



2021 (*insert date*)

Planning Department

\_\_\_\_\_  
(Local Council)

\_\_\_\_\_  
(Council address)

To whom it may concern

**Re: Occupancy Permit(s)**

I write as a member of The Uniting Church in Australia Property Trust (Victoria), the legal owner of the following property or properties constructed after 1 July 1994 or upgraded after 1 July 1994:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I authorise the below named representative of a Church Council of a Congregation of The Uniting Church in Australia to obtain a copy of the Occupancy Permit(s) from your Council regarding the above-mentioned property or properties. Please supply the Occupancy Permit to the contact below:

Church Council Representative Name: \_\_\_\_\_

Congregation: \_\_\_\_\_

Email: \_\_\_\_\_

Congregation postal address: \_\_\_\_\_

If you have any questions regarding this letter, please contact Siobhan Reed on (03) 9116 1956 or by email [Siobhan.Reed@victas.uca.org.au](mailto: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)

