{Correspondence reference number}

8 October 2020

«Customer»

«Postal\_Address»

«Suburb» «State» «Postcode»

Dear «Customer»,

I refer to your application dated «date» to use Crown land for «purpose».

On 28 October 2018 the State Government entered into a Land Use Activity Agreement (LUAA) with Taungurung Land and Waters Council (TLaWC). The LUAA recognises the rights of the Taungurung people as Traditional Owners of areas of public land. It sets out classes of activities that may occur on public land that may interfere with or impact those rights.

Under the LUAA, the use of land for «purpose» is an Advisory Activity. The *Traditional Owner Settlement Act 2010* and LUUA requires {Insert name of your organisation}, as the Decision Maker, to comply with the Ministerial Direction given as to advisory activities, including taking certain procedural steps, before we can allow the activity to proceed. We must, at a minimum:

1. Notify TLaWC of the activity;
2. Provide TLaWC with the opportunity to comment on the activity; and
3. Consider comments received.

I have today sent a notification to the TLaWC advising of the activity. A period of at least 28 days is provided for them to comment. I will contact you again after this period has expired.

Fact sheets on the Taungurung settlement and on the Taungurung LUAA are available at

<https://www.justice.vic.gov.au/your-rights/native-title/taungurung-recognition-and-settlement-agreement>.

If you would like to find out more about the settlement please contact the Native Title Unit of the Department of Justice and Community Safety on (03) 8684 7523.

Should you require further information regarding this project, please me on {phone number} or email {email address}.

Yours sincerely,

**{Name and role}**