

*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 *Loading/Unloading/Refilling times for <insert Name and Location of Business> (e.g. Coles, Fitzgerald Street, North Perth)***

We are writing to advise you that the *loading and unloading times/refilling of fuel* for our business will take place outside the usual times in response to the COVID-19 Pandemic and current State of Emergency.

Ordinarily *loading and unloading of stock/refilling of fuel* occurs between the hours of *<insert times of condition>*, which is a condition of our development approval.

To ensure that essential items are available to meet the current demand and respond to the current State of Emergency, we are temporarily exempt from complying with this condition under 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. The exemption will apply during the State of Emergency and for up to 90 days after it ends.

We apologise for any inconvenience this may cause but hope you understand the need for these changes to ensure the supply of essential items is maintained during this current crisis.

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

Yours sincerely,

*<insert signature>*

*Name*