

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 Private Recreation> **(e.g. TJ's PT, 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 a Private Recreation.

We confirm that the Private Recreation is:

- Located within a Commercial, City Centre, Mixed Use or Light Industry zone; and
- That no new permanent buildings or structures are proposed; and
- The net lettable area of any indoor area does not exceed 300m²; and
- No more than 60% of the glass surface of any window on the ground floor of the building is obscured glass; and
- Signage complies with the requirements of *Planning Policy 3.3.1 – Control of Advertisements*, including any changes to existing signage. The changes do not alter the size or location of the existing sign or result in the sign containing any illumination, animation, movement or reflective, retro-reflective or fluorescent materials.

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