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[Insert Purchaser details]

Dear Sir/Madam

**Nguyen and Loung sale to [insert purchaser surname]
Lot 803-853 Taylors Road, Caroline Springs**

We refer to the above and advise that practical completion of the development and registration of the plan of subdivision has been impacted by the COVID-19 pandemic and associated lockdowns. Consequently, we sincerely apologise for the delay to the project.

Now that there has been a relaxation of the COVID-19 occupational health and safety rules relating to the construction industry, our client aims to resume the development of the land as soon as possible.

For your reference we enclose the following documents, which we will discuss further below:

1. Amended Planning Permit 2020/6999
2. Amended Plan of Subdivision,
3. Current Engineering Plans, showing lot surface levels, and the location of vehicle crossovers and driveways,
4. Acknowledgement to Extension of Latest Date to Register Plan of Subdivision

It is estimated that the practical completion of the development and registration of the plan of subdivision will be around early August 2022.

Changes to the Planning Permit

For your reference, we draw your attention to the amended planning permit dated 27 November 2020 (being PA-2020/6999). With respect to this amended planning permit, the vast majority of the amended obligations of the planning permit relates to client but for the purpose of completeness, we enclose a copy of it. We strongly recommend that you review it and that if you have any concerns or questions, that you seek advice from your solicitor or conveyancer.

Changes to the Plan of Subdivision

In accordance with section 9AC of the *Sale of Land Act*, we enclose the amended plan of subdivision and we draw your attention to the following changes:

- Lots 25, 26, 27 and 28 have been consolidated to create the lot known as CC.
- Lots 29, 30, 31, 32 and 33 have now been consolidated to form Lot DD.
- In light of the consolidated lots CC and DD, the portion of the road that formed the street frontage on the northern boundaries of Lots 25, 26, 27, 28 and 29 have been removed.

- The road that connects the land development from Taylors Road located near Reserve No. 3 and more commonly known as Butler Lane, has been amended so that the width of the road has been increased to 16 metres (from 14.4 metres).
- The size of Reserve No. 2 has been reduced to 999m².
- As a consequence, to the change in size to Reserve No. 2, the area of Lot 39 has been reduced to 350m² whilst the area of Lot 38 has been increased to 730m².
- The area of Lot 23 has been increased from 364m² to **365m²**.
- The area of Lot 21 has been increased from 351m² to **352m²**.
- The area of Lot 19 has been increased from 371m² to **372m²**.
- The area of Lot 24 has been reduced from 448m² to **432m²**.
- The area of Lot 18 has been reduced from 448m² to **432m²**.
- The area of Lot 8 has been increased from 446m² to **447m²**.
- The area of Lot 6 has been reduced from 428m² to **424m²**.

We further recommend that if you have concerns about the proposed changes under the amended Plan of Subdivision that you seek advice from your solicitor or conveyancer.

Location of the Vehicle Crossovers and the surface level of the lots

In accordance with section 9AB of the *Sale of Land Act*, we draw your attention to the current Engineering Plans showing the proposed location of the vehicle crossovers and driveways, and surface level with respect to the proposed lots. We recommend that you provide a copy of this Engineering Plan to your builder, and should you have any concerns that you seek advice from your solicitor or conveyancer.

Proposed extension to the latest date for registration of the Plan of Subdivision

Due to the delays caused by Covid-19, our client is seeking an extension of the latest date to register the plan of subdivision from 24 months from the Day of Sale under the Contract, to 30 November 2022 (**Sunset Clause Deadline**). Accordingly, we would be greatly obliged if you could sign the attached Acknowledgement of Extension of the Latest Date to Register the Plan of Subdivision (**Acknowledgement**), and return it to us no later than 14 days from the date of this letter.

Should you have any questions or require any further information, please feel free to contact us.

Yours faithfully,

HARWOOD ANDREWS