

**Protective Marking Scheme Level 3**

Staffordshire Legal Services  
Staffordshire County Council  
2 Staffordshire Place  
Tipping Street  
Stafford, ST16 2DH

DX 712320 Stafford 5  
Fax No. (01785) 276179  
Please ask for: DocOwnerName  
Telephone: DocOwnerTelephone  
e-mail: DocOwnerEmail

**My Ref:** MatterRef

**Your Ref:**

**Date:**

Dear ,

**LETTER OF CONCERN  
(INDIVIDUAL PREMISES)  
URGENT ACTION REQUIRED**

**RE:**

Business/Premises [Name]  
Health Protection (Coronavirus, Restrictions) (England) (No. 3) Regulations  
2020.

I am writing to notify you that Staffordshire County Council is concerned about the operation of the business/premises set out above. The concern is that the operation of your business is posing a serious and imminent threat to public health.

I am writing to notify you that Staffordshire County Council is considering the issuing of a direction against you which will contain prohibitions, requirements or restrictions which may impact on the continuing operation of your business.

The directions could operate to close your business, restrict entry to your premises or place restrictions on the location of persons within your premises.

There are things that you must do to stop this happening.

Please immediately review your risk assessment and please make immediate changes in relation to the operation of your business. The specific concerns relating to your business are as follows;



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You can find details of guidance and support that may be available to you together with information about with your legal obligations on the Public Health website <https://www.gov.uk/coronavirus>

#### WHAT WILL HAPPEN IF NO CHANGES ARE MADE

If you do nothing, due to the level of concern that is present in relation to the operation of your business, Staffordshire County Council will seek authority to issue a direction against your business within the next seven days.

Staffordshire County Council is required by law to notify you of any direction imposed in writing. We may also publish the notification in such a manner as we consider appropriate to bring the direction to the attention of other persons who may be affected by it.

Staffordshire County Council is required by law to publish any direction made against you on its website. We may also publish the direction made against you in such other manner as we consider appropriate to bring it to the attention of persons who may be affected by the direction.

You should consider taking urgent legal advice upon receipt of this letter. You can find details of lawyers who may be able to assist you in your area on the Law Society Find a Solicitor webpage <https://solicitors.lawsociety.org.uk/>

Yours faithfully, sincerely,