**NOTIFICATION LETTER EXAMPLE**

*The following letter is an example only. The initial letter must include:*

* *The name, date and location of the event;*
* *The expected number of participants;*
* *Activities being conducted as part of the event;*
* *Likely disruptions to residents and business with respect to noise, transport and road closures;*
* *A contact number (before and during the event) for further information or queries*

*Your first notification letter must be written as a ‘proposal’ (keeping in mind that your event has not been approved by Council) and a draft submitted to the Events Team approval before distribution.*

*A follow up notification letter will also need to be sent one week prior to the event start date once an Event Permit has been issued.*

*The Events Team can assist you to identify the stakeholders to be included in your distribution.*

**NOTIFICATION OF PROPOSED EVENT**

Dear Resident/Business Owner,

This letter is to notify you that <**ORGANISER>** is proposing to hold an event at **<LOCATION/S>** on **<DATE>**.

**EVENT DETAILS:**

**<DAY>, <DATE>**

1. **<START TIME> to <FINISH TIME>** (also include details of set up and pack down timing)
2. **<BRIEF DESCRIPTION OF EVENT ACTIVITIES>**
3. **<EXPECTED ATTENDANCE NUMBERS>**
4. **<LIST STREETS, PARK or LOCATIONS AFFECTED>** and <**HOW THEY WILL BE AFFECTED>**

An application for an event permit has been submitted with the Wollongong City Council and we will conduct the event in accordance with the terms and conditions requested by the Council.

We appreciate the support of the public in ensuring that our event is a success, and every effort will be made to minimise any inconvenience.

Should you have any questions or require more information please don’t hesitate to contact our event manager, **<NAME>** on **<MOBILE NUMBER>.**

Yours Sincerely

**<NAME>**

**EVENT MANAGER**