

NOTICE OF ANNUAL LEAVE AND INTERIM CONTACT ARRANGEMENTS 12 MAY to 5 JUNE 2026

Date: 5 May 2026

To: Clients and Assessment Authorities

Temporary Change to Contact and Project Management

This letter formally advises that Leisa Sinclair, Director of Sinclair Planning Pty Ltd, will be on annual leave from 12 May to 5 June, inclusive. During this period, Leisa will have very limited to no access to email and telephone communications.

To ensure continuity of service and the timely progression of all active development applications, Sinclair Planning Pty Ltd has arranged for an experienced locum town planner to act on Ms Sinclair's behalf where required.

Non urgent matters requiring Leisa's direct attention will be addressed upon her return on 8 June.

Interim Planning Contact

Locum Planner - Leo Mewing, Director, Mewing Planning Consultants
Email: leo@mewingplanning.com.au | Phone: 0421 780 354

Leo is fully briefed on current matters and authorised to undertake necessary actions, including responding to information requests, liaising with assessment officers, and ensuring statutory timeframes are met.

For Sinclair Planning Pty Ltd



5 May 2026
Leisa Sinclair, Director

For Mewing Planning Consultants



5 May 2026
Leo Mewing, Director