

*(Sometimes a developer needs to look at constructing water or wastewater pipes across a neighbouring property so their development can be serviced. This shell letter helps Developers prepare letters to owners and tenants of those neighbouring properties when they need to get permission to enter their property. The Developer must negotiate all the issues with the affected property owner/tenant and follow and use our policy, guidelines, procedures and forms. Delete header and footer.)*

***(Developer's agent letterhead)***

*(Date – day/month/year)*

Reference:

*(Name & address - affected property owner/tenant:*

*Name*

*Street*

*Suburb STATE Postcode)*

Dear Mr/Ms/Sir/Madam, *(adjust to suit)*

**Re: Property to be developed:**

.....

**Property to be affected:**

.....

We act on behalf of *(name)* owner of development property *(address)*. As you may be aware this property is proposed to be developed *(brief description of development)*. It is necessary that a suitable wastewater service is provided.

My company has investigated all possibilities for providing an adequate wastewater service, which has included *(briefly explain design alternative)*. However, the most feasible design is to *(explain preferred design and why it is necessary to come through their property)*.

Attached is a plan of works and a Permission to Enter form covering possible conditions of entry and construction. Sydney Water requires us to negotiate using this form to protect your rights and interests. Accordingly, we need to negotiate these conditions with you, although some matters listed may not be relevant to your property. It will therefore be necessary for *(developer's agent)* to discuss these entry conditions with you. Please contact *(name)* on telephone *(phone number)* or email *(email address)* or fax *(fax number)* to arrange a mutually convenient time to negotiate conditions for construction.

Yours sincerely

*(Name)*