carry out the necessary works. (This application will be made pursuant to section 294 of the Highways Act 1980 which defines when the Council can enter premises).**

If you wish to discuss this please do not hesitate to contact me on the above number.

[Serving Officer]

[Officer designation]

(Authority)