**Example Letter for consultation with Residents/ Businesses:**

 <insert your logo>

<insert your contact details>

<Insert Date>

Dear Resident/Business,

I am writing to advise you of an <**activity/event**> that will be taking place at **<insert Location>** <**on/between**> **<insert date(s)>**. The nature of the proposed activity is **<insert type>** (e.g. construction noise etc) and it is expected that this may generate **<insert nuisance>** (e.g. noise, dust, smoke etc) in your area.

The reason(s) the activity is required to be undertaken in this way <**is/are**> <**insert reason(s)**>.

For this reason, I have sought an exemption from the City of Adelaide under the *Local Nuisance and Litter Control Act 2016*, and I have provided them with a site nuisance management plan which includes the following measures <**insert list of measures**>. It is intended these measures will ensure that this activity has minimal impact on you and other surrounding residents and businesses.

The activity is proposed to start at **<insert start>** and finish at **<finish time>.** If you have any queries in the lead up to this <**activity/event**>, or have any feedback for us during or after, please don’t hesitate to contact me directly on the following:

**Telephone: <insert phone/ mobile>**

**Email: <insert email>**

Thank you in advance for your understanding as we complete this activity.

Yours sincerely

**<insert name>**

**<insert company>**