

Date:

Dear Property Owner / Lessee

**PROPERTY DESCRIPTION (INSERT): STREET ADDRESS (INSERT): MUNICIPAL FILE REFERENCE NUMBER (INSERT - SEE NOTIFICATION LETTER): NOTICE OF APPEAL AGAINST CHANGE OF USE / SUBDIVISION / CONSOLIDATION / ETC (STATE CORRECT APPLICATION TYPE): PROPOSED (GIVE A SHORT DESCRIPTION)**

As property owner / lessee in the vicinity of the application property you are herewith informed that the following has been approved on Erf Number (insert): Street Address (insert):

The proposed development of (give a detailed description of what the approval entails).

For ease of reference attached is a locality plan and the proposed development plan/s.

Your attention is drawn to your right of appeal against the decision made until (use specific date).

The relevant appeal procedures and full details of the approval can be obtained from (state relevant municipal official) at telephone number (state relevant officials telephone number), or e-mail address (state relevant officials e-mail, address).

Your appeal must be addressed to the City Manager and can be submitted via one of the following three options:

- Posted to PO Box 1, Paarl, 7622;
- Hand delivered at the Paarl Civic Centre, Berg River Boulevard, Paarl; or
- E-mailed to [customercare@drakenstein.gov.za](mailto:customercare@drakenstein.gov.za).

Please use the heading of this letter as the heading of your appeal documentation.

If you are not the property owner, kindly convey this letter to the property owner as expeditiously as possible.

This letter may be ignored if you do not wish to exercise your right of appeal.

**OOK IN AFRIKAANS**