



130 Lonsdale Street
Melbourne VIC 3000
Telephone: (03) 9116 1956
www.victas.uca.org.au

Date: _____(insert)

Planning Department

_____ (insert Local Council)

_____ (insert Local Council address)

To whom it may concern

**Re: Occupancy Permit for building/s or building upgrades constructed after 1 July 1994 at
(insert address of building)** _____

I write on behalf of The Uniting Church in Australia Property Trust (Victoria), the legal owner of the above-mentioned property.

I hereby authorise _____ (insert Church Council Representative Name)
of _____ (insert congregation)
to obtain a copy of the Occupancy Permit from Council's records regarding the above-mentioned property.

If you have any questions please contact Siobhan Reed on (03) 9116 1956 or via email to Siobhan.Reed@victas.uca.org.au

Yours sincerely

Rod Skilbeck
Synod Property Trust Secretary
Authorised signatory for The Uniting Church in Australia Property Trust (Victoria)

