Reference Code

Notification date

Dear Resident,

**Re: Upgrade work in [location]**

We are planning to install a new pole mounted substation on/near X.

This proposed pole mounted substation is an essential piece of electrical infrastructure. We will install a new pole and attach the substation, which will have the following approximate dimensions: 1.6m width x 1.2m depth x 1.2m height. Pole mounted substations need to be central to the electrical load they will serve in order to provide quality power to where it is needed. Please refer to the diagram on the attached page for more detail on the proposed location.

**Council notification**

We have notified [or are] consulted[ing] with X Council regarding the proposed location of this pole mounted substation.

**Environmental considerations**

Minimising the impact our works have on the environment is of paramount importance to us. These proposed works will be assessed under Part 5 of the *Environmental Planning and Assessment Act 1979* and every effort will be made to minimise disruption to the community.

**Construction works and timing**

Once the location has been confirmed, we will commence site preparation activities, followed by placement of the pole and associated equipment. This includes excavation where necessary, soil removal, erection of the pole and attachment of the substation and associated equipment. We anticipate work to begin around [date] and further notification will be provided to affected residents before works commence.

**Comments welcome**

Under the State Environmental Planning Policy (Infrastructure) 2007, we welcome written comments on this proposal within 21 days from the receipt of this letter, on XX/XX/XX [make this 23 days from letter date]. Please send these to [postal address] or via email to [email@company.com.au].

Your feedback is important to us and all comments will be carefully considered before a final decision is made. If no feedback is received we will proceed with the proposed design and the construction phase will begin in due course.

Should you have any questions in relation to the proposed works, please contact call [phone number].

[Your name

Title

Company]

[DELETE OR UPDATE ALL GREY TEXT PRIOR TO FINALISING

Try to keep to one page if possible

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