

**OUR REF:** MCUC2145\_2017 (820924)

11 July 2017

B Wallace  
11-13 Nancy Close  
Oak Beach 4877

Attention: Benjamin Wallace

Dear Sir

**INFORMATION REQUEST FOR  
MATERIAL CHANGE OF USE (HOME BASED BUSINESS)  
11-13 NANCY CLOSE, OAK BEACH**

After a preliminary examination of the above application, the following information is required in order to complete an assessment of the proposal:

1. Provide a site plan drawn to an appropriate scale inclusive of the property boundaries. All infrastructure developed on site, car parking and access established on site, the proposed outdoor area for cooking classes and any other relevant information must be included on this plan.
2. Provide a layout plan of the house indicating which room the proposal will utilise. This should be drawn to scale and include all other rooms within that relevant level of the house.
3. Detail the days of the week proposed for the operation of the home based business.

If required, Council is willing to convene a meeting to discuss the above information request.

As an applicant, your responsibilities in regard to the information request are outlined in section 278 of the *Sustainable Planning Act 2009*, which is attached for your information.

Please note that the information response to Council should include two (2) complete copies of the response and if plans form part of the response then two (2) sets of such plans at scale should also be provided.

Should you require any further information or assistance, please contact Daniel Lamond of Development Assessment and Coordination on telephone number 07 4099 9456.

Yours faithfully

Paul Hoyer  
Manager Sustainable Communities

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