

[LETTERHEAD OF APPLICANT]

DATE

Our ref:

Ben Taylor
Chief Executive Officer
Wollondilly Shire Council
62-64 Menangle Street
PICTON NSW 2571

//Insert Delivery Method//

Dear Ben,

Proposed Voluntary Planning Agreement between //Insert Council ##NODATA##// and ##NODATA## //Insert Name// relating to the //Insert Details//

- 1 //Insert Name##NODATA## is the applicant in relation to DA No. //Insert Details// lodged with the Council on //Insert Date//.
- 2 The applicant offers to enter into the **attached** draft planning agreement with the Council under section 7.4 of the *Environmental Planning and Assessment Act 1979* if the **Council** grants consent to the **development application** referred to above and imposes a condition under s7.7(3) of that Act requiring the planning agreement to be entered into.

Yours faithfully,

//Insert Signoff//