DATE

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**An obstruction on Council Land adjoining your property at** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

A recent inspection of Council land adjoining **your property** found the placement of <insert waste>. It was confirmed that you <**allowed/placed/stored/left>** an item on Council land. You are in breach of the **<insert council> <insert act title>**,**<insert clause> e.g *<insert clause>******in allowing/placing/storing/leaving*** an item or thing on a Road or Council Land that has caused an obstruction.

As such the enclosed Notice to Comply has been issued directing you to complete the works within the time frame specified. Please find attached a copy of a photograph of the item.

Should you have any enquiries regarding this notice you may <insert contact>.

Yours faithfully

<Signature>

<Name>

**<Role>**

TO:

You have, in the opinion of <Insert Litter Authority legal name> (“the Council”) or an Authorised Officer, committed a breach of <clause> of the <act title>, in allowing, placing, storing or leaving an item or thing on a Road or Council Land without Council permission, that has caused an obstruction, namely:

 **Concrete rubble on the nature strip in front of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***<list clause> e.g Clause 23: Obstructions on Roads and Council Land***

*(1) A person must not, without Council approval allow, place, store or leave
 any item or thing on a road or Council land unless they are permitted to do
 so under any other Act, regulation or other Local Law.*

*Penalty: <insert penalty units>*



**To remedy the breach you must remove the concrete rubble by <time, date>.**

You should contact <authorised officer> at the Municipal Office on <phone number>, between the hours of 8:30am and 5:00pm Monday to Friday for any further information about this Notice.

If you fail to comply with this Notice you will be guilty of an offence and may be liable to a penalty of **<insert penalty units>.** If you do not remedy the breach, the Council may carry out any required work and you may be liable for the cost of that work in addition to the above penalty.

Date: <Insert> <Insert>

 (Name of Authorised Officer)

Telephone: <Insert> <Insert>

 (Signature of Authorised Officer)

**Note: If this Notice relates to a contravention of a permit and the Notice is not complied with the permit may be cancelled. If you do not wish to have the permit cancelled, you should comply with the directions in this Notice or show cause to the Council in writing why the permit should not be cancelled.**