{Contact}

{Contact Phone}

{File Reference}

{Date}

***Plumbing and Drainage Act 2018***

***Section 144 (Show cause notices)***

SHOW CAUSE NOTICE

{Name of licensee who performed the work}

{Address}

{Suburb}

Dear {insert name of licensee}

## Re: {insert description of structure to which the plumbing or drainage is associated}

## {insert address of premises}

**{insert real property description of the land on which the plumbing or drainage is installed}**

The Local Government is of the view that the plumbing and drainage work you performed at the above mentioned premises, above, does not comply with the *Plumbing and Drainage Act 2018***,** namely {insert the facts and circumstances forming the basis for the Local Government’s belief that the work performed does not comply with a particular matter in the Act or Regulation}.

Accordingly, you are invited to show cause as to why an Enforcement Notice should not be issued to you pursuant to section 143(1) (Enforcement notices) of the *Plumbing and Drainage Act 2018.* Local Government reasonably believes that you should be required to: {insert brief general description of the action likely to be required, eg

* {do, or not do a stated thing to ensure plumbing or drainage work complies with the Act}
* {alter, repair, remove or replace plumbing or drainage}

Your written representation should be marked with the following reference number {insert the Local Government’s reference number) and lodged with the Chief Executive Officer at the following address: {insert Local Government postal address}.

If you prefer to make an oral representation concerning this matter, you should contact {insert the name and telephone number of the person who will arrange when representations will be heard}to arrange a mutually convenient time for your representation to be heard.

Your representation must be received by the Local Government no later than {insert the time and day on which the representations are to be received by the Local Government. This must be not less than 20 business days after the show cause notice is given}

In the event that you fail to show cause within this time an Enforcement Notice may be issued to you.

**Dated this** *{insert the date}* **day of** *{insert the month and year}*

*{insert signature of the issuing officer}*

**……………………………………**

**Issuing Officer**