

## NOTICE OF INTENTION TO COMMENCE WORK

Dear Neighbour,

This letter is to formally advise you that, I/we the owner/s of;

SITE DETAILS			
Unit No.		House No.	
Street			
Suburb			

will be proceeding with the following proposed works:

APPROVED DEVELOPMENT			
Description of Work			
Consent Authority			
Consent Reference Number		Date Issued	
Date Work is to Commence			

BUILDER DETAILS	
Builders Name	
Builders Contact Number	
Licence Number	

I/we will be at the site regularly during construction, so please feel free to call me/us if you have any issues with the tradesman/ site works or even if it's just for a friendly chat. I/we will be doing my/our best to make the construction impact as low as possible.

Your Neighbour/s

<b>Owners Name/s</b>	
<b>Contact Number/s</b>	
<b>Date</b>	