[PROMPT: USE WHERE DEVELOPER IS A COMPANY]

[PROMPT: USE WHEN A C2,C3 OR C4 DIVERSION IS REQUESTED AND A S278 AGREEMENT WILL BE PROVIDED AFTER THE QUOTE IS ISSUED.]

[DEVELOPER ADDRESS LINE 1]

[DEVELOPER ADDRESS LINE 2]

[DEVELOPER POSTCODE]

[DATE]

To whom it may concern

**[NAME OF DEVELOPER]**

**[NAME OF RELEVANT COUNCIL/HIGHWAY AUTHOIRTY] (The “Council”)**

**[PROJECT REF.] (The “Project”)**

**[SITE ADDRESS]**

I, [NAME] an [AUTHORISED SIGNATORY/DIRECTOR OF [THE DEVELOPER]] [or] [ NAME OF DEVELOPER], a company registered in [Scotland/ England & Wales], with company number [xxxxxx] hereby give authority to [NAME OF AUTHORISED PARTY, REGISTERED ADDRESS OF AUTHORISED PARTY] to act on our behalf by requesting a quotation for a [C2/C3/C4 DIVERSION] for the purposes of, and in connection with the Project, in advance of the granting of a S278 Agreement between The Council and [NAME OF DEVELOPER] which will be exhibited to the Distribution Network Operator in due course.

Yours faithfully,

[NAME]

[NAME OF DEVELOPER] [or] [AUTHORISED SIGNATORY/DIRECTOR OF [THE DEVELOPER]]