{Contact}

{Contact Phone}

{File Reference}

{Date}

*Plumbing and Drainage Regulation 2019*

Action notice - notifiable work not under permit

{Insert name of responsible person for work}

{Insert address of responsible person}

Dear {insert name of responsible person for work},

## Action notice about notifiable work performed at {insert address of premises}

This action notice was issued under section 96 of the *Plumbing and Drainage Regulation 2019* (‘the Regulation’) in relation to notifiable work (‘the relevant work’) carried out at the premises mentioned above.

**Reason(s) for deciding to issue action notice**

A Council inspector inspected the relevant work on {insert date} and the inspector is not satisfied that the relevant work, or part of the work, is compliant. The reason why the inspector is not so satisfied is {insert reason, including the facts and circumstances forming the basis for the reason}.

**Action required to be taken**

You are required to take the following action:

* carry out {insert description of work} (‘rectification work’)
* request a further inspection of the rectification work by {insert date\*}
* give the Council {insert description of any information about the relevant work required}
* uncover the plumbing or drainage resulting from, or affected by, the work to the extent necessary to enable the inspector to assess whether the work is compliant
* {insert description of any other action required}

**When action must be taken**

You are required to take the action mentioned above by [the date mentioned above/ {insert date\*}].

\* The date stated for compliance with the notice must be at least 2 business days after the notice is given. A later date may be decided by the Council or the inspector **after** the notice is issued and **before** the date stated.

**Offence to fail to comply with this notice**

Under section 98 of the Regulation, it is an offence for you to fail to comply with the notice by the date stated in this notice, unless you have a reasonable excuse.

Note 1: The maximum penalty for failing to comply with the notice is 20 penalty units ($2669). Under Section 3 of the Penalties and Sentences Regulation 2015, the prescribed value of a penalty unit is $133.45 (current from 1 July 2019)

Note 2: If the Council or inspector considers you have not complied with the notice, the Council will give the owner of the premises a copy of the notice.

**Appeal rights**

You may appeal the decision to issue this action notice to you. To appeal, you must do the following within 5 business days after the notice was issued:

* submit a *Form 10—Notice of Appeal/Application for Declaration* to the Registrar of the Development Tribunals; and
* pay the fee for starting the appeal (It is recommended that you speak to the Registrar of the Development Tribunals about the applicable fee).

For a list of the fees for appeals, see schedule 17 of the *Planning Regulation 2017.* Payment may be made online via a secure credit card payment facility or by cheque or money order.

Contact details for Development Tribunals

Registrar, Development Tribunals

Department of Housing and Public Works

GPO Box 2457 Brisbane QLD 4001

Phone: 1800 804 833

Email: registrar@hpw.qld.gov.au

Enquiries about this notice can be made to {insert the name and telephone number of the issuing officer}.

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

{insert signature of the issuing officer}

**……………………………………………**

**Issuing officer**