

Date

Attention: Statutory Planning Services
City of Rockingham
PO Box 2142
ROCKINGHAM DC WA 6967

Email: customer@rockingham.wa.gov.au

Dear Sir/Madam

<Insert Name and Location of Home Office> **(e.g. CC's Bookkeeping, Fitzgerald Street, North Perth) is now open for Business.**

I am writing to inform you that my Home Office has commenced operating. *Insert Home Office business details including what services are offered.* These activities qualify as a "Home Office".

I confirm that the Home Office is carried out solely by myself and within the dwelling that I reside. No clients or customers are travelling to or from the dwelling. There are no advertising signs on the premises and no external changes to the appearance of the dwelling are required.

If Applicable, otherwise delete- *The Home Office is associated with a mobile business that I operate and all activities associated with the administration of the mobile business (such as bookwork, telephone etc) is conducted solely by myself at the dwelling. No maintenance of equipment associated with the mobile business is conducted within the dwelling or on the premises. I confirm that all relevant mobile business permits have been obtained from the City as required.*

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

Yours sincerely,

<insert signature>

Insert Name of Home Office operator