

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 Office> **(e.g. Sally's Dental Practice, Fitzgerald Street, North Perth) is now open for Business**

We are writing to inform you that our business has commenced operating. *Insert details including what services are offered.* These activities qualify as an Office.

We confirm that the Office is:

- Located within a Commercial, City Centre or Mixed Use zone; and
- That no new permanent buildings or structures are proposed; and
- Not located on the ground floor of a building.

Please find attached a floor plan of the premises confirming the above.

We are seeking to operate without development approval under Part 7, clause 61(3) of the *Planning and Development (Local Planning Scheme) Regulations 2015*.

We acknowledge that this exemption does not alleviate the need to obtain any further approvals, permits or licences as required, such as building permits or health and food approvals.

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