

22nd November 2009

**Urban Approvals Closing For Christmas
relocation**



and office

The office of Urban Approvals Pty Ltd will be closed for Christmas from Wednesday 16th December 2009 until Monday 18th January 2010

If you are awaiting any certificates or inspections prior to Christmas, please provide all outstanding information **as soon as possible** to enable the collection of certificates or the attendance of inspections prior to the **16th of December 09**. If we can be of any assistance with clarifying additional information requirements please contact our office on 1300 30 44 20.

Please note, we will be unable to access our telephone message bank, website or email during our absence so please do not expect the return of telephone calls during the above dates, all messages will be returned **after the 18th January 2010**. Please note; any inspections lodged via the internet will not be received during our absence.

Also, just a reminder, we are relocating our office during the Christmas break. On our return our new office location will be:

Unit 1/ 20-21 Lambridge Place Penrith 2750

**Our postal address remains the same PO Box 7250,
South Penrith LPO 2750**

If you usually drop in or courier information to our office please update our records on your database otherwise all phone, fax, email and postal details remain exactly the same.

Lastly, we would like to wish you, your staff and your family a very safe and happy Christmas with a prosperous 2010, and to thank you for your support during 2009.

Kind regards,

Warrick Norris & Staff

