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SUBMISSION REGARDING: [PROJECT/POLICY/STRATEGY NAME]

Date: [DATE]

PERSONAL DETAILS

Name: [YOUR NAME]

Address: [YOUR ADDRESS]

Phone: [YOUR PHONE]

Email: [YOUR EMAIL]

To: [RECEIVING AUTHORITY/DEPARTMENT]

INTRODUCTION

I am making this submission regarding [project/policy name] as [describe your connection to the area/issue - e.g., "a local resident," "someone who regularly cycles through this area," etc.].

MY EXPERIENCE AND PERSPECTIVE

[Share your personal story and experiences relevant to this issue. Be specific about:

- How you currently use the area/facility/service
- What works well or doesn't work well
- How the proposed changes would affect you
- Real examples from your daily life]

SPECIFIC IMPACTS

The [project/proposed changes] would affect me and others in the following ways:

Daily Activities:

[Describe how it would impact regular activities like commuting, shopping, school runs, etc.]

Safety Considerations:

[Detail any safety concerns or improvements]

Community Access:

[Explain impacts on community connection, access to services, etc.]

SUGGESTIONS AND RECOMMENDATIONS

Based on my experience, I recommend:

[List your specific suggestions. Be clear and realistic. Explain why each would help]

SUPPORTING INFORMATION

[If you have relevant data, photos, or documentation, mention them here. This could include:

- Photos showing current conditions

- Maps marking specific locations
- Relevant research or reports

Remember to attach any referenced documents]

CONCLUSION

[Summarise your main points and restate your key requests]

I would appreciate being kept informed about the progress of this matter and am happy to provide additional information if needed.

Regards,
[YOUR NAME]

[SIGNATURE if submitting hard copy]

Attachments: [List any attachments]