**NOTICE TO NEIGHBOURS – DEMOLITION / BUILDING WORK ABOUT TO COMMENCE**

under clause 136AB of the *Environmental Planning and Assessment Regulation 2000*

[Date]

Dear neighbour

Following the approval of my/our complying development application to

* demolish the existing dwelling (or state which other building) (and include new development if also proposed)
* build a new single/two storey dwelling house
* build a single/two storey addition to the existing dwelling house
* build a new secondary dwelling
* build a new group home
* build a new commercial/industrial building
* build an addition to the existing commercial/industrial building

for my/our property at [address], I am writing to advise you that I/we expect work to begin on [date to be no less than 7 days from the date of the notice – 2 days in residential release areas].

Hopefully, you are already aware of these building works following advice of our project sent to all of our neighbours. However, if you do wish to view the building plans, please contact me. Alternatively, the approved complying development certificate (CDC) plans and specifications can be seen at the Council’s offices free of charge during their normal office hours.

The details of the approved CDC are provided below. Contact details of the Principal Certifying Authority and the principle contractor on site are also provide should you have any concerns about work taking place on my property.

Yours sincerely,

**applicant’s name:**

**applicant’s contact details:**

**property address:**

**local government area:**

**cdc reference number:**

**issued by certifying authority:**

**date of certificate issue:**

|  |  |
| --- | --- |
| Details of Principal Certifying Authority | Details of the principle contractor on site |
| Name: | Name: |
| Address: | Address: |
| Contact number: | Contact number: |
| Contact email: | Contact email: |
| ABN: | ABN: |