

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 Shop/Convenience Store> **(e.g. JJ's Convenience Store, 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 "*insert use Shop or Convenience Store*".

We confirm that the Shop/Convenience Store is:

- Located within a Commercial, City Centre or Mixed Use zone; and
- That no new permanent buildings or structures are proposed; and
- The net lettable area does not exceed 300m²; and
- Not used for the sale of petroleum products or liquor.

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