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| **Notice ID** | <XXXXX> Version X |
| **Date of issue** | DD/MM/YYYY |
| **Date of amendment** | DD/MM/YYYY |
| **Notice issued by** | **Name** <first and last name>Litter enforcement officer of <name of litter authority>**T** <phone number> **E** <e-mail address> |
| **Notice issued to** | **Name** <name of notice recipient e.g. natural person or legal company name> **Address** <notice recipient address e.g. residential, business or registered business address> |
| **ACN** | <ACN of notice recipient if applicable> |
| <Optional>**Place or premises**  | <Place or premises address where notice applies> <Delete this section if no place or premises entered.> |
| **Legal reference** | Environment Protection Act 2017 (the Act), s. 127 |
| **Service method** | <Postal service; electronic communication; delivered in person; left at the recipients residential, business or body corporate address><Choose one> |

For the purpose of this notice ‘you’ means the recipient of this notice or your authorised representative.

# Grounds for issuing this notice

The litter enforcement officer has determined that it is necessary to issue a waste information gathering notice for the purposes of performing a function or duty or exercising a power under the Act.

The litter enforcement officer>reasonably believes <name of notice recipient>

<Choose one from following options– where more than one applies, choose most relevant>

previously had possession of waste.

was responsible for commissioning the production or distribution of material that became waste.

*<Add details of why reasonable belief is held: e.g. observations, evidence collected etc. This free text section is required to establish the grounds for issuing the notice….>*

**Reasons for amending this notice**

<Provide a concise summary of the actions the duty holder has undertaken so far to address the requirements of the notice. Include reasons why and what part of the notice is being amended.>

# Requirements

You are required to:

<list the requirements, including any of the following>

By <insert time> on <insert date> provide to the litter enforcement officer <in writing (optional)> the following information:

* how, when and where <insert description of waste and place or premises as appropriate> came into or left your possession;
* if <insert description of waste and place or premises as appropriate> has left your possession, provide the name and address of another person who currently has possession of the waste;
* the name and address of another person who was involved in commissioning the production or distribution of material that became waste.

Under section 127(5) if the information sought by this waste information gathering notice is not within your knowledge or possession you must advise the litter enforcement officer in writing.

This waste information gathering notice takes effect from the date of service. Amendments to this waste information gathering notice take effect from the date of service of the amendment.

<Litter enforcement officer’s signature. Keep signature with prior text.>

<Litter enforcement officer’s first and last name>

Litter enforcement officer of <name of litter authority>

# Penalty

If you fail to comply with this information gathering notice you may be guilty of an offence and liable to pay a penalty of up to 10 penalty units (for an individual) or 50 penalty units (for a body corporate).

Under section 127(7), you must comply with the notice unless you advise the litter enforcement officer that the information sought is not within your knowledge or possession. A failure to do so may be an offence, and you may be liable to pay the above penalty.

Under section 127(7), if you fail to comply with a request to provide information in writing you may be guilty of an offence and liable to pay the above penalty.

## Amendment

You may apply for an extension of time for any requirement in the notice before its due date. Your notice remains legally binding until the litter enforcement officer advises you of any change.

*<Add contact details of litter authority>*

## Accessibility

Contact us if you need this information in an accessible format such as large print or audio.

*<Add contact details of litter authority>*

## Interpreter assistance



*<Add information about litter authority’s interpreter service>*