Reference Code

Notification date

General Manager

Council name

Council Street Address

Suburb NSW 2XXX

Dear Council officer [if known], Sir or Madam,

**Re: Proposed project at location, Plan No. plan number– consultation under the *Electricity Supply Act 1995* and *State Environmental Planning Policy (Transport and Infrastructure) 2021***

I am writing to provide formal notification to Council with the opportunity to review and make a submission in relation to a proposal to [add a brief project description] at location**,** as required by the *Electricity Supply Act 1995* and the *State Environmental Planning Policy (Transport and Infrastructure) 2021.*

[OPTIONAL] Attached are the following for your information:

1. One (1) copy, plans size A3 / A4,
2. One (1) copy, DRAFT Review of Environmental factors (REF) / or full project description

The attached concept plan illustrates the proposed [insert project description].

The proposal is to [expanded project description. Indicate briefly where applicable]:

* [add what is proposed
* add project justification eg customer request, growth in demand, new development or redevelopment, network improvement, increase supply reliability etc
* add project location or any route options or site preferences
* add whether part of a larger strategy
* add community benefits eg maintain reliability of supply to local area or region, support economic growth of the area, support business expansion, support revitalisation of area etc
* add proposed estimated timing to commence and finish work eg commencing in 2 months and due to commence operation 6 months later
* add any proposed community consultation process eg advertising in local media, letter box drops, public meetings etc]

An environmental assessment will be undertaken or this project to meet the requirements of the *Environmental Planning and Assessment Act 1979*. Therefore, in addition to any submission, can you please advise of any information that Council has which will assist us in considering all relevant issues and adequately assessing the environmental impacts. Such information could include:

* specific zoning and consent requirements
* approved surrounding land uses
* any known environmental restrictions (eg environmental protection area etc)
* threatened or endangered flora or fauna species
* fire prone land
* stormwater
* Council’s infrastructure
* locally rare or protected flora or fauna or areas of critical habitat
* wetlands or flood prone areas
* land contamination, potential or actual acid sulphate soils, soil instability or subsidence
* heritage items or relics, including Aboriginal heritage and sites
* site access, traffic or parking restrictions
* adjacent sensitive sites
* potential community concerns of which Council may be aware
* other nearby development proposals likely to impact upon the proposal
* [add other project or site specific issues which are relevant]
* any other items that Council considers relevant.

The proposed activities will have environmental management safeguards to a suitable standard implemented in accordance with the assessment.

Submissions and information for this project will be considered if received within 40 days of the date of this letter. Submissions and information may be sent via e-mail (email@company.com.au) or facsimile ( number) or posted to [postal address].

If no written correspondence is received by XX/XX/XX we will consider that Council does not wish to lodge a submission and we will proceed to schedule work after this date.

Please contact me if you would like to discuss this matter on [phone number].

Yours sincerely,

[Your name

Title

Company]

ATTACHMENT: Site concept plan [remember to include a copy in A3]

[DELETE OR UPDATE ALL GREY TEXT PRIOR TO FINALISING

You can calculate the 40 day period here > [www.timeanddate.com/date/dateadd.html](http://www.timeanddate.com/date/dateadd.html)]