# Suggested format of Licensee Public Response

Licence Register Number X0000 Licensee XXX

**1 Introduction**

This is a response to the EPA Site Visit Report No SVxxxx carried out on [date]. It details the actions that we have taken and works that are currently underway, with anticipated timescales, to address the issues raised in that Site Visit Report.

**2 Table of Actions and Responses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Site Visit Question No. | Associated CI No (if applicable) | Comment e.g. State action required and your response | Progress Status / % complete | Completion expected by |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

(*add more rows as necessary*)

**3 Concluding Remarks**

As detailed in this report, the corrective actions prescribed in Site Visit Report No SVxxxx have been partially / substantially completed; full completion will be achieved by the end of mm yyyy.