

20th November 2008

Dear Valued Client,



RE: Urban Approvals Closing For Christmas

The office of Urban Approvals Pty Ltd will be closed for Christmas from Wednesday 17th December 2008 until Tuesday 13th January 2009 (short days and minimal staff until the 19th January 2009).

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 17th of December. 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 13th January 2008. **Please note; any inspections lodged via the Internet will not be received during our absence.**

Also, just a reminder that our postal address has changed to:

PO Box 7250
South Penrith LPO 2750

Our office address remains: Unit 27, 42-44 Abel Street South Penrith. (please do not post plans to the Abel St address in our absence, anything posted to the PO Box will be collected on the 13th of January 09)

Lastly, we would like to wish you, your staff and your family a safe and happy Christmas with a prosperous 2009, and to thank you for your support during 2008.

Kind regards,

Warrick Norris & Staff

