



Local Nuisance Exemption - Supporting Information

Example Letter in consultation with Residents/Businesses:

The following letter can be used as a guide as to what to include in your advice to potentially affected residents and businesses.

<Insert Date>

Dear Residents & Businesses

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>** (ie construction noise or concert etc) and it is expected that this may generate **<insert nuisance>** (ie noise, dust, smoke etc) in your area.

For this reason I have sought an exemption from the City of Charles Sturt 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 measures>**. I hope these measure 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 time>**. If you have any queries in the lead up to the activity/event, or have any feedback for us during or after, please don't hesitate to contact me on the following:

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

Email: **<insert email>**

Alternatively, you can contact the City of Charles Sturt on 8408 1111 regarding the approval of this activity.

Yours sincerely

<insert name>

<insert company>

Example Complaint Register:

The following can be used as a template to establish a complaints register to record details of any complaints or concerns raised in relation to the activity.

Complaint One:

Time Received: _____

Received From: _____

Address: _____

Phone No: _____

Nature of complaint: _____

Response from event organiser: _____

City of Charles Sturt Notified: Yes No

Complaint Two:

Time Received: _____

Received From: _____

Address: _____

Phone No: _____

Nature of complaint: _____

Response from event organiser: _____

City of Charles Sturt Notified: Yes No
