

Example Notification Letter

Letter to be on your
company's letterhead



Date

The Owner/Occupier

St Kilda Town Hall
99a Carlisle Street
St Kilda
Victoria 3182

www.portphillip.vic.gov.au

ASSIST Customer Service
☎ 9209 6777

Dear Resident,

Notification letter of upcoming works/road closure/ out of hours at (insert site address).

Summary
of works

We wish to inform you that we will be conducting works outside 7 Fritter Place, South Melbourne including a partial closure of lane R33412 (refer to traffic management plan attached).

Date and
times of works

These works will be conducted on the **8 January 2020** during the hours of 9am and 4pm. Should we not be able to proceed on this day due to unforeseen circumstances, works will occur on the 9 January 2020 or 10 January 2020.

Site
management

Local access for vehicles and pedestrians will be provided at all times and a traffic controller on site to safely assist pedestrians around the work site.

Contact details

We thank you in advance for your patience while we conduct these works. Our site Manager and Coordinator Bob the Builder can be contacted directly on 0422 222 222 should you have concerns or require assistance on the day.

Yours sincerely,

Site Manager – Bob the Builder
Bob the Builder
0422 222 222

Attach: Please see overleaf for attached plan

Further notes to assist with notification letter:

TMP to be provided where possible

This notification letter must be delivered 2 clear business days before you conduct the works and a copy of final notification provided to Council. This does not include the day you drop the letter

Letter can only include x2 contingency dates for works after the original planned date

If you need further assistance with this letter, please contact the Development Permits team on 9209 6216