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| Your Ref |  |
| Our Ref | [OFF\_INI]/[DOCUMENT reference]/[document type].[document year].[document number].[document part]/CS12- |
| ENQUIRIES | Health Services (08) 9071 0676 |
| DATE | 30 October 2024 |



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Dear Sir / Madam

ADJOINING LAND OWNER notification ASSOCIATED WITH PROPOSED temporary accommodation ON LOT {{[property title FIELD 1],”uppercase”}} {{[property address npc],”uppercase”}}

The Shire of Esperance is currently in receipt of an Application for Temporary Accommodation on Lot {{[property title field 1],”titlecase”}} {{[property address npc],”titlecase”}}.

In accordance with the Council Policy for Temporary Accommodation, applications for Temporary Accommodation require the exercise of discretion by the Shire and due to potential adverse impact, shall be referred to adjoining landowners for comment.

Therefore, as an adjoining landowner, the proposal is being referred for your consideration and your comments are invited. In relation to comments on the application, these should be in the form of written support (non-objection) or objection to the proposal. Should you wish to object to the proposal, a written submission is required to be lodged and should include all reasons for the objection. While all comments relating to a proposal are considered in the final determination of an application, and a submission objecting to a proposal may be lodged, you are advised that there is no obligation from the Shire of Esperance to refuse such a proposal based on this alone.

Please note that all submissions lodged may be referred to the applicant to provide them with an opportunity to address the issues raised in the first instance (NB: names and contact details are removed from submissions at this point in time). Should the application be referred to Council for determination, all submissions will be made publicly available at that time, including submitter details.

Should you wish to view the proposed plans, details of the proposal are available for inspection (free of charge) at the Shire of Esperance Administration Offices located on Windich Street, Esperance. Office hours are 8.30am – 4.45pm Mon, Tues, Thur & Fri and 9.30am – 4.45pm Wed. Comments on the proposal may be submitted to [health@esperance.wa.gov.au](mailto:health@esperance.wa.gov.au), on or before close of business on **<<insert closing date for submissions>>.**

Should you require any further information, please contact the undersigned on (08) 9071 0676.

Yours faithfully

[document officer given name] [document officer surname]

**[document officer position]**