*[insert date of letter]*

Mr /Ms/Mrs *[insert name of Chief Executive]*

Chief Executive

*[insert name of Council or Joint Planning Board]*

*[insert postal address]*

*[insert email address]*

Dear *[insert name of Chief Executive]*

**Preliminary Consultation by *[insert name of Private Proponent]* on the *[insert name of Code Amendment]***

*[Insert name of Private Proponent]* is seeking to lodge the *[insert name of Code Amendment]* (the Code Amendment) for approval to initiate the Code Amendment by the Minister for Planning and Local Government under the *Planning, Development and Infrastructure Act 2016* (the Act).

Under Practice Direction 2 – Preparation and Amendment of Designated Instruments, *[Insert name of Private Proponent]* is required to undertake preliminary consultation with the *[Chief Executive Officer of the Council / Joint Planning Board]* on the Code Amendment, and must also provide details of matters raised as a result of that preliminary consultation as part of its Proposal to Initiate the Code Amendment.

The purpose of this preliminary consultation is to determine whether there are any additional investigations or local [or regional] matters that should be addressed or considered in the Proposal to Initiate the Code Amendment.

The draft Code Amendment and preliminary supporting information is ***attached*** for the information of the *[Council/Joint Planning Board]*.Please provide any comments on the proposed Code Amendment by 5:00pm on *[insert date of close of preliminary consultation]* either by email to *[insert email address for receipt of response]* or by post to *[insert postal address for receipt of response]*.

Please be aware that, should the Code Amendment be initiated, further formal consultation will be required with the *[Council/Joint Planning Board]* as required by the Community Engagement Charter under the Act.

Should you have any questions regarding the proposed Code Amendment, please contact:

*[insert Private Proponent contact name]*

*[insert Private Proponent contact phone number]*

*[insert Private Proponent contact email address]*

Kind Regards,

*[insert name of Private Proponent]*