

Date

City of Rockingham
PO Box 2142
ROCKINGHAM DC WA 6967

Email: customer@rockingham.wa.gov.au

Attention: Statutory Planning Services

<insert Name and Location of Business> (e.g. Coles, Fitzgerald Street, North Perth) is now Open for Business

We are writing to inform you that our business has recently opened. *Insert business details including what services are offered.* These activities qualify as a “*insert use type (e.g. restaurant)*”.

We are able temporarily to operate without development approval, under clause (*insert relevant clause number from Notice*) 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 Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations, 2015* on 8 April 2020.

This temporary exemption will last for the duration of the current State of Emergency and up to 90 days after it ends. (*Insert expiry time as per notice*). Before the exemption expires, we will need to obtain development approval if we wish to continue to operate.

We hope we can count on your support. If you have any queries, please contact *<insert contact name and number>*.

Yours sincerely,

<insert signature>

Name