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We refer to the above property (the property). Council is of the opinion that there may be development such as dwelling/s on the property that are not permissible or have not been constructed in accordance with a development consent issued by Council. This development may therefore be unlawful.

As the owner of the Property, the obligation is on you to legalise any unlawful development. To do this you need to obtain retrospective development consent or remove any unlawful constructions. Construction/s require approval in accordance with the NSW *Environmental Planning and Assessment Act 1979*: You may also have information that may assist Council in determining the lawfulness or otherwise of dwellings or activities on your property.

Council is required to ensure that the relevant statutory requirements protect the interest of the community at large. This includes a duty of care to regulate and enforce compliance with NSW Government legislative provisions across a variety of Acts and Regulations.

We are seeking your cooperation in attending to any potential unlawful development at the propertias soon as possible. Our officers (listed below) can provide you with the information you will need to go about this.

Please note that in circumstances where it is not possible to legalise the unlawful development, you may be required to remove the development. Council will endeavour to assist you with rectifying the non-compliance matters. Fines may be issued for proven unlawful development and prosecution through the court may be used if required.

Our officers can be contacted during business hours to assist for:

- development applications and consent matters please contact Deb Abbott on 4474 1231
- unlawful development and potential legal action please contact Chris Clancy 4474 1310.

Yours sincerely

1/3/16 Spoke to

Chris & Mark

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