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**BirdLife Shoalhaven is a branch of BirdLife Australia Limited ABN 75 149 124 774**

<<Addressee>>

<<Date>>

Dear <<Name>>

**<<REFERENCE & TITLE>>**

1. **INTRODUCTION**

**1.1.** BirdLife Shoalhaven (BLS) advocates for the conservation of birds and their habitats and promotes the appreciation and understanding of birds across the Shoalhaven and beyond. BLS is a branch of BirdLife Australia Limited, an independent, not-for-profit organisation, which was established in 1901 and currently has over 12,000 members and 70,000 supporters.

**1.2.** BLS wishes to <<Outline of issue>>

1. **RECOMMENDATION**

**That the <<insert>>**

1. **CONSIDERATIONS**
	1. **SIGNIFICANT BIRD CONSIDERATIONS**

**3.2 ENVIRONMENTAL CONSIDERATIONS**

**3.3 PLANNING CONSIDERATIONS**

**4. CONCLUSIONS**

If you have any queries on this submission, please contact <<me or name of person>>, BirdLife Shoalhaven <<title>>, on <<mobile>> or <<email>>.

Yours sincerely,

**<<name>>**

**<<title>>**

**<<mobile and or email>>**