

1 February 2006

Ms Carol Voss
44 Wurringulla Avenue
ELVINA BAY NSW 2105

2004/0923 CC2
KD (PAS)

Dear Madam,

**RE: 205 HEADLAND ROAD, NORTH CURL CURL
CONSTRUCTION CERTIFICATE NO. 2004/0923 CC2**

I am pleased to advise that your Construction Certificate is now available for collection at Council's Customer Service Centre.

It is Council's policy not to forward this by mail to ensure safe receipt of these important documents. When collecting your Construction Certificate and accompanying documents, please bring this letter with you for identification purposes. The Customer Service Centre is open between 8.30am and 5pm Monday to Friday (excluding Public Holidays).

If another person is collecting the certificate on your behalf, your written authorisation is required. Construction Certificates that are not collected within 30 days of notification will be filed and can be retrieved by giving three days notice in advance.

Should you require any further information on this matter, please contact **John Fielding** between the hours of 9.30am and 10.30am or 3.00pm and 4.00pm, Monday to Friday, on telephone number **9942 2111**, or at any time on facsimile number **9971 4522**.

Yours faithfully

Keith Wright
Team Leader