

*Date*

City of Rockingham  
PO Box 2142  
ROCKINGHAM DC WA 6967

Email: [customer@rockingham.wa.gov.au](mailto:customer@rockingham.wa.gov.au)

Attention: Statutory Planning Services

**Change to business operations for <insert Name and Location of Business>  
(e.g. Coles, Fitzgerald Street, North Perth)**

We are writing to advise you that we have had to adapt our business operations in response to the COVID-19 Pandemic and we are now [solely providing takeaway and deliveries- amend as required].

We are able to do this temporarily, under clause 6.1 of a Notice of Exemption from Planning Requirements During a State of Emergency.

This Notice was issued by the Minister for Planning under clause 78H of the *Planning and Development (Local Planning Schemes) Regulations, 2015* on 8 April 2020. This temporary exemption will apply during the State of Emergency and up to 90 days after it ends.

We hope you are supportive of our endeavours to adapt and continue to operate during this difficult time

If you have any questions, please contact <insert contact name and number>.

Yours sincerely,

<insert signature>

*Name*