*[insert date of letter]*

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

Chief Executive

*[insert name of Government Agency]*

*[insert postal address]*

*[insert email address]*

Dear *[insert name of Chief Executive]*

**Consultation by *[insert name of Designated Entity]* on the *[insert name of Code Amendment]***

*[Insert name of Designated Entity]* has now released the *[insert name of Code Amendment]* for consultation as required under the *Planning, Development and Infrastructure Act 2016* (the Act). Consultation will take place in accordance with the Engagement Plan prepared by *[insert name of Designated Entity]* and as required by the Community Engagement Charter under the Act.

A copy of the *[Engagement Plan and the]* Community Engagement Charter can be found at the below link/s:

* [plan.sa.gov.au/en/charter](http://www.plan.sa.gov.au/en/charter).
* *[Drafting note: a link to the Engagement Plan should also be included, if the Engagement Plan has been published by the Designated Entity]*

The draft Code Amendment and supporting information can be viewed at [plan.sa.gov.au/en/codeamendments](https://plan.sa.gov.au/en/codeamendments) *[or insert additional proponent website]*

As provided in the approved Proposal to Initiate the Code Amendment, your agency has *[insert number of weeks]* to provide comments on the Code Amendment. As a result, please provide any comments by *[insert time if desired]* on *[insert date of close of consultation]* either through the PlanSA portal (link above) or by email to *[insert email address for receipt of submissions]* or by post to *[insert postal address for receipt of submissions].*

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

*[insert Designated Entity contact name]*

*[insert Designated Entity contact phone number]*

*[insert Designated Entity contact email address]*

Kind Regards,

*[insert name of Designated Entity]*