



WILLOUGHBY
CITY COUNCIL

City of Diversity

ENVIRONMENTAL SERVICES DIVISION

23 October 2009

Dear Sir/Madam,

Application No.: DA-2007/525
Address: 57 Strathallen Avenue, NORTHBRIDGE NSW 2063.
Proposal: Alterations and additions to existing hotel and use of areas and operating details.

You made a submission to Council on the above application. In accordance with Council's policy, this application is to be decided by the local Ward Councillors.

Council Officers have considered the application and the relevant Council planning instruments and prepared a report and recommendation to the Ward Councillors.

A copy of the report and recommendation is attached along with a reduced set of plans on which the report is based.

Councils procedure for determination of this application is for:

1. A copy of the report and recommendation to be sent to the applicant and correspondents who made a submission on the application as well as to the Ward Councillors.
2. The applicant, correspondents or Ward Councillors may request a meeting at which the Ward Councillors can hear from the parties and, if appropriate, inspect the application site before they make a decision.
3. If a request for a meeting is not made then the Ward Councillors will determine the application in accordance with the report recommendation.
4. You do not have to request a meeting if the proposal and the Officers recommendation with the proposed conditions are acceptable to you.
5. If you would like a Ward Councillor's meeting to be held, you must contact Council's Administrative Services Manager to request a meeting. The request must be in writing by e-mail, facsimile or letter to reach him within 5 working days of the date of this letter.

Reference: Mr Jeff Knight
Phone: 9777 1020

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Willoughby City Council
31 Victor Street
Chatswood NSW 2067

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Willoughby City Council

The contact details are provided at the bottom of this letter. **It is essential that the contact in writing occurs within 5 working days of the date at the top of this letter.**

6. If a meeting is requested then you will be contacted by a Council Officer to notify you of the date, time and location of the meeting (it is usually held at the application site).
7. If a meeting request is not received within 5 working days, then the application will be determined in accordance with the Officer's report recommendation.

Please note that this letter is not an opportunity to make a further submission on the application or for the contents of the report or recommendation to be reviewed by Council Officers.

If you have any queries regarding this letter, or the meeting procedure, please telephone Council's Administrative Services Manager, Mr Jeff Knight on 9777 1020.

Yours faithfully,

Greg Woodhams
ENVIRONMENTAL SERVICES DIRECTOR

(Computer generated copy – No signature required)

Contact details to request a Ward Councillors Meeting:

1. E-mail: replynotifications@willoughby.nsw.gov.au
2. Mail Address: Mr Jeff Knight
Administrative Services Manager
Willoughby City Council
PO Box 57
CHATSWOOD NSW 2067
3. Facsimile: Mr Jeff Knight
Administrative Services Manager
Fax No: 9411 8309