

<NAME>
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<ADD_2>
<ADD_3>
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<ADD_5>
<ADD_6>

<DATE> 2015

Dear <NAME>,

IMPORTANT INFORMATION ABOUT YOUR PROPERTY – MELBOURNE METRO RAIL PROJECT

I am writing to update you on the Melbourne Metro Rail Project and in particular, to provide further details of the proposed route alignment and the anticipated impact on your property.

As you may be aware, Melbourne Metro will see the construction of twin nine-kilometre rail tunnels from South Kensington to South Yarra, joining the Sunbury rail line in the west with the Cranbourne/Pakenham line in the south-east. The project includes five new underground stations at Arden, Parkville, CBD North, CBD South and Domain, with the two CBD stations under Swanston Street providing direct connections with Melbourne Central and Flinders Street stations respectively.

Melbourne Metro Rail Authority (MMRA) is responsible for the planning and delivery of the project on behalf of the Victorian Government. We have been working to finalise key elements of the project as quickly as possible in order to provide a greater level of certainty for local residents and businesses.

As a result of further planning, design, engineering work and stakeholder feedback to date we are now in a position to discuss with you details of the proposed locations of the tunnels, tunnel entrances, stations and station entrances, as well as potential construction areas.

The planning and design work undertaken to date identifies that your property at <PROP1> <PROP_2> <PROP_3> <PROP_4> <PROP_5> <SUBURB> is likely to be required for the Melbourne Metro Rail Project. A map of the project in the vicinity of your property is included with this letter.

Please note this letter is not a formal notice of property acquisition. **A formal acquisition process will not begin until planning approvals have been achieved, anticipated to be in late 2016 – early 2017. Most properties required for the project will not need to be vacated until sometime in 2017.**

Should your property be required for the project, the *Land Acquisition and Compensation Act 1986* provides a process for the acquisition of your property and ensures you will be fairly compensated. To explain what this process involves and help you understand your rights, we have enclosed an information booklet outlining the key elements.

NEXT STEPS

Over the coming months, we will be seeking feedback on the project design and proposed construction methodology from landowners and tenants, community members, businesses and traders, councils and regulatory authorities as part of the planning process for the project. A fact sheet outlining the planning process is included with this letter.

It is important to note that the project designs and construction methodology are not yet finalised, and changes may be made as a result of feedback received during the planning process. We will keep you informed if this affects the anticipated impact on your property.

A dedicated information line has been established for landowners and tenants. I encourage you to contact the Melbourne Metro Rail Authority on **1800 327 156 (Monday to Friday, 8am-8pm)** so that we can arrange a convenient time to meet with you. At this meeting a case manager will be assigned to you and we will discuss what the potential for property acquisition means for you and answer any questions you may have about this process.

I appreciate that this letter may raise questions and concerns for you but please be assured we will be doing all we can to provide you with information and regular updates as the project progresses.

Yours sincerely



Evan Tattersall
Chief Executive Officer
Melbourne Metro Rail Authority

Enclosed:

- Project map
- Land acquisition and compensation information booklet
- Planning process fact sheet

 Interpreter Service ph:(03) 9280 0700	Mandarin	普通话	Vietnamese	Tiếng Việt
	Greek	Ελληνικά	Italian	Italiano
	Cantonese	廣東話	Arabic	عربي
	Russian	Русский	Spanish	Español
	Korean	한국어	Somali	Somali

Please note: If you no longer have any interest in this property or know of others who should be made aware of the information in this letter, such as a managing agent, please contact us so that we may update our records.