Reference Code

Notification date

General Manager

Office of Environment and Heritage / Marine Parks Authority / Sydney Harbour Foreshore Authority / Roads and Maritime Services / NSW Rural Fire Service

Street Address

Suburb NSW 2XXX

Dear Officer [if known], Sir or Madam,

**Re: Proposed Ausgrid Project at location, Plan No. plan number – consultation under the *State Environmental Planning Policy (Transport and Infrastructure) 2021*.**

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

Enclosed is the following for your information:

* one (1) copy, plans size A3
* a full project description.

### Study area

[Describe the project location, surrounding land use, area that will be assessed with specialist studies and the area of impact. Insert figure showing proposal, and the location.]

### The proposal

[Describe what is proposed.]

### Background and need

[Explain the project justification such as customer request, growth in demand, new development or redevelopment, network improvement, increase supply reliability etc.

Explain whether the proposal is part of a larger strategy.]

### Proposal alternatives

[List the other route / site options that have been considered or that are under investigation.]

### Project justification

[Explain the community benefits such as maintain reliability of supply to local area or region, support economic growth of the area, support business expansion, support revitalisation of area etc.]

### Proposed timing

[Detail the estimated timing to commence and finish the proposal.]

Work is expected to commence in Month 201X and would take approximately X months to complete. Generally work hours would be between 7am and 6pm Monday to Friday and 8am and 1pm on Saturday.

### Council notification

Ausgrid [has notified] or [is consulting] with X Council regarding the proposed location of this project.

### Environmental assessment

Minimising the impact our works have on the environment is of paramount importance to Ausgrid. 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.

### Submissions

Under the *State Environmental Planning Policy (Transport and Infrastructure) 2021*, Ausgrid welcomes 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 Ausgrid [postal address] or via email (email@ausgrid.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 (02) [phone number].

Yours sincerely,

Your name

Title

Ausgrid

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

[DELETE OR UPDATE ALL GREY TEXT PRIOR TO FINALISING

You can calculate the 23 day period here > [www.timeanddate.com/date/dateadd.html](http://www.timeanddate.com/date/dateadd.html)]