**[Lead Agency Logo]**

**[Lead Agency Name]**  
  
[Street Address 1]

[Street Address 2]

[Postal Address 1]  
[Postal Address 2]

[Website]

To the Accreditation Unit

Project Lead, Accreditation Unit   
Across Government Services

Department for Infrastructure and Transport

**Email to:** [**DIT:PSCAccreditationunit@sa.gov.au**](mailto:DIT.PSCAccreditationUnit@sa.gov.au)

**Accreditation TO SELF-MANAGE PLANNED SMALL CONSTRUCTION PROJECTS**

**Pre-Application Meeting REQUEST**

In accordance with the Accreditation Framework for Planned Small Construction Projects (the Framework), [insert Lead Agency name] has completed the required Accreditation Self-Assessment and collected our preliminary supporting evidence to demonstrating our capability to deliver Planned Small Construction Projects (evidence attached).

Accordingly, on behalf of [insert Lead Agency name], we hereby request a pre-application meeting be arranged to review the enclosed Accreditation Self-Assessment and associated supporting evidence in preparation for the formal submission of our accreditation application.

When arranging a suitable meeting time, please contact [Full name], [Position], [Division] in the first instance.

Yours sincerely,

[Signature]

[Full Name]

[Position Title]

[Date]

Encl.

[insert Agency name] Accreditation Self-Assessment including link to supporting evidence.